

**CHARITY COMMITTEE  
HIGHLIGHT REPORT TO CORPORATE TRUSTEE  
AS PART OF THE ORDINARY TRUST BOARD MEETING**

This report provides the Trustees with key escalation and discussion points at the last Committee meeting. A full list of items discussed appears at the end of the report to enable members to raise any questions to the Chair which have not been drawn out in the report.

<b>Corporate Trustee Meeting Date</b>	26 September 2024
<b>Committee Meeting Date</b>	22 August 2024
<b>Chair</b>	Ceri Jackson

**KEY ESCALATION AND DISCUSSION POINTS**

**ALERT**  
(Alert the Trustees to areas of attention)

1. This meeting had been scheduled in the calendar for 2 July but was **rescheduled** to 22 August because of the timing for the Head of Charity recruitment and reporting timetables.

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

2. **David Hopkins has been appointed as the new Head of Charity.** David currently works at the National Youth Arts Wales as the Fundraising and Development Manager. He will start at WAST in early October. A clear set of objectives will be set and are likely to evolve as work to review the charity progresses. The Fundraising Manager role will be developed by the Head of Charity over the autumn, with the aim of recruiting to that post as soon as practicable.
3. A revised **visual identity for the charity** will be developed over the coming months, and Trustees will be updated on progress and final options in due course.
4. There are several **potential NHS Charities Together** grants that the charity is interested in pursuing which will open for applications in due course. The Committee discussed the importance of aligning charitable funding opportunities to WAST strategic priorities.

**Lived Experience**

5. The Committee heard from Gill Pleming, Head of Service EMSC, who shared her experience of bidding for the Zen Rooms in Vantage Point House, Ty Elwy, Snowdon House, Thanet House, Llangunnor and Llanfairfechan. Members heard of the benefits for our people and consequently how that translates into benefit for our patients.

Feedback on the use of the rooms is positive overall, with staff being able to use the rooms to

decompress and take some time for themselves, particularly because of a difficult incident at work, or stresses outside of work. Committee were advised that there is room for improvement in the use of the rooms and discussed the importance of staff consultation and evaluation. The rooms have a mix of massage chairs, bean bags, meditation cushions, VR headsets, and sand gardens. Efforts have been made to make them homely and a place where our people want to spend time. There are some challenges with access by all to the rooms, but it was encouraging to hear about upcoming estate reconfigurations and enhanced communication to ensure everyone feels welcome to use these facilities.

The application for charitable funds was a simple process, and the team appreciated the feedback they received where items were not approved and the reasons why. A total of £11,500 charitable funds were used on this venture. A survey of the room's use will be sought by the Bids Panel to inform future use of charitable funds.

### Reflections

- Members reflected that it might be helpful for those sharing their lived experience to have guidance, perhaps in the form of an evaluation template to support the discussion and the scrutiny requirement of the committee. Members recognised that this was an assurance-heavy meeting, but that with the new Head of Charity starting in October the agenda would become more strategic, which was welcomed. Reports provided today were very clear and straight forward and authors commended for that.

### ASSURE

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

### Charity Performance

- The Charity Performance Report was received showing performance against the NHSCT grants which include the Development Grant, Stage 3 Recovery Grant, and Ambulance Grant as of 31 July 2024. All grants are being administered according to their conditions and there is nothing to escalate. It was noted that, in respect of the charity's support of sporting events, legal advice has been received with respect to liability related to these events.

### Charitable Funds

- The income and expenditure for the financial year 2023/24, and the fund balances held as of 31 March 2024 are as below. They will form the basis of the 2023/24 accounts. Members were assured that, despite the in-year income of the Charity tipping over £250k in the 2023/24 financial year, **an Independent Examination of the Charity's 2023/24 accounts is acceptable and in line with Government advice.**

Summary of income and expenditure for the year ended 31<sup>st</sup> March 2024

	Unrestricted (£)	Restricted (£)	Total (£)
Income	41,234	226,515	267,749
Expenditure	(48,879)	(67,160)	(117,039)
Gains/(Losses)	30,715		30,715
Transfers	5,469	(5,469)	0
Net Movement	27,539	153,886	181,425

Fund balances as of 31<sup>st</sup> March 2024

	Unrestricted (£)	Restricted (£)	Total (£)
B/F 1 <sup>st</sup> April 2023	332,004	67,006	399,010
Movement 23/24	27,539	153,886	181,425
C/F 31 <sup>st</sup> March 2024	359,543	220,892	580,435

9. The balance of funds on 31 July 2024 is £605,358 comprised of £228,766 unrestricted funds; £149,031 in designated funds; and £227,561 in restricted funds. 1,090.14 investment units in the Charity Investment Fund (COIF) are held at a market value of £281k which is a gain of £1.5K from the last reporting period. Whilst the market is quite volatile there were no issues requiring escalation to the Corporate Trustee. The Treasurer continues to keep a close eye on the investment fund for fluctuations and any action required.

**Bids Panel**

10. The Bids Panel considered and approved four bids for replacement TVs noting that the Trust's ICT service desk has agreed to coordinate these and future approved requests for TVs to ensure consistency, a good quality product is purchased that are likely to have a longer lifespan thus providing value for money. Additional bids were approved for a Training Dummy (£2,219 from CFR funds), the Flu Campaign incentives (£3,440), Specialist Skills CPD (£4,500) and a memorial bench (£1,550).
11. The Committee were assured that the Bids Panel had applied the Healthcare Financial Management Association guidance for use of charitable funds in the NHS when considering applications, to ensure that the bids were considered in relation to the charity's objects and the public benefit requirements.
12. Members thanked the Chair and members of the Bids Panel for their diligence in review and approval of bids.

**Governance**

13. The Committee cycle of business monitoring report and update on Committee priorities, with nothing to escalate.

**RISKS**

**Risks Discussed:** The Committee were assured that work has taken place on the draft articulations of additional charity risks that are in development and that the Head of Risk will work with the newly

appointed Head of Charity from their appointment in October 2024 to finalise these and any other risks pertaining to the strategic risk of the Charity. A full Charity Risk Register will be presented at the meeting in April 2025 and include:

- a) Resource and capacity to manage the Charity.
- b) Trustees – skills, roles and responsibilities and training.
- c) Compliance with legal and regulatory framework.
- d) Governance and management of funds.

**New Risks Identified:** Other than those above no new risks were identified in the meeting.

#### COMMITTEE AGENDA FOR MEETING

Bids Panel Lived Experience	Charity performance report	Finance update
Charity resource update	Risk management report	Bids Panel AAA report
Committee cycle of business and monitoring report		

#### COMMITTEE ATTENDANCE

Name	4 April 2024	22 August 2024	10 October 2024	16 January 2024
Ceri Jackson				
Bethan Evans				
Hannah Rowan				
Estelle Hitchon				
Chris Turley				
Lee Brooks				
Andy Swinburn				
Liz Rogers				
Trish Mills				
Hugh Parry				
Damon Turner				
Marcus Viggers				
Julie Boalch				
Jo Kelso				

	Attended
	Deputy attended
	Apologies received
	No longer member/not member