

## PWYLLGOR CRONFA ELUSENNOL CHARITABLE FUNDS COMMITTEE

<b>DYDDIAD Y CYFARFOD: DATE OF MEETING:</b>	23 May 2023
<b>TEITL YR ADRODDIAD: TITLE OF REPORT:</b>	Charitable Funds Sub-Committee Update Report
<b>CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:</b>	Mandy Rayani, Director of Nursing, Quality and Patient Experience
<b>SWYDDOG ADRODD: REPORTING OFFICER:</b>	John Evans, County Director Pembrokeshire 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

This report provides the Charitable Funds Committee (CFC) with a summary of the Charitable Funds Sub-Committee's (CFSC) activity between 7 March and 2 May 2023.

##### Cefndir / Background

The CFSC, in respect of its provision of assurance to the CFC, is responsible for providing quarterly written updates on the following areas of activity:

- Expenditure approved within the Sub-Committee's delegated limits of approval.
- Key decisions.
- Chair's Actions undertaken outside of the cycle of Sub-Committee meetings.
- Key risks and issues/matters of concern.
- Matters requiring Charitable Funds Committee consideration or approval.
- Any revisions to the Sub-Committee's Terms of Reference.

This report provides a summary of the CFSC's activity and provides an opportunity for the CFC to review the activity and discuss any key decisions taken and any matters arising, which may require CFC consideration or approval.

##### Asesiad / Assessment

The CFSC met on one occasion during this reporting period; 2 May 2023.

#### **1. Expenditure Approved within the CFSC's Delegated Limits of Approval**

The following charitable expenditure requests were considered and approved within the CFSC's delegated approval limits during this reporting period:

Meeting	Item	Comments	Decision
02-05-2023	CF02516	Request to purchase a replacement ultrasound imaging system. Current scanner is over 15	APPROVED

	<p>Ultrasound imaging system</p> <p>Tysul Eye Unit GH</p> <p>£14,250</p>	<p>years old, and it is not possible to procure replacement parts to maintain equipment to the required standard. The scanner is used to take eye measurements prior to surgery to ensure the accuracy of lenses and implants. It is of great benefit to patients who are less mobile and unable to use the standard seated/static equipment within the unit. The equipment does not feature on the capital list and due to the pressure on the capital programme it is unlikely to be funded from another source. The equipment, offering an enhanced level of service, will allow pre-assessments to be undertaken in an efficient manner and provide an optimum outcome for patients, especially those who are frail and less mobile.</p>	
02-05-2023	<p>CF02520</p> <p>Sonosite Edge II Vascular Scanner</p> <p>Day Theatres PPH</p> <p>£29,946</p>	<p>Request to purchase a new ultrasound scanner for the vascular foam sclerotherapy service to begin to offer procedures locally at PPH Day Theatres. Hywel Dda patients with vein problems currently travel to Swansea Bay for endo-thermal ablation or foam sclerotherapy treatments. The equipment will enable treatment to be provided locally in a timely fashion without the need for general anaesthetic and a prolonged recovery for the patient. The purchase of this equipment will enable the delivery of services locally that have not been carried out within Hywel Dda for a number of years and will greatly improve the patient experience.</p>	APPROVED

## 2. Key Decisions

No key decisions were made by the CFSC during this reporting period.

## 3. Chair's Actions Undertaken Outside of the Cycle of CFSC Meetings

The following charitable expenditure requests were considered and approved via Chair's Action during this reporting period, taking place outside of the cycle of CFSC meetings:

Date	Item	Comments	Decision
03/03/2023	<p>CF02470</p> <p>Overseas conference fees</p> <p>BGH – Improvement and Transformation</p> <p>£8,904.36</p>	<p>Attendance at a world leading patient safety conference in Copenhagen over 2 days in May 2023 for a delegation of six members of the Bronlais Hospital team (payment of conference fees). The team will also be presenting at the conference on the success of local quality improvement initiatives. Conference will allow the attendees to gain knowledge on the latest patient safety and improvement methodology and pass it on to other colleagues thus enhancing HDdUB patient care.</p>	<p>RATIFIED</p> <p>Approved via Chair's Actions on 03/03/2023</p>

## 4. Key Risks and Issues/Matters of Concern

No key risks or issues/matters of concern were considered by the CFSC during this reporting

period.

## 5. Annual review of Charitable Funds Sub-Committee Terms of Reference

The annual review of the Sub-Committee's Terms of Reference, attached at Appendix 1, was undertaken at the 2 May 2023 meeting with the following amendments suggested for approval by the CFC:

### Membership (2.1):

- Add the Pembrokeshire County Director role.
- Replace the Assistant Director Strategic Partnerships, Diversity and Inclusion with the Deputy Director of Public Health.
- Replace the Finance Business Partner (Accounting & Statutory and Reporting) with the Charitable Funds Accounts Assistant (in attendance).

### Operational Responsibilities (5.1.4):

- Addition of a new responsibility in line with the charity's financial procedure (FP20): *"Requests from external charities or organisations, other than HDdUHB's partner charities, to fundraise on the HDdUHB estate for the benefit of NHS services across mid and west Wales"*.

### Agenda and Papers (6.5):

- Amendment to the issuing of post-meeting papers: *"A draft Table of Actions will be issued within **two** days of the meeting. The minutes and Table of Actions will be circulated to the Sub-Committee Chair within **seven** days to check the accuracy, prior to sending to all Members (including the Sub-Committee Chair)"*.

## 6. Matters Requiring CFC Consideration or Approval

The following matters were considered by the CFSC during this reporting period, for noting by the CFC:

- 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.

## 7. Remaining CFSC Meeting Dates for 2023/24

Charitable Funds Sub-Committee	Update report to Charitable Funds Committee
4 <sup>th</sup> July 20223	26 <sup>th</sup> September 2023
5 <sup>th</sup> September 2023	26 <sup>th</sup> September 2023
7 <sup>th</sup> November 2023	28 <sup>th</sup> November 2023
16 <sup>th</sup> January 2024	12 <sup>th</sup> March 2024
5 <sup>th</sup> March 2024	12 <sup>th</sup> March 2024

## Argymhelliad / Recommendation

The Charitable Funds Committee is requested to **NOTE** the content of this report in respect of the Charitable Funds Sub-Committee's provision of assurance.

The Charitable Funds Committee is also requested to **APPROVE** the proposed changes to the Sub-Committee's Terms of Reference.

**Amcanion: (rhaid cwblhau)**

**Objectives: (must be completed)**

<p>Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:</p>	<p><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.</p> <p><u>Charitable Funds Sub-Committee</u> 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.</p>
<p>Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:</p>	<p>Not applicable</p>
<p>Safon(au) Gofal ac Iechyd: Health and Care Standard(s):</p>	<p>Governance, Leadership and Accountability</p>
<p>Amcanion Strategol y BIP: UHB Strategic Objectives:</p>	<p>Not Applicable</p>
<p>Amcanion Cynllunio Planning Objectives</p>	<p>Not Applicable</p>
<p>Amcanion Llesiant BIP: UHB Well-being Objectives: <a href="#">Hyperlink to HDdUHB Well-being Objectives Annual Report 2018-2019</a></p>	<p>10. Not Applicable</p>

**Gwybodaeth Ychwanegol:**

**Further Information:**

Ar sail tystiolaeth: Evidence Base:	Provide independent oversight and ensure correct controls and governance arrangements are in place to provide assurance that charitable funds within HDdUHB are appropriately managed.
Rhestr Termau: Glossary of Terms:	Develop a proactive and standard approach to the expenditure of charitable funds to ensure that appropriate service needs and additional benefits to patient care is supported.
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Cronfa Elusennol: Parties / Committees consulted prior to Charitable Funds Committee:	Head of Hywel Dda Health Charities Charitable Funds Sub-Committee

<b>Effaith: (rhaid cwblhau) Impact: (must be completed)</b>	
<b>Ariannol / Gwerth am Arian: Financial / Service:</b>	Provide independent oversight and ensure correct controls and governance arrangements are in place to provide assurance that charitable funds within HDdUHB are appropriately managed.
<b>Ansawdd / Gofal Claf: Quality / Patient Care:</b>	Develop a proactive and standard approach to the expenditure of charitable funds to ensure that appropriate service needs and additional benefits to patient care is supported.
<b>Gweithlu: Workforce:</b>	Not applicable
<b>Risg: Risk:</b>	Reputational risk if charitable funds are not appropriately managed and governance controls are not followed.
<b>Cyfreithiol: Legal:</b>	Not applicable
<b>Enw Da: Reputational:</b>	Reputational risk if charitable funds are not properly managed and governance controls are not followed correctly.
<b>Gyfrinachedd: Privacy:</b>	Not applicable
<b>Cydraddoldeb: Equality:</b>	Equity of access by ensuring decisions made benefit patients and staff within HDdUHB.



**THE BOARD**

**CHARITABLE FUNDS COMMITTEE**

**Charitable Funds  
Sub-Committee**

**TERMS OF REFERENCE**

**CHARITABLE FUNDS SUB-COMMITTEE**

Version	Issued to:	Date	Comments
V1	Charitable Funds Committee	09.03.17	Approved
V2	Charitable Funds Committee	15.03.18	Approved
V3	Charitable Funds Sub-Committee	02.09.19	Approved
V4	Charitable Funds Committee	15.09.20	Approved
V5	Charitable Funds Sub-Committee	10.05.21	Approved
V6	Charitable Funds Committee	30.06.21	Approved
V7	Charitable Funds Sub-Committee	07.03.22	Approved
V7	Charitable Funds Committee	06.06.22	Approved
V8	Charitable Funds Sub-Committee	02.05.23	

## CHARITABLE FUNDS SUB-COMMITTEE

### 1. Constitution

- 1.1 The Charitable Funds Sub-Committee (the Sub-Committee) has been established as a Sub-Committee of the Charitable Funds Committee and constituted from 9<sup>th</sup> March 2017
- 1.2 The Charitable Funds Sub-Committee consolidates the previous sub-committee functions held by:
- Acute Services Charitable Funds Sub-Committee
  - Carmarthenshire Community Charitable Funds Sub-Committee
  - Ceredigion Community Charitable Funds Sub-Committee
  - Pembrokeshire Community Charitable Funds Sub-Committee
  - Mental Health & LD Charitable Funds Sub-Committee

### 2. Membership

- 2.1 The membership of the Charitable Funds Sub-Committee shall comprise:

<b>Title</b>
Assistant Director of Nursing, Mental Health and Learning Disabilities
Deputy Director of Operations
County Director Pembrokeshire (Chair)
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
Deputy Director of Public Health
Assistant Director Legal and Patient Support
<b>In attendance:</b>
Head of Hywel Dda Health Charities
Finance Business Partner (Accounting & Statutory and Reporting)
Assistant Finance Business Partner (Accounting & Statutory and Reporting)
Charitable Funds Accounts Assistant

- 2.2. Membership of the Sub-Committee shall be reviewed on an annual basis.

### 3. Quorum and Attendance

- 3.1 A quorum shall consist of no less than one third of the membership and must include as a minimum the Chair or Vice-Chair of the Sub-Committee.
- 3.2 The membership of the Sub-Committee must take into account the balance of skills and expertise necessary to deliver the Sub-Committee's remit and subject to any specific requirements or directions made by the University Health Board or Welsh Government.
- 3.3 Any senior officer of the University Health Board or from a partner organisation may, where appropriate, be invited to attend, for either all or part of a meeting, to assist with discussions on a particular matter.
- 3.4 The Sub-Committee may also co-opt additional independent external 'experts' from outside the organisation to contribute to specialised areas of discussion.
- 3.5 Should any member be unavailable to attend, they may nominate a deputy, with full voting rights, to attend in their place subject to the agreement of the Chair.
- 3.6 The Chair of the Charitable Funds Sub-Committee shall have reasonable access to Executive Directors and other relevant senior staff.
- 3.7 The Sub-Committee may ask any or all of those who normally attend but who are not members to withdraw to facilitate open and frank discussion of particular matters.

#### **4. Purpose**

- 4.1 The purpose of the Charitable Funds Sub-Committee is to ensure that the UHB's policies and procedures are followed in relation to the expenditure of our named charitable funds.
- 4.2 In particular to:
  - 4.2.1 Apply the UHB's charitable funds within the budget, priorities and spending criteria determined by the UHB 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).
  - 4.2.2 Implement appropriate policies and procedures to ensure that all expenditure is reasonable, clinically and ethically appropriate.
  - 4.2.3 Agree issues to be escalated to the Charitable Funds Committee with recommendations for action.

#### **5. Operational Responsibilities**

- 5.1 The Sub-Committee will, in respect of its provision of assurance to the Charitable Funds Committee, also be responsible for:



- 5.1.1 Providing 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.
- 5.1.2 Considering and recommending for approval requests for expenditure over £50,000 against named charitable funds, within the scheme of delegation for authorisation of charitable funds expenditure.
- 5.1.3 Providing scrutiny and onward assurance to the Charitable Funds Committee on charitable expenditure.
- 5.1.4 Providing 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 Charitable Funds Committee 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.
  - Requests from external charities or organisations, other than HDdUHB's partner charities, to fundraise on the HDdUHB estate for the benefit of NHS services across mid and west Wales.
- 5.1.5 Considering with a view to approving or rejecting all requests for the establishment of new charitable funds.
- 5.1.6 Providing quarterly written updates to the Charitable Funds Committee.
- 5.2 The Chair of the Sub-Committee (or a suitably briefed deputy) will attend the quarterly Charitable Funds Committee meetings and provide written reports on the following items:
  - 5.2.1 Expenditure approved within the Sub-Committee's delegated limits of approval
  - 5.2.2 Key decisions.
  - 5.2.3 Chair's actions undertaken outside of the cycle of Sub-Committee meetings.
  - 5.2.4 Key risks and issues/matters of concern.
  - 5.2.5 Matters requiring Charitable Funds Committee consideration or approval
  - 5.2.6 Any revisions to the Sub-Committee's Terms of Reference.

## 6. Agenda and Papers

- 6.1 The Sub-Committee Secretary will agree the agenda with the Chair at least three weeks before the meeting date.
- 6.2 The agenda will be based around the Sub-Committee work plan, identified risks matters arising from previous meetings, issues emerging throughout the year and requests from Sub-Committee members. Following approval, the agenda and timetable for papers will be circulated to all Sub-Committee members.
- 6.3 All papers should have relevant sign off before being submitted to the Sub-Committee Secretary.
- 6.4 The agenda and papers for meetings will be distributed seven days in advance of the meeting.
- 6.5 ~~The minutes and action log will be circulated to members within five days to check the accuracy.~~

A draft Table of Actions will be issued within **two** days of the meeting. The minutes and Table of Actions will be circulated to the Sub-Committee Chair within **seven** days to check the accuracy, prior to sending to all Members (including the Sub-Committee Chair).

- 6.6 Members must forward amendments to the Sub-Committee secretary within the next **seven** days. The Sub-Committee secretary will then forward the final version to the Sub-Committee Chair for approval.

## 7. Frequency of Meetings

- 7.1 The Sub-Committee will meet on a bi-monthly basis and shall agree an annual schedule of meetings. Additional meetings will be arranged as determined by the Chair of the Sub-Committee in discussion with the Sub-Committee Lead.
- 7.2 The Chair of the Sub-Committee, in discussion with the Sub-Committee Secretary, shall determine the time and the place of meetings of the Sub-Committee and procedures of such meetings.

## 8. Chair's Actions

- 8.1 There may be circumstances where decisions which would normally be made by the Sub-Committee need to be taken between scheduled meetings, and it is not practicable to call a meeting of the Sub-Committee. In these circumstances the Sub-Committee Chair may deal with these matters on behalf of the Sub-Committee as an exception rather than the norm.
- 8.2 The Sub-Committee Chair must ensure that any such action is formally recorded and reported to the next meeting of the Sub-Committee for

consideration and ratification.

- 8.3 Chair's actions may not be taken where the Sub-Committee Chair has a personal or business interest in an urgent matter requiring decision.

## **9. Accountability, Responsibility and Authority**

- 9.1 The Sub-Committee Secretary be accountable to the Charitable Funds Committee for its performance in exercising the functions set out in these terms of reference.
- 9.2 The Sub-Committee shall embed the University Health Board and Hywel Dda Health Charities' vision, corporate standards, priorities and requirements, e.g. equality and human rights, through the conduct of its business.
- 9.3 The requirements for the conduct of business as set out in the University Health Board's Standing Orders are equally applicable to the operation of the Sub-Committee.

## **10. Reporting**

- 10.1 The Sub-Committee, through its Chair and members, shall work closely with the Board's other Committees, including joint /sub committees and groups to provide advice and assurance to the Board through the:
- 10.1.1 joint planning and co-ordination of Board and Committee business;
  - 10.1.2 sharing of information.
- 10.2 In doing so, the Sub-Committee shall contribute to the integration of good governance across the organisation, ensuring that all sources of assurance are incorporated into the Board's overall risk and assurance framework.
- 10.3 The Sub-Committee may establish groups or task and finish groups to carry out on its behalf specific aspects of Sub-Committee business. The Sub-Committee will receive written update reports following each meeting which details the business undertaken on its behalf.
- 10.4 The Sub-Committee Chair, supported by the Sub-Committee Secretary, shall:
- 10.4.1 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.
  - 10.4.2 Bring to the Charitable Funds Committee's specific attention any significant matter under consideration by the Sub-Committee.
  - 10.4.3 Ensure appropriate escalation arrangements are in place to alert the University Health Board Chair, Chief Executive or Chairs of other relevant Committees/Sub Committees of any urgent/critical matters that may

compromise patient care and affect the operation and/or reputation of the University Health Board.

## **11. Secretarial Support**

- 11.1 The Sub-Committee Secretary shall be determined by the Sub-Committee lead.

## **12. Review Date**

- 12.1 These terms of reference and operating arrangements shall be reviewed on at least an annual basis by the Sub-Committee for approval by the Charitable Funds Committee.