

HYWEL DDA HEALTH BOARD – CHARITABLE FUNDS COMMITTEE WORKPLAN 2021-22

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 2021–March 2022.

Agenda Item/Issue	Lead	30 th June 2021	27 th September 2021	30 th November 2021	15 th March 2022
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/CW				✓
Self-assessment of Committee Effectiveness	CW	✓ (Results)	✓ (Suggestions)		✓
Risk & Assurance					
Sub-Committee Terms of Reference: • Charitable Funds Sub-Committee	CSFC Chair	✓			✓
Sub-Committee Update Reports: • Charitable Funds Sub-Committee	CFSC Chair	✓	✓	✓	✓
Sub-Committee Annual Report: • Charitable Funds Sub-Committee	CFSC Chair				✓
Charitable Funds Committee Risk Register	MR	✓	✓		✓
CFC Assurance Report submitted to ARAC (for information)	MR	✓			
Operational/Strategic Issues					
Approval of policies and procedures relating to charitable funds on behalf of the Board (as required)	JT	✓ (Nil return)	✓	✓	✓
Approval of charitable funds expenditure over £50,000 (as required)	Chair	✓	✓	✓	✓
Review of any approvals made outside the meeting via Chair’s Action	Chair	✓	✓	✓	✓
Acceptance and recommendation of other relevant strategies, policies, procedures and reports relating to charitable funds, as	All	✓	✓	✓	✓

appropriate for ratification by the HB Board (as required)					
Christmas Monies	JT		✓		
Ceredigion Property Update	HT	✓			
Hydrotherapy Pool Update	HT	✓			
Hywel Dda Lottery Scheme	NLI	✓			
Staff/Patient Story	NLI	✓	✓	✓	✓
Family Counsellor Request	AD/JT	✓			
Fundraising Appeal, Chemotherapy Unit, Bronglais General Hospital	PS	✓			
Performance					
Investment Advisor Performance Update (to be presented in person)	JT		✓		✓
Integrated Hywel Dda Health Charities Performance Report	MR/HT	✓	✓	✓	✓
Draft Annual Accounts (2020/21)	HT/JT		✓		
Final Annual Report & Accounts (2020/21)	HT/JT			✓	
Internal Audit Report on Charitable Funds (Date to be confirmed by James Johns)	Chair/Internal Audit				
For Information					
Reflective Summary of Meeting	MR	✓	✓	✓	✓
CFC Workplan 2021/22	CW	✓	✓	✓	✓
Administration					
Agenda setting meeting at least 6 weeks prior to meeting	CW	✓	✓	✓	✓
Quality check agenda and papers prior to dissemination	CW	✓	✓	✓	✓
Disseminate agenda & papers seven days prior to meeting	CW	✓	✓	✓	✓
Minutes and action log to be circulated within 14 days of the meeting to members	CW	✓	✓	✓	✓
Prepare Update Report to Board (to be signed off by Chair & Lead Executive Director prior to submission)	CW	✓	✓	✓	✓
Prepare schedule of meeting dates for next financial year	CW			✓	
Prepare Annual Workplan for next financial year	CW				✓
Invite Audit Wales representative	CW			✓	
Invite recipients of CFC expenditure approved to provide an update six months following approval of funding (as and when)	NLI				

Chair – Chair of CFC	CW - Claire Williams (Secretariat)
MR – Mandy Rayani	HT – Huw Thomas
JT – Jennifer Thomas	NLI – Nicola Llewelyn

