



**PWYLLGOR CRONFA ELUSENNOL  
CHARITABLE FUNDS COMMITTEE**

<b>DYDDIAD Y CYFARFOD: DATE OF MEETING:</b>	30 June 2021
<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>	Nicola Llewelyn, Head of Hywel Dda Health Charities

**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 1<sup>st</sup> March and 31<sup>st</sup> May 2021.

**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:

1. Expenditure approved within the Sub-Committee's delegated limits of approval.
2. Key decisions.
3. Chair's actions undertaken outside of the cycle of Sub-Committee meetings.
4. Key risks and issues/matters of concern.
5. Matters requiring Charitable Funds Committee consideration or approval.
6. 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**

In September 2020, the CFC reviewed the function of the CFSC and approved amendments to the CFSC's terms of reference in relation to its overall purpose, operational responsibilities, membership, frequency and format of meetings.

The initial meeting of the CFSC under its revised terms of reference and with its new membership took place on 10<sup>th</sup> May 2021.

Members received a presentation on the charitable funds held by the Hywel Dda University

Health Board (HDdUHB), the purpose and responsibilities of the CFSC as well as key considerations in relation to charitable expenditure to ensure that the charity's grant-making policies and procedures are understood and can be adhered to in line with the CFSC's terms of reference.

### **1. Expenditure approved within the CFSC's delegated limits of approval**

The CFSC did not approve any charitable expenditure requests within the delegated limits of approval during this reporting period.

### **2. Key decisions**

At the CFSC meeting held on 10<sup>th</sup> May 2021, members supported the nomination of Chair and Vice-Chair for the CFSC as follows:

- Chair: John Evans, Assistant Director, Medical Directorate.
- Vice-Chair: Christine Davies, Assistant Director of Organisation Development.

It was agreed that both positions would be reviewed on an annual basis, in line with the annual review of the CFSC's Terms of Reference.

Gratitude was expressed to Gareth Rees, Deputy Director of Operations, for his support as Chair of the CFSC in its previous format and the valuable contribution made to furthering the work relating to charitable funds expenditure.

### **3. Chair's actions undertaken outside of the cycle of CFSC meetings**

No Chair's actions were undertaken outside of the cycle of CFSC meetings during this reporting period.

### **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. Matters requiring CFC consideration or approval**

See below.

### **6. Revisions to the CFSC's Terms of Reference**

At the May 2021 CFSC meeting, members approved revisions to the CFSC's terms of reference for onwards approval by the CFC to reflect the CFSC's new membership, following nominations from the Executive Team.

A recommendation to extend the membership to include the Assistant Director of Legal and Patient Support was considered and supported for CFC approval.

The revised CFSC terms of reference are attached (Appendix 1).

### **7. Requests for the establishment of new charitable funds**

Two requests for the establishment of new charitable funds were considered at the May 2021 CFSC meeting:

<b>Ref.</b>	<b>Request</b>	<b>Comments</b>	<b>Decision</b>
-------------	----------------	-----------------	-----------------

4.1	Glangwili General Hospital (GGH) Intensive Care Unit	Requests supported in principle subject to the outcome of the wider review of scheduled care charitable funds which has recently commenced.  Questions were posed concerning the rationale for creating separate funds for GGH & PPH, whether this model is aligned with the expenditure plans for scheduled care funds, whether this would set a precedence for other sites or services having individual rather than service specific funds, and any impact on theatres or anaesthetics that currently form part of the shared GGH & PPH funds.	Supported in principle, subject to the outcome of wider review of scheduled care funds
4.2	Prince Philip Hospital (PPH) Intensive Care Unit	Meeting to be held with the Scheduled Care Department to discuss the review of funds in more detail.	As above

## 8. CFSC meeting dates for 2021/22

The CFSC will now assume its programme of bi-monthly meetings, in line with the schedule below:

- Monday 12th July 2021 (15:00 - 16:00)
- Friday 10th September 2021(15:30 - 16:30)
- Tuesday 16th November 2021 (14:00 - 15:00)
- Monday 10th January 2022 (14:00 - 15:00)
- Monday 7th March 2022 (11:00 - 12:00)

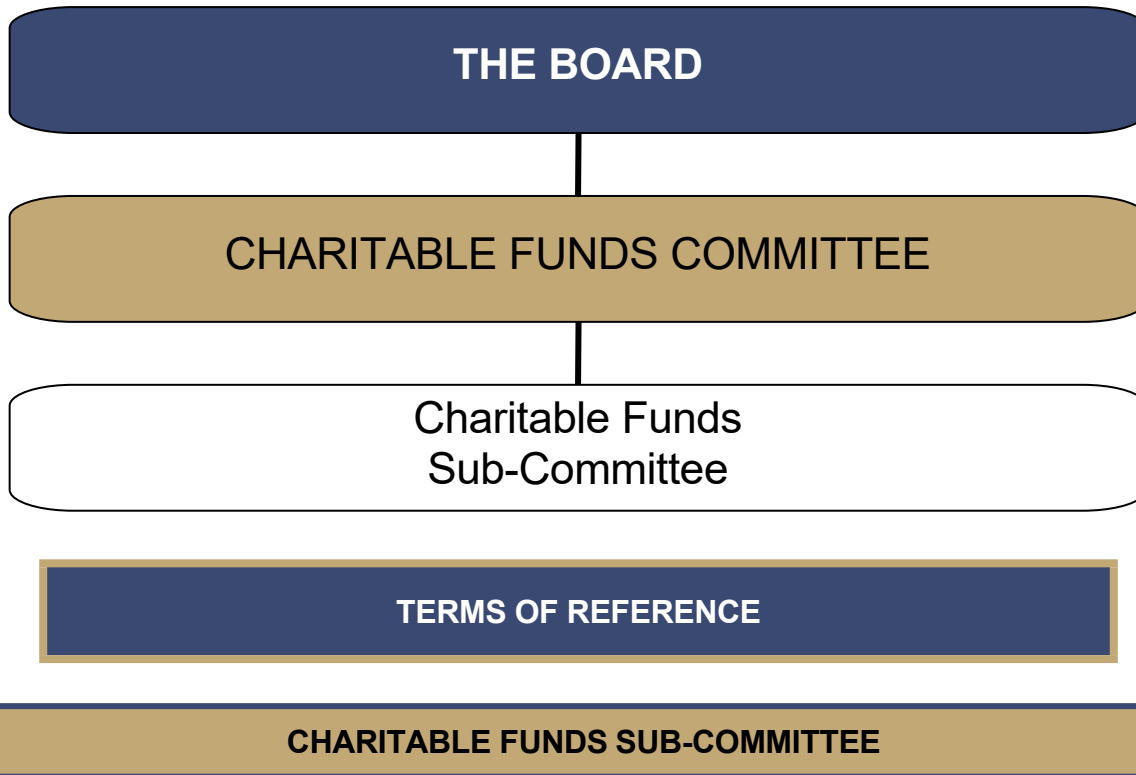
### Argymhelliad / Recommendation

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 Charitable Funds Sub-Committee's terms of reference, attached at Appendix 1.

<b>Amcanion: (rhaid cwblhau)</b>	
<b>Objectives: (must be completed)</b>	
Committee ToR Reference Cyfeirnod Cylch Gorchwyl y Pwyllgor	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.
Cyfeirnod Cofrestr Risg Datix Risk Register Reference and Scor:	Not applicable
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	Governance, Leadership and Accountability
Amcanion Strategol y BIP: UHB Strategic Objectives:	9. To improve the productivity and quality of our services using the principles of prudent health care and the opportunities to innovate and work with partners.
Amcanion Strategol y BIP: UHB Strategic Objectives:	Improve efficiency and quality of services through collaboration with people, communities and partners

<b>Gwybodaeth Ychwanegol: Further Information:</b>	
Ar sail tystiolaeth: Evidence Base:	Charitable Funds Sub-Committee meeting minutes
Rhestr Termau: Glossary of Terms:	Included within the body of the report
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Cronfa Elusennol: Parties / Committees consulted prior to Charitable Funds Committee:	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 Hywel Dda University Health Board 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 Hywel Dda University Health Board.



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	

## 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>
Director of Nursing, Quality & Patient Experience
Deputy Director of Operations
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
Assistant Director Legal and Patient Support
Director of Operations
Director of Finance
Medical Director/Assistant Chief Executive
Director of Therapies and Health Science
Director of Workforce and Organisational Development
Director of Planning, Performance and Commissioning
Director of Primary Care, Community and Long-term Care
Director of Public Health
Staff-side representative
<b>In attendance:</b>
Senior Finance Business Partner (Accounting & Statutory and Reporting)
Head of Hywel Dda Health Charities

Finance Business Partner (Accounting & Statutory and Reporting)

Assistant Finance Business Partner (Accounting & Statutory and Reporting)

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 all 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 of any value, and any expenditure requests resulting in ongoing charitable funds commitment, prior to Charitable Funds Committee consideration.
  - 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.
- 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.