



## PWYLLGOR CRONFA ELUSENNOL CHARITABLE FUNDS COMMITTEE

<b>DYDDIAD Y CYFARFOD: DATE OF MEETING:</b>	28 November 2022
<b>TEITL YR ADRODDIAD: TITLE OF REPORT:</b>	Charitable Funds Committee (CFC) Self-Assessment of Committee Effectiveness Outcome Report
<b>CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:</b>	Mrs Delyth Raynsford, Committee Chair Mrs Mandy Rayani, Director of Nursing, Quality & Patient Experience
<b>SWYDDOG ADRODD: REPORTING OFFICER:</b>	Mrs Joanne Wilson, Board Secretary Ms Karen Richardson, Corporate & Partnership Governance Officer

**Pwrpas yr Adroddiad (dewiswch fel yn addas)**

**Purpose of the Report (select as appropriate)**

Er Sicrwydd/For Assurance

### ADRODDIAD SCAA

#### SBAR REPORT

##### Sefyllfa / Situation

The purpose of this report is to present to the Charitable Funds Committee (CFC) the outcome of the CFC Self-Assessment 2021/22 process, and to consider whether any actions from the CFC Self-Assessment 2021/22 are being progressed within the agreed timescales.

##### Cefndir / Background

From 2020/21, a new approach to self-assessment was introduced to elicit greater feedback in order to shape and influence the agenda of CFC going forward.

Members and In Attendance Members of CFC were invited to complete a questionnaire to consider the Committee's effectiveness during the previous 12 months, with only three responses received.

In addition to specific domain questions, comments were invited on any improvements for consideration to assist the Committee in drawing up its own plan for improvement. The recognition of what has worked well has been a helpful platform to move forward, and the greater focus on organisational risks to inform the agenda and work of the Committee will enable a further move towards providing a strategic outlook.

##### Asesiad / Assessment

Each question started with a statement, which set out 'what good looks like'. In response, Members described at least one example from the previous 12 months in which the Committee had been effective in this domain and shared at least one idea for improving the Committee's effectiveness in this domain over the coming year. The responses included a number of useful suggestions regarding ways in which the governance and operation of CFC might be improved.

Following meetings with the CFC Chair, the Assistant Director of Assurance and Risk and the Director of Nursing, Quality & Patient Experience, responses to any suggested improvements were agreed, with progress on any identified actions provided below.

**Question 1**

The Committee’s purpose is to make and monitor arrangements for the control and management of the Board’s charitable funds, within the budget, priorities and spending criteria determined by the Board and consistent with the legislative framework; and assure the Board in its role as corporate trustees of the charitable funds held and administered by the Health Board.

It constantly seeks to strengthen the ways in which it achieves this, challenging itself to avoid tokenism, welcome contributions, engage with criticism and account for and learn from failings.

*Please describe at least one example from 2021/22 in which the Committee has been effective in this domain.*

**Responses:**

- **Robust scrutiny of expenditure requests submitted to CFC for consideration and thorough discussions around the appropriate use of charitable funds versus exchequer funds and the benefit to patients and service users.**
- **Promotion of the assistance with learning which not related to work and the potential to receive support with funding towards these courses, which hopefully can be maintained long term.**
- **The appointment of the new Investment Manager has been a complex procurement exercise; however, this will ensure that the investments are managed in line with the charity’s risk appetite.**
- **Reporting to the CFC has been clear and consistent. Where additional budget was required, this was escalated appropriately for the Board’s consideration and approval.**

*Please share at least one idea for improving the Committee’s effectiveness in this domain over the coming year.*

<b>Suggestions Made for Improvement</b>	<b>Response</b>	<b>Progress</b>
Presentation of financial information from the Investment Advisor in a way that those without a finance background can understand and ask appropriate questions.	It is accepted that the Investment Advisor Performance presentations may be too detailed, however the Finance Directorate will work with the Investment Advisor to establish how the information can be simplified.	No further response required.
Continuing Professional Development – annual session on relevant charity related matters or subjects of interest to CFC members e.g. the role of, and key considerations for the corporate trustee.	Previously the Head of Hywel Dda Health Charities and the Assistant Director of Corporate Legal Services and Public Affairs have provided a session on	A further session will be arranged during 2023.

	NHS Charities & Role of Corporate Trustee.  A follow up session is being arranged, as per discussions at the September 2022 CFC meeting, with a focus on the Charities Act 2022.	
Benchmarking charity efficiency and effectiveness may be an opportunity for the coming year.	The NHS Charities Together Financial Comparison survey contains information to enable benchmarking financial performance against NHS charities with similar characteristics. The most recent data available is for the 2019/20 financial year. A summary can be presented at the March 2023 CFC meeting.	This has been forward planned onto the 2022/23 CFC workplan.

## **Question 2**

The Committee works **strategically**. This means it aligns its work with the Health Board's overarching strategic priorities and delivery plans, ensuring that the charity supports these priorities, providing the Board with the assurance necessary to have confidence in its ability to deliver.

*Please describe at least one example from 2021/22 in which the Committee has been effective in this domain.*

### **Responses:**

- **Improved Integrated Performance Report highlighting the key information for consideration by the CFC.**
- **Introduction of a Planning Objective aligned to the CFC allowing progress on key pieces of work to be monitored and discussed in detail.**
- **Launching the Bronglais Chemotherapy appeal.**

*Please share at least one idea for improving the Committee's effectiveness in this domain over the coming year.*

<b>Suggestions Made for Improvement</b>	<b>Response</b>	<b>Progress</b>
More of a focus on increasing the charity's expenditure and engaging with key stakeholders to encourage innovative approaches to the use of charitable funds.	The Hywel Dda Health Charities team will continue to raise awareness and engage with key stakeholders in order to increase the charity's expenditure. It is acknowledged that	This has now commenced.

	additional emphasis will be dedicated to this area and will be a consideration for the charity's future work plans.	
More of a strategic approach to supporting HDdUHB with its strategic priorities (where appropriate), especially due to the success of the Bronglais Chemotherapy Appeal.	Whilst similar fundraising appeals could be considered, they would need to meet the Hywel Dda Health Charities' charitable objects and demonstrate significant public benefit.	A business-as-usual approach has been adopted.

**Question 3**

The Committee works **systemically**. This means it works effectively with the Board, other Board Committees, its sub-committee and other relevant parts of the organisation's governance and assurance system, in order to ensure that we spot connections and themes which have an impact on charitable funds. It guards against silo working. It gives balanced and meaningful 'air time' to the full range of the Health Board's service portfolio.

*Please describe at least one example from 2021/22 in which the Committee has been effective in this domain.*

**Responses:**

- **Working with the People, Organisational Development and Culture Committee (PODCC) via occupational health and psychological well-being promoting the eco-friendly resort.**
- **The availability of funding for learning which is not work related.**
- **Approvals of expenditure have been linked to a requirement to measure patient outcomes or patient or staff experience**

*Please share at least one idea for improving the Committee's effectiveness in this domain over the coming year.*

<b>Suggestions Made for Improvement</b>	<b>Response</b>	<b>Progress</b>
Evaluation/impact reports presented to CFC following expenditure approvals to be shared by the Corporate Governance team for information with Committees/Sub-Committees that may have an interest.	The relevant report will be shared following presentation to the CFC.	The CFC CSO will share reports with the Corporate Governance team for dissemination.

**Question 4**

The Committee works **intelligently**. This means it draws on a diverse range of reliable data (both quantitative and qualitative) to triangulate information and reveal themes or patterns

which tell a story about charitable funds and how they make a difference to patients and staff. It uses patient and staff experiences to inform improvement.

*Please describe at least one example from 2021/22 in which the Committee has been effective in this domain.*

**Responses:**

- **Receiving presentations on the impact of charitable expenditure throughout the year to understand and document the wide-ranging benefits of charitable expenditure to patients, service users, their families and staff.**
- **Bronglais Chemotherapy unit fundraising is doing really well with the, fun runs, fund raising and people leaving money due to the good that's advertising has been promoted around it.**
- **The appointment of the new Investment Manager; and the data on benchmarking provided by the Manager for the Committee.**

*Please share at least one idea for improving the Committee's effectiveness in this domain over the coming year.*

<b>Suggestions Made for Improvement</b>	<b>Response</b>	<b>Progress</b>
Production of reports following the implementation of the evaluation framework to provide both quantitative and qualitative data on the impact of our charitable expenditure.	As per the update provided to the September CFC meeting, an annual report will be submitted to the Committee in March each year to provide both quantitative and qualitative data on the impact of our charitable expenditure.	This will be forward planned on the CFC workplan for 2023/24.
Working with the community and community nurses having some promotion within GP surgeries about leaving funding in their wills.	The charity team will review promotional material currently available to ensure its appropriateness for use in different venues.	A business-as-usual approach has been adopted.
Benchmarking charity efficiency and effectiveness may be an opportunity for the coming year.	The NHS Charities Together Financial Comparison survey contains information to enable benchmarking financial performance against NHS charities with similar characteristics. The most recent data available is for the 2019/20 financial year. A summary can be presented at the March 2023 CFC meeting.	This has been forward planned onto the 2022/23 CFC workplan.

**Question 5**

The Committee facilitates **learning**. This means it works openly and honestly, encouraging contributions from attendees which are a fair and reasonable reflection of the realities faced across all services. The Chair sets the leadership tone and is supported by other Independent Members and the Executive to hold this learning space. The style is one of high support/high challenge.

*Please describe at least one example from 2021/22 in which the Committee has been effective in this domain.*

**Responses:**

- **Robust scrutiny of expenditure requests submitted to CFC for consideration and thorough discussions around the appropriate use of charitable funds versus exchequer funds and the benefit to patients and service users.**
- **Developed and supported staff education in specialist areas E.g. chemotherapy and cancer care nurses.**
- **The Chair and Committee members all actively contribute and constructively and supportively challenge.**

*Please share at least one idea for improving the Committee’s effectiveness in this domain over the coming year.*

<b>Suggestions Made for Improvement</b>	<b>Response</b>	<b>Progress</b>
Production of reports following the implementation of the evaluation framework to provide both quantitative and qualitative data on the impact of our charitable expenditure	As per the update provided to the September CFC meeting, an annual report will be submitted to the Committee in March each year to provide both quantitative and qualitative data on the impact of our charitable expenditure.	This will be forward planned on the CFC workplan for 2023/24.
Could look at future funding for education with a caveat for retaining staff for a period post training or funding refunded. I’m aware that this has been discussed before but it could be a way to retaining stuff in the future and with the way things stand at the moment it may be worth looking at again	This is outside of the remit of the Committee’s terms of reference. However, when staff apply for funding to support higher education training, they agree to reimburse the Health Board if they leave within 2 years of completing the course. This is in line with the Learning & Development policy.	No update required.

**Question 6**

The Committee champions **continuous improvement**. This means it uses an improvement mindset, as well as methodologies, which enable it to lead and oversee a clear journey of improvement. It reviews the charity’s strategy and operational work plans, which could provide the Committee with additional leverage and access to additional funds.

Please describe at least one example from 2021/22 in which the Committee has been effective in this domain.

**Responses:**

- **Connections have been made as part of the fundraising team, particularly seen for the Bronglais Chemotherapy appeal.**
- **The work to gain funding from PNC relating to the Pentre Awel Hydrotherapy Pool has been exemplary given the challenges involved in satisfying the requirements of the Trustees for PNC.**

Please share at least one idea for improving the Committee’s effectiveness in this domain over the coming year.

Suggestions Made for Improvement	Response	Progress
We now have a new Investment Group CCLA it would be good if there was some training or an induction of what they will do for us from them during the next few months.	This can be arranged by the CFC Finance partner.	A session will be arranged during 2023.

**Question 7**

The Committee works **proactively**. This means it is organised in its workplan, sensitive to the dynamic environment in which the Health Board operates, and searching in its enquiries. It is curious, and willing to pursue demanding issues in the interests of excellent patient care and staff welfare. It uses the organisation’s risk management processes effectively to scrutinise risks and ensure that longstanding risks and issues do not become normalised or tolerated beyond the Board’s risk appetite.

Please describe at least one example from 2021/22 in which the Committee has been effective in this domain.

**Responses:**

- **Regular scrutiny of charitable funds risks and actions being undertaken to mitigate as well as removal/addition of risks when appropriate.**
- **Head of Hywel Dda Health Charities has close working relationships across the organisation including with patient experience and organisational development colleagues to ensure proactive and appropriate use funds where applicable.**
- **Brings ideas to the staff partnership forum but it may be more effective if a representative was involved in the development stage of the ideas.**
- **The agenda is set well; the forward plan is clear; the fundraising plan is clear.**

Please share at least one idea for improving the Committee’s effectiveness in this domain over the coming year.

Suggestions Made for Improvement	Response	Progress
Work more effectively and collectively with staff side when working on ideas e.g. pennies from heaven not appropriate at	The Organisational Development team were involved in the development of the	A business-as-usual approach has been adopted.

<p>this time due to staff finances i.e. interest rates; fuel bills et cetera as this was quite structured by the time it came to the Hywel Dda partnership forum.</p>	<p>Pennies from Heaven initiative however for future initiatives of this nature early discussions will be held with Staff Side representatives.</p> <p>Furthermore the Corporate Governance Team will encourage increased attendance of the Staff Side representative.</p>	
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**Question 8**

Are there any domains of effective assurance, which you think are not covered above? What are they?

For that missing domain/s.....

*Please describe at least one example from 2021/22 in which the Committee has been effective in this domain.*

**Responses:**

- **Developing the eco-friendly rehabilitation for staff the feedback has been people found this really helpful and enjoyable.**
- **The Chair, the Lead Executive, Secretariat and the Fundraising team work together very well. A particularly enjoyable but professional Committee.**

*Please share at least one idea for improving the Committee’s effectiveness in this domain over the coming year.*

<b>Suggestions Made for Improvement</b>	<b>Response</b>	<b>Progress</b>
<p>To work more closely with staff representatives and staff in the working areas having newsletters has really improved communication but need to develop personal contacts to raise more awareness of what is available from the CFC.</p>	<p>Newsletters have improved communication and now that social distancing restrictions have been lifted, post pandemic the team are actively engaging in activities, and this will continue.</p> <p>Furthermore, a link to the newsletter will be shared via Global and on the Hywel Dda Health Charities intranet page.</p>	<p>A business-as-usual approach has been adopted.</p>

	It is envisaged that the improved guidance in terms of the application process should have a positive effect.	
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### Argymhelliad / Recommendation

The Charitable Funds Committee is requested to receive assurance that any actions from the CFC Self-Assessment 2021/22 are being progressed within the agreed timescales.

### Amcanion: (rhaid cwblhau)

#### Objectives: (must be completed)

Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	12.8 The Board Secretary, on behalf of the Board, shall oversee a process of regular and rigorous self-assessment and evaluation of the Committee's performance and operation including that of any sub committees established.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not Applicable
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	Governance, Leadership and Accountability
Amcanion Strategol y BIP: UHB Strategic Objectives:	Not Applicable
Amcanion Cynllunio Planning Objectives	2E Evidencing impact of charitable funds
Amcanion Llesiant BIP: UHB Well-being Objectives: <a href="#">Hyperlink to HDdUHB Well-being Objectives Annual Report 2018-2019</a>	10. Not Applicable

### Gwybodaeth Ychwanegol:

#### Further Information:

Ar sail tystiolaeth: Evidence Base:	CFC Self-Assessment Questionnaire 2021/22 CFC Terms of Reference Published guidance from the Good Governance Institute
Rhestr Termiau: Glossary of Terms:	Included within the body of the report

Partion / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Cronfa Elusennol: Parties / Committees consulted prior to Charitable Funds Committee:	Chair of CFC Director of Nursing, Quality & Patient Experience Board Secretary
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<b>Effaith: (rhaid cwblhau)</b> <b>Impact: (must be completed)</b>	
<b>Ariannol / Gwerth am Arian:</b> <b>Financial / Service:</b>	Not Applicable
<b>Ansawdd / Gofal Claf:</b> <b>Quality / Patient Care:</b>	Not Applicable
<b>Gweithlu:</b> <b>Workforce:</b>	Not Applicable
<b>Risg:</b> <b>Risk:</b>	Not Applicable
<b>Cyfreithiol:</b> <b>Legal:</b>	Not Applicable
<b>Enw Da:</b> <b>Reputational:</b>	Not Applicable
<b>Gyfrinachedd:</b> <b>Privacy:</b>	Not Applicable
<b>Cydraddoldeb:</b> <b>Equality:</b>	Not Applicable