



**CYFARFOD BWRDD PRIFYSGOL IECHYD
UNIVERSITY HEALTH BOARD MEETING**

DYDDIAD Y CYFARFOD: DATE OF MEETING:	24 November 2022
TEITL YR ADRODDIAD: TITLE OF REPORT:	Committee Update Reports
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Joanne Wilson, Board Secretary
SWYDDOG ADRODD: REPORTING OFFICER:	Clare Moorcroft, Interim Head of Corporate Governance

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 provide the Board with a level of assurance in respect of recent Board level Committee meetings that have been held since the previous Board report and are not reported separately on the Board agenda, as follows:

- Charitable Funds Committee held on 26th September 2022;
- Mental Health Legislation Committee held on 3rd October 2022.

Additionally, in respect of the In-Committee Board meeting held on 29th September 2022.

This report also provides an update to the Board in respect of recent Advisory Group meetings, as follows:

- Staff Partnership Forum held during October 2022.

Cefndir / Background

The Hywel Dda University Health Board (UHB) Standing Orders, approved in line with Welsh Government guidance, require that a number of Board Committees are established. In line with this guidance, the following Committees have been established:

- Audit and Risk Assurance Committee
- Charitable Funds Committee
- Mental Health Legislation Committee
- Quality, Safety and Experience Committee
- Remuneration and Terms of Service Committee

The Board has established the following additional Committees:

- Sustainable Resources Committee
- Health and Safety Committee
- People, Organisational Development and Culture Committee

- Strategic Development and Operational Delivery Committee

Attached to this report are individual summaries of the key decisions and matters considered by each of the Committees held since the previous Board report, where these are not separately reported to the Board.

Approved minutes from each of the Committees' meetings are available on the UHB's website via the link below:

<https://hduhb.nhs.wales/about-us/governance-arrangements/board-committees/>

The UHB has approved Standing Orders, in line with Welsh Government guidance, in relation to the establishment of Advisory Groups. In line with this guidance, the following statutory Advisory Groups have been established:

- Stakeholder Reference Group
- Staff Partnership Forum
- Healthcare Professionals Forum

Asesiad / Assessment

Matters Requiring Board Level Consideration or Approval:

The Mental Health Legislation Committee (MHLC) requested that the following items be raised at Board level:

- To approve the revised MHLC Terms of Reference, appended.

There were no matters raised by the Charitable Funds Committee, In-Committee Board or Staff Partnership Forum which require Board level consideration or approval.

Key Risks and Issues/Matters of Concern:

The Charitable Funds Committee raised the following key risks and issues/matters of concern:

- Charitable Funds Committee Risk Register – the Committee received the CFC Risk Register report, noting Risk 1373 relating to sustaining and increasing the charity's income levels. The Committee discussed and approved the closure of Risk 1373 and for a risk-based approach to be undertaken to manage any future issues that may arise relating to the risk at an operational level with appropriate management actions. This in turn will enable the CFC to provide the necessary assurance to the Board, or otherwise, that the Health Board is managing any risks effectively.

The In-Committee Board raised the following key risks and issues/matters of concern:

- The change in the UHB's escalation status.

There were no key risks and issues or matters of concern raised by the Mental Health Legislation Committee or Staff Partnership Forum.

Argymhelliad / Recommendation

The Board is asked to:

- **ENDORSE** the updates, recognising any matters requiring Board level consideration or approval and the key risks and issues/matters of concern identified, in respect of work undertaken on behalf of the Board at recent Committee meetings;
- **RECEIVE** the update report in respect of the In-Committee Board meeting;
- **RECEIVE** the update reports in respect of recent Advisory Group meetings;
- **APPROVE** the revised Terms of Reference for:
 - Mental Health Legislation Committee

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

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:	All Strategic Objectives are applicable
Amcanion Cynllunio Planning Objectives	All Planning Objectives Apply
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2018-2019	9. All HDdUHB Well-being Objectives apply

Gwybodaeth Ychwanegol:

Further Information:

Ar sail tystiolaeth: Evidence Base:	Standing Orders External Governance Review
Rhestr Termiau: Glossary of Terms:	Included within the body of the report
Partion / Pwyllgorau â ymgynhorwyd ymlaen llaw y Cyfarfod Bwrdd Iechyd Prifysgol: Parties / Committees consulted prior to University Health Board:	Committee and Advisory Group Chairs

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	Explicit within the individual Update Reports where appropriate.
Ansawdd / Gofal Claf: Quality / Patient Care:	Explicit within the individual Update Reports where appropriate.
Gweithlu: Workforce:	Not Applicable
Risg: Risk:	Not Applicable
Cyfreithiol: Legal:	The Board has approved Standing Orders in relation to the establishment of Board level Committees. In line with its model Standing Orders, the Health Board has established Board level Committees, the activities of which require reporting to the Board. In line with its model Standing Orders, the Health Board has established a Stakeholder Reference Group, a Healthcare Professionals Forum and a Partnership Forum, the activities of which require reporting to the Board.
Enw Da: Reputational:	Not Applicable
Gyfrinachedd: Privacy:	Not Applicable
Cydraddoldeb: Equality:	Not Applicable

Enw'r Pwyllgor / Name of Committee	Staff Partnership Forum
Cadeirydd y Pwyllgor/ Chair of Advisory Group:	Lisa Gostling Director of Workforce & OD and Anthony Dean Joint Chair of Staff side Partnership Forum
Cyfnod Adrodd/ Reporting Period:	October 2022
Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Advisory Group:	
<ul style="list-style-type: none"> • Pay Award – it was reported that some staff had received a pay cut following the recent pay award as the change in salary had resulted in certain pay bands moving into a higher pension payment bracket. Some staff had been unaware that this would occur. Pension contribution rates in future will be based on actual pay and not whole time equivalent pay, meaning this will change shortly. The Health Board apologised for any distress caused from this national change in pay and pensions contributions. • Shared Services – concerns had been raised around staff being able to access support from NWSSP, this would be flagged with the Directors of the organisation. • Stress levels – it was reported that levels of morale are low and stress levels high within staff, and that this issue was brought up in a recent Health and Safety meeting. This is linked with service demands and impact on staff. The Assistant Director of Nursing agreed to meet with staff. • Staff assault – concern was expressed regarding a recent response from Dyfed Powys Police following an assault on a staff member and discussions are currently being scheduled. • Financial Position – the challenging financial position was discussed and it was reported that staff side reps have possible solutions and thoughts on what could be done to reduce the deficit, the Director of Finance agreed to meet separately with reps. • Service Issues – it was reported that all services were under pressure; however the Health Board remains on track with recovery plans. Difficulties were still being experienced with regards to discharging patients. • Service Reviews – a number of service reviews were discussed, with confirmation of the TUPE transfer of staff from Public Health Wales having occurred on 30th September 2022. • Christmas annual leave – a meeting will be arranged to agree arrangements for annual leave allocation over the festive period. • Catering Facilities changes – a number of proposals to change catering facilities provided by the Health Board were presented, and further comments were to be provided to the facilities management team. • Wagestream – the ability for staff to flexibly draw down a percentage of their accrued earnings was discussed, with a view to implementation within the Health Board. There was support for this to be introduced and it was seen to be a welcome facility for staff. 	

- **Policy approval** – a number of policies were shared for approval which, subject to no further comments being received, would be supported and submitted to the People, Organisational Development and Culture Committee for final approval in October 2022.

**Materion y mae angen Ystyriaeth neu Gymeradwyaeth Lefel y Bwrdd are u cyfer /
Matters Requiring Board Level Consideration or Approval:**

None

**Risgiau Allweddol a Materion Pryder /
Key Risks and Issues/ Matters of Concern:**

None

**Busnes Cynlluniedig y Pwyllgor ar gyfer y Cyfnod Adrodd Nesaf /
Planned Committee Business for the Next Reporting Period:**

Adrodd yn y Dyfodol / Future Reporting:

Agenda to be agreed end of November in readiness for December meeting.

Dyddiad y Cyfarfod Nesaf / Date of Next Meeting:

6th December 2022

Enw'r Pwyllgor / Name of Committee	Mental Health Legislation Committee (MHLC)
Cadeirydd y Pwyllgor/ Chair of Committee:	Judith Hardisty, UHB Vice-Chair
Cyfnod Adrodd/ Reporting Period:	Meeting held on 3 rd October 2022
Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee:	
<p>This report summarises the work of the Mental Health Legislation Committee (MHLC) at its meeting held on the 3rd October 2022, with the following highlighted:</p> <ul style="list-style-type: none"> • The revised Terms of Reference and Committee Membership were presented to the Committee for information and approval. Subject to minor amendments, the Committee approved the MHLC Terms of Reference for onward ratification by the Board on 24th November 2022. • The Mental Health Legislation Manager provided an update to Committee on the Scrutiny meeting that took place on 8th August 2022, where there was no specific reporting on the Mental Health Act activity. The group addressed the 136 consultations with Dyfed-Powys Police during the meeting, as there had previously been many 136's without any consultation. Scrutiny members were given the 117 procedure and agreed that it should be brought to Committee. The next meeting will focus on the Terms of Reference, Membership, and Workplan. • The Mental Health (Wales) Measure 2010 report was presented to the Committee. More data will be provided to show activity within Community Mental Health Teams, the number of new patients coming in under Care and Treatment Plan (CTP), and discharged patients. The next report will concentrate on service users who are referring under the MH Measure, as well as those who could have been referred but were not. • The Power of Discharge Sub-Committee minutes from the meeting held on 2nd August 2022 were received, where it was noted to Committee that this was Ms Chantal Patel's first meeting as Chair. During the meeting the data from April to June was reviewed and it was concluded that all processes were carried out in accordance with the Code of Practice. • The Director of Mental Health and Learning Disabilities provided a verbal update to Committee on the Risk Register, but no risk updates requiring raising during this meeting. The Director of Mental Health and Learning Disabilities will continue to undertake a periodical check. • The Section 117 Procedure was due for a three-year annual renewal as part of the Written Control Document Group Process. The redrafted Section 117 After-care Procedure was approved and agreed upon by the Committee and will now be presented to the Clinical Written Control Document Group. 	

- The Mental Health Legislation Manager provided the Committee with information on the New Mental Health Act. On 16th December 2022, the Mental Health Bill Committee will report to Parliament. The Mental Health Legislation Manager will present a follow-up report to Committee on the outcomes.

Materion y mae angen Ystyriaeth neu Gymeradwyaeth Lefel y Bwrdd are u cyfer /

Matters Requiring Board Level Consideration or Approval:

- The revised MHLC Terms of Reference, appended.

Risgiau Allweddol a Materion Pryder /

Key Risks and Issues/ Matters of Concern:

- None.

Busnes Cynlluniedig y Pwyllgor ar gyfer y Cyfnod Adrodd Nesaf /

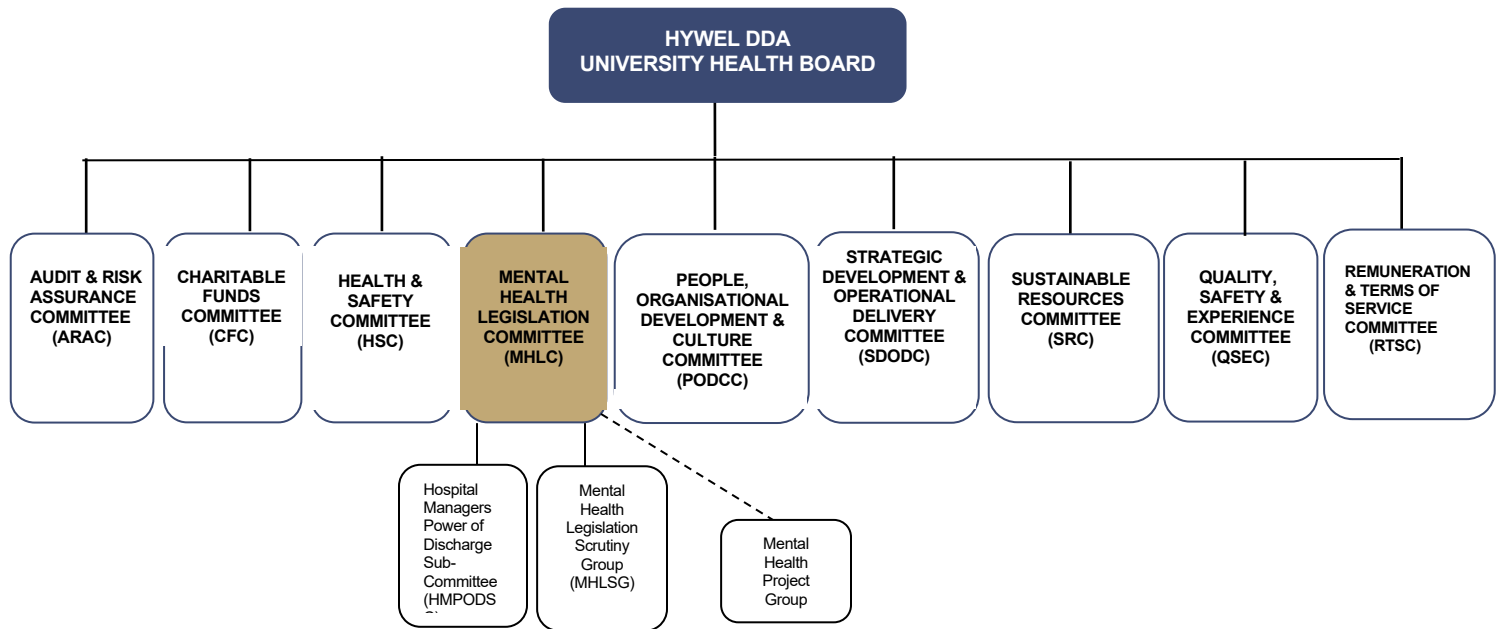
Planned Committee Business for the Next Reporting Period:

Adrodd yn y Dyfodol / Future Reporting:

- To be confirmed.

Dyddiad y Cyfarfod Nesaf / Date of Next Meeting:

12th December 2022.



MENTAL HEALTH LEGISLATION COMMITTEE

TERMS OF REFERENCE

Version	Issued To	Date	Comments
V0.1	Hywel Dda Health Board	27.09.2012	Approved
V0.2	Mental Health Act Monitoring Committee	27.11.2012	Membership amended
	Hywel Dda University Health Board	22.06.2014	In Standing Orders
V0.3	Mental Health Legislation Assurance Committee	10.09.2014	Approved
	Hywel Dda University Health Board	26.11.2015	Approved
V0.4	Mental Health Legislation Assurance Committee	10.03.2016	Approved
V0.5	Mental Health Legislation Assurance Committee	07.12. 2017	Amendments
V0.6	Mental Health Legislation Assurance Committee	08.03.2018	Amendments
V0.7	Mental Health Legislation Assurance Committee	17.09.2019	Amendments
V0.8	Mental Health Legislation Assurance Committee	01.09.2020	Amendments
V.09	Mental Health Legislation Assurance Committee	02.03.2021	Approved
	Hywel Dda University Health Board	25.03.2021	Approved

V.10	Hywel Dda University Health Board	29.07.2022 2021	Approved
V.11	Mental Health Legislation Assurance Committee	03.10.2022	Approved
V.11	Hywel Dda University Health Board	24.11.2022	For Approval

MENTAL HEALTH LEGISLATION COMMITTEE

1. Constitution

1.1 The Mental Health Legislation Committee (the Committee) has been established as a Committee of Hywel Dda University Health Board (HDdUHB) and constituted from 1st June 2015 to assure the Board that those functions of the Mental Health Act 1983, as amended, which have been delegated to officers and staff are being carried out correctly; and that the wider operation of the 1983 Act in relation to the UHB’s area is operating properly.

2. Purpose

The purpose of the Mental Health Legislation Committee is to assure the Board on the following:

- 2.1 Those functions of the Mental Health Act 1983, as amended, which have been delegated to officers and staff are being carried out correctly; and that the wider operation of the 1983 Act in relation to the UHB’s area is operating properly;
- 2.2 The provisions of the Mental Health (Wales) Measure 2010 are implemented and exercised reasonably, fairly and lawfully;
- 2.3 The UHB’s responsibilities as Hospital Managers are being discharged effectively and lawfully;
- 2.4 The UHB is compliant with Mental Health Act, 1983 Code of Practice for Wales;
- 2.5 The Committee will also advise the Board of any areas of concern in relation to compliance with mental health legislation and agree issues to be escalated to the Board with recommendations for action.

3. Key Responsibilities

In respect of its provision of advice to the Board, the Mental Health Legislation Committee shall:

- 3.1 Review reports from Healthcare Inspectorate Wales visits, the Delivery Unit and other external scrutiny bodies and approve the action plans for monitoring through its sub-committee structure;
- 3.2 Review the Mental Health & Learning Disabilities Risk Register bi-annually to ensure that risks relating to compliance with mental health legislation are being appropriately managed by Mental Health Legislation Scrutiny Group;
- 3.3 Receive Mental Health Legislation Scrutiny Group Update Report ~~and minutes~~ from previous meeting;
- 3.4 Consider issues arising from its Sub-Committee and Group structure;
- 3.5 Receive the Hywel Dda Mental Health Partnership Board Annual Report and consider issues in relation to the implementation of the Mental Health Strategy across the Hywel Dda area;
- 3.6 Receive update reports from the Mental Health Programme Group on improvement programmes for high quality, safe and sustainable mental health services which are consistent with the Board's overall strategic direction.
- 3.7 Receive Hospital Manager's Power of Discharge Committee Update Report & Minutes from previous meeting. This report should ensure compliance with the Code of Practice.

In respect of its provision of assurance to the Board, the Mental Health Legislation Committee will seek assurances that:

- 3.8 The operation of mental health legislation is exercised fairly and lawfully and that specific issues related to compliance are managed through its Sub-Committee and Group structure;
- 3.9 The wider operation of the 1983 Act (the Board's delegated functions as Hospital Managers) are being exercised reasonably, fairly and lawfully and that specific issues related to compliance are managed through its Sub-Committee and Group structure;
- 3.10 Identified matters of risk relating to compliance with mental health legislation are being appropriately mitigated;
- 3.11 Arrangements for the delegated authority of approval for Approved Clinicians and Section 12 Doctors in Wales are compliant with the Directions and Guidance from Welsh Government, and are monitored through the Mental Health Legislation Scrutiny Group;

- 3.12 Policies and procedures are developed and approved in line with the organisation's Written Control Document Policy, through the Mental Health Legislation Scrutiny Group;
- 3.13 The training requirements of those staff who exercise the functions of mental health legislation have the requisite skills and competencies to discharge the Board's responsibilities, through the Mental Health Legislation Scrutiny Group;
- 3.14 Ensure that relevant legislation, in particular, the Human Rights Act 1998, the Equality Act 2010, and the Data Protection Act 1998, are adhered to.

4. Membership

- 4.1 Formal membership of the Committee shall comprise of the following:

Member
Independent Member with responsibility for Mental Health (Board Vice-Chair) (Chair)
Independent Member (Vice Chair)
3 X Independent Members 2 X Independent Members

- 4.2 The following should attend Committee meetings:

In Attendance
Director of Operations (Lead Director)
Director of Mental Health & Learning Disabilities Services (Lead Officer)
Associate Medical Director for Mental Health Services
Head of Nursing Mental Health & Learning Disabilities
Head of Older Adult and Learning Disability Services
Head of SCAMHS and Psychological Therapies
Mental Health Act Administration Lead
Chair of Mental Health Legislation Scrutiny Group
Nominated representative from Dyfed/Powys Police
Nominated representative from Welsh Ambulance Services NHS Trust
Nominated representative from Carmarthenshire County Council
Nominated representative from Ceredigion County Council
Nominated representative from Pembrokeshire County Council
Nominated representative from West Wales Action for Mental Health (WWAMH)
2 x Nominated Service Users: patient representative and carer representative
Nominated representative from Primary Care: GP Lead
Nominated representative from Hywel Dda Community Health Council (not counted for quoracy purposes)
Nominated representative from Advocacy Network

- 4.3 The Vice-Chair of the University Health Board (UHB) shall undertake the role of Chair of the Mental Health Legislation Committee given their specific responsibility for overseeing the Board's performance in relation to mental health services.
- 4.4 Terms and conditions of appointment (including any remuneration and reimbursement) in respect of independent external members and service users will be determined by the Board.
- 4.5 Membership of the Committee will be reviewed on an annual basis.

5. Quorum and Attendance

- 5.1 A quorum shall consist of no less than two of the membership and must include as a minimum the Chair or Vice Chair of the Committee and one other Independent Member, together with a third of the In Attendance Members.
- 5.2 The membership of the Committee shall be determined by the Board, based on the recommendation of the UHB Chair, taking into account the balance of skills and expertise necessary to deliver the Committee's remit, and subject to any specific requirements or directions made by the Welsh Government.
- 5.3 Any senior officer of the UHB or partner organisation may, where appropriate, be invited to attend, for either all or part of a meeting to assist with discussions on a particular matter.
- 5.4 The Committee may also co-opt additional independent 'external' experts from outside the organisation to provide specialist skills.
- 5.5 Should any officer member be unavailable to attend, they may nominate a deputy with full voting rights to attend in their place, subject to the agreement of the Chair.
- 5.6 The Chair of the UHB reserves the right to attend any of the Committee's meetings as an ex officio member.
- 5.7 The Head of Internal Audit shall have unrestricted and confidential access to the Chair of the Mental Health Legislation Committee.
- 5.8 The Committee can arrange to meet with Internal Audit and External Audit (and, as appropriate, nominated representatives of Healthcare Inspectorate Wales), without the presence of officers, as required.
- 5.9 The Chair of the Mental Health Legislation Committee shall have reasonable access to Executive Directors and other relevant senior staff.

- 5.10 The Committee may ask any or all of those who normally attend but who are not members to withdraw to facilitate open and frank discussion of particular matters.

6. Agenda and Papers

- 6.1 The Committee Secretary is to hold an agenda setting meeting with the Chair and/or Vice-Chair and Lead Director/Lead Officer at least **six** weeks before the meeting date.
- 6.2 The agenda will be based around the Committee work plan, identified risks, matters arising from previous meetings, issues emerging throughout the year, and requests from Committee members. Following approval, the agenda and timetable for request of papers will be circulated to all Committee members.
- 6.3 All papers must be approved by the Lead Officer.
- 6.4 The agenda and papers will be distributed **seven** days in advance of the meeting.
- 6.5 The minutes and action log will be circulated to members within **ten** days to check the accuracy.
- 6.6 Members must forward amendments to the Committee Secretary within the next **seven** days. The Committee Secretary will then forward the final version to the Committee Chair for approval.

7. In Committee

- 7.1 The Committee can operate with an In Committee function to receive updates on the management of sensitive and/or confidential information.

8. Frequency of Meetings

- 8.1 The Committee will meet quarterly and shall agree an annual schedule of meetings. Any additional meetings will be arranged as determined by the Chair of the Committee in discussion with the Lead Executive.
- 8.2 The Chair of the Committee, in discussion with the Committee Secretary, shall determine the time and the place of meetings of the Committee and procedures of such meetings.

9. Accountability, Responsibility and Authority

- 9.1 Although the Board has delegated authority to the Committee for the exercise of certain functions, as set out within these Terms of Reference, it retains overall

responsibility and accountability for ensuring the quality and safety of healthcare for its citizens through the effective governance of the organisation.

- 9.2 The Committee is directly accountable to the Board for its performance in exercising the functions set out in these terms of reference.
- 9.3 The Committee shall embed the UHB's vision, corporate standards, priorities and requirements, e.g. equality and human rights, through the conduct of its business.
- 9.4 The requirements for the conduct of business as set out in the UHB's Standing Orders are equally applicable to the operation of the Committee.

10. Reporting

- 10.1 The Committee, through its Chair and members, shall work closely with the Board's other Committees, including joint/sub-committees and groups, to provide advice and assurance to the Board through the:
 - 10.1.1 joint planning and co-ordination of Board and Committee business;
 - 10.1.2 sharing of information.
- 10.2 In doing so, the Committee shall contribute to the integration of good governance across the organisation, ensuring that all sources of assurance are incorporated into the Board's overall risk and assurance framework.
- 10.3 The Committee may establish Sub-Committees or Groups to carry out on its behalf specific aspects of Committee business. The Committee will receive an update following each Sub-Committee or Group meeting detailing the business undertaken on its behalf. The Sub-Committee reporting to this Committee is:
 - 10.3.1 Hospital Managers Power of Discharge Sub-Committee
 - 10.3.2 Mental Health Legislation Scrutiny Group
- 10.4 The Committee Chair, supported by the Committee Secretary, shall:
 - 10.4.1 Report formally, regularly and on a timely basis to the Board on the Committee's activities. This includes the submission of a Committee update paper, as well as the presentation of an annual report within six weeks of the end of the financial year.
 - 10.4.2 Bring to the Board's specific attention any significant matter under consideration by the Committee.
 - 10.4.3 Ensure appropriate escalation arrangements are in place to alert the UHB Chair, Chief Executive or Chairs of other relevant Committees, of any urgent/critical matters that may compromise patient care and affect the operation and/or reputation of the UHB.
- 10.5 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.

11. Secretarial Support

- 11.1 The Committee Secretary shall be determined by the Lead Director (Director of Operations) and will be supported by the Lead Officer (Director of Mental Health and Learning Disabilities).

12. Review Date

- 12.1 These terms of reference and operating arrangements shall be reviewed on at least an annual basis by the Committee for approval by the Board.

Enw'r Pwyllgor / Name of Committee	Charitable Funds Committee
Cadeirydd y Pwyllgor/ Chair of Committee:	Delyth Raynsford, Independent Member
Cyfnod Adrodd/ Reporting Period:	Meeting held on 26 th September 2022
Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee:	
<ul style="list-style-type: none"> <p>Charitable Funds Sub-Committee (CFSC) Update Report – the Committee received the CFSC Update Report providing a summary of the CFSC's activity between 4th May and 6th September 2022, including the receipt of a presentation from the Finance team, providing an overview of key principles in relation to managing any ongoing maintenance costs from charitable funds purchases, thus ensuring that requesting departments are aware of their obligations regarding ongoing maintenance. With regard to replacement equipment, the Committee was advised that maintenance costs will continue to be funded from departmental revenue or medical device maintenance budget as per previous arrangements, with the relevant Finance Business Partner to confirm provision made to cover and specify cost centre to be charged. The Committee was advised that, if there is no cash benefit, the Use of Resources Group should be asked to consider any new investment, prior to charitable funds consideration. The Sub-Committee ratified the approval of 11 higher awards expenditure requests for the 2022/23 academic year totalling £36,870 for 20 individual staff members. The Committee received assurance that all higher award applications that were supported from charitable funds had been approved by the Higher Awards Panel as eligible studies, in line with the Health Board's Learning & Development Policy and charitable funds eligibility criteria. The Committee noted that the Committee's Executive Lead would liaise with the Director of Workforce and Organisational Development to discuss equality and diversity with regard to the application and approval process of higher awards via the People, Organisational Development and Culture Committee (PODCC).</p> <p>Assurance on Planning Objectives Aligned to CFC – the Committee received the Assurance on Planning Objectives Aligned to CFC report, providing assurance on the current position in regard to the progress of Planning Objective 2E, in order to provide onward assurance to the Board that progress is on track to achieve against its key deliverables. The Committee also received an update on the outstanding actions relating to the 2021/22 Planning Objective, carried over to 2022/23, and the key deliverables associated with its delivery. The Committee commended the success of the Bronglais Chemo Appeal, launched on 30th November 2021, which has surpassed its £500,000 target in just 10 months. The Committee noted that the construction work is anticipated to commence in summer 2023, with the unit expected to be operational in summer 2024. The Committee was advised of plans currently underway to launch a Free Wills Month campaign in October 2022. With regard to the development of a standalone website for the charity, the Committee was advised that the initial proposal submitted to Digital Health and Care Wales (DHCW) for a standalone website was rejected, due to similar requests of the name nature having previously been</p> 	

rejected. However, following discussions with DHCW, a second request has been made to develop the website based on the current NHS Wales MURA template. Should the proposal not be approved, an external agency outside of NHS Wales will be commissioned to undertake this work at a substantially higher cost. However, the Committee noted that compliance regarding digital accessibility may be a concern if the website is not developed by DHCW.

- **Integrated Hywel Dda Health Charities Performance Report** – the Committee received the Integrated Hywel Dda Health Charities Performance Report, providing an update on the charity’s performance and position as at 31st July 2022. The Committee noted that the net assets of the charity have increased by £419,536 for the period and that the charity’s overall income from donations, grants and legacies has decreased by 248% in comparison to income received for the same period in the previous financial year. In response to a query regarding the reason behind the significant increase in the charity’s overall income, particularly in relation to legacies, the Committee was advised of two large pending legacy gifts that were pledged a number of years ago, which the charity is now looking to invest in future legacy campaigns. With regard to donations, the Committee acknowledged that the Bronlais Chemo Appeal led to a significant increase in income levels and recognised the requirement to maintain income levels when considering the charity’s strategic direction going forward.
- **Draft Annual Accounts 2021/22** – the Committee received a verbal update, advising that the documents would be circulated to Committee Members within the next few weeks. Due to delays to the completion of the external auditing of the accounts, and to enable submission of the accounts to the Charity Commission by the 31st January 2023 deadline, an extraordinary Committee meeting may be required to approve the audited accounts, should they not be available for presentation to the Committee at its meeting on 28th November 2022.
- **Consideration Of Charitable Funds Expenditure Requiring Committee Approval: Cardiology, Paediatrics, Withybush General Hospital (WGH)** – the Committee approved the application for £200176.72 of charitable funding from the T460 Pembrokeshire Cardiology Equipment Fund to support the purchase of two echocardiography machines, prior to presentation to the Board at its Public meeting on 29th September 2022 for ratification in its role as Corporate Trustee. The Committee was advised that there is currently only one portable echo machine, meaning only one Sonographer is able to scan inpatients on the ward at a time. With an extra portable machine, WGH’s inpatient echocardiograms will be done sooner, which would help significantly with hospital discharges. Following the meeting, and prior to presentation to the Corporate Trustee, the total amount required was confirmed as £192,976.72, due to all items qualifying for charitable fund zero-rating VAT relief.
- **Update on Expenditure – Staff Welfare and Wellbeing: Rest Areas** – the Committee received an update on progress regarding the allocation of charitable funding approved in November 2021 for the creation and improvement of staff rest areas. The Committee was advised that each County Partnership Forum has submitted their funding proposals, outlining how they would like to spend the

allocated funding within their counties. The Committee received assurance that the items requested from the 3 counties will be reviewed to ensure eligibility for charitable funding. Work will also be undertaken with the Procurement team to seek quotes and use the Oracle system to purchase the items requested to ensure that the funding can be spent by the end of March 2023. A verbal update will be presented to the Committee in November 2022 and a written update will be provided to the Committee in March 2023 to provide members with an overview of how the money has been spent.

- Consideration Of Charitable Funds Expenditure Requiring Committee Approval: Respiratory Research, Prince Philip Hospital (PPH)** – the Committee approved the application for the transfer of £10,000 from the Prince Philip Hospital Respiratory Medicine charitable fund (T103) to the Research & Development (R&D) investigator account (1413). The Committee was advised that a research assistant, funded through R&D, has been instrumental in the department’s response to COVID-19. The post was originally funded through the commercial trails project; however, commercial trail research has significantly reduced since the pandemic and therefore the post is currently at risk. The Committee received assurance that the monies will be treated in accordance with the research and development procedures governing investigator accounts within Hywel Dda.
- Update on Evaluation Framework for Hywel Dda Health Charities** – the Committee received an update on progress in relation to the development of an evaluation framework for Hywel Dda Health Charities, a key phase in the Planning Objective 2E assigned to the Committee. The Committee received assurance that the evaluation framework and improved data capture processes will be implemented from October 2022, which will enable the charity to evidence the effectiveness and impact of charitable expenditure. Support from the Communications team has enabled the follow up of each item of expenditure with individuals and departments/services to provide case studies, share best practice, and provide feedback on the charitable fund application process.
- Any Other Business** – Committee Members received an invitation from the Assistant Director of Corporate Legal Services and Public Affairs to attend an online session regarding changes to the Charities Act 2022.

Materion y mae angen Ystyriaeth neu Gymeradwyaeth Lefel y Bwrdd ar eu cyfer /Matters Requiring Board Level Consideration or Approval:

- None; the Board ratified, in its role as Corporate Trustee, the Committee’s decision to approve the application for £192,976.72 of charitable funding from the T460 Pembrokeshire Cardiology Equipment Fund to support the purchase of two echocardiography machines, at its meeting on 29th September 2022.

Risgiau Allweddol a Materion Pryder / Key Risks and Issues/ Matters of Concern:

- Charitable Funds Committee Risk Register** – the Committee received the CFC Risk Register report, noting Risk 1373 relating to sustaining and increasing the charity’s income levels. The Committee discussed and approved the closure of Risk 1373 and for a risk-based approach to be undertaken to manage any future issues that may arise relating to the risk at an operational level with appropriate management actions. This in turn will enable the CFC to provide the necessary

assurance to the Board, or otherwise, that the Health Board is managing any risks effectively.

**Busnes Cynlluniedig y Pwyllgor ar gyfer y Cyfnod Adrodd Nesaf /
Planned Committee Business for the Next Reporting Period:**

Adrodd yn y Dyfodol / Future Reporting:

In addition to the items scheduled to be reviewed as part of the Committee's work programme, following up progress of the various actions identified at the previous Committee meeting will be undertaken.

Dyddiad y Cyfarfod Nesaf / Date of Next Meeting:

28th November 2022