

## HYWEL DDA HEALTH BOARD – CHARITABLE FUNDS COMMITTEE WORKPLAN 2023-24

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 2023–March 2024.

Agenda Item/Issue	Lead	23 May 2023	26 September 2023	28 November 2023	12 March 2024
<b>Governance</b>					
Apologies	<b>Chair</b>	✓	✓	✓	✓
Declaration of Interests	<b>Chair</b>	✓	✓	✓	✓
Minutes from Previous Meeting	<b>Chair</b>	✓	✓	✓	✓
Table of Actions and Matters Arising	<b>Chair</b>	✓	✓	✓	✓
Annual Review of Terms of Reference	<b>Chair</b>	✓			
CFC Annual Report to Board	<b>Chair/MR/SB</b>		✓ (Final 2022/23)		✓ (Draft 2023/24)
Self-assessment of Committee Effectiveness	<b>SB</b>	✓ (Approval of questions)		✓ (Outcome Report)	
<b>Risk &amp; Assurance</b>					
Sub-Committee Terms of Reference: • Charitable Funds Sub-Committee • Investment Advisor Sub-Committee	<b>CSFC Chair</b> <b>IASC Chair</b>	✓ ✓			
Sub-Committee Update Reports: • Charitable Funds Sub-Committee • Investment Advisor Sub-Committee	<b>CSFC Chair</b> <b>IASC Chair</b>	✓ ✓	✓ ✓	✓ ✓	✓ ✓
Sub-Committee Annual Report: • Charitable Funds Sub-Committee • Investment Advisor Sub-Committee	<b>CSFC Chair</b> <b>IASC Chair</b>				✓ ✓
Charitable Funds Committee Risk Register	<b>MR</b>	✓	✓	✓	✓
Administrative Committee (Hydrotherapy Pool: JC Williams (Elizabeth Williams Endowment) Trust Fund) Update	<b>RS/NLI/RD</b>	✓	✓	✓	✓
<b>Operational/Strategic Issues</b>					

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Approval of policies and procedures relating to charitable funds on behalf of the Board (as required)	TJ/NLI	✓	✓	✓	✓
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	✓	✓	✓	✓
Presentation on impact of recent charitable funds expenditure	NLI	✓	✓	✓	✓
Evaluation Reports of expenditure approved by the CFC: <ul style="list-style-type: none"> <li>- Cancer Services Expenditure CaPS Project (September 2023)</li> <li>- Cardiology Equipment, WGH Paediatrics</li> <li>- Respiratory Research, PPH (June 2023 – 9 months)</li> <li>- Echo Machines, WGH (September 2023 - 12 months)</li> <li>- Period Poverty</li> <li>- Transperineal Biopsy Machine (deferred from March 2023 CFC)</li> </ul>	GB ND KL TC DB NG	✓	✓ ✓ ✓ ✓		
<b>Performance</b>					
Investment Advisor Performance Update (to be presented in person)	IA/TJ		✓		✓
Integrated Hywel Dda Health Charities Performance Report	NLI/TJ	✓	✓	✓	✓
Draft Annual Accounts (2022/23) *provisional subject to Audit timelines	HT/RD		✓		
Final Annual Report & Accounts (2022/23) *provisional subject to Audit timelines	HT/RD			✓	
Internal Audit Report on Charitable Funds (Subject to confirmation)	Chair/Internal Audit				
<b>For Information</b>					
Reflective Summary of Meeting	MR	✓	✓	✓	✓
CFC Workplan 2023/24	SB	✓	✓	✓	✓
<b>Administration</b>					
Agenda setting meeting at least 6 weeks prior to meeting	SB	✓	✓	✓	✓
Quality check agenda and papers prior to dissemination	SB	✓	✓	✓	✓
Disseminate agenda & papers seven days prior to meeting	SB	✓	✓	✓	✓

<b>Agenda Item/Issue</b>	<b>Lead</b>	<b>23 May 2023</b>	<b>26 September 2023</b>	<b>28 November 2023</b>	<b>12 March 2024</b>
Minutes and action log to be circulated within 14 days of the meeting to members	<b>SB</b>	✓	✓	✓	✓
Prepare Update Report to Board (to be signed off by Chair & Lead Executive Director prior to submission)	<b>SB</b>	✓	✓	✓	✓
Prepare schedule of meeting dates for next financial year	<b>SB</b>			✓	
Prepare Annual Workplan for next financial year	<b>SB</b>				✓
Invite Audit Wales representative	<b>SB</b>			✓	
Invite recipients of CFC expenditure approved to provide an update six months following approval of funding (as and when)	<b>NLI</b>				

Chair – Chair of CFC	SB – Sarah Bevan (Secretariat)
MR – Mandy Rayani	HT – Huw Thomas
RD – Rhian Davies	NLI – Nicola Llewelyn
ND – Nick Davies	GB – Gina Beard
TJ – Timothy John	TC – Teleri Cudd
KL – Keir Lewis	RS – Rachel Stuart
IA – Investment Advisor	DB – Daniel Blythe
NG – Neil Griffiths	