



**PWYLLGOR CRONFA ELUSENNOL  
CHARITABLE FUNDS COMMITTEE**

<b>DYDDIAD Y CYFARFOD: DATE OF MEETING:</b>	09 March 2021
<b>TEITL YR ADRODDIAD: TITLE OF REPORT:</b>	Charitable Funds Sub-Committee Annual Report 2020/21
<b>CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:</b>	Andrew Carruthers Executive Director of Operations
<b>SWYDDOG ADRODD: REPORTING OFFICER:</b>	Gareth Rees Deputy Director of Operations

**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**

This report provides the Charitable Funds Committee (CFC) with the Charitable Funds Sub-Committee (CFSC) Annual Report for 2020/21. The CFSC Annual Report provides assurance in respect of the work it has undertaken and decisions taken on behalf of the CFC during 2020/21, and outlines the main achievements which have contributed to furthering the governance of charitable funds across Hywel Dda University Health Board (HDdUHB).

As the governance arrangements for the CFSC were reviewed, updated and modified in September 2020, the remainder of the report will describe the operating arrangements for two periods – April to September 2020 and September 2020 to March 2021.

**Cefndir / Background**

HDdUHB's Standing Orders and terms of reference for the CFSC require submission of an Annual Report to the CFC outlining the business of the CFSC and identifying how it has fulfilled its duties during the year.

The fundamental purpose of the CFSC is to provide assurance on decisions taken as they relate to the control and management of HDdUHB's named charitable funds. In particular the CFSC is required to:

- Consider and approve all requests for expenditure between £5,000 and £50,000 against named charitable funds, within the scheme of delegation for authorisation of charitable funds expenditure (updated to £10,000 to £50,000 from September 2020);
- Implement appropriate policies and procedures to ensure that all expenditure is reasonable, clinically and ethically appropriate;
- Agree issues to be escalated to the CFC with recommendations for action;
- Make upward recommendations for matters outside its approval limits.

The Annual Report specifically comments on key issues considered by the CFSC and those matters which required consideration or approval by the Executive Director or the CFC.

**Asesiad / Assessment**

## **Meeting Summary**

For the period April 2020 to March 2021, no meetings were held due to COVID-19 pressures and associated surge capacity step up arrangements.

## **Constitution**

From the terms of reference approved in March 2018, the membership of the CFSC was agreed as the following:

### April 2020-Sept 2020

- Deputy Director of Operations (Chair)
- Head of Service Integration and Development (Vice-Chair)
- General Manager Scheduled Care – represented by the Service Manager for Scheduled Care.
- General Manager Cancer & Women and Children's Services
- General Manager Withybush General Hospital
- General Manager Glangwili General Hospital
- General Manager Bronglais General Hospital
- General Manager Prince Philip General Hospital
- General Manager – Community and Primary Care (Pembrokeshire)
- County Director and Commissioner Carmarthenshire – represented by Service Delivery Manager
- County Director and Commissioner Ceredigion – represented by the Head of Service Integration and Development
- Director of Mental Health and Learning Disabilities – represented by Directorate Support Manager
- Assistant Director (Operational Nursing and Quality)
- Head of Hywel Dda Charities (in attendance)
- Assistant Head of Financial Accounting (in attendance)

However, following a review of the CFSC's Terms of Reference by the CFC in September 2020, amendments were approved which included a review of membership to draw on nominations of colleagues from across HDdUHB with both operational and clinical backgrounds from within the portfolios of members of the Executive Team. A finalised version has not been approved at the time of writing this report.

A business meeting of the CFSC's new membership will be undertaken prior to 30<sup>th</sup> April 2021, with a focus on the role of the CFSC and responsibilities of members to ensure that the charity's grant-making policies and procedures are understood before the commencement of bi-monthly CFSC meetings during 2021/22.

As the CFSC is directly accountable to the CFC for its business, it provides assurance on a quarterly basis through a written update report which is received at the subsequent Committee meeting.

## **Work Undertaken in 2020/21**

During 2020/21 the CFSC has delivered against the following:

- Approved 20 requests through Chair's Action amounting to £154,709.43 of charitable funds;
- Received and held pending further information two requests with an aggregate value of £47,418.25;

- Recommended one request for Executive Directors approval at a value of £61,116.12;
- Participated in a review of the governance structures and process for its operation.

### Argymhelliad / Recommendation

The Charitable Funds Committee is asked to receive the Charitable Funds Sub-Committee Annual Report 2020/21.

<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 Operations Sub-Committee to ensure that the UHB's policies and procedures are followed in relation to specialist designated and restricted funds.
Cyfeirnod Cofrestr Risg Risk Register Reference:	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 Llesiant BIP: UHB Well-being Objectives:	Improve efficiency and quality of services through collaboration with people, communities and partners
<b>Gwybodaeth Ychwanegol:</b>	
<b>Further Information:</b>	
Ar sail tystiolaeth: Evidence Base:	Ledger reports and investment reports
Rhestr Termiau: Glossary of Terms:	Included within the body of the report
Partion / 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)</b>	
<b>Impact: (must be completed)</b>	
<b>Ariannol / Gwerth am Arian:</b> <b>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 are appropriately managed.
<b>Ansawdd / Gofal Claf:</b> <b>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. Support charitable funds requests which provide increased benefits to patient services and demonstrate enhancement to the quality of patient care provided.

<b>Gweithlu: Workforce:</b>	Not applicable
<b>Risg: Risk:</b>	Reputational risk if charitable funds are not properly managed and governance controls are not followed.
<b>Cyfreithiol: Legal:</b>	Financial reporting is in line with charity law and guidance. Legal obligation to ensure that charitable funds are appropriately controlled.
<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>	Ensure equity of access by ensuring decisions made benefit all patients and staff within Hywel Dda Health Board.