

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
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/MR/SB		✓ (Final 2022/23)		✓ (Draft 2023/24)
Self-assessment of Committee Effectiveness	SB	✓		✓ (Process)	
Risk & Assurance					
Sub-Committee Terms of Reference: • Charitable Funds Sub-Committee • Investment Advisor Sub-Committee	CSFC Chair IASC Chair	✓ ✓			
Sub-Committee Update Reports: • Charitable Funds Sub-Committee • Investment Advisor Sub-Committee	CSFC Chair IASC Chair	✓ ✓	✓	✓	✓
Sub-Committee Annual Report: • Charitable Funds Sub-Committee • Investment Advisor Sub-Committee	CSFC Chair IASC Chair				✓ ✓
Charitable Funds Committee Risk Register	MR	✓	✓	✓	✓
Administrative Committee (Hydrotherapy Pool: JC Williams (Elizabeth Williams Endowment) Trust Fund) Update	RS/NLI/RD	✓	✓	✓	✓
Operational/Strategic Issues					
Approval of policies and procedures relating to charitable funds on behalf of the Board (as required)	TJ/NLI	✓	✓	✓	✓

Agenda Item/Issue	Lead	23 May 2023	26 September 2023	28 November 2023	12 March 2024
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"> - Cardiology Equipment, WGH Paediatrics - Respiratory Research, PPH (June 2023 – 9 months) - Echo Machines, WGH (September 2023 - 12 months) - Transperineal Biopsy Machine (deferred from March 2023 CFC) 	ND KL TC NG	✓	✓		
Performance					
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				
For Information					
Matters and Risks for Escalation to Board	MR	✓	✓	✓	✓
CFC Workplan 2023/24	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 seven days prior to meeting	CSO	✓	✓	✓	✓
Minutes and action log to be circulated within 14 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	✓	✓	✓	✓

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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	CSO – Committee Services Officer (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	