

HYWEL DDA HEALTH BOARD – CHARITABLE FUNDS COMMITTEE WORKPLAN 2022-23

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 2022–March 2023.

Agenda Item/Issue	Lead	6 th June 2022	26 th September 2022	28 th November 2022	14 th March 2023
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 2021/22)			✓ (Draft 2022/23)
Self-assessment of Committee Effectiveness	SB	✓ (Approval of questions)		✓ (Outcome Report)	
Risk & Assurance					
Sub-Committee Terms of Reference: <ul style="list-style-type: none"> • Charitable Funds Sub-Committee • Investment Advisor Sub-Committee 	CSFC Chair IASC Chair	✓ ✓ deferred	✓ deferred	✓ deferred	
Sub-Committee Update Reports: <ul style="list-style-type: none"> • Charitable Funds Sub-Committee • Investment Advisor Sub-Committee 	CSFC Chair IASC Chair	✓ ✓ deferred	✓ ✓ deferred	✓ ✓ deferred	✓ ✓
Sub-Committee Annual Report: <ul style="list-style-type: none"> • Charitable Funds Sub-Committee • Investment Advisor Sub-Committee 	CSFC Chair IASC Chair				✓ ✓
Charitable Funds Committee Risk Register	MR	✓	✓	✓	✓
Assurance on Planning Objectives Aligned to CFC <ul style="list-style-type: none"> - Planning Objective Update Report - Scheduled/Board/Committee requested deep dive (PO Lead) 	MR	✓	✓	✓ ✓ (Bronglais Chemo Appeal)	✓ ✓

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Administrative Committee Annual Meeting (Hydrotherapy Pool: JC Williams (Elizabeth Williams Endowment) Trust Fund) Update Report	RS	✓		✓ verbal	
Operational/Strategic Issues					
Approval of policies and procedures relating to charitable funds on behalf of the Board (as required)	TJ	✓	✓	✓	✓
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	✓	✓	✓	✓
Charitable Funds – Making a Difference	NLI	✓ (Bereavement Support)	✓ (Family Counsellor) deferred	✓ (Family Counsellor)	✓
Evaluation Reports <ul style="list-style-type: none"> - Trainee Haematology Clinical Nurse Specialist Proposal for Ceredigion and Pembrokeshire Update Report - Cancer Services Expenditure CaPS Project (September 2023) - Staff Welfare and Wellbeing: Rest Areas - Family Counsellor Request - Cardiology Equipment, WGH Paediatrics - Transperineal Biopsy Machine PPH (Brief update) - Respiratory Research, PPH (June 2023 – 9 months) - Echo Machines, WGH (September 2023 - 12 months) - Update on Expenditure: Staff Welfare and Wellbeing (Rest Areas) 	GB GB EB AD ND NKS KL TC NLI	✓	✓	✓ ✓ ✓ (Verbal)	✓ ✓
Bronglais General Hospital Chemotherapy Unit Fundraising Appeal Update	NLI	✓	✓ (deferred)	✓ (PO Deep Dive)	✓
Performance					
Investment Advisor Performance Update (to be presented in person)	IA/TJ		✓ (deferred)	✓	✓
Integrated Hywel Dda Health Charities Performance Report	NLI/TJ	✓	✓	✓	✓
Draft Annual Accounts (2021/22)	HT/RD		✓ (deferred)	✓*if available	
Final Annual Report & Accounts (2021/22)	HT/RD				✓
Internal Audit Report on Charitable Funds (Subject to confirmation)	2 Chair/Internal Audit				

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For Information					
Reflective Summary of Meeting	MR	✓	✓	✓	✓
CFC Workplan 2022/23	SB	✓	✓	✓	✓
Administration					
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	✓	✓	✓	✓
Minutes and action log to be circulated within 14 days of the meeting to members	SB	✓	✓	✓	✓
Prepare Update Report to Board (to be signed off by Chair & Lead Executive Director prior to submission)	SB	✓	✓	✓	✓
Prepare schedule of meeting dates for next financial year	SB			✓	
Prepare Annual Workplan for next financial year	SB				✓
Invite Audit Wales representative	SB			✓	
Invite recipients of CFC expenditure approved to provide an update six months following approval of funding (as and when)	NLI				

RD – Rhian Davies	NLI – Nicola Llewelyn
PS – Peter Skitt	AD – Angharad Davies
ND – Nick Davies	GB – Gina Beard
TJ – Timothy John	EB – Elin Brock
NKS – Ngiaw Khoon Saw	RS – Rachel Stuart
KL – Keir Lewis	TC – Teleri Cudd
IA – Investment Advisor	