## 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 <sup>th</sup> June 2022	26 <sup>th</sup> September 2022	5 <sup>th</sup> December 2022	14 <sup>th</sup> 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	<ul><li>✓ (Approval of questions)</li></ul>		√(Outcome Report)	
Risk & Assurance					
Sub-Committee Terms of Reference:					
Charitable Funds Sub-Committee	CSFC Chair	✓			
Investment Advisor Sub-Committee	IASC Chair	✓			
Sub-Committee Update Reports:					
Charitable Funds Sub-Committee	CSFC Chair	✓	✓	✓	$\checkmark$
Investment Advisor Sub-Committee	IASC Chair	✓ deferred	✓	✓	$\checkmark$
Sub-Committee Annual Report:					
Charitable Funds Sub-Committee	CSFC Chair				$\checkmark$
Investment Advisor Sub-Committee	IASC Chair				$\checkmark$
Charitable Funds Committee Risk Register	MR	✓	✓	✓	✓
Assurance on Planning Objectives Aligned to CFC	MR				
- Planning Objective Update Report		✓	✓	✓	$\checkmark$
- Scheduled/Board/Committee requested deep dive (PO Lead)			✓		$\checkmark$

Administrative Committee Annual Meeting (Hydrotherapy Pool: JC Williams (Elizabeth Williams Endowment) Trust Fund) Update Report  Operational/Strategic Issues Approval of policles and procedures relating to charitable funds on behalf of the Board (as required) Approval of charitable funds expenditure over £50,000 (as required) Approval of charitable funds expenditure over £50,000 (as required) Approval of charitable funds expenditure over £50,000 (as required) Approval of charitable funds expenditure over £50,000 (as required) Approval of charitable funds expenditure over £50,000 (as required) Chair					1	T
Approval of policies and procedures relating to charitable funds on behalf of the Board (as required) Approval of charitable funds expenditure over £50,000 (as required) Chair		RS	<b>✓</b>			
Approval of policies and procedures relating to charitable funds on behalf of the Board (as required)  Approval of charitable funds expenditure over £50,000 (as required)  Review/Ratification of any approvals made outside the meeting via Chair						
behalf of the Board (as required) Approval of charitable funds expenditure over £50,000 (as required) Chair						
Approval of charitable funds expenditure over £50,000 (as required)  Review/Ratification of any approvals made outside the meeting via Chair A Choir  Chair V V V  Chair V V V  Chair Chair A Choir  Chair C	, ·· • • • • • • • • • • • • • • • • • •	NT	<b>✓</b>	$\checkmark$	✓	<b>✓</b>
Review/Ratification of any approvals made outside the meeting via Chair's Action or via Corporate Trusteese Acceptance and recommendation of other relevant strategies, policies, procedures, and reports relating to charitable funds, as appropriate for ratification by Board (as required)  Charitable Funds – Making a Difference  Evaluation Reports  - 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)  Bronglais General Hospital Chemotherapy Unit Fundraising Appeal Update  Performance  Investment Advisor Performance Update (to be presented in person) Integrated Hywel Dda Health Charities Performance Report  MR/HT  Draft Annual Report & Accounts (2021/22)  HT/NT  Internal Audit Report on Charitable Funds (Subject to confirmation)  Reflective Summary of Meeting  Reflective Summary of Meeting  Chair MR  V V V V V V V V V V V V V V V V V V V						
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Charitable Funds – Making a Difference  Evaluation Reports  - 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)  Bronglais General Hospital Chemotherapy Unit Fundraising Appeal Update  Update  Performance  Investment Advisor Performance Update (to be presented in person)  Integrated Hywel Dda Health Charities Performance Report  Draft Annual Accounts (2021/22)  Internal Annual Report & Accounts (2021/22)  Internal Audit Report on Charitable Funds (Subject to confirmation)  For Information  Reflective Summary of Meeting  MR  V V V V  Administration						
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Final Annual Report & Accounts (2021/22)  Internal Audit Report on Charitable Funds (Subject to confirmation)  For Information  Reflective Summary of Meeting  CFC Workplan 2022/23  Administration  HT/NT  Chair/Internal Audit  MR  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  Administration				<b>√</b>		
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For Information         MR         ✓         ✓         ✓           Reflective Summary of Meeting         MR         ✓         ✓         ✓           CFC Workplan 2022/23         SB         ✓         ✓         ✓           Administration         Or Administration         Or Administration         Or Administration         Or Administration						
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CFC Workplan 2022/23  SB  ✓ ✓ ✓ ✓ Administration	For Information					
Administration OB Administration	Reflective Summary of Meeting	MR	✓	✓	✓	✓
	CFC Workplan 2022/23	SB	<b>✓</b>	✓	✓	<b>✓</b>
Agenda setting meeting at least 6 weeks prior to meeting	Administration					
	Agenda setting meeting at least 6 weeks prior to meeting	SB	✓	✓	✓	✓

Quality check agenda and papers prior to dissemination	SB	✓	✓	✓	<b>✓</b>
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	<b>✓</b>	✓	<b>✓</b>	<b>√</b>
Prepare Update Report to Board (to be signed off by Chair & Lead Executive Director prior to submission)	SB	<b>✓</b>	<b>✓</b>	<b>√</b>	<b>✓</b>
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				

Chair – Chair of CFC	SB – Sarah Bevan (Secretariat)
MR – Mandy Rayani	HT – Huw Thomas
NT – Nerys Thomas	NLI – Nicola Llewelyn
PS – Peter Skitt	AD – Angharad Davies
ND – Nick Davies	GB – Gina Beard
NJ – Nerys James	EB – Elin Brock
NKS – Ngiaw Khoon Saw	RS – Rachel Stuart