

**PWYLLGOR CRONFA ELUSENNOL  
CHARITABLE FUNDS COMMITTEE**

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| <b>DYDDIAD Y CYFARFOD:<br/>DATE OF MEETING:</b>  | 09 March 2020   |
| <b>TEITL YR ADRODDIAD:<br/>TITLE OF REPORT:</b>  | Charitable Funds Committee (CFC) Self-Assessment Exercise 2020/21                                 |
| <b>CYFARWYDDWR ARWEINIOL:<br/>LEAD DIRECTOR:</b> | Cllr. Simon Hancock, Chair<br>Mrs Mandy Rayani, Director of Nursing, Quality & Patient Experience |
| <b>SWYDDOG ADRODD:<br/>REPORTING OFFICER:</b>    | Claire Williams, Committee Services Officer   |

**Pwrpas yr Adroddiad (dewiswch fel yn addas)**

**Purpose of the Report (select as appropriate)**

Ar Gyfer Trafodaeth/For Discussion

**ADRODDIAD SCAA  
SBAR REPORT**

**Sefyllfa / Situation**

The purpose of this report is to present to the Charitable Funds Committee (CFC), the Self-Assessment template intended for use to assess the Committee's effectiveness, in order to consider any amendments or omissions to ensure it remains fit for purpose for the Committee's annual self-assessment exercise 2020/21.

**Cefndir / Background**

In line with all Board level Committees' Terms of Reference, Members and In Attendance Members of the CFC are required to complete an annual questionnaire to consider the Committee's effectiveness in providing assurance to the Board throughout the preceding year, and also to consider their individual understanding, role and contribution to the Committee.

**Asesiad / Assessment**

For the 2020/21 CFC self-assessment exercise, it is intended to use the self-assessment questionnaire template attached. The questionnaire has been refreshed to that similar to the one utilised by the Quality and Safety Experience Assurance Committee (QSEAC) in 2019/20, and will be utilised by other Committees moving forward.

The questionnaire has been constructed and focused to elicit narrative rather than tick-box rating, inviting ideas and examples to generate valuable learning, upon which the Committee can build and improve proactively over the coming year.

**Argymhelliad / Recommendation**

The Charitable Funds Committee is requested to consider the proposed self-assessment questionnaire template and support its use for 2020/21.

**Amcanion: (rhaid cwblhau)**

**Objectives: (must be completed)**

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| Committee ToR Reference:<br>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 |
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|  | Committee's performance and operation including that of any sub committees established. |
| Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol:<br>Datix Risk Register Reference and Score:       | Not applicable  |
| Safon(au) Gofal ac Iechyd:<br>Health and Care Standard(s):                                       | Governance, Leadership and Accountability   |
| Amcanion Strategol y BIP:<br>UHB Strategic Objectives:   | Not Applicable  |
| Amcanion Llesiant BIP:<br>UHB Well-being Objectives:<br>Hyperlink to HDdUHB Well-being Statement | 10. Not Applicable  |

| <b>Gwybodaeth Ychwanegol:<br/>Further Information:</b>  |  |
|---|--|
| Ar sail tystiolaeth:<br>Evidence Base:  | CFC Self-Assessment Questionnaire 2020/21<br>CFC Terms of Reference                  |
| Rhestr Termau:<br>Glossary of Terms:  | Included within the body of the report   |
| Partion / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Cronfa Elusenol:<br>Parties / Committees consulted prior to Charitable Funds Committee: | Chair of CFC<br>Director of Nursing, Quality & Patient Experience<br>Board Secretary |

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

## Charitable Funds Committee (CFC) Self-Assessment 2020/21

### Draft Format for Consideration

The vision for this self-assessment exercise is to generate valuable learning, upon which the Committee can build and improve proactively over the coming year. In order to achieve this, we want to elicit the *collective wisdom* of the Committee's participants. As such, the questions focus on gathering thoughts and ideas about how the Committee functions and how it might improve. They do not cover areas of enquiry which can be settled by a simple audit (e.g. meeting frequency, membership, attendance, existence of Terms of Reference, etc.).

Intentionally, we have constructed and focussed the questions to elicit narrative rather than tick-box rating. Each question begins with a statement, which sets out 'what good looks like'. We could describe these domains as the building blocks of effective assurance. You are then asked to provide examples and ideas in relation to the relevant domain. This is a new approach, similar to the one undertaken previously by the Quality, Safety & Experience Assurance Committee, which we hope will improve over time. It is intended to facilitate a more dynamic process of continuous improvement, rather than a traditional annual stock take.

### Questions

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.

*Please describe at least one example from 2020/21 in which the Committee has been effective in this domain.*

*Please share at least one idea for improving the Committee's effectiveness in this domain over the coming year.*

2. The Committee works **strategically**. This means it aligns its work with the Health Board's overarching strategic priorities and delivery plans, ensuring that fundraising

supports these priorities, providing the Board with the assurance necessary to have confidence in its ability to deliver.

*Please describe at least one example from 2020/21 in which the Committee has been effective in this domain.*

*Please share at least one idea for improving the Committee's effectiveness in this domain over the coming year.*

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.

*Please describe at least one example from 2020/21 in which the Committee has been effective in this domain.*

*Please share at least one idea for improving the Committee's effectiveness in this domain over the coming year.*

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.

*Please describe at least one example from 2020/21 in which the Committee has been effective in this domain.*

*Please share at least one idea for improving the Committee's effectiveness in this domain over the coming year.*

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.

*Please describe at least one example from 2020/21 in which the Committee has been effective in this domain.*

*Please share at least one idea for improving the Committee's effectiveness in this domain over the coming year.*

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 alternative sources of funding to donations and legacies, which could provide the Committee with additional leverage and access to additional funds.

*Please describe at least one example from 2020/21 in which the Committee has been effective in this domain.*

*Please share at least one idea for improving the Committee's effectiveness in this domain over the coming year.*

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.

*Please describe at least one example from 2020/21 in which the Committee has been effective in this domain.*

*Please share at least one idea for improving the Committee's effectiveness in this domain over the coming year.*

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

For that missing domain/s.....

*Please describe at least one example from 2020/21 in which the Committee has been effective in this domain.*

*Please share at least one idea for improving the Committee's effectiveness in this domain over the coming year.*

#### **Extraordinary question for 2020/21 only relating to COVID-19**

9. The Committee has sought to play a proactive role in the COVID-19 response, specifically in terms of assurance around the fundraising and donations received and how these have 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:

1. What went well?

2. Even better if...?

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

**Thank you for taking the time to respond. If you would like to have a conversation to share your views in more depth, please contact Simon Hancock (CFC Chair) via the following e-mail address: [simon.hancock@wales.nhs.uk](mailto:simon.hancock@wales.nhs.uk)**

**Sources used to inform this format:**

- **CFC Terms of Reference**
- **Published guidance from the Good Governance Institute**