



**PWYLLGOR CRONFA ELUSENNOL
CHARITABLE FUNDS COMMITTEE**

DYDDIAD Y CYFARFOD: DATE OF MEETING:	30 November 2021
TEITL YR ADRODDIAD: TITLE OF REPORT:	CFC Self-Assessment 2020/21– Action Plan
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Mrs Mandy Rayani, Director of Nursing, Quality & Patient Experience Mrs Delyth Raynsford, CFC Chair
SWYDDOG ADRODD: REPORTING OFFICER:	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) progress on the CFC Self-Assessment 2020/21– Action Plan, and to consider whether these meets the expectations of the Committee.

Cefndir / Background

Members of the CFC completed a questionnaire to consider the Committee's effectiveness, during 2020/21, with six responses received in total.

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

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 2020/21 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 presentation of the responses and suggested improvements to the CFC meeting on 30th June 2021, it was agreed that an update on the progress of actions be presented to a future meeting of the Committee.

For clarity, the questions from the self-assessment process preclude the RAG rated action table 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.

Suggestions Made for Improvement	Health Board Response	Progress
<p>Could the discussions provide examples that will be understood by people with limited financial knowledge. This would assist Members feel more invested in the Investment Advisor Performance presentation.</p>	<p>It is accepted that the Investment Advisor Performance presentations may be too detailed. Therefore, this may be resolved by the Director of Finance providing assurance to the Committee However, further information will be provided as part of the forthcoming Corporate Trustee training session to be arranged for Independent Members.</p>	<p>Whilst the Corporate Trustee Session took place on 17th August 2021, did not cover investment matters A separate discussion with the Finance team and the establishment of the Investment Sub-Committee will address this.</p>
<p>Continue efforts to increase timely expenditure of charitable funds and streamline assessment and approval processes as far as possible whilst maintaining good governance.</p>	<p>In agreement - the positive progress made in aligning the workplan to the strategic objectives of CFC and expenditures during the COVID-19 pandemic, will be maintained.</p>	<p>No update required.</p>
<p>The use of visual presentation from teams being able to evidence the impact of expenditure will help support CFC Members in determining the suitability of new requests. The receipt of reports identifying income and expenditure and how these are in line with the legislative framework at CFC meetings will be helpful.</p>	<p>Those attending the Committee to present their items should outline the key points for consideration in accordance with the recently published Handy Hints Guide for Presenters at Committees.</p>	<p>Complete – the CFC Committee Services Officer (CSO) shares the Handy Hints Guide with new Presenters at Committees, when papers have been issued.</p>
<p>Continuing Professional Development – annual seminar</p>	<p>In progress, potential dates for a bespoke</p>	<p>The Corporate Trustee Session took place on 17th</p>

on the role of, and key considerations for the corporate trustee.	Corporate Trustee training session have been shared with Independent Members.	August 2021 and if required could form part of the Board's Annual Development Programme.
Setting out clearly defined objectives when awarding funding that can be measured against and ensuring these are reported on by recipients in a timely manner.	In agreement – suggest that the updated electronic application form and the newly revised arrangements being established should ensure this is progressed.	Developing processes for evidencing the impact of our charitable expenditure is a key phase of our planning objective and work will be undertaken during Q4 with support from the Research & Development team.

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.

Suggestions Made for Improvement	Health Board Response	Progress
The integrated performance report is comprehensive and logical although slightly larger print would be appreciated.	The Health Board is encouraging Members to view meeting papers electronically, therefore enabling Members to increase magnification on individual devices. If individual Members have specific requirements, this will be discussed with the governance team.	No update required.
It may be helpful for all bids to the CFC to clearly identify which strategic planning objective the request is aligned to - perhaps amending the template to include this - unless it is already there and just needs highlighting.	In agreement, where bids align to other planning objectives, this should be clearly outlined in the request for funding.	It is the responsibility of the report writer to clearly outline these within the request for funding, with support provided by the CFC CSO as part of the quality assurance process.
The revised membership of the Charitable Funds Sub-Committee should provide greater assurance that decisions are made strategically. Future reports from the Sub-Committee could reference the strategic goal the charitable investment is supporting.	As above, the Sub-Committee has recently been revamped with a new Chair in post.	Following discussions, it has been agreed that this will be taken forward by the Chair of the Charitable Funds Sub-Committee, supported by the Head of Hywel Dda Charities and Senior Finance Business Partner.

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.

Suggestions Made for Improvement	Health Board Response	Response
More presentations welcomed that show effectiveness of funds allocated and benefits across the Health Board.	In agreement – presentations should outline how funds have provided the added benefit to either patients or staff. The newly developed Guidance on Report Writing will be shared with all report writers, following the issue of the draft Committee agenda and call for papers, with assist this.	Complete – the CFC Committee Services Officer shares the Guidance on Report Writing to report authors new to the CFC.
To continue to raise awareness for the use of charitable funds for appropriate expenditure.	In agreement - the Hywel Dda Health Charities team will continue to raise awareness to Health Board staff on the guidelines pertaining to charitable funds expenditure.	Complete - engagement takes place and communication issued on a regular basis regarding the availability and appropriate use of charitable funds.

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.

Suggestions Made for Improvement	Health Board Response	Response
To remain engaged with staff and workforce representatives to prevent potential difficulties; for example a pay review, which could be an issue with the start of the Staff Lottery.	Whilst this represents primarily a Human Resources issue and therefore outside of the remit of the Committee's terms of reference, the Director of Nursing, Quality and Patient Experience and the	No update required.

	Independent Member (Trade Union) are also members of the Staff Partnership Forum, therefore providing links with the CFC.	
More examination of learning (successes and failures) from outside of the organisation e.g. other NHS Charities.	At agreed intervals, the Head of Hywel Dda Health Charities could present an update to the Committee, which would be forward planned on to the Committee's work programme.	The charity team engages with fellow NHS charities to learn from their successes and failures, which are highlighted in any relevant CFC papers.
Engage with Members to review the format and content of the Integrated Performance Report (and other relevant reports) to understand the nature and format of information that is of interest for consideration and discussion whilst providing assurance to Board.	The Reporting arrangement for this report are in process of being revised.	Complete – revised report now presented to the CFC.
Sharing the feedback more widely such as through Global e-mails could encourage bids for use of charitable funds and fundraising.	As part of planning objectives, the Hywel Dda Health Charities team are in the process of recruiting a Communications Officer who will take this forward.	Complete - engagement takes place and communication issued on a regular basis regarding the availability and appropriate use of charitable funds. A key objective of the HDdHC Senior Communications Officer will be internal communications focused on ensuring that staff understand how to apply for a grant, our eligibility criteria and the decision-making process.

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.

Suggestions Made for Improvement	Health Board Response	Response
It would be helpful to receive updates on funding approved by	Suggestion for a bi-annual composite report to be	The HDdHC Annual Report & Accounts

the CFC in terms of how these have been utilised to develop future services and transform services in the communities. In addition, areas where funding has been used, pictures showing before and after, would also be beneficial.	prepared in order to provide an update on approved bids which could be added to the Committee's work programme.	presented to the CFC on an annual basis contains this information. Also, expenditure impact reports are received by the CFC on a regular basis to provide the CFC with information on the difference our charitable expenditure has made.
Perhaps providing a 'presenters guide to attendance at Committee' may be helpful in enabling understanding of what to expect when attending.	In agreement - the recently published Handy Hints Guide for Presenters at Committees will be shared ahead of each meeting.	Complete – the CFC Committee Services Officer shares the Handy Hints Guide for Presenters at Committees, when papers have been issued.

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.

Responses:

Suggestions Made for Improvement	Health Board Response	Response
Staff lottery will be effective in this domain as there is a projected income generation from launching.	In agreement - propose regular updates forward planned on to the Committee's work programme.	Subsequent to this action, the CFC decided to launch a public lottery rather than a staff lottery. An update on the lottery will be included within the Integrated Hywel Dda Health Charities Performance Report.
Receiving reports against the progress made in the CFC strategic objectives will also be helpful.	The new Committee structure ensures the Committees are aligned to the Health Board's strategic planning objectives. The Performance Report will be aligned to the CFC planning objectives in order to provide the Committee with assurance on progress.	Complete – an update on the CFC Planning Objectives, is now a standing agenda item.

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.

Responses:

Suggestions Made for Improvement	Health Board Response	Response
Due to charities withdrawing some support especially, for example, the MacMillan specialist nurses, the CFC should be informed with a view to find alternative funding to resource a number of services that are being withdrawn by charities.	This is outside of the scope of the Committees terms of reference. This is an operational matter, where specialist roles have previously received charitable funding, the service should have established an exit strategy in order for the service to take ownership going forward.	No update required.
There is only 1 risk relating to Charitable funds and this has been de-escalated, however when considering proposals/bids for charitable funds it would be helpful if the requestor could clearly identify which if any recorded risk the allocation of charitable funds would address/support.	The newly developed Guidance on Report Writing will be shared with all report writers, following issue of the draft Committee agenda and call for papers. There is also a specific area for identify the risk reference on the SBAR.	Complete

Question 8

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

Suggestions Made for Improvement	Health Board Response	Response
Work with CAMHS and youth mental health teams to see if we can contribute to some items or venues that might help them in the future.	Whilst this is outside of the remit of the Committee's terms of reference, the Charities team could support the MHL D Directorate to access appropriate funding to	Support is provided to S-CAMHS and the MHL D directorate on accessing and generating charitable funds as per all HDdUHB services. Recently, funding has been secured

	identify areas that the Committee could support.	to run Art Boost, a one-year pilot arts in health programme for children and young people living with eating disorders, self-harming behaviours, low mood and/or suicidal feelings. The project will help children and young people to build the skills and resilience to broaden their ability for coping with negative experiences, reduce psychological distress and gain an increased sense of empowerment by working with artists.
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Question 9

The Committee has sought to play a proactive role in the COVID-19 response, specifically in terms of assurance around the charitable income received and how the income has been utilised to support staff and patient wellbeing during the pandemic. It has made a range of adjustments to reflect the rapidly changing circumstances that the Health Board has faced. In your view:

Even better if...?

Suggestions Made for Improvement	Health Board Response	Response
<p>Could the Health Board continue to employ family liaison officers after the pandemic finishes, as they have shown their value in the compliments received. In addition, the gratitude expressed by patients and families who have been able to communicate and feel supported. For example; the delivery of clothes that the FLOs collected from the hospital entrances.</p>	<p>This is outside of the remit of the Committee's terms of reference, for information purposes this is being progressed by the Director of Nursing, Quality and Patient Experience, with a view to maintaining the FLOs as part of the patient staffing model.</p>	<p>Not within the Committee's terms of reference this would be considered by the Board.</p>
<p>Processes could be even more streamlined and clarified to make it easier for staff to submit applications.</p>	<p>In agreement - suggest that the updated electronic application form and the newly revised arrangements being established should ensure this is progressed.</p>	<p>In progress, will be completed in the first quarter of 2022.</p>

The Health Board has established a more formal arrangement for determining and allocating charitable donations to staff in particular at the very start of the pandemic. Been clearer with the public about what was acceptable and how to donate much earlier on.	In agreement – the Charities Team will continue to communicate with the public to ensure that learning from the COVID-19 pandemic will be taken forward.	Complete - regular updates are provided on the Hywel Dda Charities website and social media pages on how to support the charity.
The process could have been slicker when distributing goods to front line services.	Whilst accepting that delays may have occurred, this remains an operational matter and therefore outside of the remit of the Committee's terms of reference.	No response required.

1. What learning points should we take with us post-COVID?

Suggestions Made for Improvement	Health Board Response	Response
The NHS charities have done quite well as people have contributed financially especially at the beginning of COVID-19. The difficulties experienced is with other charities in the third sector, example of Macmillan; due to a reduction in funding, specialist nurse support was withdrawn.	Whilst this is outside of the remit of the Committee's terms of reference, the Hywel Dda Health Charities team could work with departments in order to identify opportunities for projects that meet the criteria for charitable funding.	Support is provided to all HDdUHB services to identify expenditure eligible for charitable funds support and to attract external funding for eligible projects/initiatives.
That the effects of COVID-19, on patients and staff, are likely to be long-lasting and the Committee can play a vital path in supporting those who have suffered in the last year.	Recognising this is outside the remit of the Committee, the HDdUHB Chair has established the Rest & Recovery Advisory Group in order to identify support for staff recovery.	No response required; however the Well-being Champion's Network has now been established in order to further support staff.
The huge upsurge of public support for the NHS cannot be taken for granted and efforts need to continue to demonstrate how important the funds raised are and how they are used.	This will be taken forward when the newly appointed Charities Team Communications Officer commences in post.	Regular internal and external communications are issued regarding the way that our charitable funds are used and the positive difference donations to the charity make. A key objective of the HDdHC Senior Communications Officer will be to further develop this work.
That the Health Board can be extremely responsive when required and by working across	In agreement - as demonstrated throughout the COVID-19 pandemic,	No response required.

directorates more effectively a greater impact and pace can be realised. The links with the Patient Experience Team has and should continue to be effective going forward.	the Health Board has shown its agility and been proactive, where necessary.	
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Argymhelliad / Recommendation

The Charitable Funds Committee is requested to receive assurance that any actions from the CFC Self-Assessment 2020/21 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 Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives	10. Not Applicable

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	CFC Terms of Reference Published guidance from the Good Governance Institute
Rhestr Termiau: 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:	CFC Members

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	Not applicable
Ansawdd / Gofal Claf: Quality / Patient Care:	Not applicable
Gweithlu: Workforce:	Not applicable
Risg: Risk:	Not applicable
Cyfreithiol: Legal:	Not applicable
Enw Da: Reputational:	Not applicable
Gyfrinachedd: Privacy:	Not applicable
Cydraddoldeb: Equality:	Not applicable