

Bundle Charitable Funds Committee 10 October 2022

Agenda attachments

ITEM 00 OCTOBER AGENDA.docx

- 1 09:30 - Chair's welcome, apologies and confirmation of quorum
- 2 Declarations of interest
- 3 Minutes of last meeting
Item 03 CFC JULY MINUTES UNCONFIRMED.docx
- 4 Action Log
Item 04 CFC Action Log updated for October meeting.xlsx
- 5 09:40 - Bids Panel Success Story - JB
- 6 09:55 - Strategic Review Update - EH
Item 06 Strategic Update Oct 22.docx
Item 06.1 CharityProposalCFCJan22FINAL.docx
- 7 10:15 - Hywel Dda University Health Board Charity - maturity and lessons learned - EH/NL
- 8 10:45 - Finance update including income and expenditure for period 1 April - 30 September 2022 - CT
Item 8 SBAR Charity Finance Update CFC 10.10.22 - Approved by CT.docx
- 9 11:05 - Charitable Funds Task & Finish Group - TM
Item 09 - Highlight Report for CFC October 22.docx
Item 09.1 Annex 1 - Charitable Funds TFG TORs.docx
Item 09.2 Annex 2 - CFC TFG WorkPlan.xlsx
- 10 11:15 - Charitable Funds Cycle of Business - TM
Item 10 SBAR Cycles of Business - Sept 22.docx
Item 10.1 SBAR Cycles of Business - Sept 22.xlsx
- 11 11:25 - Bids Panel Highlight Report - JB
Item 11.1 Bids Panel AAA July 22 Report to CFC for Oct 22 meeting - JB comments.docx
Item 11.2 Bids Panel AAA Sept 22 Report to CFC for Oct 22 meeting - JB Comments.docx
- 12 11:30 - Bursary Panel Highlight Report - JK
Item 12 Bursary Panel AAA Report - CFC 10.10.2022.docx
- 13 11:40 - Committee Priorities - TM
Item 13 Charitable Funds Committee Priorities October 22.docx
- 14 Bids Panel Minutes - JB
- 15 11:45 - Key messages for Board
- 16 Any other business
- 17 Date and time of next meeting - 21 November 2022



MEETING OF THE CHARITABLE FUNDS COMMITTEE

Held in public on 10 October 2022 from 09:30

Meeting held virtually via Microsoft Teams

AGENDA

No.	Agenda Item	Purpose	Lead	Format	Time
OPENING ITEMS					
1.	Chair’s welcome, apologies, and confirmation of quorum	Information	Ceri Jackson	Verbal	10 mins
2.	Declarations of interest	Information	Ceri Jackson	Verbal	
3.	Minutes of last meeting	Approval	Ceri Jackson	Paper	
4.	Action log	Review	Ceri Jackson	Paper	
ITEMS FOR APPROVAL, ASSURANCE AND DISCUSSION					
5.	Bids Panel success story	Discussion	Julie Boalch	Verbal	15 mins
6.	Strategic Review Update	Discussion	Estelle Hitchon	Paper	20 mins
7.	Hywel Dda University Health Board Charity maturity & lessons learned	Discussion	Estelle Hitchon and Nicola Llewelyn	Discussion	30 mins
8.	Finance Update including Income and Expenditure for period 1 April 2022 to 30 September 2022	Assurance	Chris Turley	Paper	20 mins
9.	Charitable Funds Task & Finish Group	Assurance Approval	Trish Mills	Paper	10 mins
10.	Charitable Funds Cycle of Business	Approval	Trish Mills	Paper	10 mins
11.	Bids Panel Highlight Report	Assurance	Julie Boalch	Paper	5 mins
12.	Bursary Panel Highlight Report	Assurance	Jo Kelso	Paper	10 mins
CONSENT ITEMS					
The items that follow are for information only. Should a member wish to discuss any of these items they are requested to notify the Chair so that time may be allocated to do so.					
13.	Committee Priorities	Information	Trish Mills	Paper	5 mins
14.	Bids Panel Minutes	Information	Julie Boalch	Paper	
CLOSING ITEMS					
15.	Key messages for Board	Discussion	Ceri Jackson	Verbal	5 mins
16.	Any other business	Discussion	Ceri Jackson	Verbal	
17.	Date and time of next meeting 21 November 2022	Information	Ceri Jackson	Verbal	

Lead Presenters



GIG
CYMRU
NHS
WALES
Ymddiriedolaeth GIG
Gwasanaethau Ambiwylans Cymru
Welsh Ambulance Services
NHS Trust

Name	Position
Mrs Ceri Jackson	Non Executive Director
Mr Chris Turley	Director of Finance and Corporate Resources
Mrs Trish Mills	Board Secretary
Mrs Julie Boalch	Head of Risk and Deputy Board Secretary
Ms Estelle Hitchon	Director of Partnerships and Engagement
Ms Jo Kelso	XXX
Ms Nicola Llewelyn	XXXX

UNCONFIRMED MINUTES OF THE MEETING OF THE CHARITABLE FUNDS COMMITTEE HELD ON 6 JULY 2022 VIA TEAMS

MEMBERS:

Ceri Jackson	Chair & Non Executive Director
Bethan Evans	Non Executive Director

IN ATTENDANCE:

Julie Boalch	Head of Risk and Deputy Board Secretary
Sarah Davies	Workforce and Organisational Development Directorate Business Manager
Jill Gill	Head of Financial Accounting
Mark Harris	Assistant Director of Ambulance Care
Estelle Hitchon	Director of Partnerships and Engagement
Caroline Jones	Corporate Governance Officer
Navin Kalia	Assistant Director of Finance and Corporate Resources
Trish Mills	Board Secretary
Hugh Parry	Trade Union Partner
Andy Swinburn	Director of Paramedicine
Chris Turley	Director of Finance and Corporate Resources
Damon Turner	Trade Union Partner
Marcus Viggers	Trade Union Partner

APOLOGIES:

Kevin Davies	Non Executive Director
Hannah Rowan	Non Executive Director
Lee Brooks	Executive Director of Operations
Catherine Goodwin	Interim Director of Workforce and OD

34/22 WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting and introduced Marcus Viggers, an additional Trade Union Partner to the Committee, following the recent Trade Union elections.

35/22 DECLARATIONS OF INTEREST

The member declarations on the register of interests were noted.

RESOLVED: That the declarations as recorded on file be NOTED.

36/22 MINUTES OF PREVIOUS MEETING

The Minutes of 5 May 2022 were approved as a correct record.

RESOLVED: That the minutes be approved as a correct record.

37/22 ACTION LOG

14/22a– Finance Update- Full Audit discussions - The committee noted that discussions with Audit Wales would be progressed and reported on later in the year. The action would remain open.

14/22b – Applications to NHSCT – this was covered as part of the finance update agenda item see minute ref 38/22 for full detail. Item to remain open until applications submitted.

RESOLVED: That

1) action 14/22a and 14/22b to remain open with updates to the next meeting of the Committee.

38/22 FINANCE UPDATE

The Director of Finance and Corporate Resources confirmed the report contained a substantial amount of detail and brought to the Committee's attention some salient points.

Whilst there was an overall investment gain of £42K in the charity's investments due to stock market recovery in 2021/22, recent market volatility saw a dip in quarter one 2022/23 of £24K. He assured members that whilst the current investments are managed in line with the current Investment Policy, there would be increased and closer monitoring of the fund with escalation measures in place should it be required. The Committee did consider the possibility of reducing the risk by reducing the level of investments however, it was noted that this would also reduce any potential rewards. The Director of Finance and Corporate Resources informed members that the fund used by the Trust was a well established fund for charities and was a relatively low risk investment. He requested that the Committee allow himself and his team to utilise professional judgement to protect the fund going forward. Members noted that following the strategic review, should the charity grow significantly, advice from an investment advisor may be considered.

The Director went on to confirm that following the closure of the Trust accounts, discussions would now be progressed with Audit Wales relating to the full audit of the charity accounts, as previously requested by the Committee. There are

some ongoing concerns with regard to the likely timing of the audit and the ability to fully validate opening balances and a further update will be provided to the next meeting. The fund balances as at 1 April 2022 were noted.

The Head of Financial Accounting apprised members of the three different grants that were available for the Trust to apply for. A self assessment form had been completed as part of the criteria to determine key areas of focus for the Trust, to ensure the grant would be utilised in the most appropriate areas. Areas identified from the self assessment were operations; communications and fundraising. It was noted the self assessment could be used as a baseline for a maturity matrix going forward.

Members discussed how the delay in the strategic review would impact on the applications that needed to be submitted within a specified timeframe and requested that the applications, where possible, allowed for a broader area of focus to allow any future recommendations from the review to be incorporated. Members also requested that the recovery grant was utilised in a way that was of benefit to the majority of staff.

The Director of Finance and Corporate Resources confirmed that the applications would be delivered in time to meet the required deadline set by NHS Charities Together (NHSCT).

RESOLVED: That

- 1) the Director of Finance and Corporate Resources use his professional judgement in escalating any issues following the increased and closer monitoring measures of the investment fund in place;**
- 2) discussions to be progressed with Audit Wales around the full audit of the charity accounts; and**
- 3) the applications to NHSCT would be worked up in time to be submitted by the specified deadline later this year.**

39/22 STRATEGIC REVIEW UPDATE

The Director of Partnerships and Engagement confirmed that following the Committee's decision to re- tender for the consultancy post, no applications had been received by the initial closing date. The date was extended which resulted in four applications being received.

The Director went on to say that she had discussed the maturity journey that Hywel Dda had embarked on with the Head of Charities at Hywel Dda, Nicola Llewelyn. The Committee agreed that it would be useful to understand their journey and lessons learned as part of the journey the Trust was about to undertake and requested that she be invited to the next meeting of the Committee.

RESOLVED: That

- 1) a panel be convened to review the applications received and progress**

the appointment of the consultancy post; and

2) the Head of Charities at Hywel Dda be invited to the next meeting of the Committee in October.

40/22 CHARITABLE FUNDS TASK & FINISH GROUP

The Board Secretary explained that the group had met for the first time and had discussed the programme of work which included:

- Reviewing options as to how the Charity holds its funds
- Potential devolving of autonomy to directorate fund managers
- Support of Community First Responders and WISH fundraising
- Policy and risk management
- Panel effectiveness
- Statutory and regulatory compliance

There had been broad support for centralising funds currently held with the Head of Financial Accounting working up some options for discussion at a future Task and Finish Group meeting.

Members of the group voiced reservations around devolving autonomy to fund managers, which was echoed by the Director of Partnerships and Engagement. It was noted that strong governance would be required in order to progress this element.

At the next meeting of the Task and Finish Group, focus would be on Community First Responders, risks, and terms of reference, with a more detailed work programme from the group being presented to the next meeting of the Committee.

RESOLVED: That the Task and Finish Group continue to work through the areas outlined above with a more detailed work programme being presented to the October meeting of the Committee.

41/22 BIDS PANEL UPDATE

The Chair of the Bids Panel updated members on the extraordinary meeting of the Panel which had been called due to the time sensitive nature of one of the applications. The meeting also allowed for the members to revisit a previous application for which they had requested additional information, which was all captured within the highlight report.

She went on to explain that the Panel had also met on 5th July and had reviewed and approved a further three applications. The applications had generated some discussion points which included linking in with Communications colleagues for the promotion of territorial rugby teams across Wales for both men and women to establish an all Wales team WAST men and women's team.

The Committee was also informed of the Panel's decision to increase the amount for an application advising the requestor to procure more sustainable and

environmentally friendly products with support from the Trust's Environment and Sustainability Manager.

Committee members were keen to receive a lived example of a success story at its next meeting in October.

RESOLVED: That

- 1) the approval of the five applications over two meetings was noted;**
- 2) the promotion of both the men's and women's rugby teams with the support of Communication colleagues be progressed; and**
- 3) a success story be brought to the next meeting of the Committee.**

42/22 KEY MESSAGES FOR BOARD

- 1) the dip in the investment fund for Q1 2022/23 and the additional scrutiny put in place as a result.
- 2) the appointment of the consultancy post be progressed.
- 3) the work of the Task & Finish Group.
- 4) the applications to NHSCT.
- 5) the approval of five applications via the Bids Panel.

43/22 DATE OF NEXT MEETING

10 October 2022

ACTION LOG
WELSH AMBULANCE SERVICES NHS TRUST

Minute Ref	Date	Agenda Item	Action Note	Responsible	Due Date	Progress/Comment	Status
14/22a	10 February 2022	Finance Update	Update on discussions with AW in relation to the full audit of 2021/22 accounts.	CT	10 October 2022	Verbal update will be provided at October meeting	Complete
14/22b	10 February 2022	Finance Update	Update on applications to be made to NHSCT by end of year.	JG	9 January 2023	Discussed as part of the finance update at July meeting. Included within the finance update paper on October agenda	Complete
38/22a	6 July 2022	Finance Update	Investment funds to be monitored closely with an update to be brought to the next meeting.	CT	10 October 2022	included within the finance update on October agenda	Complete
38/22b	6 July 2022	Finance Update	Grant applications to be worked up in order to meet the window of opportunity in September	JG	10 October 2022	included within the finance update on October agenda	complete
39/22a	6 July 2022	Strategic review update	A Panel be convened to review the bids for the consultancy post and progress an appointment.	EH	31 July 2022	Update from July meeting: Outcome to be circulated to members to keep them apprised. Update for October meeting: award made and consultant started work. Update on agenda	Complete
39/22b	6 July 2022	Strategic review update	Invite Nicola Llewelyn from Hywel Dda to discuss lessons learned from their charity maturity journey	EH	10 October 2022	On agenda for October meeting	Complete
40/22	6 July 2022	Charitable Funds Task & Finish Group	Recommendations from the work programme be brought to a future meeting of the committee	TM	9 January 2022		Not due

Open
Complete
Closed
Not Due



GIG
CYMRU
NHS
WALES
Ymddiriedolaeth GIG
Gwasanaethau Ambiwylans Cymru
Welsh Ambulance Services
NHS Trust

AGENDA ITEM No	6
OPEN	
No of ANNEXES ATTACHED	1

WAST Charity: Strategic Update

MEETING	Charitable Funds Committee
DATE	10 October 2022
EXECUTIVE	Director of Partnerships and Engagement
AUTHOR	Director of Partnerships and Engagement
CONTACT	estelle.hitchon2@wales.nhs.uk

EXECUTIVE SUMMARY

This paper provides a brief update on the strategic review of the WAST Charity which is currently underway, led by Patrick Boggon of Tarnside.

KEY ISSUES/IMPLICATIONS

The strategic review of the WAST Charity is now underway following the successful awarding of the contract to Patrick Boggon of Tarnside.

In addition to the review scope specified in the contract, a copy of which is appended, a request has also been made to review the options for the charity in respect of support for staff during the current cost of living crisis.

Issues currently submitted for information include the terms of reference for the Bids Panel and the bids which have been submitted recent years, the terms of reference for Charitable Funds Committee and those for the Charitable Funds Task and Finish Group.

In addition, a list of key stakeholders has been provided who will be contacted shortly to gain their views of the Charity and how it operates. This includes members of Charitable Funds Committee and the Bids Panel, including TU partners, as well as external stakeholders; e.g. from TASC and other NHS charities.

Regular update meetings are being timetabled and it is hoped that an in-person update by the consultant can be provided at the November meeting of Committee, when a clearer timetable for final recommendations should also be available.

REPORT APPROVAL ROUTE

Charitable Funds Committee, 10 October 2022

REPORT APPENDICES	
Original strategic review brief as agreed by Charitable Funds Committee	

REPORT CHECKLIST			
Confirm that the issues below have been considered and addressed		Confirm that the issues below have been considered and addressed	
EQIA (Inc. Welsh language)	x	Financial Implications	x
Environmental/Sustainability	x	Legal Implications	x
Estate	x	Patient Safety/Safeguarding	x
Ethical Matters	x	Risks (Inc. Reputational)	x
Health Improvement	x	Socio Economic Duty	x
Health and Safety	x	TU Partner Consultation	x

Specification:**Strategic Review of the Welsh Ambulance Services NHS Trust Charity**

1. In recent years, the Welsh Ambulance Services Trust (WAST) Charity has begun to evolve, with a greater profile within the organisation as a source of funding for delivering enhanced staff benefit through the judicious use of the donations it receives.
2. However, the impact of the Covid-19 pandemic, and the subsequent injection of significant funding via NHS Charities Together, has signalled the need for a more strategic review of both the purpose and direction of the charity in the longer term.
3. The trustees of the Welsh Ambulance Services NHS Trust (WAST) Charity now wish to appoint an appropriately qualified consultant with expertise in charity leadership, management and fundraising for an assignment period of approximately three months to undertake a strategic review of the charity, its mission and purpose.
4. More specifically, the scope of the assignment will include (but not be limited to) a full strategic review of the charity's:
 - (i) mission
 - (ii) purpose
 - (iii) objectives
 - (iv) operating model
 - (v) resourcing (including recommendations in respect of a proposed future staffing model)
 - (vi) governance and
 - (vii) fundraising potential
 - (viii) any potential or perceived risks including, but not limited to, staff perspective should there be a change in strategic direction, reputational risk, and compliance with regulatory frameworks.
5. It is expected that the successful candidate will engage broadly across the organisation and beyond as part of meeting the brief, in order that a comprehensive review document which takes account of the broader external landscape is produced.
6. The appointee should expect to undertake engagement with appropriate stakeholders both digitally and, subject to any Covid-19 restrictions pertaining at the time and where appropriate, in person.
7. It is expected that the appointee will deliver a comprehensive written report presented digitally, including clear, detailed and achievable recommendations in respect of those areas outlined in point 4 above, which will help inform the strategic priorities of the WAST Charity over the next three to five years.
8. It is anticipated that the time commitment to deliver the review will not exceed 20 working days over an approximately three month period, distributed at the discretion of the successful candidate but sufficiently

well managed to enable decision-making by Charity Trustees within the 2021/22 financial year.

9. The key executive contact will be Estelle Hitchon, Director of Partnerships and Engagement. Key non-executive contact will be Prof. Kevin Davies, Chair of the Charitable Funds Committee.
10. Any queries in the first instance should be directed to Estelle Hitchon, Director of Partnerships and Engagement at estelle.hitchon2@wales.nhs.uk

Welsh Ambulance Services NHS Trust
January 2022



GIG
CYMRU
NHS
WALES
Ymddiriedolaeth GIG
Gwasanaethau Ambiwylans Cymru
Welsh Ambulance Services
NHS Trust

AGENDA ITEM No	8
OPEN or CLOSED	OPEN
No of ANNEXES ATTACHED	0

Charitable Funds Finance Update – October 2022

MEETING	Charitable Funds Committee
DATE	10th October 2022
EXECUTIVE	Chris Turley, Executive Director of Finance
AUTHOR	Bernadette Mitchell, Finance Assistant – Charitable Funds
CONTACT	Chris Turley, 01633 626201, Chris.Turley2@wales.nhs.uk

EXECUTIVE SUMMARY

To present to the Charitable Funds Committee an update on the following:

- NHSCT grants.
- Details of fund balances held at 1st April 2022 and 30th September 2022.
- COIF Charity Investment Fund

And to request the Committee approve a transfer of funds to the Bursary Fund to accommodate future approvals.

KEY ISSUES/IMPLICATIONS

- Fund balances of £494k as at 30th September 2022.

NHSCT grants available to the WAST Charity:

- Ambulance Grant - £315k – One application window left.
- Stage 3 Covid Recovery Grant - £88k – One application window left.
- COIF Charity Investment Fund – What does the current economy mean for our investment?
- Bursary Fund – No current specific funds remaining to fund future approvals.

REPORT APPROVAL ROUTE
Charitable Funds Committee – 10 th October 2022

REPORT APPENDICES

REPORT CHECKLIST			
Confirm that the issues below have been considered and addressed		Confirm that the issues below have been considered and addressed	
EQIA (Inc. Welsh language)		Financial Implications	
Environmental/Sustainability		Legal Implications	
Estate		Patient Safety/Safeguarding	
Ethical Matters		Risks (Inc. Reputational)	
Health Improvement		Socio Economic Duty	
Health and Safety		TU Partner Consultation	

WELSH AMBULANCE SERVICES NHS TRUST
CHARITABLE FUNDS COMMITTEE
FINANCE UPDATE – OCTOBER 2022

SITUATION:

1. This report provides the Committee with an update on fund balances held.
2. An update on the NHS Charities Together (NHSCT) grant availability and progress / key dates is also included below.
3. An update on the COIF Charity Investment Fund Accumulation Units held by the charity is also provided, along with valuation and how this may affect the future funding of the Bursary.

BACKGROUND/ASSESSMENT:

Update on Fund Balances as at 30th September 2022.

4. The table below provides a breakdown of funds held as at 30th September 2022:

FUND	Opening Balances 01.04.22 £000's	Income £000's	Expenditure £000's	Balances as at 30.09.22 £000's
North Region	83	2	0	85
Central West	27	1	0	28
South East	29	0	0	29
National Fund	140	5	2	143
North First Responders	10	0	0	10
Central West First Responders	1	0	0	1
Bursary	16	0	16	0
Barmouth Ambulance Equipment	54	0	0	54
NHSCT Stage 1	33	0	8	25
NHSCT Development Grant	0	1	1	0
Revaluation Reserve	139	0	15	124
*Central Services (I&E 2022/23)	0	0	5	-5
	532	8	47	494

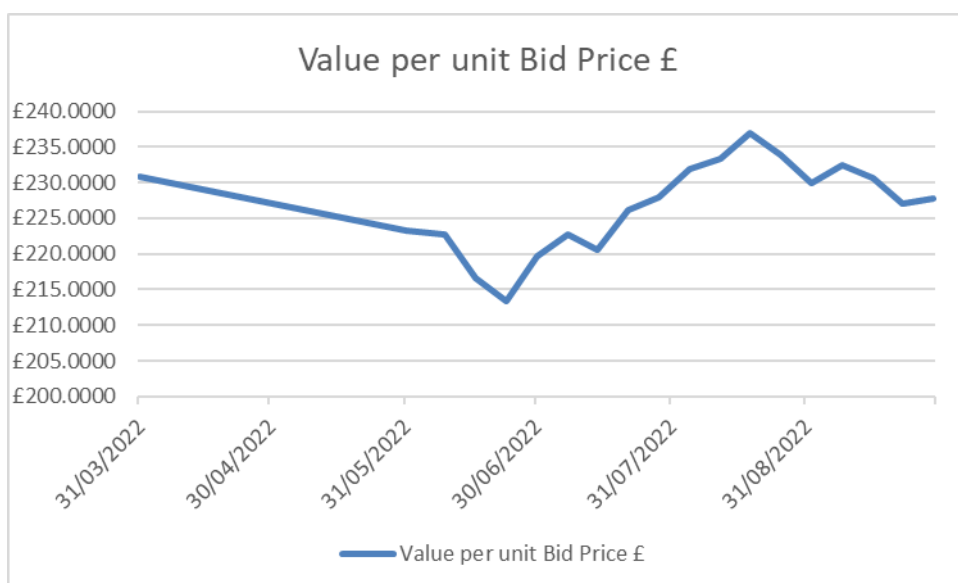
**Income and expenditure to be apportioned between unrestricted funds at end of financial year*

Please note there is £67.5k of approved bids panel applications that are not shown in the table above.

Update on COIF Investment Fund as at 30th September 2022.

5. Over the past 6 months the markets have been rather unpredictable, dipping and rising on a regular basis as shown in the graph below. We currently hold 1090.14 units at a market value of £248k. This is £15k less than what they were worth at the beginning of this financial year. However, as Committee

members will recall we did also make relatively substantial gains in 2020/21 and 2021/22.



6. The Charity has an internal policy that our long-term investments will not exceed 50% of total cash funds held. Given that there is approx. £95k of pre-approved bids panel and bursary claims still to be paid out, it is probable that we will need to sell some of our units to fall in line with our 50% gearing policy. Should the markets fall in valuation this will reduce the Charity's losses, however, should the markets increase, it will reduce our potential gains which go towards funding the Bursary.
7. As noted at the last CFC meeting, we have further enhanced our scrutiny of these longer term investments, which includes the monitoring the market value on a weekly basis, the frequency with which this fund is updated.
8. The Bursary is currently funded by transferring funds from the revaluation reserve, which is made up of the net annual gains and losses of the COIF investment we hold. The Bursary currently has no specific funds remaining to support future applications. The current valuation of the Revaluation Reserve is £124k. As per para 6, the Charity may need to sell some of its COIF investment units, which could either reduce its losses should the markets decrease or reduce its gains if the markets were to increase.
9. However, there are significant reserves currently to fund at least a couple more rounds of Bursary awards, and the Committee is therefore asked to **approve** an initial value of £15k to be funded for the next Bursary round from this. It is also suggested that the Committee consider whether the Charity should continue to fund the Bursary this way, accepting this may be further explored following the completion of the current consultancy work progressing on the future direction of the Charity overall.

Update on NHS Charities Together (NHSCT) grants

10. The Charity has received grants from NHSCT in the past and is currently eligible to apply for three new grants from them. Details of such are below:

a) Development Grant - £35k

£5k ringfenced for 2-year membership fees up to December 2023, with the remaining £30k to be spent on areas within the Charity that need most improvement. Following undertaking the self-assessment toolkit it was decided that the Charity would benefit from funding in the following areas; **Operations, Communications, Marketing and Branding, and Fundraising**. The application for this was submitted to NHSCT on 26.09.22 and should hear back about their decision in approximately 6 weeks.

b) Ambulance Grant - £315k

The application window for this grant is now open and has a closing date of 27th January 2023. Discussions have been held with our grants officer at NHSCT, to discuss our plan for the grant. The current plan is to seek to fund a 2-year CFR recruitment programme, in which two staff members will be responsible for recruiting and training 80 new CFR's. The new volunteers will require kit, so we would be purchasing 80 new CFR kits. We also plan to purchase marketing equipment, such as printed gazebos to be able to assist with the campaign and promote the work our CFR's do. NHSCT felt this met the criteria of this funding and there is another meeting planned at the end of November 2022 to review the job descriptions that will go out to vacancy to accommodate the two staff members required to deliver this project. We will then be planning to submit this application before Christmas, with an expected decision being given by NHSCT in May 2023.

c) Stage 3 Recovery Grant - £88k

The application window for this grant is also open and has a closing date of 27th January 2023. The purpose of this grant is to support the long-term health and recovery of NHS staff, patients, community, and volunteers impacted by Covid-19. Discussions have been held with the Wellbeing team to help shape this grant submission, within which we are including the following projects in our application:

- Art Therapy Sessions – To directly benefit 160 WAST staff over the 2-year period.
- Mind Over Mountains – One per quarter for the 2-year period. Directly benefiting 144 WAST staff members.
- WAST women's basketball teams – One North and one South based.
- Greener Spaces – Create outdoor and indoor greener spaces at approx. 20 of the Trust's stations – Directly benefiting 420+ WAST staff members.

NHSCT have also said in principal that these would fit the criteria of the funding. The application for this will also be submitted before Christmas, with a decision being given in May 2023.

d) Older Grants

NHSCT issued evaluation reports for the Stage 1 grants previously

received, which had to be to be completed by 12th September 2022. This highlighted that there £21k of previously received the grants left to be expended. To reduce the chances of being asked to pay this back we were able to request an adaptation to the funding. The grant must be spent by 31st March 2023, given that the initial time frame was 12 months from date of receipt. Therefore, the application included funding to support the men's rugby team for this season and to fund two Mind Over Mountains sessions which had previously been approved by the bids panel. It is pleasing to confirm that NHSCT have approved this adaptation application.

RECOMMENDED:

11. That the Committee:

- **Notes** the contents of this finance update,
- **Approves** the funding required for the next round of the Bursary scheme as proposed in paragraph 9, and
- **Notes** the requirement to further consider the future funding of the Bursary scheme, following the completion of the current ongoing consultancy work on the Charity.



GIG
CYMRU
NHS
WALES
Ymddiriedolaeth GIG
Gwasanaethau Ambiwylans Cymru
Welsh Ambulance Services
NHS Trust

CHARITABLE FUNDS TASK & FINISH GROUP HIGHLIGHT REPORT TO BOARD

Charitable Funds Committee Meeting Date	10 October 2022
T&F Group Meeting Dates	15 August and 20 September 2022
Chair	Trish Mills, Board Secretary

KEY ESCALATION AND DISCUSSION POINTS

ALERT

(Alert the Committee to areas for their attention)

1. As the group's discussions mature, particularly with respect to the devolving of authority and centralizing of funds, **resource implications** to implement any recommendations will need to be considered.

ADVISE

(Detail any areas of on-going monitoring, approvals, or new developments to be communicated)

2. A **Community First Responders (CFRs)** steering group has been established and further detail as to the governance arrangements in place for CFRs is underway through that group and by the Volunteer Manager, Jenny Wilson. There was some urgency to understand the governance arrangements in a way that enables us to better support the CFRs understand any reputational or other exposure for the Trust and the Charity.
3. The **Terms of Reference** for the group was approved at the 15 August meeting and are attached for approval by the Charitable Funds Committee. The group's **work programme** was also endorsed and is attached at Annex 2. The work programme is reviewed at each meeting however it is recognised that much of this work will be done in parallel with the development of the Charity's strategy so it is likely the programme will have to flex to support that.
4. Options are being explored as to how **autonomy might be given to fund managers** to utilize charitable funds quickly and easily in the future. These discussions continue and it is recognised that before that can be put in place there must be strong governance in place and oversight by this Committee.
5. The **centralisation of funds** was broadly agreed with options to be discussed in more detail at the October meeting.
6. Charity Commission guidance was being reviewed to look at examples of **fundraising and charity related risks**. A scope for a session on Trustee compliance has been developed and discussions are taking place with NHS Wales Legal and Risk to deliver this to the Charity and other Health Boards.
7. The Group were made aware of the **grants** the Trust was eligible to apply for.



GIG
CYMRU
NHS
WALES
Ymddiriedolaeth GIG
Gwasanaethau Ambiwylans Cymru
Welsh Ambulance Services
NHS Trust

ASSURE

(Detail here any areas of assurance the Committee has received)

8. The Group does not have issues of assurance before it at this stage.

RISKS

Risks Discussed: A comprehensive set of risks dependent on the size/scale of the Charity were discussed, broken down by category and potential impact. Members discussed the options of the charity having its own risk register or if the risks should be included within the Corporate risk register. Four areas of risk were selected initially for review. The Head of Risk/Deputy Board Secretary would enquire with other Trusts to understand their approach to charity risk.

The Annual Report should include these risks.

New Risks Identified: Reputational and regulatory risks with respect to CFRs are being explored.

COMMITTEE AGENDA FOR MEETING

Work Programme	CFC Operating Arrangements	Risks
----------------	----------------------------	-------

COMMITTEE ATTENDANCE

Name	5 July 2022	15 August 2022	20 Sept 2022	[insert date]	[insert date]
Trish Mills					
Liz Rogers					
Julie Boalch					
Jenny Wilson					
Hugh Parry					
Damon Turner					
Jo Kelso					
Marcus Viggers					
Bernadette Mitchell		Jess Price			

	Attended
	Deputy attended
	Apologies received
	No longer member



CHARITABLE FUNDS TASK AND FINISH GROUP

TERMS OF REFERENCE

APPROVED BY CHARITABLE FUNDS COMMITTEE [INSERT]

1 BACKGROUND

- 1.1. The Charity has commissioned a consultant to develop a charity vision, scope and strategic priorities. This need was identified following recognition that, in light of lessons learned through the pandemic, there is an opportunity to refresh the Trust's ambition and vision for the charity, with a focus on ensuring that optimum benefit is derived from the funds it is currently holding, while having a clear and ambitious focus on its future role and purpose, optimising income and delivering wider benefit from the funds it receives.
- 1.2. In parallel to the development of the strategy the Charitable Funds Committee (the Committee) has recognised the need to review various aspects of Charity governance and has established a Task and Finish Group (the Group) for that purpose.
- 1.3. These terms of reference will be approved by the Charitable Funds Committee.

2. ROLE AND REMIT

The Group will:

- 2.1 Develop a work plan;
- 2.2 Review options for the ways in which charitable funds are held;
- 2.3 Review options to devolve authority to directorate fund managers;
- 2.4 Consider the fundraising arrangements for Community First Responders;
- 2.5 Recommend a suite of policies and procedures for the charity;
- 2.6 Develop a charity risk register;
- 2.7 Develop a charity compliance register;
- 2.8 Develop a Board development session on charity governance; and
- 2.9 Make recommendations to the Committee.

The role and remit may be reviewed once the strategic direction of the Charity is developed, and the Group may be asked to consider issues outside of the items listed above by the Committee.



3. MEMBERSHIP

The Group will consist of:

- Trish Mills, Board Secretary (Chair)
- Jill Gill, Financial Accountant
- Bernie Mitchell, Finance Assistant – Charitable Funds
- Julie Boalch, Head of Risk/Deputy Board Secretary (Chair of Bids Panel)
- Jo Kelso, (Chair of Bursary Panel)
- Liz Rogers, Deputy Director of WOD
- Hugh Parry, Trade Union Representative
- Damon Turner, Trade Union Representative
- Marcus Viggers, Trade Union Representative
- Jenny Wilson, Volunteer Manager
- Caroline Jones, Governance Officer

Others will be invited to attend meetings as required to assist the Group with the discharging of these terms of reference.

4. OPERATING ARRANGEMENTS

- 4.1 The Group will meet every five weeks.
- 4.2 The secretariat will be provided by the Corporate Governance Team.
- 4.3 The agenda will be agreed with the Chair and be driven by the work plan. The agenda and accompanying papers will be circulated 3 days prior to the meeting and agreed actions will be circulated within one week of the meeting.
- 4.4 The Group will report to the Committee following each meeting.
- 4.5 The Group will conclude its work when the actions have been completed and no later than eight months.
- 4.6 The Group will prepare a report on the review findings to include recommendations confirming the ongoing 'ownership' of actions/products where required.

Area of Focus	Date of Meeting	Lead(s)
Terms of Reference/Operating Arrangements	August	TM
	March	TM
Work Plan	August	TM
	September	TM
	October	TM
	November	TM
	December	TM
	January	TM
	February	TM
Charitable Funds	October	JG/BM
Devolved authority	December	TM/JG/BM
Compliance Register	November	TM
	February	TM
CFC operating arrangements		
	September	JW
Risk	August	JB
	January	JB
	September	JB
Policy	October	JB/BM
	TBC	JG/BM
Board Development	September	TM
	February	TM

NOTE:

Work plan may need adjusting as the Charity's strategy is developed and work packs

Not yet Due	
Complete	
In progress	
Off track but recoverable	
At risk	

Expected Outcome(s)	Progress
TOR finalised and recommended to CFC	
Close out report	
Workplan agreed	
Review at each meeting	
Review at each meeting	
Review at each meeting	
Review at each meeting	
Review at each meeting	
Review at each meeting	
Current arrangements; options for centrally held funds; arrangements for utilisation of current separate funds.	
Options to devolve authority	
Identification of compliance requirements	
Recommendations for compliance assessment	
Initial discussions to review current CFC arrangements including confidentiality and GDPR; relevant policies; manner in which funds are held; CFRs as registered charities; WAST liability exposure	
Charity risks to consider	
Development of charities risks on register	
Draft risk assessment	
List of current policies; identification of potential policies required	
Development of policies	
Scope session	
Deliver session	

ages are developed

[illegible]



GIG
CYMRU
NHS
WALES
Ymddiriedolaeth GIG
Gwasanaethau Ambiwylans Cymru
Welsh Ambulance Services
NHS Trust

AGENDA ITEM No	10
OPEN or CLOSED	Open
No of ANNEXES ATTACHED	1

COMMITTEE CYCLES OF BUSINESS

MEETING	Charitable Funds Committee
DATE	10 October 2022
EXECUTIVE	Trish Mills, Board Secretary
AUTHOR	Trish Mills, Board Secretary
CONTACT	Trish.mills@wales.nhs.uk

EXECUTIVE SUMMARY

1. Development of the cycle of business for this committee is the final step in the 2021/22 effectiveness reviews that were conducted in Q4.
2. The cycle has been developed with direct correlation to the duties in the terms of reference. This will allow members to review the appropriateness of the proposed reports and their frequency.
3. The cycle for the Committee is a maturing document which will grow organically over the next 12 months.

RECOMMENDATION:

4. The Committee is asked to review the cycles of business, propose any amendments, and approve it as a first version.

KEY ISSUES/IMPLICATIONS

5. The committee is required to review the strategic direction of matters within its remit and to monitor their implementation. This is underway currently with the appointment of a consultant to carry out a review of the charity's strategic direction.
6. It is to be determined if the implementation of the strategy is included in the IMTP and if so those elements of delivery will be endorsed by the Committee annually. Monitoring of the IMTP is within the purview of the Finance and Performance Committee. It is therefore proposed that, outside of that, reporting on the IMTP will be at the discretion of the relevant Director or at the

request of the Finance and Performance Committee i.e. possibly to do a deep dive on an area that may be off track or to celebrate areas of success.

7. There are a number of areas of the cycle which remain to be developed alongside the charity's strategy and will be reviewed on a quarterly basis.
8. It is recommended that the Committee continues to support the Bids Panel and Bursary Panel as sub-committees reporting into it directly for the time being, as well as the Charitable Funds Task and Finish Group.

REPORT APPROVAL ROUTE

N/A

REPORT APPENDICIES

Annex 1 – Cycle of business 2022/23

REPORT CHECKLIST

Confirm that the issues below have been considered and addressed		Confirm that the issues below have been considered and addressed	
EQIA (Inc. Welsh language)	NA	Financial Implications	NA
Environmental/Sustainability	NA	Legal Implications	NA
Estate	NA	Patient Safety/Safeguarding	NA
Ethical Matters	NA	Risks (Inc. Reputational)	NA
Health Improvement	NA	Socio Economic Duty	NA
Health and Safety	NA	TU Partner Consultation	NA

CYCLES OF BUSINESS

SITUATION

9. The purpose of this paper is to provide the Committee with a draft cycle of business as the final step in the 2021/22 effectiveness review process.

BACKGROUND

10. The Board carried out its effectiveness review in Quarters 4 2021/22. This included a review of its terms of reference, amendments to which were approved by the Trust Board in May 2022.
11. The final step in the effectiveness review process is the development a cycle of business for the Committee and a review of its sub-committee structure.

ASSESSMENT

Cycle of Business

12. A cycle of business provides order and structure and sets a Committee work plan for the year. This, together with the Board Assurance Framework, should drive agenda setting. It also:
 - 12.1. allows papers to be planned in advance, giving Directors and report writers the opportunity to plan necessary pre-committee forums and align cycles of business;
 - 12.2. schedules compliance related reports according to legislative or regulatory timeframes;
 - 12.3. provides focus for reporting and an opportunity to see where there may be duplication, gaps, and interrelationships;
 - 12.4. generates commitment to review matters that may sometimes be vulnerable to postponement;
 - 12.5. allows for easy tracking of the Committee's adherence to the cycle which is a marker of an effective Committee;
 - 12.6. provides for a collective awareness and agreement of the areas where it applies its focus on an annual basis; and
 - 12.7. removes the ad hoc elements of agenda setting.
13. Whilst it is inevitable that other items will arise from time to time, the cycle allows them to be prioritised - perhaps coming later on the agenda.
14. The cycle of business at **Annex 1** has been designed to do all the above. It includes further detail on the pre-committee forums, lead presenters, purpose of reports and any relevant and/or helpful commentary. It also includes each of

the duties for the Committee in the terms of reference (in red text) so members can see and demonstrate that the reporting expected for each area will in fact provide appropriate assurance, generate discussion, and allow for the right balance of challenge and support.

15. The cycle for the Committee is a maturing document which will grow organically over the next 12 months as the charity's strategy develops.

Sub-Committees

16. It is recommended that the Committee continues to support the Bids Panel and Bursary Panel as sub-committees reporting into it directly for the time being, as well as the Charitable Funds Task and Finish Group
17. The terms of reference provide that the Committee can form sub-committees or task and finish groups should a need arise in the future.

RECOMMENDATION

18. The Committee is asked to review the cycles of business, propose any amendments, and approve it as a first version.

PAPER	PRE or POST-C'EE FORUM
CHARITABLE FUNDS COMMITTEE - CYCLE OF BUSINESS 2022/23	
TERMS OF REFERENCE NOTED IN RED TEXT	
STRATEGY	
3.1 Oversee and contribute to the development of the Charity's strategies and	
3.2 Ensure there is clear, consistent strategic direction, strong leadership, and	
3.3 Promote the Charity within the Trust	
Initial strategy review and periodic reviews	EMT/Trustees
Charity elements of IMTP	STP
IMTP exception reporting	STB
CHARITABLE FUNDS AND INVESTMENT	
3.4 Ensure the management of the charitable fund is carried out within the te	
3.5 Ensure systems and processes are in place to receive, account for, deplo	
3.9 Receive and endorse annual accounts and consider the annual report fro	
Financial accounts and annual report	EMT/Trustees
Auditors report on accounts	EMT/Trustees
Compliance Assurance Report	TBC
3.8 Receive periodic income and expenditure statements	
3.13 Review the performance of investments on a regular basis (with the exte	
Finance Update	EMT
3.6 Receive assurance from Sub-Committees on the use of charitable funds i	
Sub-committee highlight (AAA) reports	Relevant Committee
3.7 Consider and authorise expenditure with a value above £50,000, ensuring	
Applications as appropriate from time to time	TBC
3.10 Approve the policies for the utilisation and investment of charitable fund:	
Report from Policy Group	Policy Group
Policies for review and approval	Policy Group/EMT
3.11 Consider and agree an investment strategy for the safe and secure inve	
3.12 Consider the appointment of external investment advisors and operation	
Investment strategy	EMT/Trustees
Investment report	TBC
FUNDRAISING	
3.14 Approve and regularly review the fundraising strategy for the charity, en	
3.15 Monitor the implementation of the fundraising strategy	
3.16 Ensure systems, processes and communication are in place around fun	
TBC	TBC
3.17 Corporate Risks are identified and appropriately managed; CRR and BA	
Board Assurance Framework	Trustees
Corporate Risk Register - Charitable Funds	Trustees
Audit Recommendation Tracker	ADLT
Audits within purview of Committee	Audit Committee
GOVERNANCE	
Committee effectiveness review annual report	Audit/Board
Review of Terms of Reference	Audit/Board

Committee Cycle of Business	Audit/Board
Committee Review of Annual Priorities	None
PROMPTS	
External Reports	n/a
Board Visits	n/a

FREQUENCY	Q1	Q2	Q3	Q4	LEAD	PURPOSE
3						

d plans and monitor their implementation
d transparent lines of accountability

TBC					TBC	Endorsement
Annually					TBC	Endorsement
Ad Hoc					TBC	Assurance

rms of its Declaration of Trust and relevant legislation; ensure statutory compliance with the Char
oy and invest charitable funds in accordance with relevant legislation.
om the auditors before submission to the Board of Trustees for their approval

Annually					EDOF	Endorsement
Annually					Auditors	Assurance
Annually					BS	Assurance

ernal investments advisors where appointed) to ensure the optimum return from surplus funds

Each Meeting					EDOF	Assurance
--------------	--	--	--	--	------	-----------

in accordance with their terms of reference to ensure that any such use is in accordance with the

Each Meeting					Relevant Chair	Assurance/Escalation
--------------	--	--	--	--	----------------	----------------------

g that it is accompanied by endorsement from the Director of Finance and Corporate Resources.

Ad Hoc					Relevant Director	Approval
--------	--	--	--	--	-------------------	----------

s, including the Reserves Policy and Charitable Funds Investment Policy

Annually					BS	Assurance
Ad HOc					Relevant Director	Approval

vestment of funds not immediately required for use, taking into account any appropriate ethical con:
nal fund managers

Annually					EDOF	Approval
Each Meeting					EDOF	Assurance

asuring its compliance with Charity Commission legislation and guidance, and all other relevant re

draising, staff engagement and funding commitments.

TBC					TBC	TBC
-----	--	--	--	--	-----	-----

AF risks for their remit are presented and Committee is assured on progress and ratings; Audit Re

Each meeting					BS	Assurance
Each meeting					BS	Assurance
Each meeting					BS	Assurance
Ad Hoc					Relevant Director	Assurance

Annually					BS	Approval
Annually					BS	Approval

Annually					BS	Approval
Quarterly					Chair	Review
As required					TBC	TBC
As required					TBC	TBC

COMMENT/COMPLIANCE



Cycled for each meeting



Prompt at agenda setting. May not be regularly cycled



Committee will oversee initial strategy development and periodic reviews of strategy
TBC if charity strategy implementation is to be part of IMTP (at least for 23/24). If so proposed
charity elements to CFC for review ahead of full F&P and Board review. If not, separate reporting
F&P monitor delivery of strategy via IMTP. Exception reports to PCC by Director or by F&P request

ity Commission regulations.

For final submission to Charities Commission by 31 January each year

Includes income and expenditure, and investment performance

aims and purpose of the charitable fund or donation

Annual report to illustrate the policies within the remit of the committee are in date and there is full
To include reserves policy, fundraising policy, investment policy, etc
siderations.`

As the charity strategy develops and the funds increase, and investment strategy to be developed
also, together with appointment of external fund managers. Review this in 23/24

gulatory requirements.

Fundraising strategy may be formed as part of the overall charity strategy. Systems and processes
being developed via the Charitable Funds Task and Finish Group. This reporting will mature during

Maturing

3.3 - Promote the charity within the Trust	As the charity and fundraising strategy develops, members will have opportunities to promote the charity and this will also be carried out when reporting to the Trustees.
Compliance assurance report	This is a developing piece of work which should be done alongside the strategy development and to coincide with the charity annual report



BIDS PANEL REPORT TO CHARITABLE FUNDS COMMITTEE

Charitable Funds Meeting Date	10 October 2022
Bids Panel Meeting Dates	5 July 2022 and 29 July 2022
Chair	Julie Boalch, Head of Risk and Deputy Board Secretary

KEY ESCALATION AND DISCUSSION POINTS

ALERT

(Alert the Committee to areas of escalation)

1. There were no areas to escalate to the Charitable Funds Committee.

ADVISE

(Detail any areas of on-going monitoring, approvals, or new developments to be communicated)

2. Trade Union Partners agreed to discuss the restricted equipment fund with Locality Manager, Dylan Jones, and provide examples of equipment over and above standard Trust issue that could potentially be purchased to utilise the fund.
3. The proposal to approach for Macmillan for support to provide mattresses suitable for the end of life journeys would be raised at the next "End of Life" programme board, with the outcome reported back to a future meeting of the Panel.
4. The Panel approved three applications for the total sum of £2750. These were:
 - Women's Rugby Kit- Olivia Bryant - £1300
 - Outside Furniture– Jessica Rousen - £120 (increased to £1200)
 - Celebration of Robin Parry Jones' life – Robin Roberts - £250
5. Whilst the panel were keen to support the purchase of the women's rugby kit, members were keen for the establishment of territorial teams and promotion of other opportunities to set up sports teams/leagues as part of the approval.
6. The application for some outside furniture was supported; however, the panel increased in the amount allocated up to £1200, to allow the station to fund more environmentally friendly and sustainable furniture.
7. The buffet food for the celebration of a staff member from Pwllheli who had recently passed away was approved and the panel discussed a potential bid for a lasting memorial at a later date.
8. Applications for the flu incentive, a fun day at Dobshill, Christmas Decorations for Ty Elwy and travel and accommodation for a conference were not approved by the Panel with detailed feedback provided to the requestors in each instance.
9. An application for a TV and some live plants in Llangunnor was approved with additional funding provided for the installation of an aerial point and bracket should Dyfed Powys Police be in agreement. The overall bid was approved for £500.
10. A staff lottery was being progressed for the inclusion of all WAST staff – GDPR considerations will be



made.

ASSURE

(Detail here any areas of assurance the Panel has received)

11. The Panel were assured that sufficient funds were held in charitable funds to service the approved requests.
12. The Panel are looking at ways in which the restricted ambulance equipment fund for Barmouth can be utilised.

RISKS

13. Risks Discussed: None
14. New Risks Identified: None

COMMITTEE AGENDA FOR 7 OCTOBER 2021 MEETING

- | | | |
|------------------|-----------------------------------|-----------------------|
| 1. Fund balances | 2. Applications for consideration | 3. Any other business |
|------------------|-----------------------------------|-----------------------|

Name	27 April	13 May	5 July	29 July		
Julie Boalch						
Judith Bryce						
Jill Gill	Bernie Mitchell	Bernie Mitchell	Bernie Mitchell	Bernie Mitchell		
Hugh Parry						
Nicci Stephens						
Julie Stokes						
Aled Williams						
Lois Hough						
Damon Turner						

	Attended
	Deputy attended
	Apologies received
	No longer member



BIDS PANEL REPORT TO CHARITABLE FUNDS COMMITTEE

Charitable Funds Meeting Date	10 October 2022
Bids Panel Meeting Dates	26 September 2022
Chair	Julie Boalch, Head of Risk and Deputy Board Secretary

KEY ESCALATION AND DISCUSSION POINTS

ALERT

(Alert the Committee to areas of escalation)

1. The Panel agreed to escalate, for further discussion, and to determine exactly what the Trust's role is in relation to on site gyms and bids for gym or sporting equipment to obtain clarity on liability, induction and monitoring, upkeep and safety testing of the equipment and particularly turnover of staff who are qualified fitness professionals.
2. A query was raised in relation to items that the Trust would ordinarily supply for staff who to access fully equipped and dedicated rest areas, particularly as there is no budget in estates to replace items such as sofas. The Trust's Charitable Fund previously agreed not to fund items the Trust would be expected to provide. It was agreed to escalate for a wider discussion on providing and replacing standard items for the stations such as sofas.

ADVISE

(Detail any areas of on-going monitoring, approvals, or new developments to be communicated)

3. The Panel were advised that the Stage 1 NHSCT grant should have been recorded as a restricted grant and not as an unrestricted donation. The Trust has until March 2023 to utilise the grant and plans are in place to do this through the support of the Mind over Mountains and the WAST Rugby teams initiatives and it is expected that the grant fund will be fully spent by this time.
4. The Panel approved applications for the total sum of £59,021. These were:
 - Commemorative Coins – Lois Hough - £12,521
 - TV for Hawthorn Station – David Moodley- £500
 - Branded Vacuum Flasks – Lisa Trounce - £16,500
 - HART welfare garden – Clare Langshaw - £5,000
 - WAST Zen room standardisation – Lauren Cooper - £7,500
 - Christmas Dinners/Hampers for staff working 25th December – Lisa Trounce - £17,000
5. The Panel also supported four other applications; however, further information has been requested before approval could be granted. These were for the sum of £7,627 and included bids for outside seating, gym equipment, the chaplain's book, sofas and blinds.
6. Clarification on which rooms were dedicated Zen rooms across the Trust to be discussed with Estates colleagues prior to any purchases being made.



7. The Communications Team agreed to publish a full list of the establishments that supported the Trust with Christmas dinners to acknowledge the positive impact on our staff and to attract future donations and collaborations. The Panel requested a note of thanks be sent to all who participate in the initiative.

ASSURE

(Detail here any areas of assurance the Panel has received)

8. The Panel were assured that sufficient funds were held in charitable funds to service the approved requests.
9. The Panel are looking at ways in which the restricted ambulance equipment fund for Barmouth can be utilised and agreed to secure an additional meeting in the diary to discuss this.

RISKS

10. Risks Discussed: None
11. New Risks Identified: None

COMMITTEE AGENDA FOR 7 OCTOBER 2021 MEETING

1. Fund balances	2. Applications for consideration	3. Barmouth Restricted fund
------------------	-----------------------------------	-----------------------------

Name	27 April	13 May	5 July	29 July	26 Sep	
Julie Boalch						
Judith Bryce						
Jill Gill	Bernie Mitchell	Bernie Mitchell	Bernie Mitchell	Bernie Mitchell	Bernie Mitchell	
Hugh Parry						
Nicci Stephens						
Julie Stokes						
Aled Williams						
Lois Hough						
Damon Turner						

	Attended
	Deputy attended
	Apologies received
	No longer member



GIG
CYMRU
NHS
WALES

Ymddiriedolaeth GIG
Gwasanaethau Ambiwlans Cymru
Welsh Ambulance Services
NHS Trust

BURSARY PANEL REPORT TO CHARITABLE FUNDS COMMITTEE

Charitable Funds Meeting Date	10 October 2022
Bids Panel Meeting Date	7 September 2022
Chair	Jo Kelso, Head of Workforce Development

KEY ESCALATION AND DISCUSSION POINTS

ALERT

(Alert the Committee to areas of escalation)

1. Discussion is required with the Charitable Funds Committee regarding **future allocation of funding** for this Scheme. Should this be agreed, the next round of applications will open in January 2023.

ADVISE

(Detail any areas of on-going monitoring, approvals, or new developments to be communicated)

2. This was a meeting of the Bursary Panel to review those applications recommended for funding, following assessment by the Bursary Sub-Group.
3. The Panel approved allocation of funding to all recommended applications (9), to a total value of £13,400.50.
4. The Panel were advised that a total of 4 applications were received for the MSc Palliative Care programme, all of which were recommended for funding (with funding subsequently approved by the Panel). It was agreed by members that a discussion is required to determine the organisation's position on this pathway and subsequently, whether the Bursary Scheme is the most appropriate source of funding for this qualification; this discussion will be held at a future meeting of the Strategic Education Steering Group and reported to the Charitable Funds Committee.
5. The Panel also reviewed and commented on proposed amendments to the Bursary Scheme Policy as part of the review process; this will now continue to progress through the Trust's policy approval route.

ASSURE

(Detail here any areas of assurance the Panel has received)

6. Following further discussion regarding unclaimed allocations (from 2016) and leftover monies (resulting from actual costs being lower than anticipated costs), the Panel were assured that sufficient funds were held in charitable funds to service the approved requests.

RISKS

7. Risks Discussed: None
8. New Risks Identified: None



Ymddiriedolaeth GIG
Gwasanaethau Ambiwlans Cymru
Welsh Ambulance Services
NHS Trust

PANEL AGENDA FOR 7 SEPTEMBER 2022 MEETING

- | | |
|---|---------------------------------|
| 1. Recommended applications for consideration | 2. Bursary Scheme Policy Review |
|---|---------------------------------|

Name	07.09.22			
Jo Kelso				
Judith Bryce				
Jill Gill	Bernie Mitchell and Jessica Price			
James Gough				
Kerry Robertshaw				
Faz Tahir				
Hugh Parry				
Damon Turner				
Marcus Viggers				
Sarah Davies				

	Attended
	Deputy attended
	Apologies received
	No longer member



GIG
CYMRU
NHS
WALES
Ymddiriedolaeth GIG
Gwasanaethau Ambiwylans Cymru
Welsh Ambulance Services
NHS Trust

AGENDA ITEM No	13
OPEN or CLOSED	Open
No of APPENDIX ATTACHED	0

Committee Priorities 2022/23

MEETING	Charitable Funds Committee
DATE	10 October 2022
EXECUTIVE	Trish Mills, Board Secretary
AUTHOR	Trish Mills, Board Secretary
CONTACT	Trish.mills@wales.nhs.uk

EXECUTIVE SUMMARY

1. This report updates the Committee on progress against the priorities it set for 2022/23.
2. Progress is steady across all priorities, however the effectiveness review of the Bids Panel is on hold whilst options are being developed in the Charitable Funds Task and Finish Group for devolved authority to fund managers.

RECOMMENDATION

3. The Committee is asked to note the update.

KEY ISSUES/IMPLICATIONS

No issues to raise.

REPORT APPROVAL ROUTE

Not applicable

REPORT APPENDICES

None

REPORT CHECKLIST

Confirm that the issues below have been considered and addressed		Confirm that the issues below have been considered and addressed	
EQIA (Inc. Welsh language)	Yes	Financial Implications	N/A

Environmental/Sustainability	N/A	Legal Implications	N/A
Estate	N/A	Patient Safety/Safeguarding	N/A
Ethical Matters	N/A	Risks (Inc. Reputational)	N/A
Health Improvement	N/A	Socio Economic Duty	N/A
Health and Safety	N/A	TU Partner Consultation	N/A

COMMITTEE PRIORITIES FOR 2022/23

SITUATION

4. This report updates the Committee on progress against the priorities it set for 2022/23.

BACKGROUND

5. During the course of the 2021/22 effectiveness reviews, it was agreed that it is good practice for Committees to set priorities for the forthcoming year.
6. The Committee's priorities, which are set out below, were agreed by the Trust Board in May 2022 and will be tracked quarterly.

ASSESSMENT

7. The Committee priorities, and progress against them is as follows:

Priority	Progress
1. Development and recommendation to the Board of Trustees of the Charity Strategy	<ul style="list-style-type: none">• Charity consultant appointed in August 2022.
2. Effectiveness reviews of the Bids Panel and Bursary Panel for alignment of terms of reference and cycles of business	<ul style="list-style-type: none">• Revised terms of reference and operating arrangements for Bursary Panel agreed in May 2022.• Part of the work of the Charitable Funds Task and Finish Group is the opportunity to devolve authority to fund managers rather than apply to a Bids Panel. The effectiveness review for the Bids Panel is on hold whilst options are developed and concerns raised by TUs on the governance required should funds be devolved are addressed through this process.• The Bids Panel terms of reference were reviewed and amendments made to delegated limits in November 2021.

RECOMMENDATION

3. The Committee is asked to note the update.