

## Bundle Charity Committee PUBLIC 7 July 2026

### Agenda attachments

- Item 00 Charity Committee Agenda (Public) 7 July 2026
- 0 14:45 – OPENING ITEMS
- 1 Chair's Welcome, Apologies and Quorum
- 2 Declarations of Interest
  - Item 02 Board Member Register of Interests 23 June 2026
- 3.1 Minutes of the Last Meeting: 2 April 2026
  - Item 03.1 2026-04-02 Charity Committee Minutes draft
- 3.2 Highlight Report: 2 April 2026 meeting
  - Item 03.2 Charity Committee Highlight Report 2 April 2026
- 4.1 Action Log & Matters Arising
  - Item 04.1 Actions Log – Charity Committee (Public) for 7 July 2026
- 4.2 Feedback from Chair on Corporate Trustee meeting (28 May 2026)
- 4.3 FOR APPROVAL, ASSURANCE AND DISCUSSION
- 5 14:50 – Director's Report
  - Item 05 Director's Report 7 July 2026 FINAL
- 6 15:05 – Lived experience – Charity Fundraising: Keith Ellingham and Darran Griffiths
- 7 15:30 – Charity Delivery Plan 2025-27 Q2 Update
  - Item 07 Charity Delivery Plan\_7 July 2026
  - Item 07a Charity Delivery Plan 2025-2027
- 8 15:40 – Charity Performance Update Report to include grants and fundraising implementation
  - Item 08 Charity Performance Update\_7 July 2026\_FINAL
  - Item 08a Charity Performance Report\_July 2026
- 8.1 15:50 – COMFORT BREAK
- 9 16:05 – Charity Funds Finance Update (to include income and expenditure, and investment performance)
  - Item 09 Charity Funds Finance Update Report – Final
- 10 16:20 – Risk Management Report and Board Assurance Framework
  - Item 10 Executive Summary Risk Management Report including Annex 1 Charity Committee 070726
  - Item 10 Annex 2 – Charity Risk Register – v1.0 070726 page 1
  - Item 10 Annex 2 – Charity Risk Register – v1.0 070726 page 2
- 11 16:25 – Charitable Funds Policy
  - Item 11 (New) Charitable Funds Policy
  - Item 11 Annex 1 Charitable Funds Policy v0.9 260626
  - Item 11 Annex 2 Integrated EqIA\_Charitable Funds Policy 2025\_v2
- 12 16:30 – Bids Panel Highlight Report 8 June 2026
  - Item 12 Bids Panel AAA Highlight Report 080626
- 13 16:40 – Bids Panel – Expenditure of Charity's Regional Funds
  - Item 13 Bids Panel – Expenditure of Charity's Regional Funds
- 14 16:50 – Bursary Panel Highlight Report

14.1 CONSENT ITEMS

15 Cycle of Business Monitoring Report 2026/27

Item 15 Cycle of Business Monitoring Report 2026-27

Item 15a Charity Committee Cycle of Business 2026-27 Monitoring Report

15.1 16:55 – CLOSING ITEMS

16 Reflections

17 Any Other Business

18 Date of Next Meeting: 1 October 2026

Length of Meeting: 02:15		Agenda Status: AGREED		7 July 2026 - [PUBLIC] CHARITY COMMITTEE [HYBRID]					Deadline for Papers: 26 June 2026	
Time	Mins allotted	Agendum	Title	Item for	Item requested by	Format of Item	Paper prepared by	Item presented by	Colleagues to cc	
<b>OPENING ITEMS</b>										
		1	Chair's Welcome, Apologies and Quorum	Information	Standing	n/a	n/a	Chair	n/a	
		2	Declarations of Interest	To State Conflicts	Standing	n/a	n/a	Chair	n/a	
14:45	00:05	3	3.1 Minutes of the Last Meeting: 2 April 2026 3.2 Highlight Report: 2 April 2026 meeting	Approval	Standing	n/a	n/a	Chair	Alex Payne	
		4	4.1 Action Log & Matters Arising 4.2 Feedback from Chair on Corporate Trustee meeting (28 May 2026)	Discussion	Standing	n/a	n/a	Chair	n/a	
<b>FOR APPROVAL, ASSURANCE AND DISCUSSION</b>										
14:50	00:15	5	Director's Report	Discussion	Forward Planner	Verbal	Partnerships	Estelle Hitchon	David Hopkins	
15:05	00:25	6	Lived experience - Charity Fundraising: Keith Ellingham and Darran Griffiths	Discussion	CoB	Verbal/Presentation	Partnerships	David Hopkins	n/a	
15:30	00:10	7	Charity Delivery Plan 2025-27 update on progress	Assurance	CoB	Paper	Partnerships	Estelle Hitchon	David Hopkins	
15:40	00:10	8	Charity Performance Update Report to include grants and fundraising implementation	Assurance	CoB	Paper	Partnerships	Estelle Hitchon	David Hopkins	
15:50	00:15		Comfort Break							
16:05	00:15	9	Charity Funds Finance Update (to include income and expenditure, and investment performance)	Assurance	CoB	Paper	FinCor	Chris Turley	Ed Roberts, Bernie Mitchell	
16:20	00:05	10	Risk Management Report and Board Assurance Framework	Assurance	CoB	Verbal	Gov	Julie Boalch	n/a	
16:25	00:05	11	Charitable Funds Policy	Approval	Forward Planner	Paper	Partnerships	Estelle Hitchon	David Hopkins	
16:30	00:10	12	Bids Panel Highlight Report 8 June 2026	Assurance	CoB	Paper	Gov	Leanne Smith	n/a	
16:40	00:10	13	Bids Panel options Paper - Expenditure of Charity's Regional Funds	Approval	adhoc	Paper	Partnerships	Estelle Hitchon	David Hopkins	
16:50	00:05	14	Bursary Panel Highlight Report	Assurance	CoB	Verbal	People	Jo Kelso	n/a	
<b>CONSENT ITEMS</b>										
16:55	00:00	15	Cycle of Business Monitoring Report 2026/27	Information	CoB	Paper	Gov	Julie Boalch	AnnaMaria Williams	
<b>CLOSING ITEMS</b>										
		16	Reflections	Discussion	Standing	n/a	n/a	Chair	n/a	
16:55	00:05	17	Any Other Business	Discussion	Standing	n/a	n/a	Chair	n/a	
		18	Date of Next Meeting: 1 October 2026	Information	Standing	n/a	n/a	Chair	n/a	
17:00	02:15		<b>CLOSE</b>							

#### LEAD PRESENTERS

Name	Position
Peter Curran	Non-Executive Director and Committee Chair
Julie Boalch	Assistant Director of Corporate Governance/ Risk, Chair of Bids Panel
Estelle Hitchon	Director of Partnerships & Engagement
David Hopkins	Head of Charity
Trish Mills	Director of Corporate Governance/Board Secretary
Jo Kelso	Head of Workforce Education and Development, Chair of Bursary Panel
Leanne Smith	Assistant Director Digital Services, Chair of Bids Panel
Chris Turley	Executive Director of Finance and Corporate Resources

Name	Position	Declaration	Interest Type	Date Interest Started	Date Interest Ended
<b>AHMAD, Umar Afthab DR</b>	<b>Non-Executive Director</b> * Member of the Remuneration Committee * Member of the the Audit, Risk and Assurance Committee * Member of the Quality, Patient Experience and Safety Committee	GP Partner at Plains View Surgery, Nottingham	Financial Interest	2014	
		Primary Care Network Clinical Director for Arrow Health, Nottingham	Financial Interest	2019	
		Non-executive Director (appointed company director) for Primary Integrated Community Services Ltd, Nottingham and small shareholder [Company number 087631361]	Financial Interest	2023 and 2016	
		Owner and company director of Travel Jab Guru Ltd – online medical travel advice [Company number 14685908]	Financial Interest	2023	
		Local Medical Committee Member	Financial Interest	2019	
		Nottingham Integrated Care Board Cardiovascular Disease and Stroke Prevention Clinical Design Authority Lead	Financial Interest	2025	
		Associate Non-executive Director Nottinghamshire University Hospital Trust (non-voting member of the board)	Financial Interest	2024	
<b>BEESLEE, Jayne</b>	<b>Non-Executive Director</b> * Chair of Finance and Performance Committee * Member of the Remuneration Committee * Member of the Remuneration Committee	Employment fro interim assignments via Public Sector Resourcing (an agency) regarding the rev iew of major UK Government programmes (remunerated nex of tax via an umbrella company - Danbro Employment Umbrella Ltd)	Financial Interest	01 October 2023	
		Governor on the Finance and General Purposes Committee of Cardiff and Cale Further Education College	Non-Financial Personal	01 February 2024	
		Fellow Chartered Institute of Persennel and Development	Non-Financial Personal	01 April 2006	
<b>BROOKS, Lee</b>	<b>Executive Director of Operations</b>	Partner employed by Welsh Ambulance Services NHS Trust	Any Other Interest	July 2019	
		Member of the Order of St John	Any Other Interest	01 March 2023	
		Trustee of Action for Children [1097940]	Position in Charity or Voluntary Organisation	01 February 2021	
<b>CURRAN, Peter</b>	<b>Non-Executive Director</b> * Chair of the Audit, Risk and Assurance Committee * Chair of the Charity Committee * Member of the Finance and Performance Committee * Member of the Remuneration Committee	Trustee of Action for Children Pension Board	Position in Charity or Voluntary Organisation	22 May 2023	
		Company Director - Action for Children [04764232]	Directorships	01 February 2021	
		Company Director - Action for Children (Wales) Ltd [10011497]	Directorships	05 April 2022	
		Trustee of National Youth Arts Wales [1170643]	Position in Charity or Voluntary Organisation	06 May 2021	
		Company Director - National Youth Arts Wales [10449512]	Directorships	06 May 2021	
		Chair - Taff Housing Association	Any Other Interest	17 July 2025	
		Member of Governing Body / Independent Member – Kaplan International Colleges UK Ltd [05268303]	Non-Financial Professional	01 March 2024	
		Independent Member - Kaplan Open Learning (inc member of the Audit & Risk Committee)	Directorships	21 March 2024	
		<b>DENNIS, Colin</b>	<b>Chair of Trust Board and Non-Executive Director</b> * Chair of Remuneration Committee	Group Chair of South Central Ambulance Service NHS Foundation Trust and South East Coast Ambulance Service NHS Foundation Trust	Directorships
Chair - Green Square Accord (Housing Association)	Position in Charity or Voluntary Organisation			26 March 2024	
Company Director - LowCarbonLiving Homes Ltd [04207671]	Directorships			26 March 2024	
Company Director - Green Square Estates Ltd [8719365]	Directorships			26 March 2024	
<b>DURRANT, Penny</b>	<b>Deputy Director of Nursing, Quality and Governance</b>	Nil Declaration		30 May 2026	
<b>EVANS, Bethan</b>	<b>Non-Executive Director</b> * Chair of Quality, Patient Experience & Safety Committee * Member of Finance & Performance Committee * Member of People & Culture Committee * Member of Remuneration Committee	Chief Executive Officer (Employed) at My Choice Healthcare Limited.	Any Other Interest	01 June 2019	
		Non-Executive Board Member at Beacon Housing (Social Housing Organisation Community Benefit Society)	Position in Charity or Voluntary Organisation	01 November 2019	
		Company Director - My Choice Healthcare South Wales Limited	Directorships	11 March 2020	
		Company Director - Moorlands Rehabilitation (Staffordshire) Limited.	Directorships	20 December 2019	
		Company Director - Moorlands Property Ltd	Directorships	16 August 2022	
		Company Director - Springfield (Bargoed) Limited.	Directorships	12 March 2020	
		Company Director - Springfield Property Lettings Ltd	Directorships	16 August 2022	
		Company Director - Homes of Excellence Limited	Directorships	19 March 2021	
		Company Director - Victoria House Care Property Limited	Directorships	05 March 2020	
		Company Director - My Choice Healthcare (Four) Limited	Directorships	27 April 2022	
		Company Director - Luk Ros Property Limited	Directorships	12 March 2020	
		[Previously called Homes of Excellence Healthcare Limited, Company name changed 12.08.2022 - #12513139]	Directorships	12 March 2020	

Name	Position	Declaration	Interest Type	Date Interest Started	Date Interest Ended	
<b>EVANS, Bethan</b> [continued]	<b>Non-Executive Director</b> * Chair of Quality, Patient Experience & Safety Committee * Member of Finance & Performance Committee * Member of People & Culture Committee * Member of Remuneration Committee	Company Director - Hawthorn Court Property Limited	Directorships	27 April 2022		
		[Previously called My Choice Healthcare (Three) Limited, Company name changed 12.08.2022 - #13371375]	Directorships	27 April 2022		
		Company Director - Ocean Living Property Limited	Directorships	22 July 2022		
		Company Director - Hawthorn Court Care Limited	Directorships	22 July 2022		
		Company Director - Glynconel Property Limited	Directorships	01 July 2022		
		Company Director - My Choice Healthcare (Two) Limited	Directorships	01 July 2022		
		Company Director - Carmarthen Care Limited	Directorships	02 January 2024		
		Company Director - Towy Castle Property Limited	Directorships	01 September 2023		
		Company Director - Glamorgan Care Ltd	Directorships	25 October 2024		
		Company Director - The Mountains Care Ltd	Directorships	09 December 2024		
		Company Director - Alexandra House Care Ltd	Directorships	24 June 2024		
		Company Director - Alexandra House Property Ltd	Directorships	24 June 2024		
		Company Director - My Choice Healthcare Seven Ltd	Directorships	22 October 2024		
		Company Director - Danygraig Property Ltd	Directorships	10 December 2024		
		Company Director - The Mountains Property Ltd	Directorships	09 December 2024		
			Longhope Property Ltd	Directorships	12 February 2026	
			My Choice Healthcare England Ltd	Directorships	26 August 2025	
	My Choice Healthcare Ltd	Directorships	26 August 2025			
	Glynconel Care Ltd	Directorships	16 August 2022			
<b>HITCHON, Estelle</b>	<b>Director of Partnerships and Engagement</b>	Member of Academi Wales Expert Panel	Position in Charity or Voluntary Organisation	15 July 2024		
		Independent Governor (Non-Executive Director), Coleg Sir Gar/Coleg Ceredigion	Non-Financial Personal	01 January 2025		
<b>HUTCHINGS, Hayley</b>	<b>Non-Executive Director</b> * Member of the Remuneration Committee * Member of the Academic Partnership Committee * Member of the People and Culture Committee	Emeritus Professor, Swansea University	Non-Financial Professional	31 May 2025		
		Consultant Advisor to the FASAR Trial, Nottingham Trent University	Financial Interest	25 March 2026		
<b>JACKSON, Ceri</b>	<b>Non-Executive Director &amp; Vice Chair of the Trust Board</b> * Chair of the People and Culture Committee * Member of the Charity Committee * Member of Audit Committee * Member of Quality, Patient Experience & Safety Committee	Management Consultant primarily working in third sector	Interest in Companies and Securities	01 May 2019		
		Associate Director of SamKat Consulting Ltd in my capacity as self-employed management consultant	Directorships	01 June 2021		
<b>KNEESHAW, Carl</b>	<b>Director of People</b>	Chartered Fellow of Chartered Institute of Personnel and Development	Personal or Departmental Sponsorship	April 2020		
		Fellow of Institute of Leadership	Personal or Departmental Sponsorship	October 2020		
		Safeguarding Lead for local outreach charity, Brunstad Christian Church – Huntworth, Bridgwater, Somerset	Position in Charity or Voluntary Organisation	September 2018		
<b>LEWIS, Angela</b>	<b>Director of Culture Change</b>	Chartered Fellow of the CIPD		2005		
<b>MARSH, Rachel</b>	<b>Deputy Chief Executive/Executive Director of Strategy,</b>	Nil Declaration				
<b>MILLS, Patricia (Trish)</b>	<b>Director of Corporate Governance/ Board Secretary</b>	Nil Declaration				
<b>PARRY, Hugh</b>	<b>Trade Union Partner</b>	Nil Declaration				
<b>ROBERTS, Edward</b>	<b>Interim Finance Director (from 09 September 2025)</b>	Nil Declaration				
<b>ROWAN, Hannah</b>	<b>Non-Executive Director</b> * Chair of Academic Partnership Committee * Member of Charity Committee * Member of People & Culture Committee * Member of Remuneration Committee	Director, St Martin's Associates (Business consulting and coaching)	Directorships	04 April 2022		
		Non -Executive Director Qualifications Wales ( regulator for all non degree qualifications in Wales)	Any Other Interest	01 April 2021		
		Elected member, The governing body of the church in Wales (Parliament of church in Wales - voting member)	Any Other Interest	01 April 2021		
<b>SAMMUT, Jonathan (Jonny)</b>	<b>Director of Digital Services [appointed 26.09.2023]</b>	Fellow of the British Computer Society – FBCS	Any Other Interest	04 March 2024		
		Federation of Informatics Professionals - Leading Practitioner	Any Other Interest	25 April 2024		
		Chair of BCS Hub Wales	Any Other Interest	20 June 2025		
		Co-opted into the BCS Community Board	Any Other Interest	12 August 2025	11 August 2026	
		CHIME (College of Healthcare Information Management Executives) Digital Health Fellowship - UK Cohort 2026	Non-Financial Professional	07 May 2026		
		Working With AI, Not Against It book published commercially and generates royalty income from sales.	Financial Interest	24 February 2026		
<b>SWINBURN, Andrew (Andy)</b>	<b>Executive Director of Paramedicine</b>	Strategic Advisor to College of Paramedics	Any Other Interest	01 January 2020		
<b>TURLEY, Christopher</b>	<b>Executive Director of Finance and Corporate Resources</b>	Nil Declaration				

TURNER, Damon	Trade Union Partner	Nil Declaration			
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Name	Position	Declaration	Interest Type	Date Interest Started	Date Interest Ended
<b>Executive Director of Quality and Nursing [from 01 August 2022]</b>	<b>Executive Director of Quality and Nursing [from 01 August 2022]</b>	Chair/Director - Thornbury Carnival Community Interest Company Voluntary	Position in Charity or Voluntary Organisation	01 August 2019	
		Member Royal College Nursing	Any Other Interest	01 August 2022	
		Committee member - Royal College Nursing, Nurses in Management and Leadership Forum Steering Committee	Position in Charity or Voluntary Organisation	01 August 2022	
		Vice Chair - Royal College of Nursing, Nurses in Management and Leadership Forum Steering Committee	Position in Charity or Voluntary Organisation	03 February 2025	
<b>WOOD, Emma</b>	<b>Chief Executive (from 01 October 2025)</b>	Chartered Fellow of CIPD (Chartered Institute of Personnel and Development)	Non-Financial Professional	2000	
		Member of Yoga Professional Alliance	Non-Financial Personal	July 2025	
		Part-time Yoga Teacher at Burnham Swim and Sports Academy Leisure Centre	Financial Interest	July 2025	
		Sub/Relief Yoga Teacher at Omni Studio, Worle, North Somerset	Financial Interest	04 April 2026	



GIG  
CYMRU  
NHS  
WALES

Ymddiriedolaeth Brifysgol GIG  
Gwasanaethau Ambiwlans Cymru  
Welsh Ambulance Services  
University NHS Trust

## MINUTES OF THE MEETING OF THE CHARITY COMMITTEE (PUBLIC) HELD ON 2 APRIL 2026 REMOTELY VIA TEAMS

**The meeting started at 09:00**

### MEMBERS:

Ceri Jackson	Non-Executive Director and Acting Chair ( <i>deputising for Peter Curran</i> )
Hayley Hutchings	Non-Executive Director
Hannah Rowan	Non-Executive Director

### PRESCRIBED ATTENDEES:

Julie Boalch	Assistant Director of Corporate Governance and Risk/Committee Secretary
Andrew Cotton	Fundraising and Communications Officer
Matt Dugdale	Assistant Director of Commercial Development
Jackie Hatton-Bell	Volunteer Steering Group Member
Estelle Hitchon	Director of Partnerships and Engagement
David Hopkins	Head of Charity
Hugh Parry	Trade Union Partner ( <i>from item 5</i> )
Leanne Smith	Assistant Director of Digital, Chair of Bids Panel
Chris Turley	Executive Director of Finance & Corporate Resources
Marcus Viggers	Trade Union Partner

### ATTENDEES:

Alex Payne	Corporate Governance Manager
Ed Roberts	Assistant Director of Finance ( <i>for item 6 only</i> )
AnnaMaria Williams	Corporate Governance Officer

### APOLOGIES:

Lee Brooks	Executive Director of Operations
Peter Curran	Non-Executive Director and Chair
Jo Kelso	Head of Workforce Development and Chair of Bursary Panel
Trish Mills	Director of Corporate Governance/Board Secretary
Liz Rogers	Deputy Director of People and Culture



## OPENING ITEMS

### 1. CHAIR'S WELCOME, APOLOGIES AND QUORUM

1.1 Apologies were received as set out above. Quorum was confirmed.

### 2. DECLARATIONS OF INTEREST

2.1 There were no other declarations recorded.

### 3.1 MINUTES OF PREVIOUS MEETING HELD ON 13 JANUARY 2026

3.1.1 The minutes of the public meeting held on 13 January 2026 were received and approved.

### 3.2 HIGHLIGHT REPORT FROM MEETING HELD ON 13 JANUARY 2026

3.2.1 The highlight report from the public meeting held on 13 January 2026 was received and approved.

### 4.1 ACTION LOG AND MATTERS ARISING

4.1.1 The Action Log was reviewed and discussed with updates added to the log.

### 4.2 FEEDBACK FROM CORPORATE TRUSTEE 29 JANUARY 2026

4.2.1 The Chair shared an overview of the meeting held.

## ITEMS FOR ASSURANCE, DISCUSSION OR APPROVAL

### 5. CHARITY PERFORMANCE UPDATE

*The papers for this item are in the committee pack in iBabs and on the Trust's website, therefore detail of the content is not repeated here.*

5.1 The committee received a report updating on the performance of the charity and its fundraising activities, as well as an End of Project Report for the NHS Charities Together (NHSCT) Covid-19 Recovery Grant. Members were advised that this was a formal closure report for the recovery grant, describing how the funds have been used and reflecting on successes and learnings.

5.2 Members discussed the report and appreciated its focus on impact, positive plans and noted the significance of staff engagement. Members



asked about costs to the charity associated with individual fundraising activities and were advised that there are some costs associated with fundraising, such as branded running tops and the cost of individual race places, and that many of these have been funded through a previous NHS Charities Together development grant. The charity applies an internal threshold (around £100 of fundraising) before providing such items to individual fundraisers. Fundraising targets are set to reflect these overheads, with an aim of achieving a return on investment of around 3:1 or better, in line with common charity practice.

- 5.3 The Chair asked for more information about the Workplace Wellbeing Programme and was advised that NHSCT had previously operated an open grant process, supported by match funding from NHS England, with Welsh charities expecting a similar process, however this did not materialise. Following discussions between Welsh Government and NHSCT, a decision was taken to pursue a single, directive "One Wales" workplace wellbeing project which should still deliver benefits to NHS and social care staff; details for this are still being developed. The Chair commented that the situation appeared inequitable compared to the process in England but accepted that this was not within the committee's control and emphasised the importance of equitable access for NHS staff in Wales to those in England. The committee was reassured that the charity still receives significant funding from NHSCT and that equity issues continue to be raised in discussions at a national level.

**The committee received assurance on the Charity Performance Update, and from mitigations in place to manage the key risks for the Charity's active NHSCT grants.**

## 6. CHARITY FUNDS FINANCE UPDATE

*The papers for this item are in the committee pack in iBabs and on the Trust's website, therefore detail of the content is not repeated here.*

- 6.1 The committee received the charity's finance update, with an overview provided by Chris Turley. Members noted that the balance of funds held as at 28 February 2026 was £816,835, comprised of £218,503 in unrestricted funds, £172,437 in designated funds and £425,895 in restricted funds.
- 6.2 Members were alerted to a recent downturn in the charity's investment fund. Between 01 April 2025 and 28 February 2026, the unit price of the charity's investments had increased by 1.14% resulting in an overall small gain of £3.1k, however recent global market volatility resulted in an in-year loss of approximately £15.6k. The committee was assured



that the investment portfolio is low risk, with less than half the total charity funds invested. However, potential options that are available to further mitigate these risks are regularly considered, noting that any investment is not without risk and needs to be considered as a medium to long term position. To sell any held units now would only crystallise current losses, with the expectation of market recovery in the medium term.

- 6.3 Members discussed the risks associated with the volatility of the charity's investments. Julie Boalch agreed to liaise with Chris Turley on how to reflect these risks in the charity's risk register and would report back on this at the next meeting.
- 6.4 The committee asked for more detail on what is included in the £32k detailed under Charitable Activities (unrestricted funds) in the Income and Expenditure table. Chris Turley and Ed Roberts agreed to provide more detail on this at the next meeting and confirm whether it includes Bids Panel funds.
- 6.5 The Chair asked about the level of confidence in the charity's performance for the year ahead, and in the charity securing the agreed income. Chris Turley gave assurance that, while the external environment has become more challenging, there is no immediate financial risk to the charity and no concerns about the charity's financial sustainability. Ambitions for growth may need to be kept under review however, with the charity unlikely to achieve the upper end of the income range in the financial plan.
- 6.6 Members discussed further funding opportunities, including those from trusts and foundations, noting that that these may be based on endowments and impacted by market performance which may lead to reduced grant availability. The charity's ability to secure funding is therefore dependent on it having clear, ready-made projects that align with funders' strategic priorities. While strategic objectives and a Theory of Change are in place for the charity, further work is required to translate these into deliverable projects, which remains a key dependency for meeting income targets in the year ahead.
- 6.7 The committee received and noted the new Charitable Cash and Donation Handling procedure, which has been developed to strengthen and improve cash and donation handling on behalf of the charity.

## **7. OPTIONS FOR APPOINTMENT OF EXTERNAL LOTTERY MANAGER**

*The paper for this item is in the committee pack in iBabs and on the Trust's website, therefore detail of the content is not repeated here.*



- 7.1 David Hopkins presented the committee with an overview of options for the charity to appoint an External Lottery Manager, noting that launching a lottery features in the Charity Delivery and Fundraising Plan with the intention of generating a regular, unrestricted income stream.
- 7.2 Members were advised that different options for this provision have been explored, including an in-house option which would require a level of staffing and structure that would not be practical for the charity at this time. The NHS Wales Shared Services Procurement team have been consulted and have advised on the relevant and necessary processes involved in making any appointments.
- 7.3 Members asked how providers would manage lottery users' data and were advised that this would form part of the procurement process and that a full Data Protection Impact Assessment would be completed as part of this work. It was noted that no provider had been appointed at this stage and that committee were being asked to approve the direction of travel to pursue the process of appointment.
- 7.4 David Hopkins agreed to ensure than an Equality Impact Assessment (EqIA) is completed, liaising with the Equality, Diversity and Inclusion (EDI) team for guidance relating to equality considerations, as the work on the External Lottery Manager proposal progresses.
- 7.5 Hannah Rowan abstained from the approval of the proposal, explaining that this was due to a personal position on gambling, but was not a criticism of the proposal. The Chair acknowledged this and proceeded to confirm approval from the remaining members.

**The committee approved the recommendation to appoint an External Lottery Manager through a quotation process and received assurance that all ethical and legal matters regarding the operation of a charitable lottery had been considered.**

**8. RISK MANAGEMENT REPORT AND BOARD ASSURANCE FRAMEWORK**  
*The papers for this item are in the committee pack in iBabs and on the Trust's website, therefore detail of the content is not repeated here.*

- 8.1 The committee received the Charity Risk Register and was assured that actions were being progressed to mitigate the risks, with no material changes this period. Members were advised that a draft assurance



framework is in development and will form part of the risk report at the next meeting.

## **9. 2025/26 QUALITY GOVERNANCE REVIEWS**

*The papers for this item are in the committee pack in iBabs and on the Trust's website, therefore detail of the content is not repeated here.*

- 9.1 The committee received the Quality Governance Review for 2025/26, including the Committee Annual Report 2025/26 and the Committee Cycle of Business 2026/27, which will be presented at the Corporate Trustee meeting in May 2026 for approval.
- 9.2 Julie Boalch explained that the terms of reference were approved by the Corporate Trustee in January 2026, with one minor amendment to remove the Executive Director of Paramedicine from the membership of the committee.
- 9.3 The review concluded that there was strong engagement from members, who were content with the focus and effectiveness of the committee and had suggested improvements to streamline operational discussion, enabling the committee to remain focused on strategic priorities. Julie highlighted a proposal in the review for project leads to be invited to future meetings, particularly to showcase work on volunteering and staff wellbeing.
- 9.4 Members discussed options for additional meeting attendees for specific project-based items and noted the importance of support and input to the charity from senior colleagues in the Operations Directorate and Director of Paramedicine Directorate for charity pipeline and innovation opportunities. No further changes were sought to the terms of reference however it was agreed that Estelle Hitchon would follow up on this point with Trish Mills for discussion.

**The committee approved the draft Committee Annual Report for 2025/26 and the draft Committee Cycle of Business for 2026/27.**

## **10. BIDS PANEL AAA HIGHLIGHT REPORT 6 MARCH 2026**

*The paper for this item is in the committee pack in iBabs and on the Trust's website, therefore detail of the content is not repeated here.*

- 10.1 The committee received the highlight report presented by Leanne Smith, Chair of the Bids Panel, and noted that five bids were approved by the



Panel relating to three replacement televisions, baby loss awareness memory trees and a BLS instructor course, with the total awarded being £2,295. It was noted that all bids made were within the panel's approved expenditure limits as set out in its Terms of Reference, therefore no approvals from the committee were needed.

- 10.2 The committee was alerted to a year end position of £5k underspend against the annual allocated budget, noting that agreement had been reached on the Trust's approach to funding station furniture the total value of deferred sofa-related bids would have exceeded the remaining budget.
- 10.3 Members asked if a timeline is in place for the delivery of the furniture, noting that this is important for staff wellbeing and comfort; they were advised that conversations about the Trust's approach to this are ongoing and it is hoped there will be a solution within the next few months. Leanne Smith gave assurance that although the attendance at the meeting was low, attendance is usually good and the meeting was quorate.

## **11. BURSARY PANEL AAA HIGHLIGHT REPORT 8 JANUARY 2026**

*The paper for this item is in the committee pack in iBabs and on the Trust's website, therefore detail of the content is not repeated here.*

- 11.1 The committee received the highlight report, which Julie Boalch advised was a full reflection of the verbal update given by Jo Kelso, Chair of the Bursary Panel, at the January 2026 meeting. Members noted the low attendance at that meeting.
- 11.2 Members asked if a list of courses eligible for funding is available and were advised that this is currently being reviewed, with updated guidance for applicants coming to the committee for approval once finalised.

## **CONSENT ITEMS**

**There were no consent items**

## **CLOSING ITEMS**

## **12. REFLECTIONS AND SUMMARY OF DECISIONS/ACTIONS**

- 12.1 Members reflected that the papers were of a high quality, structured well and clear. It was reflected that the quality of reports to the committee enables members to have meaningful and productive discussions, which in turn supports good decision-making.



### **13. ANY OTHER BUSINESS**

13.1 There was no other business discussed.

### **14. DATE AND TIME OF THE NEXT MEETING**

14.1 The next meeting will be held on 7 July 2026 at 2pm.

**The meeting closed at 10:31**

## CHARITY COMMITTEE HIGHLIGHT REPORT TO CORPORATE TRUSTEE

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. The papers for this meeting can be found by following this [link](#) to the Committee page on the Trust website.

<b>Corporate Trustee Meeting Date</b>	28 May 2026
<b>Committee Meeting Date</b>	2 April 2026
<b>Chair</b>	Ceri Jackson (deputy for Peter Curran)

### KEY ESCALATION AND DISCUSSION POINTS

#### ALERT

(Alert the Trustees to areas of attention)

1. There were no alerts raised in this meeting.

#### ADVISE

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

1. Members approved a quotation process to appoint an **External Lottery Manager** having considered all options to establish a community charitable lottery operating model, including an in-house model which was discounted as disproportionate to the charity's current scale. This appointment will support the Charity Delivery and Fundraising Plans by generating a regular, unrestricted income stream. Members were assured that all legal and ethical requirements would be met prior to any launch and work is in conjunction with NWSSP in terms of procurement processes.
2. Members approved the **2025/26 Committee Annual Report** and **2026/27 Cycle of Business**.
3. Members **reflected that** the papers were of a high quality, structured well and clear. It was reflected that the quality of reports to the committee enables members to have meaningful and productive discussions, which in turn supports good decision-making.

#### ASSURE

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

#### Charity Performance Report

4. The committee was assured with respect to the charity's management of grant funding, including delivery against agreed objectives and learning arising from the application of funds. Members welcomed the focus on demonstrating impact, particularly the benefits of charitable investment in staff wellbeing and engagement and noted that even modest projects were delivering tangible value.

5. Progress across current grants and fundraising activity was positively received, alongside strong examples of community and staff-led fundraising, including colleagues who are entered to run the 2026 London marathon on behalf of the Charity. The NHS Charities Together (NHSCT) Stage 3 Recovery Grant closure report was received, following these grant funds having been utilised.
6. The committee noted changes to anticipated external grant funding arrangements for Welsh charities in relation to the NHSCT workplace wellbeing project and the approach to awarding funding. Members noted their disappointment at the differences between the devolved nations; however, it was recognised that the Welsh programme will still deliver benefits for staff.
7. Members noted that Withers LLP will be delivering a session on the role of the Corporate Trustee to the board at its board development day on the 30 April 2026. Additionally, the Head of Charity, with the Director of Corporate Governance/Board Secretary has considered the revisions to the Charity Governance Code and will consider its application as the Charity's structures and processes mature.

### Charity Finance Update

8. Members noted that the balance of funds held as of 28 February 2026 is £816,835 comprised of £218,503 unrestricted funds; £172,437 in designated funds; and £425,895 in restricted funds. Between 01 April 2025 and 28 February 2026, the unit price of the charity's investments had increased by 1.14% resulting in an overall small gain of c£3.1k. However, recent global market volatility resulted in an in-year loss of approximately £15.6k. Members were assured that the charity's investments are held in a low-risk portfolio, which has limited the scale of losses compared to higher-risk options. Performance is monitored closely and recovery can occur quickly; noting that the market price recovered yesterday, with approximately £4k recovered. The cumulative position therefore remains positive, with gains overall when viewed over the medium term. The charity currently holds 1,090.14 units and Members agreed to hold the position at this time.
9. The new **Charity Cash Handling SOP** was received for noting which has been introduced to strengthen and improve cash and donation handling on behalf of the charity.

### Bids and Bursary Panels

10. The AAA report from the **Bids Panel** for March 2026 was received noting that five bids were approved by the Panel relating to three replacement televisions, baby loss awareness memory trees and a BLS instructor course, with the total awarded being £2,295. Committee were alerted to a year end position of ~£5k underspend against the annual allocated budget, however, noted that had there been agreement on the Trust's approach to funding station furniture (which is currently being determined by an Ops-led working group, and will give clarity to the Charity on what could be considered additionality) the total value of deferred sofa-related bids would have exceeded the remaining budget. The lower attendance at the March panel was also noted, although this is not a trend as attendance is generally good; however, this will still be considered by the effectiveness review planned for Q1 26/27.
11. The **Bursary Panel** AAA report for January 2026 was received. The details of which were verbally received by Committee in January 2026 and recorded in the minutes and AAA for that meeting.

## RISKS

**Risks discussed:** The charity's risk register was received. The committee was assured as to the actions being progressed to mitigate the risks with no material changes this period. The risks are as follows:

- CHAR-003 - lack of compliance with legal and regulatory framework with a current risk score of 10 (2x5)
- CHAR-005 - lack of internal processes and governance structures in place to meet the conditions of grants with a current risk score of 6 (2x3)
- CHAR-008 - failure to raise sufficient funds to deliver the Charity's strategic objectives with a current risk score of 12 (3x4)

**New Risks Identified:** Members acknowledged that the recent investment market volatility should be reflected in the risk register and supported the proposal to consider this risk ahead of the next meeting.

### COMMITTEE AGENDA FOR MEETING

Charity performance report	Charity funds finance report	Options for Appointment of External Lottery Manager
Risk management Report	2026/27 Quality governance review	Bids panel highlight report (March 2026)
Bursary panel highlight report (January 2026)		

### COMMITTEE ATTENDANCE

Name	2 April 2026	7 July 2026	1 October 2026	14 January 2026
Peter Curran (Chair)	Hayley Hutchings			
Ceri Jackson	Chair			
Hannah Rowan				
Estelle Hitchon				
Chris Turley				
Lee Brooks				
Liz Rogers				
Trish Mills	Julie Boalch			
Hugh Parry				
Damon Turner				
Marcus Viggers				
Julie Boalch				
Jo Kelso				
David Hopkins				
Leanne Smith				
Jackie Hatton-Bell				
Andrew Cotton				
Matt Dugdale				

	Attended
	Deputy attended

	Apologies received
	No longer member/not member

ACTION LOG - CHARITY COMMITTEE  
WELSH AMBULANCE SERVICES NHS TRUST

Minute Ref	Date	Agenda Item	Action Note	Responsible	Due Date	Progress/Comment	Status
43/25	2 October 2025	Charity Committee Cycle of Business	<p><b>Ed Roberts and Jess Price to update the Committee on the Reserves Policy position. This action relates to action 07/25 generated at the April 2025 committee.</b></p> <p>It was agreed to bring back a proactive Reserves Policy position, ideally in Q4 alongside the Annual Report, and to update the Cycle of Business to reflect the action to be taken.</p>	Trish Mills Ed Roberts Jessica Price	7 July 2026	<p><u>Update at 2 April 2026 Meeting</u> Chris Turley advised that this action has been delayed due to competing financial priorities, will remain open for a while and will be addressed once capacity allows, with verbal updates coming to each meeting.</p> <p><u>Update 24 March 2026</u> Chris Turley advised that capacity and other constraints have meant that the required discussions on this are yet to be had.</p> <p><u>Update at 13 January 2026 Meeting</u> Chris Turley agreed with the suggestion to have a discussion with Ed Roberts and the Chair to pragmatically address and close off this action, aiming to clarify the Reserves Policy and ensure optimal investment arrangements.</p> <p><u>Update 6 January 2026</u> Ed Roberts advised this will be picked up on Chris Turley's return as there were a number of discussions regarding this that he wasn't involved in.</p>	Open
6.1/020426	2 April 2026	Charity Funds Finance Update	Members discussed how the risks associated with the volatility of the charity's investments could be articulated in the charity's risk register. Julie Boalch took an action to liaise with Chris Turley on how to reflect these risks and will report back on this at the next meeting.	Julie Boalch, Chris Turley	7 July 2026		Open
6.2/020426	2 April 2026	Charity Funds Finance Update	The committee asked for more detail on what is included in the £32k showing under Charitable Activities (unrestricted funds) in the Income and Expenditure table. Chris Turley and Ed Roberts will provide detail on this and confirm whether it includes Bids Panel funds.	Chris Turley	7 July 2026	<p><u>Update from 23 April</u> Chris Turley to give verbal update on this at the start of the meeting on 7 July</p>	Open
7/020426	2 April 2026	Options for Appointment of External Lottery Manager	David Hopkins took an action to ensure than an Equality Impact Assessment (EqIA) is completed, liaising with the Equality, Diversity and Inclusion (EDI) team for guidance around the equality considerations as the work on the external lottery manager proposal progresses.	David Hopkins	7 July 2026	<p><u>Update ASM 22/04/2026</u> David Hopkins advised that the EqIA will come to 7 July meeting</p> <p><u>Update 19/06/2026</u> David Hopkins advised that a summary EQIA has been completed and endorsed by the Trust's EDI team. The summary EQIA has been included in the papers as part of an item to be held in private session. Propose the action is closed.</p>	Complete
9/020426	2 April 2026	2025/26 Quality Governance Reviews	Members discussed options for additional meeting attendees for specific project-based items. No further changes were sought to the terms of reference, however it was agreed that Estelle Hitchon would follow up on this point with Trish Mills for discussion.	Estelle Hitchon, Trish Mills	7 July 2026	<p><u>Update ASM 22/04/2026</u> Estelle Hitchon discussed with Julie Boalch and agreed that additional attendees would be invited where appropriate for specific items and no further action is required.</p>	Complete



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Agenda Item No. **5**

## REPORT TITLE

Director's Report

## MEETING

Name of meeting	Charity Committee
Date of meeting	7 July 2026
Public or Private	Public
If private - <a href="#">rationale</a>	n/a

## REPORT SPONSOR

Executive sponsor	Estelle Hitchon, Director of Partnerships & Engagement
Author(s) of report	David Hopkins, Head of Charity

## PURPOSE OF REPORT

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> Approval                            | <input type="checkbox"/> Endorsement |
| <input checked="" type="checkbox"/> Assurance                | <input type="checkbox"/> Discussion  |
| <input type="checkbox"/> Information (goes in consent items) | <input type="checkbox"/> Noting      |

## REPORT SUMMARY:

[See writing and presentation guidance [here](#) to inform this section]

This report is presented to provide assurance to Charity Committee on the ongoing work of the Charity.



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## RECOMMENDATION(S)

See writing and presentation guidance [here](#) to inform this section

Charity Committee is requested to **RECEIVE ASSURANCE** on the work of the Charity.

## ADDITIONAL PAPER(S)

Set out here any annexes. See writing and presentation guidance [here](#) regarding materiality and use of the Reading Room

n/a

Governance and assurance checks to support decision-making and demonstrate alignment and risk mitigation

## CHARITY STRATEGIC OBJECTIVE(S) THIS REPORT SUPPORTS

Select all that apply:

SO1: The Charity will help WAST to support the wellbeing and development of its staff and volunteers, resulting in a healthier, happier and more experienced workforce

SO3: The Charity will support WAST to provide enhanced patient care, through additional projects and/or capital investment, through testing new models of delivery

SO2: The Charity will support WAST to build community resilience throughout Wales

## CHARITY STRATEGIC ENABLERS (S) THIS REPORT SUPPORTS

Select all that apply:

SE1: Proactive fundraising strategy that reflects the needs of WAST and enhances its work strategically

SE3: Colleagues are empowered to apply for funding, contribute towards strategy, fundraise for the Charity and act as ambassadors

SE2: Strong Bids Panel and Bursary Panel processes that are clear and accessible to all colleagues

SE4: Good communications and evaluation strategy that demonstrate impact and support future fundraising



<input checked="" type="checkbox"/> SE5: Robust governance and sustainable financial position that enable the Charity to expand its work	
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### CHARITY RISK(S) THIS REPORT MITIGATES

Where relevant note the local, directorate, corporate or BAF risk number
CHAR-008: Failure to raise sufficient funds to deliver the Charity's strategic objectives

### HEALTH & CARE QUALITY STANDARD(S) THIS REPORT SUPPORTS

Quality Domains (select all that apply) [[link to standards](#)]

<input type="checkbox"/> Safe	<input type="checkbox"/> Timely	<input type="checkbox"/> Effective
<input checked="" type="checkbox"/> Efficient	<input type="checkbox"/> Equitable	<input checked="" type="checkbox"/> Person Centred

Quality Enablers (select all that apply) [[link to standards](#)]

<input type="checkbox"/> Leadership	<input checked="" type="checkbox"/> Workforce	<input checked="" type="checkbox"/> Culture
<input type="checkbox"/> Information	<input type="checkbox"/> Learning Improvement and Research	<input checked="" type="checkbox"/> Whole Systems Approach

### WAST WELLBEING OBJECTIVE(S) THIS REPORT SUPPORTS

Narrative here (select all that apply) [[link to goals](#)]

<input checked="" type="checkbox"/> A socially responsible and inclusive employer	<input checked="" type="checkbox"/> An innovative and sustainable organisation	<input checked="" type="checkbox"/> A pro-active, accessible and equitable care provider
<input type="checkbox"/> n/a	<input type="checkbox"/> n/a	<input type="checkbox"/> n/a

### IMPACT ASSESSMENTS FOR CONSIDERATION

Where a strategic decision is being sought, an Equality Impact Assessment must accompany this paper. You may need to do other impact assessments also so please refer to this signpost document [here](#) for further details.

Does this paper require an impact assessment	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
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If yes, what impact assessment is attached	
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### APPROVAL/SCRUTINY ROUTE

Date	Person/Group/Committee
n/a	n/a



## SITUATION / BACKGROUND

1. This report provides an update to Charity Committee on the work of the Charity since the last Charity Performance Report on 2 April 2026.
2. It is designed to reduce repetition between reports, something which has previously been highlighted by members of Charity Committee.

## ASSESSMENT

### Fundraising Stories

3. **Darran Griffiths, Keith Ellingham** and **Tom Fallon** completed the London Marathon on Sunday 26 April, collectively raising more than **£6,800** in aid of the WAST Charity. Through an Expression of Interest process, the Charity team has since allocated two places for the London Marathon 2027 to WAST colleagues, and will shortly be setting up fundraising pages for these two runners.



4. The **Men of North walking group** successfully completed the National Three Peaks challenge in May, climbing Ben Nevis, Scafell Pike and Yr Wyddfa over three days. The team substantially exceeded their fundraising target, raising more than **£2,000** (including Gift Aid) in aid of the Charity. The team comprised Kieran Reynolds, Isaac Stephens, Phil Jones, Michael Bland, Steve Wilson, Carwyn Roberts, Osian Jenkins, Kyle Hadrill and Ifan Jones.



5. EMT **Tomos Morris** ran the Newport Marathon in April, raising **£361** in aid of the Charity.





6. **Keith Ellingham, Luke Watkins** and **Steve Magee** have completed the second of their challenges as a group – the 10 y Fan Challenge, where they climbed Pen y Fan ten times in 24 hours. They have so far raised nearly **£500** in aid of the Charity.
7. **Emma James** (pictured, left), **Andrew Williams** (pictured, right), and **Harrison Evans** took part in the Swansea Half Marathon in June in aid of the WAST Charity. Together they have raised over £1100 including Gift Aid. 2 runners unfortunately had to withdraw due to injury, but they have deferred their entries to next year.
8. The Charity currently has seven runners registered for the CDF 10K on 6 September. £355 has been raised so far, and donations are expected to increase significantly closer to the event.



#### Staff and volunteer engagement

9. In April, the Head of Charity visited Barry and Cowbridge ambulance stations, in order to meet with staff, and to discuss spending of a small ring-fenced unrestricted fund allocated to these stations.
10. A regular series of informal Charity Partnership meetings have been added to the diary, in order to develop stronger links between the Charity Team and TU partners.
11. The Head of Charity has arranged a series of staff meetings in Barmouth and Blaenau Ffestiniog, on 20-21 July, to engage with staff regarding the long-standing restricted legacies for those communities. The intention will be to gather suggestions from staff and to agree a way forward, so that proposals can be developed to take through the Bids Panel approval process within the coming months.
12. The Head of Charity is continuing to engage with local volunteer teams to ensure that the new Volunteer Fundraising guidance is complied with. All local volunteer teams have been given a 12-month transition period to ensure that any local bank accounts are closed, which concludes at the end of September 2026. The Head of Charity is working with the Volunteer Service to ensure compliance and to provide assurance.
13. A series of case studies have been added to Siren, outlining examples of how charity-funded projects are supporting staff and patients. This is part of the Charity's ongoing work to demonstrate the impact it has on beneficiaries.



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### Future fundraising opportunities

14. The Charity currently partners with The Ambulance Service Charity (TASC) to operate three clothing recycling banks at WAST sites – at Ty Elwy, Tenby and Newtown. Through working closely with the Estates team, the Charity has identified five further sites for potential expansion and is currently working with TASC to risk assess these sites.
15. After a number of conversations with grant officers at The National Lottery Community Fund, the Charity has been formally invited to make a Stage 1 application towards funding for the Wish Ambulance. It is expected that this will be submitted by the end of the summer.

### NHS Charities Together / working in partnership with other NHS charities

16. In May, both the Head of Charity and the Fundraising and Communications Officer attended the NHS Charities Together conference virtually, in order to benefit from keynote speakers and online breakout sessions.
17. The Charity Team continues to engage with partner charities across NHS Wales, and across the NHS Ambulance Charity sector, through formal and informal meetings. These meetings are proving useful to share best practice and expertise.

### Charity governance

18. As part of the Board Development Day on 30 April, members of the Corporate Trustee attended a presentation given by Roger Waite, Withers LLP, on the roles and responsibilities of the Corporate Trustee.

## **RECOMMENDATION**

19. The recommendation(s) are as set out in the front cover above.



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Agenda Item No. **7**

## REPORT TITLE

Charity Delivery Plan – update on progress

## MEETING

Name of meeting	Charity Committee
Date of meeting	7 July 2026
Public or Private	Public
If private - <a href="#">rationale</a>	n/a

## REPORT SPONSOR

Executive sponsor	Estelle Hitchon, Director of Partnerships & Engagement
Author(s) of report	David Hopkins, Head of Charity

## PURPOSE OF REPORT

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> Approval                            | <input type="checkbox"/> Endorsement |
| <input checked="" type="checkbox"/> Assurance                | <input type="checkbox"/> Discussion  |
| <input type="checkbox"/> Information (goes in consent items) | <input type="checkbox"/> Noting      |

## REPORT SUMMARY:

[See writing and presentation guidance [here](#) to inform this section]

- Charity Committee is presented with an update on progress against the Charity Delivery Plan, which was approved in July 2025. An update was last presented to Charity Committee in January 2026.



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2. Key achievements to note since the January 2026 update include:
  - a. **The launch of Volunteer Fundraising guidance**, and subsequent joint working with the Volunteer Service to ensure compliance, helping to mitigate previously identified risks
  - b. **Increasing voluntary income by more than three times** to £44,717 in 2025-2026 compared to the previous 12 months (£14,231)
  - c. **Successful project delivery and reporting** of two NHS Charities Together grants – the Ambulance Charity Grant (supporting Community Welfare Responders) and the Stage 3 Covid Recovery Grant
  - d. Co-producing **new, clearer Bids Panel guidance**
3. The Charity Delivery Plan has been updated, for the Committee's assurance, with details on progress against each activity.
4. Of the 38 tasks identified in the January 2026 version of the Delivery Plan, 32 have either been completed or are on schedule to be completed.
5. Given some of the uncertainties currently facing the Charity's staffing structure, and any resulting alterations necessary to the Charity's strategy, it is recommended that the planned refresh of the Charity Delivery Plan be delayed until a future meeting of Charity Committee.

## RECOMMENDATION(S)

See writing and presentation guidance [here](#) to inform this section

Charity Committee is requested to:

1. **RECEIVE ASSURANCE** on the Charity's progress against the actions set in the Charity Delivery Plan
2. **NOTE** that the Charity Delivery Plan will require a refresh ahead of a future meeting, to reflect any changes to the Charity's strategy.

## ADDITIONAL PAPER(S)

Set out here any annexes. See writing and presentation guidance [here](#) regarding materiality and use of the Reading Room

Charity Committee is requested to receive the following:

1. Charity Delivery Plan 2025-2027 – July 2026 update



Governance and assurance checks to support decision-making and demonstrate alignment and risk mitigation

### CHARITY STRATEGIC OBJECTIVE(S) THIS REPORT SUPPORTS

Select all that apply:

<input checked="" type="checkbox"/> SO1: The Charity will help WAST to support the wellbeing and development of its staff and volunteers, resulting in a healthier, happier and more experienced workforce	<input checked="" type="checkbox"/> SO2: The Charity will support WAST to build community resilience throughout Wales
<input checked="" type="checkbox"/> SO3: The Charity will support WAST to provide enhanced patient care, through additional projects and/or capital investment, through testing new models of delivery	

### CHARITY STRATEGIC ENABLERS (S) THIS REPORT SUPPORTS

Select all that apply:

<input checked="" type="checkbox"/> SE1: Proactive fundraising strategy that reflects the needs of WAST and enhances its work strategically	<input checked="" type="checkbox"/> SE2: Strong Bids Panel and Bursary Panel processes that are clear and accessible to all colleagues
<input checked="" type="checkbox"/> SE3: Colleagues are empowered to apply for funding, contribute towards strategy, fundraise for the Charity and act as ambassadors	<input checked="" type="checkbox"/> SE4: Good communications and evaluation strategy that demonstrate impact and support future fundraising
<input checked="" type="checkbox"/> SE5: Robust governance and sustainable financial position that enable the Charity to expand its work	

### CHARITY RISK(S) THIS REPORT MITIGATES

Where relevant note the local, directorate, corporate or BAF risk number

CHAR-003, CHAR-005, CHAR-008

### HEALTH & CARE QUALITY STANDARD(S) THIS REPORT SUPPORTS

Quality Domains (select all that apply) [[link to standards](#)]

<input type="checkbox"/> Safe	<input type="checkbox"/> Timely	<input checked="" type="checkbox"/> Effective
<input checked="" type="checkbox"/> Efficient	<input checked="" type="checkbox"/> Equitable	<input checked="" type="checkbox"/> Person Centred

Quality Enablers (select all that apply) [[link to standards](#)]

<input checked="" type="checkbox"/> Leadership	<input checked="" type="checkbox"/> Workforce	<input checked="" type="checkbox"/> Culture
<input type="checkbox"/> Information	<input type="checkbox"/> Learning Improvement and Research	<input checked="" type="checkbox"/> Whole Systems Approach



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## WAST WELLBEING OBJECTIVE(S) THIS REPORT SUPPORTS

Narrative here (select all that apply) [ <a href="#">link to goals</a> ]		
<input checked="" type="checkbox"/> A socially responsible and inclusive employer	<input checked="" type="checkbox"/> An innovative and sustainable organisation	<input checked="" type="checkbox"/> A pro-active, accessible and equitable care provider
<input type="checkbox"/> n/a	<input type="checkbox"/> n/a	<input type="checkbox"/> n/a

## IMPACT ASSESSMENTS FOR CONSIDERATION

Where a strategic decision is being sought, an Equality Impact Assessment must accompany this paper. You may need to do other impact assessments also so please refer to this signpost document [here](#) for further details.

Does this paper require an impact assessment	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
If yes, what impact assessment is attached	

## APPROVAL/SCRUTINY ROUTE

Date	Person/Group/Committee
n/a	n/a



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# Charity Delivery Plan 2025 - 2027

Progress against actions for assurance

Charity Committee

7 July 2026

**David Hopkins**

Head of Charity





## Progress against Delivery Plan (as of June 2026)

<b>Total number of tasks identified</b>	<b>38</b>
<b>Completed / moved to BAU</b>	<b>22</b>
<b>On track / ongoing</b>	<b>10</b>
<b>Rescheduled</b>	<b>3</b>
<b>Risk to delivery</b>	<b>0</b>
<b>Removed from delivery plan</b>	<b>1</b>
<b>TBC – further discussions required</b>	<b>2</b>

# Delivery Plan 2025 - 2027

## SO1: Wellbeing and development of staff and volunteers

Activities	Timescale	Description / Progress	Colleagues responsible	RAG Rating
<b>Income Generation:</b> Grant application to Blue Light Card Foundation	Within 12 months	The purpose of this wellbeing fund has now tightened, and is invite-only, and so further work will be needed to assess whether feasible. Moved to BAU as part of wider Trusts and Foundations pipeline.	<ul style="list-style-type: none"> <li>Head of Charity</li> <li>Wellbeing / OD</li> </ul>	Removed from delivery plan
<b>Project Delivery:</b> Delivery and evaluation of Sports Fund	Delivery by Dec 2025 / Evaluation by Mar 2026	More than £23,000 awarded to 15 teams across three funding rounds. More than 400 staff have benefitted. Impact reporting included as part of NHSCT Stage 3 closure report.	<ul style="list-style-type: none"> <li>Head of Charity</li> <li>Bids Panel</li> </ul>	Completed
<b>Impact Evaluation:</b> Closure report for Mind over Mountains project	Oct 2025 - Jan 2026	Impact reporting included as part of NHSCT Stage 3 closure report.	<ul style="list-style-type: none"> <li>Fundraising and Comms Officer</li> </ul>	Completed
<b>Impact Evaluation:</b> Case studies from previous Bids Panel applications	End of March 2026	Case studies included on Siren and social media to help showcase projects to colleagues and donors. Future potential to standardise impact reporting for bids.	<ul style="list-style-type: none"> <li>Fundraising and Comms Officer</li> </ul>	Completed
<b>Governance:</b> Review of guidance for Bids Panel applications and eligibility	Within 12 months	Review of guidance in consultation with Bids Panel Approved by Charity Committee in January 2026	<ul style="list-style-type: none"> <li>Head of Charity</li> <li>Bids Panel</li> </ul>	Completed
<b>Governance:</b> Review of guidance for Bursary Panel applications and eligibility	Within 12 months	Review of guidance in consultation with Bursary Panel	<ul style="list-style-type: none"> <li>Head of Charity</li> <li>Bursary Panel</li> </ul>	Rescheduled – end of Oct 2026
<b>Development:</b> Assessing potential for future grants to fund strategic workplace wellbeing projects	2026 - 2027	Moved to BAU as regular conversations take place between Head of Charity and Workplace Wellbeing / Organisational Development colleagues	<ul style="list-style-type: none"> <li>Head of Charity</li> <li>Wellbeing / OD</li> </ul>	Ongoing – move to BAU
<b>Income Generation:</b> NHSCT Workplace Wellbeing application	tbc (expected by Dec-2025)	This item was removed from the Delivery Plan at the January Charity Committee meeting, as NHSCT decided not to launch an open grants scheme		

# Delivery Plan 2025 - 2027

## SO2: Community resilience

Activities	Timescale	Description / Progress	Colleagues responsible	RAG Rating
<b>Income Generation:</b> Application to NHSCT Community Resilience Fund	By end of August 2025	<b>Application successful</b> – project commenced in January 2026, with Project Leads in Clinical Directorate and Volunteer Service	<ul style="list-style-type: none"> <li>Head of Charity</li> <li>Project Leads</li> </ul>	Completed
<b>Income Generation:</b> National Lottery Community Fund application for Wish Ambulance	<del>End of March 2026</del> End of December 2026	Positive conversations ongoing with National Lottery team, who have invited the Charity to submit a formal Stage One application. Process is taking much longer than expected and is likely to take a further six months to get a final funding decision. Charity and Wish Ambulance team are currently building a robust business case for a Large Grant application under People and Places scheme (£100,000 - £500,000).	<ul style="list-style-type: none"> <li>Head of Charity</li> <li>Wish Ambulance team</li> </ul>	Rescheduled – end of December 2026
<b>Impact Evaluation:</b> Evaluation and case studies of existing NHSCT-funded volunteering projects	<del>End of March 2026.</del> End of October 2026	Project concluded at end of March 2026, and all necessary NHSCT reporting completed at the time. Had initially planned to deliver full evaluation report by July – but further work is needed to fully evaluate outcomes of the project, which will require cross-directorate working.	<ul style="list-style-type: none"> <li>Fundraising and Comms Officer</li> <li>Volunteer Service</li> </ul>	Rescheduled – end of Oct 2026
<b>Development:</b> Working cross-directorate to assess potential for future community resilience projects	January 2026 onwards	Moved to BAU as Head of Charity has regular conversations with colleagues from across directorates, to explore future project ideas.	<ul style="list-style-type: none"> <li>Head of Charity</li> <li>Colleagues across directorates</li> </ul>	Ongoing – move to BAU

# Delivery Plan 2025 - 2027

## SO3: Enhanced patient care through additional projects and capital development

Activities	Timescale	Description / Progress	Colleagues responsible	RAG Rating
<b>Income Generation:</b> Application to NHSCT Greener Communities fund	By end of Sept 2025	<b>Application successful</b> – project commenced in January 2026, with Project Leads in Estates team	<ul style="list-style-type: none"> <li>Head of Charity</li> <li>Environmental and Sustainability Manager</li> </ul>	Completed
<b>Income Generation:</b> Developing Trusts and Foundations pipeline	By end of March 2026	Moved to BAU – an initial pipeline has been completed and this work will be updated as project ideas develop	<ul style="list-style-type: none"> <li>Head of Charity</li> </ul>	Ongoing – move to BAU
<b>Governance:</b> Establish processes for agreeing the Charity's project prioritisation	Oct – Dec 2025	Process agreed as part of IMTP development for 2026-2027 for identifying projects suitable for charitable investment. Charity intends to test and refine this approach as part of ongoing strategy development.	<ul style="list-style-type: none"> <li>Head of Charity</li> </ul>	Completed
<b>Project Delivery:</b> Review of existing restricted funds – Barmouth, Colwyn Bay, Holyhead, Aberystwyth, "treatment of heart attacks"	April 2026 July 2026	Paper to Q1 ( <i>delayed to Q2</i> ) meeting of Charity Committee to outline existing restricted funds, update on progress, and present options for approval or endorsement	<ul style="list-style-type: none"> <li>Head of Charity</li> </ul>	Tabled for July meeting

# Delivery Plan 2025 - 2027

## Enablers: Income Generation

Activities	Timescale	Description / Progress	Colleagues responsible	RAG Rating
Challenge Events programme for 2026	Ongoing	Three runners took part in London Marathon 2026, and a further three took part in Swansea Half Marathon Places booked for Cardiff 10K in September 2026.	• Fundraising and Comms Officer	On track
Fundraising events programme	By end of Oct 2026	Outrun an Ambulance now active, with further campaign activity taking place over the summer	• Fundraising and Comms Officer	On track
Voluntary registration with Fundraising Regulator	By end of Aug 2025	Provides public assurance that a charity meets the standards in the Code of Fundraising Practice.	• Head of Charity	Completed
Improved online giving functionality, review of third-party donation platforms	By end of Sep 2025	Work completed – this included a review of suitable online platforms for challenge fundraising, in-memory giving, donations via QR code, regular giving, and give-as-you-live.	• Fundraising and Comms Officer	Completed
Approval of Fundraising Plan	By end of Oct 2025	Approved by Charity Committee in Oct 2025.	• Fundraising and Comms Officer	Completed
In-memory fundraising / Legacy giving	End of Mar 2026	Legacy pack now complete, and is due to be added online as part of website upgrades.	• Fundraising and Comms Officer	Ongoing
Approval of 2026/27 fundraising targets	By end of Jan 2026	Annual fundraising targets to be approved by Corporate Trustee in Q4 each year, with quarterly monitoring by Charity Committee.	• Head of Charity	Completed – move to BAU
Exploring options for staff lottery and/or payroll giving	By end of March 2026	Review complete. Discussions ongoing about launch of lottery and relaunch of Microhive (formerly Pennies from Heaven).	• Fundraising and Comms Officer	Ongoing

# Delivery Plan 2025 - 2027

## Enablers: Governance and Policy

Activities	Timescale	Description / Progress	Colleagues responsible	RAG Rating
Review of Charity's Scheme of Delegation	TBC	To include consideration of whether there is appetite for a separate review / separate SORD document.  To be reviewed to align with approved delegated authorities. <i>Included in Risk Register action plan: CHAR-005</i>	<ul style="list-style-type: none"> <li>Head of Charity</li> <li>Finance / Corporate Governance</li> </ul>	TBC – further discussions required
Developing staff fundraising / volunteer fundraising SOPs	By end of December 2025	Volunteer Fundraising SOP completed Staff fundraising - no separate SOP, redirecting to Fundraising Pack	<ul style="list-style-type: none"> <li>Head of Charity</li> </ul>	Completed
Board Development session	<del>February 2026</del> April 2026	Conducted by Withers LLP in April 2026.	<ul style="list-style-type: none"> <li>Board Secretary / Head of Charity</li> </ul>	Completed
Bids Panel and Bursary Panel – review of TOR and processes	Within 12 months	Bids Panel TOR approved by Charity Committee in April 2025 Bursary Panel TOR approved by Charity Committee in July 2025 Regular reviews as per BAU guidance for TORs	<ul style="list-style-type: none"> <li>Head of Charity</li> <li>Chairs of Panels</li> </ul>	Completed – moved to BAU
Charitable Funds Policy	By end of March 2026	<i>Included in Risk Register action plan: CHAR-003</i>	<ul style="list-style-type: none"> <li>Head of Charity</li> <li>Policy Group</li> </ul>	Tabled for July meeting
Long-term assessment of sustainability of Charity Team roles	By end of October 2026	Discussions ongoing  <i>Included in Risk Register action plan: CHAR-005</i>	<ul style="list-style-type: none"> <li>Corporate Trustee</li> </ul>	TBC
New reserves policy / Cash Handling SOP / review of existing Charitable Funds investment policy	TBC	Cash Handling SOP has been completed. Reserves policy / Charitable Funds investment policy to be moved to BAU as part of regular policy refreshes, led by Finance directorate	<ul style="list-style-type: none"> <li>Head of Charity</li> <li>Finance colleagues</li> </ul>	Completed – moved to BAU

# Delivery Plan 2025 - 2027

## Enablers: Communications and Impact

Activities	Timescale	Description / Progress	Colleagues responsible	RAG Rating
Internal communications programme	Ongoing	To include charity attendance at each CEO roadshow, programme of station visits, building network of Charity Champions	• Fundraising and Comms Officer	Ongoing
Recruitment of Fundraising and Communications Officer	By end of Jun 2025	Initially failed to appoint – readvertised and subsequent appointment made, starting October 2025.	• Head of Charity	Completed
Opening new social media accounts for the Charity	By end of Aug 2025	Led by new Fundraising and Communications Officer, in conjunction with Trust's communications team. Completed in December 2025.	• Fundraising and Comms Officer	Completed
Creation of supporter fundraising materials	By end of Sep 2025	Fundraising pack and guidance for in-aid-of fundraisers now available on Siren, and issued to all fundraisers.	• Fundraising and Comms Officer	Completed
Review of Charity Commission listing	By end of Oct 2025	Approved by Corporate Trustee.	• Corporate Trustee	Completed
Expanding existing pages on Trust's website	By end of Nov 2025	New copy drafted and will be added to the website within the next few weeks.	• Fundraising and Comms Officer	Ongoing
Developing stronger "case-for-support" for fundraising	By end of Dec 2025	Three designated appeals – Staff Appreciation Fund, National Volunteering Fund, and Wish Ambulance Fund – are now launched and active. Further ongoing work needed to develop case-for-support.	• Fundraising and Comms Officer	Ongoing
Assessing options for donor CRM platform / email comms / regular giving schemes	Research by end of Jun 2026	Research complete. Ongoing work with Information Governance, ICT and procurement ahead of any potential procurement decision.	• Head of Charity • Fundraising and Comms Officer	Ongoing



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Agenda Item No. **8**

## REPORT TITLE

Charity Performance Update

## MEETING

Name of meeting	Charity Committee
Date of meeting	7 July 2026
Public or Private	Public
If private - <a href="#">rationale</a>	n/a

## REPORT SPONSOR

Executive sponsor	Estelle Hitchon, Director of Partnerships & Engagement
Author(s) of report	David Hopkins, Head of Charity

## PURPOSE OF REPORT

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> Approval                            | <input type="checkbox"/> Endorsement |
| <input checked="" type="checkbox"/> Assurance                | <input type="checkbox"/> Discussion  |
| <input type="checkbox"/> Information (goes in consent items) | <input type="checkbox"/> Noting      |

## REPORT SUMMARY:

[See writing and presentation guidance [here](#) to inform this section]

1. The Committee is presented with the Charity's quarterly performance report (appendix 1), to provide assurance on the Charity's active NHSCT grants.



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2. All required reporting for the NHSCT Ambulance Grant has been completed, and the grant is now closed.
3. To support learning for both the Charity and the Trust, it was initially proposed that a detailed evaluation report on the NHSCT Ambulance Grant be presented at the July meeting. This report, which is in addition to NHSCT's reporting requirements, was intended to evaluate the introduction of Community Welfare Responders within the Trust's response model. However, its development has been delayed, as further work is required with colleagues across directorates to fully evaluate the project's outcomes.

## RECOMMENDATION(S)

See writing and presentation guidance [here](#) to inform this section

Charity Committee is requested to:

1. **RECEIVE ASSURANCE** on the Charity's active NHSCT grants, and on the key risks and mitigations in place

## ADDITIONAL PAPER(S)

Set out here any annexes. See writing and presentation guidance [here](#) regarding materiality and use of the Reading Room

Charity Committee is requested to receive the following:

1. Charity Performance Report, 7 July 2026



Governance and assurance checks to support decision-making and demonstrate alignment and risk mitigation

**CHARITY STRATEGIC OBJECTIVE(S) THIS REPORT SUPPORTS**

Select all that apply:

<input checked="" type="checkbox"/> SO1: The Charity will help WAST to support the wellbeing and development of its staff and volunteers, resulting in a healthier, happier and more experienced workforce	<input checked="" type="checkbox"/> SO2: The Charity will support WAST to build community resilience throughout Wales
<input checked="" type="checkbox"/> SO3: The Charity will support WAST to provide enhanced patient care, through additional projects and/or capital investment, through testing new models of delivery	

**CHARITY STRATEGIC ENABLERS (S) THIS REPORT SUPPORTS**

Select all that apply:

<input checked="" type="checkbox"/> SE1: Proactive fundraising strategy that reflects the needs of WAST and enhances its work strategically	<input type="checkbox"/> SE2: Strong Bids Panel and Bursary Panel processes that are clear and accessible to all colleagues
<input type="checkbox"/> SE3: Colleagues are empowered to apply for funding, contribute towards strategy, fundraise for the Charity and act as ambassadors	<input checked="" type="checkbox"/> SE4: Good communications and evaluation strategy that demonstrate impact and support future fundraising
<input checked="" type="checkbox"/> SE5: Robust governance and sustainable financial position that enable the Charity to expand its work	

**CHARITY RISK(S) THIS REPORT MITIGATES**

Where relevant note the local, directorate, corporate or BAF risk number

None

**HEALTH & CARE QUALITY STANDARD(S) THIS REPORT SUPPORTS**

Quality Domains (select all that apply) [[link to standards](#)]

<input type="checkbox"/> Safe	<input type="checkbox"/> Timely	<input checked="" type="checkbox"/> Effective
<input type="checkbox"/> Efficient	<input checked="" type="checkbox"/> Equitable	<input checked="" type="checkbox"/> Person Centred

Quality Enablers (select all that apply) [[link to standards](#)]

<input type="checkbox"/> Leadership	<input checked="" type="checkbox"/> Workforce	<input checked="" type="checkbox"/> Culture
<input type="checkbox"/> Information	<input type="checkbox"/> Learning Improvement and Research	<input checked="" type="checkbox"/> Whole Systems Approach



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## WAST WELLBEING OBJECTIVE(S) THIS REPORT SUPPORTS

Narrative here (select all that apply) [ <a href="#">link to goals</a> ]		
<input checked="" type="checkbox"/> A socially responsible and inclusive employer	<input checked="" type="checkbox"/> An innovative and sustainable organisation	<input checked="" type="checkbox"/> A pro-active, accessible and equitable care provider
<input type="checkbox"/> n/a	<input type="checkbox"/> n/a	<input type="checkbox"/> n/a

## IMPACT ASSESSMENTS FOR CONSIDERATION

Where a strategic decision is being sought, an Equality Impact Assessment must accompany this paper. You may need to do other impact assessments also so please refer to this signpost document [here](#) for further details.

Does this paper require an impact assessment	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
If yes, what impact assessment is attached	

## APPROVAL/SCRUTINY ROUTE

Date	Person/Group/Committee
n/a	n/a



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# Charity Performance Report

**Charity Committee**

**7 July 2026**



## Project Performance: NHSCT Community Resilience Fund

<b>Grant award</b>	<b>Total awarded</b>	£142,000
	<b>Spend to 31 May 2026</b>	£12,909
	<b>Remaining spend</b>	£129,091

<b>Key dates</b>	<b>Project start date</b>	1 January 2026
	<b>Mid-point conversation with Grants Officer</b>	December 2026 – January 2027
	<b>End of project</b>	31 December 2027
	<b>Final report due</b>	31 January 2028

<b>Targets</b>	<b>Appointment of OHCA Clinical Review clinician</b>	<del>By April 2026</del> Appointment made – expected to start before 1 Jul	
	<b>Appointment of Training Support Officer</b>	<del>Est. start date – Oct 2026</del> Expected to start by Jan 2027	
	<b>Provide train-the-trainer sessions to 20 WAST volunteers</b>	<i>Work not yet started</i>	
	<b>Deliver bystander CPR sessions to 1,000 participants in areas of health inequalities</b>	<i>Work not yet started</i>	

1. Due to recruitment delays, the OHCA Clinical Review clinician has not yet started in their post. An appointment has been made, and the successful candidate is expected to start before 1 July.
2. There was a competitive internal application process, with 10 candidates for the role. The successful candidate is a current Senior Paramedic who has accepted the post as a secondment.
3. Once started, the role will initially focus on collating baseline data. This will both help to measure the project's outcomes, but will also inform the recruitment of the Training Support Officer – as the data will highlight geographical areas where the role could provide most benefit. This will mean there will be a knock-on effect on the timeline for the recruitment of the Training Support Officer.
4. NHSCT have been informed of the delays to recruitment, and as a buffer was built into the original project timeline, there are projected to be no negative impacts to the outcomes of the project as a result of the recruitment delays.

## Project Performance: NHSCT Greener Communities Fund

<b>Grant award</b>	<b>Total awarded</b>	£15,823
	<b>Spend to 31 May 2026</b>	£1,438
	<b>Remaining spend</b>	£14,385

<b>Key dates</b>	<b>Project start date</b>	19 January 2026
	<b>Interim report</b>	31 August 2026
	<b>End of project</b>	15 January 2027
	<b>Final report due</b>	28 February 2027

<b>Targets</b>	<b>Work to be completed by January 2027 KPIs to be confirmed with NHSCT</b>	Work expected to start in July	
	<b>At least 25 colleagues engage through a new Ty Elwy Gardening Club</b>	Expression of Interest so far from 20 colleagues	
	<b>75% of those surveyed have improved wellbeing through the project</b>	Data collection to start from summer 2026	

5. Work on developing a new wellbeing garden at Ty Elwy is due to start in July. The Trust's Environmental and Sustainability Manager is working with a Welsh-based ecologist to deliver the works needed, and to minimise disruption to those working at Ty Elwy.
6. As part of the work, there will be opportunities for staff to get involved with some elements of the development, such as planting.
7. A series of staff engagement sessions at Ty Elwy have gathered the views of staff and to receive suggestions for the garden. So far, feedback has been overwhelmingly positive. Both Estates colleagues and the Charity Team will continue to engage together to keep staff informed of progress. Estates colleagues will ensure that all activity complies with Health and Safety and IPC guidance.
8. A communications plan has been devised, to be launched ahead of work starting, to keep staff updated about the works, and to provide information on how staff can get involved. A central page on Siren hosted by the Charity will have regular progress updates.

9. The draft plans include:
  - a. Raised planters for staff to be able to plant their own flowers and vegetables
  - b. Wildflower planting throughout the site
  - c. Installation of bird and bat boxes throughout the site
  - d. A mixed fruit heritage orchard
  - e. A seating area and pathway for staff to be able to enjoy the new garden

## Project Performance: NHSCT Ambulance Grant

<b>Grant award</b>	<b>Total awarded</b>	£315,290
	<b>Spend to 31 May 2026</b>	£315,290
	<b>Remaining spend</b>	£0

<b>Key dates</b>	<b>End of project (extended from 1 Dec 2025)</b>	28 February 2026 (Spending completed by 31 March)
	<b>Final report for NHSCT</b>	Completed

<b>Targets</b>	<b>Recruit, onboard and train 400 new CWR volunteers by the end of the project</b>	<b>399 recruited, onboarded and trained by 31 March</b>  (Further have been recruited and onboarded since this point)	
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10. This project has now been completed and closed. As a result of this grant, Community Welfare Responders are now integrated within the Trust as part of BAU.
11. All funding has been spent according to the terms of the grant, and all required reporting has been delivered to NHS Charities Together.
12. It was initially intended that a full project closure report would be developed and presented to July's Charity Committee meeting for assurance. This is in addition to NHSCT's funding requirements, and designed to support learning for the Charity and Trust. Whilst there is clear evidence of the project's outputs and delivery, there is further work needed with colleagues across directorates to fully evaluate the outcomes and benefits of the project. The report has therefore been delayed until a future meeting.



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Agenda Item No. **9**

## REPORT TITLE

Charity Funds Finance Update

## MEETING

Name of meeting	Charity Committee
Date of meeting	7 July 2026
Public or Private	Public
If private - <a href="#">rationale</a>	n/a

## REPORT SPONSOR

Executive sponsor	Chris Turley, Executive Director of Finance and Corporate Resources
Author(s) of report	Edward Roberts, Interim Assistant Director of Finance and Corporate Resources Bernadette Mitchell, Finance Assistant, Charitable Funds

## PURPOSE OF REPORT

<input type="checkbox"/> Approval	<input type="checkbox"/> Endorsement
<input checked="" type="checkbox"/> Assurance	<input checked="" type="checkbox"/> Discussion
<input checked="" type="checkbox"/> Information (goes in consent items)	<input checked="" type="checkbox"/> Noting



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## REPORT SUMMARY

1. To present to the Charity Committee an update on the following:
  - I&E for 2025/26 – (£61k) net movement | £15.6k loss on COIF Investments
  - I&E for April 2026 to May 2026 – (£7k) net movement
  - Budget vs Actuals for April 2026 to May 2026 - £215k left to raise to hit annual target.
  - Fund balances held as of 31 May 2026 - c£694k
  - COIF Charity Investment Fund – 8.44% increase YTD.

## RECOMMENDATION(S)

The Charity Committee is requested to:

1. **Note** the contents of this finance report.

## ADDITIONAL PAPER(S)

n/a

Governance and assurance checks to support decision-making and demonstrate alignment and risk mitigation

## STRATEGIC OBJECTIVE(S) THIS REPORT SUPPORTS

Narrative here (select all that apply) [\[link to objectives and what good looks like\]](#)

<input type="checkbox"/> SO1: Providing the right care or advice, in the right place, every time	<input checked="" type="checkbox"/> SO2: Enabling our people to be the best they can be
<input type="checkbox"/> SO3: Being at the forefront of innovation and technology	<input checked="" type="checkbox"/> SO4: Developing services in collaboration
<input checked="" type="checkbox"/> SO5: Being quality driven and clinically led	<input checked="" type="checkbox"/> SO6: Delivering exceptional value



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## RISK(S) THIS REPORT MITIGATES

Where relevant note the local, directorate, corporate or BAF risk number

n/a

## HEALTH & CARE QUALITY STANDARD(S) THIS REPORT SUPPORTS

Quality Domains (select all that apply) [[link to standards](#)]

<input type="checkbox"/> Safe	<input type="checkbox"/> Timely	<input type="checkbox"/> Effective
<input type="checkbox"/> Efficient	<input type="checkbox"/> Equitable	<input checked="" type="checkbox"/> Person Centred

Quality Enablers (select all that apply) [[link to standards](#)]

<input type="checkbox"/> Leadership	<input checked="" type="checkbox"/> Workforce	<input checked="" type="checkbox"/> Culture
<input type="checkbox"/> Information	<input checked="" type="checkbox"/> Learning Improvement and Research	<input checked="" type="checkbox"/> Whole Systems Approach

## WAST WELLBEING OBJECTIVE(S) THIS REPORT SUPPORTS

Narrative here (select all that apply) [[link to goals](#)]

<input checked="" type="checkbox"/> A socially responsible and inclusive employer	<input checked="" type="checkbox"/> An innovative and sustainable organisation	<input type="checkbox"/> A pro-active, accessible and equitable care provider
<input type="checkbox"/> n/a	<input type="checkbox"/> n/a	<input checked="" type="checkbox"/> n/a

## IMPACT ASSESSMENTS FOR CONSIDERATION

Where a strategic decision is being sought, an Equality Impact Assessment must accompany this paper. You may need to do other impact assessments also so please refer to this signpost document [here](#) for further details.

Does this paper require an impact assessment	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
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If yes, what impact assessment is attached	
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## APPROVAL/SCRUTINY ROUTE

Date	Person/Group/Committee
n/a	n/a



## SITUATION

1. This report provides the Committee with an update on fund balances held, along with an update on the COIF Charity Investment Fund Accumulation Units held by the charity, including a valuation as of 31 May 2026.

## BACKGROUND/ASSESSMENT

2. Below is a summary of the income and expenditure for 2025/26. These figures are subject to independent examination by Audit Wales later in the year.

	Unrestricted £	Designated £	Restricted £	Total £
<b>Income:</b>				
• Donations	25,378	19,506	0	44,884
• Legacies	501	0	0	501
• Grant income	0	0	157,823	157,823
• Interest Rec'd	8,250	9,141	0	17,391
<b>TOTAL INCOME</b>	<b>34,129</b>	<b>28,647</b>	<b>157,823</b>	<b>220,599</b>
<b>Expenditure:</b>				
• Raising funds	1,118	8,758	0	9,876
• Charitable activities	32,662	294	0	32,956
• Grant expenditure	0	0	145,014	145,014
• Admin/Support	13,255	64,953	0	78,208
<b>TOTAL EXPENDITURE</b>	<b>47,035</b>	<b>74,005</b>	<b>145,014</b>	<b>266,054</b>
Gains/(Losses)	(15,594)	0	0	(15,594)
Transfers	9,595	5,388	(14,983)	0
<b>NET MOVEMENT</b>	<b>(18,905)</b>	<b>(39,970)</b>	<b>(2,174)</b>	<b>(61,049)</b>
Balance b/f 01-Apr-2025	205,973	180,703	374,964	761,640
<b>Balance c/f 31-Mar-2026</b>	<b>187,068</b>	<b>140,733</b>	<b>372,790</b>	<b>700,591</b>

3. Below is a summary of the income and expenditure for the period between 1 April 2026 to 31 May 2026.

	Unrestricted £	Designated £	Restricted £	Total £
<b>Income:</b>				
• Donations	5,415	2,288	0	7,703
• Legacies	0	0	0	0



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• Grant income	0	0	0	0
• Fund Generation	0	0	0	0
• Interest Rec'd	2,677	0	0	2,677
<b>TOTAL INCOME</b>	<b>8,092</b>	<b>2,288</b>	<b>0</b>	<b>10,380</b>
<b>Expenditure:</b>				
• Raising funds	0	3,017	0	3,017
• Charitable activities	(1,058)	0	0	(1,058)
• Grant expenditure	0	0	0	0
• Admin/Support	1,799	13,611	0	15,410
<b>TOTAL EXPENDITURE</b>	<b>741</b>	<b>16,628</b>	<b>0</b>	<b>17,369</b>
Transfers				
<b>NET MOVEMENT</b>	<b>7,351</b>	<b>(14,340)</b>	<b>0</b>	<b>(6,989)</b>



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4. Below is a summary of the income & expenditure compared to the budgets as approved by the Board of Trustees on 29 January 2026 for the period 1 April 2026 to 31 May 2026.

	<b>Budget Approved by Corporate Trustee</b>	<b>Actual YTD</b>	<b>Budget Remaining</b>	<b>Comments provided by Head of Charity</b>
<b>Income:</b>				
Donations	76,004	7,703	68,301	
Legacies	15,238	0	15,238	Gifts worth around £35,000 are currently undergoing administration and are expected to be paid to the Charity during 2026-27.
Grants	110,000	0	110,000	
Fund Generation	14,078	0	14,078	This includes a potential charitable lottery which has not yet been launched.
Interest Rec'd	9,951	2,677	7,274	
<b>TOTAL INCOME:</b>	<b>225,271</b>	<b>10,380</b>	<b>214,891</b>	
<b>Expenditure:</b>				
Raising Funds	37,441	3,017	34,424	
Charitable Activities	294,175	(1,058)	295,233	
Grant Expenditure	105,850	0	105,850	Related to two NHSCT grants. Spending on these projects has not yet commenced.
Admin/Support	101,533	15,410	86,123	
<b>TOTAL EXPENDITURE:</b>	<b>538,999</b>	<b>17,369</b>	<b>521,630</b>	
<b>NET MOVEMENT:</b>	<b>(313,728)</b>	<b>(6,989)</b>	<b>(306,739)</b>	

## Update on Fund Balances as of 31 May 2026

### 5. The table below is a detailed balance sheet as of 31 May 2026:

(Please note, the COIF Investment Fund is updated in the Charity Accounts annually therefore, the balance sheet does not reflect the current performance. This information is provided in the COIF update documented from para 11 onwards)

<b>WAST Charity Balance Sheet as at 31st May 2026</b>							
			<b>UNRESTRICTED</b>	<b>DESIGNATED</b>	<b>RESTRICTED</b>	<b>TOTAL</b>	
<b>ASSETS</b>	INVESTMENTS	COIF Investment Fund	£203,459	£55,619	£0	£259,078	
	CASH & BANK	COIF Deposit	£0	£84,906	£326,793	£411,699	
		PayPal	£0	£0	£0	£0	
		HIB Account	£0	£0	£45,057	£45,057	
		Current Account	£0	£0	£26,702	£26,702	
	DEBTORS	Accrued Income	£33	£0	£29,982	£29,949	
		Recoverable Tax - Gift Aid	£0	£0	£0	£0	
		Prepayments	£663	£0	£0	£663	
	<b>TOTAL ASSETS:</b>			<b>£204,088</b>	<b>£140,525</b>	<b>£375,129</b>	<b>£719,742</b>
	<b>LIABILITIES</b>	CREDITORS	Trade Creditors	£2,039	£8,314	£0	£10,353
Deferred Income			£0	£0	£0	£0	
Accruals			£6,609	£6,838	£2,340	£15,788	
Suspense			£0	£0	£0	£0	
			£8,648	£15,153	£2,340	£26,141	
<b>TOTAL ASSETS LESS LIABILITIES:</b>			<b>£195,440</b>	<b>£125,373</b>	<b>£372,789</b>	<b>£693,602</b>	
<b>FUNDS &amp; RESERVES</b>	AMBU	NORTH FUNDS	£27,595			£27,595	
	GPCW	CENTRAL & WEST	£8,888			£8,888	
	GPSE	SOUTHEAST	£829			£2,073	
	BARY		£995				
	CBLT		£250				
	GPHQ	NATIONAL	£100,494			£100,494	
	BYFR	CFR's		£578		£5,748	
	RESP			£5,171			
	VTRS	VOLUNTEERS - NATIONAL		£191		£191	
	STAF	STAFF THANK YOU/WELLBEING FUND		£368		£368	
	WISH	WISH		£25,175		£25,175	
	BURS	BURSARY		£15,000		£15,000	
	CENT	CENTRAL SERVICES		£78,890		£78,890	
	EMSA	EMS AMBULANCE			£137	£137	
	HHPB	HOLYHEAD PATIENT BENEFIT			£5,000	£5,000	
	HRTV	HEART ATTACK VICTIMS			£13,336	£13,336	
	AMBF	BARMOUTH AMBULANCE EQUIPMENT			£53,533	£53,533	
	BLAE	BLAENAU FFESTINIOG			£8,422	£8,422	
	CBAY	COLWYN BAY STATION			£148,886	£148,886	
	NHS5	NHSCT COMMUNITY RESILIENCE			£129,091	£129,091	
	NHS6	NHSCT GREENER SPACES			£14,385	£14,385	
	ADMI	2026-27 CENTRAL COSTS APPORTIONED	£1,799			£1,799	
	REVL	COIF INVESTMENT REVALUATION RESERVE	£58,190			£58,190	
	<b>TOTAL FUNDS &amp; RESERVES:</b>			<b>£195,440</b>	<b>£125,373</b>	<b>£372,789</b>	<b>£693,602</b>
	<b>TOTAL LIABILITIES &amp; FUNDS &amp; RESERVES</b>			<b>£204,088</b>	<b>£140,525</b>	<b>£375,129</b>	<b>£719,742</b>

6. The TENP and CWFR funds have now been fully spent down and closed.

7. The HoC is working with other sub-fund holders within the unrestricted southeast funds to help draw these down via application to the charity's Bids Panel.



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## **Update on COIF Investment Fund as of 31 May 2026.**

8. Between 1 April 2026 and 31 May 2026, the unit price of the Charity's investments increased by 8.44%, resulting in an overall gain of c£21.9k. We currently hold 1,090.14 units at a unit price of £257.7126, giving a total market value of c£280.9k.

## **RECOMMENDATION**

9. The recommendation(s) are as set out in the front cover above.

## **NEXT STEPS**

10. To continue monitoring income and expenditure against the 2026/27 charity budget, approved by Corporate Trustee 29 January 2026.



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**CHARITY**

Agenda Item No. 10

## REPORT TITLE

Charity Risk Management Report

## MEETING

Name of meeting	Charity Committee
Date of meeting	07 July 2026
Public or Private	Public
If private - <a href="#">rationale</a>	Choose item from below

## REPORT SPONSOR

Executive sponsor	Estelle Hitchon, Director of Partnerships and Engagement
Author(s) of report	Julie Boalch, Assistant Director of Corporate Governance & Risk

## PURPOSE OF REPORT

<input type="checkbox"/> Approval	<input type="checkbox"/> Endorsement
<input checked="" type="checkbox"/> Assurance	<input type="checkbox"/> Discussion
<input type="checkbox"/> Information (goes in consent items)	<input type="checkbox"/> Noting



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## REPORT SUMMARY:

[See writing and presentation guidance [here](#) to inform this section]

1. The purpose of the report is to provide assurance in respect of the management of the Charity's risks which are aligned to the Charity Committee for oversight.
2. A summary of these risks is set out in Annex 1 of the report.
3. There are no material changes to the risks and there are no escalations.

## RECOMMENDATION(S)

See writing and presentation guidance [here](#) to inform this section

The Charity Committee is requested to:

1. Receive the Charity Risk Register.

## ADDITIONAL PAPER(S)

Set out here any annexes. See writing and presentation guidance [here](#) regarding materiality and use of the Reading Room

The Charity Committee is requested to receive the following:

1. Annex 1 – Charity Risk Register Summary
2. Annex 2 – Charity Risk Register

Governance and assurance checks to support decision-making and demonstrate alignment and risk mitigation

## STRATEGIC OBJECTIVE(S) THIS REPORT SUPPORTS

Narrative here (select all that apply) [[link to objectives and what good looks like](#)]

SO1: Providing the right care or advice, in the right place, every time

SO2: Enabling our people to be the best they can be

SO3: Being at the forefront of innovation and technology

SO4: Developing services in collaboration

SO5: Being quality driven and clinically led

SO6: Delivering exceptional value



## RISK(S) THIS REPORT MITIGATES

Where relevant note the local, directorate, corporate or BAF risk number

See Charity Risk Register

## HEALTH & CARE QUALITY STANDARD(S) THIS REPORT SUPPORTS

Quality Domains (select all that apply) [[link to standards](#)]

<input type="checkbox"/> Safe	<input type="checkbox"/> Timely	<input type="checkbox"/> Effective
<input type="checkbox"/> Efficient	<input type="checkbox"/> Equitable	<input checked="" type="checkbox"/> Person Centred

Quality Enablers (select all that apply) [[link to standards](#)]

<input type="checkbox"/> Leadership	<input type="checkbox"/> Workforce	<input type="checkbox"/> Culture
<input type="checkbox"/> Information	<input type="checkbox"/> Learning Improvement and Research	<input checked="" type="checkbox"/> Whole Systems Approach

## WAST WELLBEING OBJECTIVE(S) THIS REPORT SUPPORTS

Narrative here (select all that apply) [[link to goals](#)]

<input type="checkbox"/> A socially responsible and inclusive employer	<input type="checkbox"/> An innovative and sustainable organisation	<input checked="" type="checkbox"/> A pro-active, accessible and equitable care provider
<input checked="" type="checkbox"/> n/a	<input checked="" type="checkbox"/> n/a	<input type="checkbox"/> n/a

## IMPACT ASSESSMENTS FOR CONSIDERATION

Where a strategic decision is being sought, an Equality Impact Assessment must accompany this paper. You may need to do other impact assessments also so please refer to this signpost document [here](#) for further details.

Does this paper require an impact assessment	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
--	--

If yes, what impact assessment is attached	
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## APPROVAL/SCRUTINY ROUTE

Date	Person/Group/Committee
n/a	n/a



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## Annex 1 – Charity Risk Register Summary

CORPORATE RISK REGISTER				
RISK ID	NEW RISK TITLE	NEW SUMMARY DESCRIPTION	EXECUTIVE OWNER	RISK SCORE
CHAR-003	Lack of compliance with legal and regulatory framework	<p><b>IF</b> the Trust's Charity lacks robust awareness and active monitoring of the current legislation and regulations</p> <p><b>THEN</b> it is at risk of non-compliance with legal and statutory obligations</p> <p><b>RESULTING IN</b> potential enforcement action including financial penalties, reputational damage and possible restrictions on charitable activities</p>	Director of Partnerships & Engagement	<p><b>10</b> <b>(2x5)</b></p> <p>➔</p>
CHAR-005	Lack of internal processes and governance structures in place to meet the conditions of grants	<p><b>IF</b> robust governance arrangements are not in place for the oversight of charity grants including due diligence, monitoring of spend and accurate reporting</p> <p><b>THEN</b> there is potential for the conditions of the grant to be breached</p> <p><b>RESULTING IN</b> damage to the Charity's reputation, potential for grants to be reclaimed and an inability to secure grants in the future.</p>	Director of Partnerships & Engagement	<p><b>6</b> <b>(2x3)</b></p> <p>➔</p>
CHAR-008	Failure to raise sufficient funds to deliver the Charity's strategic objectives	<p><b>IF</b> the Charity fails to meet its fundraising targets</p> <p><b>THEN</b> it will be unable to sustain core staffing levels or fund strategic charitable projects</p> <p><b>RESULTING IN</b> the Charity being unable to meet its strategic objectives, with reduced overall impact and damage to its credibility</p>	Director of Partnerships & Engagement	<p><b>12</b> <b>(3x4)</b></p>

RISK ID	Details	Title	Summary Description	Risk Status/Level	Executive Owner	Current Risk Score	Target Score	Notes
CHAR-002	Corporate Trustee – skills, roles and responsibilities and training	Lack of training amongst the Corporate Trustee	<p><b>IF</b> the role of the Corporate Trustee is not defined and understood</p> <p><b>THEN</b> there is potential for failure of it to fulfil its control functions</p> <p><b>RESULTING IN</b> potential for the Corporate Trustee failing to fulfil its legal and regulatory obligations</p>	<i>Draft</i>				This risk is being considered for amalgamation into CHAR-003 for the next round.
CHAR-003	Compliance with legal and regulatory framework	Lack of compliance with legal and regulatory framework	<p><b>IF</b> the Trust's Charity lacks robust awareness and active monitoring of the current legislation and regulations</p> <p><b>THEN</b> it is at risk of non-compliance with legal and statutory obligations</p> <p><b>RESULTING IN</b> potential enforcement action including financial penalties, reputational damage and possible restrictions on charitable activities</p>	<i>Approved</i>		<b>10</b> <b>(2x5)</b>	<b>5</b> <b>1x5)</b>	
CHAR-005	Governance and management of funds	Lack of internal processes and governance structures in place to meet the conditions of grants	<p><b>IF</b> robust governance arrangements are not in place for the oversight of charity grants including due diligence, monitoring of spend and accurate reporting.</p> <p><b>THEN</b> there is potential for the conditions of the grant to be breached</p> <p><b>RESULTING IN</b> damage to the Charity's reputation, potential for grants to be reclaimed and an inability to secure grants in the future.</p>	<i>Approved</i>	Director of Partnerships and Engagement	<b>6</b> <b>(2x3)</b>	<b>3</b> <b>1x3)</b>	
CHAR-008	Failure to meet fundraising targets	Failure to meet fundraising targets	<p><b>IF</b> the Charity fails to meet its fundraising targets</p> <p><b>THEN</b> the Charity will be unable to sustain core staffing levels or fund strategic charitable projects</p> <p><b>RESULTING IN</b> the Charity being unable to meet its strategic objectives, with reduced overall impact and damage to its credibility</p>	<i>Approved</i>	Director of Partnerships and Engagement	<b>12</b> <b>(3x4)</b>	<b>8</b> <b>(2x4)</b>	

RISK ID	Details	Title	Summary Description	Risk Status/Level	Executive Owner	Current Risk Score	Target Score	Notes
CHAR-001	Resource and capacity to manage the Charity	Lack of resource and capacity to manage the Charity	<p><b>IF</b> the Trust fails to recruit a Charity Manager and other necessary staff</p> <p><b>THEN</b> the Charity will fail to meet its objectives</p> <p><b>RESULTING IN</b> financial management difficulties and loss of reputation</p>	<i>Closed</i>		<p><b>12</b> <b>(3x4)</b></p> <p>↓</p> <p><b>4</b> <b>(1x4)</b></p>	<b>4</b> <b>1x4)</b>	<p>This is approved for closure by the ELT 11/06/2025</p> <p>The risk is mitigated with the appointment of a Head of Charity.</p> <p>A new risk on resources has been developed and residual risk will transfer to CHAR-008</p>
CHAR-004	Grants – administration, meeting conditions and evidence	Lack of necessary administration, meeting conditions and providing evidence for the grants received	<p><b>IF</b> the Charity fails to properly administer and meet the conditions of the grants received</p> <p><b>THEN</b> there is a potential to not be compliant with the donors imposed restrictions and supplying evidence</p> <p><b>RESULTING IN</b> negative impact on future funding, potential for claw back of funding, regulatory action and loss of reputation.</p>	<i>Closed</i>		<b>6</b> <b>(2x3)</b>		Amalgamated into 5
CHAR-006	Volunteer Risk	Lack of sufficient governance, guidance, and assurance in	<b>IF</b> there fails to be sufficient governance and assurance in place in respect of volunteer funds and fundraising activities	<i>Corporate</i>	TBC			This risk sits with the Trust rather than the Charity and is closed from this register
CHAR-007	Late filing of Charity Annual Accounts submission – Reputational Risk	Reputational damage of the Trust’s Charity and Trustees due to the late filing of the Annual Return	<p><b>IF</b> the Trust fails to submit its annual return and the Charity Accounts receive a qualified opinion from Audit Wales</p> <p><b>THEN</b> the public register of charities will show that the Trust’s annual return has been filed late</p> <p><b>RESULTING IN</b> the Charity potentially being unable to attract funds because of perceived deficiencies in the Charity’s reporting mechanisms</p>	<i>Closed</i>	Director of Finance & Corporate Resources	<b>6</b> <b>(2x3)</b>		This risk was worked up in April 2024; presented to CC and now closed from the CHRR



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Agenda Item No.

11

## REPORT TITLE

[New] Charitable Funds Policy

## MEETING

Name of meeting	Charity Committee
Date of meeting	07 July 2026
Public or Private	Public
If private - <a href="#">rationale</a>	Choose item from below

## REPORT SPONSOR

Executive sponsor	Estelle Hitchon, Director of Partnerships and Engagement
Author(s) of report	Lisa Trounce, Head of Compliance and Assurance / Policy Group Chair

## PURPOSE OF REPORT

- |  |                                      |
|--|--------------------------------------|
| <input checked="" type="checkbox"/> Approval                 | <input type="checkbox"/> Endorsement |
| <input type="checkbox"/> Assurance                           | <input type="checkbox"/> Discussion  |
| <input type="checkbox"/> Information (goes in consent items) | <input type="checkbox"/> Noting      |



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## REPORT SUMMARY:

[See writing and presentation guidance [here](#) to inform this section]

1. The purpose of this report is to present the new Charitable Funds Policy to the Charity Committee for approval and adoption.
2. The Welsh Ambulance Services NHS Trust Charity is the official NHS charity of the Welsh Ambulance Services University NHS Trust (the Trust). The Charity supports activities that enhance services beyond those funded through statutory NHS resources, benefiting patients, their families, and communities across Wales. It also supports initiatives that promote the wellbeing, development and recognition of Trust staff and volunteers, with all charitable activities contributing to improved outcomes and experiences for patients.
3. The Trust is authorised under NHS legislation to receive charitable donations and grants. These funds must be held and managed separately from NHS funds and are subject to charity law and associated regulatory requirements. The Welsh Ambulance Services NHS Trust Charity has therefore been established as a distinct legal entity to manage charitable funds and ensure that income, expenditure and decision-making comply with relevant legislation, regulatory requirements and good governance principles.
4. The purpose of the Charitable Funds Policy is to define the relationship between the Trust and the Charity, clarify roles and responsibilities, and set out the key legal, governance and operational requirements for the management of charitable funds. The policy provides a framework to ensure that charitable resources are managed transparently, appropriately and in accordance with the Charity's objectives.
5. The policy has been developed by the Head of Charity following a review of existing arrangements and has been subject to consideration by the Trust's Policy Group, trust-wide consultation, and endorsement by the Executive Leadership Team. It is now presented to the Charity Committee for approval and adoption.

## RECOMMENDATION(S)

See writing and presentation guidance [here](#) to inform this section

The Charity Committee is requested to:

1. Approve the new Charitable Funds Policy [Annex 1].



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## ADDITIONAL PAPER(S)

Set out here any annexes. See writing and presentation guidance [here](#) regarding materiality and use of the Reading Room

The Charity Committee is requested to receive the following:

1. Annex 1 – Copy of the [New] Charitable Funds Policy
2. Annex 2 – Copy of the integrated equality impact assessment (EqIA) completed in respect of the [New] Charitable Funds Policy

Governance and assurance checks to support decision-making and demonstrate alignment and risk mitigation

## STRATEGIC OBJECTIVE(S) THIS REPORT SUPPORTS

Narrative here (select all that apply) [\[link to objectives and what good looks like\]](#)

<input type="checkbox"/> SO1: Providing the right care or advice, in the right place, every time	<input type="checkbox"/> SO2: Enabling our people to be the best they can be
<input type="checkbox"/> SO3: Being at the forefront of innovation and technology	<input type="checkbox"/> SO4: Developing services in collaboration
<input type="checkbox"/> SO5: Being quality driven and clinically led	<input checked="" type="checkbox"/> SO6: Delivering exceptional value

## RISK(S) THIS REPORT MITIGATES

Where relevant note the local, directorate, corporate or BAF risk number

N/A

## HEALTH & CARE QUALITY STANDARD(S) THIS REPORT SUPPORTS

Quality Domains (select all that apply) [\[link to standards\]](#)

<input type="checkbox"/> Safe	<input type="checkbox"/> Timely	<input checked="" type="checkbox"/> Effective
<input checked="" type="checkbox"/> Efficient	<input checked="" type="checkbox"/> Equitable	<input type="checkbox"/> Person Centred

Quality Enablers (select all that apply) [\[link to standards\]](#)

<input checked="" type="checkbox"/> Leadership	<input checked="" type="checkbox"/> Workforce	<input checked="" type="checkbox"/> Culture
<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Learning Improvement and Research	<input checked="" type="checkbox"/> Whole Systems Approach



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## WAST WELLBEING OBJECTIVE(S) THIS REPORT SUPPORTS

Narrative here (select all that apply) [ <a href="#">link to goals</a> ]		
<input checked="" type="checkbox"/> A socially responsible and inclusive employer	<input checked="" type="checkbox"/> An innovative and sustainable organisation	<input checked="" type="checkbox"/> A pro-active, accessible and equitable care provider
<input type="checkbox"/> n/a	<input type="checkbox"/> n/a	<input type="checkbox"/> n/a

## IMPACT ASSESSMENTS FOR CONSIDERATION

Where a strategic decision is being sought, an Equality Impact Assessment must accompany this paper. You may need to do other impact assessments also so please refer to this signpost document [here](#) for further details.

Does this paper require an impact assessment	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
If yes, what impact assessment is attached	Copy of completed integrated Equality Impact Assessment (EqIA)

## APPROVAL/SCRUTINY ROUTE

Date	Person/Group/Committee
14 November 2025	Partnership and Engagement Executive Review
19 March 2026	Policy Group – Approved for Trust-wide consultation
21 March 2026 to 23 April 2026	Trust-wide consultation (staff/volunteer engagement)
27 May 2026	Policy Group – Presentation of post consultation changes
10 June 2026	Executive Leadership Team – endorsed



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# Charitable Funds Policy

<b>Policy Number:</b>	118	<b>Version No:</b>	0.9	<b>Supersedes:</b>	Internal Guidance – October 2019
<b>Date of Approval:</b>	TBC	<b>Review Date:</b>	3 years from approval date	<b>Impact Assessments Completed:</b>	Completed
<b>Classification of Document:</b>	Corporate	<b>Type of Document:</b>	Policy	<b>Approved by:</b>	Charity Committee
<b>Brief Summary of Document:</b>	The purpose of this policy is to outline the general principles relating to the Trust's charitable funds, and the legislation and guidance that underpins these principles. It also aims to provide colleagues with general guidance on how charitable donations can be accepted, and how charitable funds can be spent. The Charity Procedural Documents (Appendix 1) should be consulted for more detail in each case.				
<b>Scope:</b>	This Policy applies to all staff that are directly employed by WAST and also encompasses Non-Executive Directors, bank staff, volunteers, contractors, and all those for whom the organisation has legal responsibility, such as students and trainees.				
<b>To be read in conjunction with:</b>	Charity Procedural Documents (full list in Appendix 1) Standards of Business Conduct Policy Charitable Funds Investment Policy NHS Research and Development Finance Policy				
<b>Owning Committee</b>	Charity Committee				
<b>Policy Lead:</b>	David Hopkins	<b>Job Title:</b>	Head of Charity		
<b>Trade Union Leads:</b>	Damon Turner & Hugh Parry	<b>Job Title:</b>	Trade Union Partners		
<b>Executive Director:</b>	Estelle Hitchon	<b>Job Title:</b>	Director of Partnerships and Engagement		

## Version Control Sheet

Version	Date	Author	Summary of Changes
V0.1	29/10/2025	David Hopkins	Initial draft of policy for review
V0.2	14/11/2025	Estelle Hitchon	Changes tracked
V0.3	08/01/2026	David Hopkins	Amends from TU partner feedback
V0.4	26/02/2026	David Hopkins	Minor formatting, updates to approval route
V0.5	05/03/2026	David Hopkins	Incorporating minor feedback from stakeholders
V0.6	20/03/2026	Lisa Trounce	Policy prepared for Trust-wide consultation
V0.7	29/04/2026	David Hopkins	Incorporating comments following Trust-wide consultation
V0.8	27/05/2026	Lisa Trounce	Policy prepared for onward travel to ELT for endorsement
V0.9	26/06/2026	Lisa Trounce	Policy prepared for onward travel to Charity Committee for approval and adoption

### Keywords

Charity, Charitable Funds, Charities, WASC, Fundraising, Donation, Cash, Gifts

## Impact Assessment Reviews

Area	Date of Review	Name of Reviewer
Data Protection	27/11/2025	Kelly Holding
EqIA	19/11/2025	Kathryn Cobley
Welsh Language	20/11/2025	Melfyn Hughes
Environment	28/11/2025	Chris Davies
Quality	5/12/2025	William Clarke

### Key Stakeholders consulted

Name	Job Title
Leanne Smith	Chair of Bids Panel
Trish Mills	Director of Corporate Governance / Board Secretary
Damon Turner	Trade Union Partner
Hugh Parry	Trade Union Partner

### Policy Approval Route

Meeting Title	Meeting Date	Purpose/Outcome
Partnership & Engagement Executive Review	14/11/2025	Directorate review and sign off
Policy Group	19/03/2026	Approved for Trust-wide consultation
Trust-wide Consultation (28 days)	21/03/2026 – 23/04/2026	Staff engagement/feedback
Policy Group	27/05/2026	Review of post-consultation version and any changes made
Executive Leadership Team (ELT)	10/06/2026	Endorsed for onward travel to Charity Committee for approval
Charity Committee	07/07/2026	For approval and adoption

#### Disclaimer

If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the [Amb\\_policies@wales.nhs.uk](mailto:Amb_policies@wales.nhs.uk)

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## 1. INTRODUCTION AND AIM

The **Welsh Ambulance Services NHS Trust Charity** (“the Welsh Ambulance Service Charity” or “the Charity”) is the official NHS charity of the Welsh Ambulance Services University NHS Trust (“the Trust”).

**Commented [LT1]:** NB: The Trust's university status is not included here as the name in bold reflects how the charity is currently registered with the Charity Commission.

The purpose of the Charity is to support the services provided by the Welsh Ambulance Service Trust, enhancing what is possible through statutory funding. The Charity funds projects that benefit patients and their families throughout Wales, as well as projects that support the wellbeing and development of WAST staff and volunteers. All of the Charity's activities should ultimately provide benefit for the Trust's patients through additional and enhanced provision.

The Trust is empowered by NHS legislation and by statutory instrument to accept charitable donations and grants. However, legislation requires that these donations must be held separately as charitable funds, which are subject to charity law (including the Charities Act 2022).

The Welsh Ambulance Service Charity is a legally separate entity that has been created by the Trust to manage these charitable funds, and to ensure that charitable expenditure is compliant with the relevant legislation and guidance.

The purpose of this policy is to outline the relationship between the Trust and the Charity, and to outline the Charity's key legal obligations under charitable law.

This policy is intended to outline general principles and should be read in conjunction with the Charity's procedural documents. A full list of these documents can be found in Appendix 1.

## 2. SCOPE

This Charitable Funds Policy applies to all staff who are directly or indirectly employed by WAST and encompasses Non-Executive Directors, bank staff, volunteers, and contractors and all those that it has legal responsibility for.

It is intended to cover all scenarios relating to charitable giving, including any situation where the Welsh Ambulance Service Charity receives, holds and spends charitable funds. It also covers situations where colleagues may wish to fundraise for other registered charities or good causes whilst in the workplace.

### 3. CHARITABLE FUNDS POLICY

#### 3.1 Charitable expenditure principles

3.1.1 According to the Charity's listing on the Charity Commission website:

*The Welsh Ambulance Service Charity supports the services provided by the Welsh Ambulance Service Trust, enhancing what is possible through statutory funding. The Charity funds projects that benefit patients and their families throughout Wales, as well as projects that support the wellbeing and development of WAST staff and volunteers.*

3.1.2 To be deemed legally charitable, the charity's expenditure must<sup>1</sup>:

- be for the public benefit
- be exclusively charitable
- be used to further the objects of the charity

3.1.3 Public benefit is the term used to describe how a charity makes a difference to the public. According to the Healthcare Financial Management Association (HFMA)<sup>2</sup>, in the context of NHS charities, public benefit can be demonstrated if expenditure can be shown to be:

- "be for the public in general or a section of it so there must not be unduly restrictive conditions on who can access the benefit"
- "not give rise to more than an incidental personal benefit"

3.1.4 The context in 3.1.2 and 3.1.3 can be summarised as "the public benefit test", which is the guidance that the Charity must assess all proposals for expenditure. Based on the public benefit test, and based on guidance from both the Charity Commission and HFMA, the Welsh Ambulance Service Charity's expenditure should ultimately provide benefit for the Trust's patients.

3.1.5 It's important to note that the "public benefit test" does allow for charitable funding to be spent on staff wellbeing and welfare, as long as a link can be demonstrated to improved patient care, for example through improved staff wellbeing, better staff morale, and lower staff attrition and sickness.

<sup>1</sup> NHS Charitable Funds, fifth edition (p9), Healthcare Financial Management Association

<sup>2</sup> *Spending NHS Charitable Funds*, April 2020, Healthcare Financial Management Association

3.1.6 According to the HFMA<sup>3</sup>:

*“As a general rule, most NHS charitable funds have been set up to enhance statutory provision rather than to provide what might be regarded as basic public services”.*

3.1.7 Based on this guidance and the wider legislative context above, the Charity’s expenditure should provide additional and enhanced provision, and should not replace statutory funding.

3.1.8 The Corporate Trustee is ultimately responsible for ensuring charitable expenditure meets charity law. It delegates decision-making on individual bids to the Charity Committee.

3.1.9 The Charity Committee may decide to delegate decisions up to a financial threshold to other decision-making forums, such as Bids Panel and Bursary Panel. Charity Committee may also decide to delegate limited financial decision-making in certain areas to appointed Fund Managers, or directly to the Head of Charity.

3.1.10 For staff wishing to make an application for charitable funding, the latest versions of the following documents should be consulted, available on Siren:

- Application guidance available on Siren relating to Bids Panel and Bursary Panel
- The Charity’s guidance documents on eligible charitable expenditure

## 3.2 Governance of the Welsh Ambulance Services NHS Trust Charity

3.2.1 The Welsh Ambulance Services NHS Trust Charity is registered with the Charity Commission of England and Wales (registered charity no.1050084). To maintain charitable status, the Charity must comply with all the operating, reporting and other requirements of the Charities Act 2022.

3.2.2 In accordance with NHS legislation, the Trust acts as the Charity’s Corporate Trustee. The Corporate Trustee, and therefore by definition the Trust, is legally responsible for ensuring the Charity complies with all relevant legislation and guidance.

3.2.3 When discussing matters relating to the Charity, the Trust must always act in the best interests of the Charity, and must act in accordance with the Charities Act 2022. In practice, in order to recognise this distinct duty, the Trust Board meets separately to discuss charity matters as the Corporate Trustee.

<sup>3</sup> NHS Charitable Funds, fifth edition (p20), Healthcare Financial Management Association

- 3.2.4 The Corporate Trustee must ensure that all required reporting is completed, including the Annual Report and Return, and maintaining up-to-date information on the public Register of Charities. The Head of Charity is responsible for advising the Corporate Trustee on managing reporting requirements on a day-to-day basis.
- 3.2.5 The Corporate Trustee has delegated some of its activities to a formal committee, known as the Charity Committee, which acts under its own Terms of Reference. The purpose of the Charity Committee is to provide scrutiny and assurance on the work of the Charity, including its fundraising strategy, charitable activities and expenditure, and governance.

### 3.3 Charitable funds and financial arrangements

- 3.3.1 The Executive Director of Finance and Corporate Resources is responsible for maintaining the Charity's banking arrangements, and ensuring that annual reports are prepared to meet the Charity's reporting requirements to the Charity Commission.
- 3.3.2 No individual, group or local team is permitted to operate separate bank accounts on behalf of the Charity.
- 3.3.3 Charitable funds must be held separately to exchequer funds, and accounted for separately. It is a legal requirement that the Charity's annual accounts are subject to either external independent examination or external audit, depending on the Charity's annual income.
- 3.3.4 The Charity holds three types of charitable funds:
- **Unrestricted funds** – where the Charity may use these for any charitable purpose
  - **Designated funds** – where the Charity decides to “ring-fence” funds for a particular purpose, or where donations are received towards a specific appeal without imposing any trust.
  - **Restricted funds** – where the Charity has accepted a donation and its legal restrictions on what it must be used for. These restrictions are usually as a result of a grant application to a funder, or a restriction imposed as part of a gift in a will.
- 3.3.5 Wherever practically possible, the Charity should aim to spend down designated and restricted funds before funding items from unrestricted funds.

- 3.3.6 The Charity may redesignate funds, or to designate funds, at any time according to its needs, as long as the original donations were accepted without imposing any trust. Designation or redesignation of funds would require the approval of the Charity's Treasurer and Charity Committee.
- 3.3.7 Where the Charity wishes to apply to remove a restriction on a fund or donation, it must do so in accordance with Charity Commission guidance, and may be required to apply to the Charity Commission in advance.
- 3.3.8 The Charity has a legal and ethical duty to ensure that it spends the donations it receives in a timely manner. The Charity will regularly conduct reviews of its charitable funds, and will ensure that all designated and restricted funds have appropriate spending plans in place. The Charity's reserves position will be outlined in its Annual Report and Accounts, and the Corporate Trustee will review the Charity's reserves position at least annually as part of the scrutiny of these Annual Accounts.
- 3.3.9 To maximise income available for charitable expenditure, the Charity shall look to receive the maximum return on its charitable funds through either bank interest or investment income. However, when choosing its investments, the Charity must consider the potential returns against the potential risk on the initial investment. The Charity's investments shall be managed in accordance with the Charitable Funds Investment Policy.

### 3.4 Accepting donations on behalf of the Welsh Ambulance Service Charity

- 3.4.1 Where patients or members of the public wish to make a donation to the Charity, colleagues should first direct potential donors to the following:
- **Online payment platforms** – the Charity's preferred online payment platforms will be highlighted on the Charity's website ([ambulance.nhs.wales/charity](https://ambulance.nhs.wales/charity));
  - **QR codes** – a poster can be made available to stations with a QR code, which links directly to the Charity's online giving platform
  - **Cheque** – cheques can be made out to "Welsh Ambulance Services NHS Trust Charity" and then sent for the attention of the Finance Department at Ty Elwy;
  - **Bank transfer** – to arrange a bank transfer, members of the public should contact [amb\\_charity@wales.nhs.uk](mailto:amb_charity@wales.nhs.uk) to obtain the Charity's bank details.

- 3.4.2 If none of the above payment methods are possible, and cash is the only preferred option, then colleagues may accept cash gifts on behalf of the Charity, as long as these are paid into the Charity as soon as possible. A receipt must be offered to the donor if requested. These donations must be reported to the Charity as soon as practically possible and paid into the Charity's accounts using the procedure in the Charity's Cash Handling SOP.
- 3.4.3 When donations are received as cash, they must be paid in to the Charity's accounts in full without making any deductions for expenses.
- 3.4.4 Colleagues are reminded that, according to the Standards of Business Conduct Policy, all cash gifts offered to an individual must be either redirected to the Charity or refused. This also includes all cash equivalents (e.g., tokens, vouchers, gift cards, lottery tickets or betting slips) regardless of the value.
- 3.4.5 If individual stations receive letters, emails or other correspondence relating to a donation, a gift in memory of a patient, or a bequest left in a will, this should be forwarded to the Charity as soon as possible. Individual stations or teams are not permitted to enter into correspondence regarding these matters without the authorisation of the Charity. Letters may be forwarded for the attention of the Charity's finance team at Ty Elwy, or may be emailed to [amb\\_charity@wales.nhs.uk](mailto:amb_charity@wales.nhs.uk).
- 3.4.6 Colleagues must not imply that donations will be legally restricted to a certain station or project without the prior permission of the Head of Charity. This is in line with Charity Commission guidance on the management of NHS charitable funds, which states that colleagues cannot themselves impose conditions on the Charity when accepting a gift.
- 3.4.7 Unless the donor specifies in writing to the Charity Team that a donation is legally restricted, it shall be recorded as an unrestricted donation, and the Corporate Trustee shall put in place mechanisms for its intended usage. The Charity will, wherever possible, honour a donor's wishes without imposing any trust upon the donation. If a donor wishes to place a restriction or designation on a donation, this must be confirmed in writing by the donor and must be agreed with the Charity Team before the donation is accepted. The Charity may, in limited circumstances, refuse a donation if it cannot use it under the conditions attached by a potential donor (see section 3.11 – Refusing a Donation).

### 3.5 Accepting donations from commercial organisations

- 3.5.1 There may be occasions when commercial organisations offer to make a donation into the Charity. Donations from commercial organisations must be accepted as gifts with no expectation of a benefit in return.
- 3.5.2 Where a commercial organisation does wish to enter into a sponsorship or partnership agreement with the Charity, and expects a benefit in return, this must be authorised by the Head of Charity in advance, who will be required to consider whether the Charity is able to fulfil the terms of the agreement. Both the commercial partner and the Charity will be required to draft and sign a written partnership agreement outlining the benefits provided in return for sponsorship.
- 3.5.3 Care should be taken when a potential commercial partner is also a supplier to the Trust or to related Health Boards, as any donation to the Charity may be seen as a conflict of interest during the procurement process. Where a donation is offered by a potential or existing supplier, this must be referred to the Head of Charity before the donation is accepted, who will consider the risks of accepting or refusing the donation.

### 3.6 Accepting gifts-in-wills

- 3.6.1 Patients, their relatives and other members of the public can choose to make a bequest in their will for the benefit of the Welsh Ambulance Service Charity. Legacies make up a significant proportion of the income of the Charity, and support the Charity to make significant investment in staff, volunteer and patient benefit.
- 3.6.2 Enquiries, notifications, cheques and all other assets and documentation received with regards to legacies must be passed directly to the Head of Charity. The Head of Charity will then refer the matter to the Executive Director of Finance and Corporate Resources, who is the only officer empowered by the Trust to provide a valid discharge of the bequest.
- 3.6.3 Legacies in themselves do not create new charitable trust funds and unless the will is very specific, a new fund will not be created. The Head of Charity will correspond directly with the will's executor to establish the will's restrictions and to determine how the legacy should be used in accordance with the wishes of the deceased.

### 3.7 Fundraising in aid of the Welsh Ambulance Service Charity

- 3.7.1 The Welsh Ambulance Service Charity is happy to support and encourage any WAST colleagues who wish to fundraise in aid of the Charity. Colleagues who choose to fundraise do so voluntarily and in addition to their usual WAST roles.
- 3.7.2 Colleagues must not feel pressured to donate to the Charity, or to fundraise in aid of the Charity. All participation in charitable fundraising is voluntary.
- 3.7.3 WAST colleagues who wish to fundraise in aid of the Charity must inform the Charity Team as soon as possible. The Charity Team will then issue the colleague with support and guidance, including a Fundraising Pack that provides information on how to fundraise legally and safely.
- 3.7.4 As colleagues are volunteering to fundraise in addition to their usual roles, they will be legally classed as a "in-aid-of" fundraiser. These are defined by the Fundraising Regulator<sup>4</sup> as *"a volunteer who has not been asked or instructed to fundraise by the charitable institution they are collecting donations for"*.
- 3.7.5 As in-aid-of fundraisers, colleagues who choose to fundraise are legally responsible for their own fundraising activity, and are responsible for following all advice and guidance provided. Colleagues will be asked to read and adhere to the Charity's Internal Guidance on Liability and Indemnity.
- 3.7.6 Any concerns around improper handling or abuse of funds, may be considered as a Fraud or Theft and may be referred to Local Counter Fraud or the Police for further investigation.
- 3.7.7 The Charity Team will keep a register of all in-aid-of fundraising that it is made aware of, and will keep a record of the guidance issued to colleagues.
- 3.7.8 All fundraising in aid of the Charity will be unrestricted, or will be designated to one of the Charity's public appeals. Unless with prior agreement with the Head of Charity, colleagues are not able to restrict their fundraising income for a particular station or team, as this may be deemed to be fundraising for personal benefit rather than for charitable purposes.

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<sup>4</sup> *Code of Fundraising Practice*, glossary (Fundraising Regulator)

### 3.8 Gifts-in-kind and non-cash donations

- 3.8.1 It is acknowledged that individual staff members, the Trust or the Charity may be offered non-monetary gifts to thank colleagues for their care.
- 3.8.2 Colleagues are reminded that the Standards of Business Conduct Policy outlines which gifts can be accepted on a personal basis, and which must be refused. Gifts that can't be accepted on a personal basis or as a team may instead be redirected to the Charity.
- 3.8.3 If a donor wishes to make a non-cash donation to the Charity, the Charity Team should be informed as soon as possible. The Charity Team will then liaise directly with the donor (or with the receiving team if communication with the donor is not possible) to determine the most appropriate use for the donation. This could include:
- Sharing the gift amongst a group of staff
  - Selling the gift in return for a donation to the Charity
  - Keeping the gift ahead of a forthcoming fundraising raffle or auction
- 3.8.4 The Charity Team will consider all factors when determining the most appropriate use for a non-cash donation, including the safety, storage and security of the donation, its monetary value, and the wishes of the donor.
- 3.8.5 If a gift is reported to the Charity, the Charity Team will document the nature and value of the gift, the source, and the final decision on how the gift should best be utilised by the Charity. The Charity will keep a register of such gifts which will be shared with the Director of Corporate Governance periodically.
- 3.8.6 If a non-cash gift raises practical challenges, such as the gift's storage, security or intended usage, the Head of Charity may consider whether it would be refused, and another donation method suggested instead (see section 3.11 – Refusing a Donation).

### 3.9 Grants and external funding

- 3.9.1 There will be occasions where the Trust applies to an external body for funding to support specific projects – for example, to support a research project, or funding from a cancer charity to employ specialist palliative care nurses. Where an NHS Trust is able to apply for this funding, and the applicant is not required to be from a registered charity, then colleagues may proceed outside of the scope of the Charity, provided that appropriate approval is sought within the Trust's governance structures.

Colleagues are requested to inform the Head of Charity in these cases for awareness, to ensure that all external funding requests from the Trust and Charity are aligned.

- 3.9.2 Where a grant application is intended to fund Research or Development, WAST's RD&I Office must be consulted in advance of applying. All grants relating to RD&I must be managed in line with the NHS R&D Finance Policy.
- 3.9.3 There will be occasions where an NHS Trust is ineligible to apply for funding, but a registered charity could apply instead for a project delivered jointly between the Trust and Charity. In these cases, the Welsh Ambulance Service Charity may apply for a grant to support this work. Depending on the size of the application, endorsement from the Head of Charity and approval from executive leads and/or ELT may be required before the application is submitted.
- 3.9.4 In these cases, the Charity will become the Lead Applicant, and will become legally responsible for the funding awarded. The Head of Charity will outline to the Trust's project lead any reporting requirements necessary in order to meet the needs of the funder.
- 3.9.5 The Trust's project lead will remain responsible for monitoring project outcomes, and will be responsible for providing sufficient information so that the Charity can fulfil its funder reporting requirements. The Head of Charity will require a regular cycle of KPI reporting in order to provide assurance to funders and to the Corporate Trustee.
- 3.9.6 It is not permitted to use the Charity's registered charity number for a grant application without the prior permission of the Head of Charity. At least six weeks must be allowed for consultation, in order to ensure that appropriate approval is sought ahead of submission.
- 3.9.7 If a grant application to an external funder is successful, and a budget has been approved as part of the application process, then the associated expenditure shall be automatically delegated to the Head of Charity, without further authorisation required from the Charity Committee or from another approval mechanism (such as Bids Panel).

### **3.10 Refusing a donation**

- 3.10.1 There may be rare occasions where the Charity considers refusing a donation from a potential donor, after considering the ethics or practicalities of accepting such a donation.

3.10.2 In order to comply with the Charities Act 2022 and the Code of Fundraising Practice, donations should only be refused in exceptional circumstances, and should only be refused after consultation with the Head of Charity.

3.10.3 Such circumstances may include:

- Where a restricted donation, bequest or grant could not be spent according to the conditions (such as if monies were left towards a service that the Trust did not provide);
- Where accepting a gift would place the Charity or the Trust under an inappropriate obligation. For example, a donation of land on which to build new facilities would oblige the Trust to commit capital and revenue monies on a new facility, which may not be in the best interests of the Trust;
- Where the conditions of the gift are too onerous and outweigh the benefit of the donation, for example, overly prescriptive monitoring and reporting conditions;
- Where accepting a donation could lead to a conflict of interest – examples could include a donation from a business that is received during a major tender process for the Trust; or a donation from a business which goes against the principles of the Trust or Charity, such as tobacco manufacturers;
- Where the Charity believes the donor is vulnerable or lacks capacity (this must be based on the individual circumstances – a blanket policy based solely on one characteristic such as age or disability would be inappropriate and discriminatory);
- Where the Charity has reason to believe that the donation is drawn from the proceeds of crime or money laundering; or where the Charity is unable to complete due diligence checks appropriate for the size of donation.

3.10.4 Some donations are, by their nature, to be considered high-risk. In these cases, appropriate due diligence must be conducted and documented by the Head of Charity. Donations considered high-risk would include:

- Solicited and unsolicited donations totalling £25,000 or over within a one-year period;
- Multi-year pledges including corporate partnerships totalling £25,000 or over;
- Donations made anonymously or via third parties, where the third party cannot be verified;
- Unusual or suspicious circumstances, including unusual conditions, payment methods or currencies.

3.10.5 If the Head of Charity has grounds to believe that a donation should be refused, and the donation is valued at above £500, the decision must be taken in consultation with

the Charity's Executive Lead and the Charity's Treasurer. The decision will be recorded and shared with the Charity Committee for information.

### 3.11 Processes for charitable expenditure

3.11.1 The Corporate Trustee is ultimately responsible for ensuring that funds are spent in accordance with charity law, and with the Charity's purposes and strategic objectives. Whilst every effort will be made to ensure that staff are consulted on relevant funding decisions, it is for the Corporate Trustee to ensure that delegated expenditure is appropriately spent.

3.11.2 Once a funding application has been approved, expenditure may be incurred up to the value of the funding bid approved. Expenditure may not exceed pre-authorised budgets without the prior approval of the original authorising panel / Fund Manager.

3.11.3 The Charity will not reimburse expenditure which has been incurred or committed before a funding bid has been formally approved.

3.11.4 All expenditure must comply with the Trust's existing financial policies and procedures, with particular reference to ensuring value for money, and avoiding suppliers where there may be a conflict of interest. Purchases or payments must not contravene any of the Trust's policies, Standing Orders, legislation, terms and conditions of employment or any other regulations or requirements.

3.11.5 Once funding has been approved, the Charity Team must be consulted in advance on the appropriate procurement routes for approved items. Expenditure shall be made in one of the following methods:

- The NHS Wales Procurement system shall be the default method of procurement for all charitable expenditure;
- For purchases where this is not practical, and a Trust charge card is available within the department, this may be used according to existing Trust processes and then subsequently recharged to the Charity;
- In exceptional circumstances, where neither of the above methods are possible, the Head of Charity may authorise staff members to purchase items using a personal payment method. The Head of Charity will then authorise the Charity to reimburse the purchaser upon production of a valid receipt. This method of reimbursement should only be used where no other payment methods are possible, and must not be used on any transactions over the value of £250.

3.11.6 The Charity will not hold or issue cash for the purposes of expenditure. All cash donations must be banked in full without making any deductions.

### 3.12 Fundraising for other charities or causes

3.12.1 The Welsh Ambulance Service Charity shall be the only official charity of the Trust.

3.12.2 The Trust respects the wishes of individual colleagues who may choose to fundraise for other charities or causes in their personal time. However, the Trust shall avoid endorsement or implied endorsement of any other charity's fundraising activity.

**3.12.3 When fundraising for other charities or causes aside from the Welsh Ambulance Service Charity, colleagues are not permitted to wear the WAST uniform, to use the Trust's brand, logo or crown badge, or to otherwise imply the Trust's endorsement.**

3.12.4 Whilst on WAST premises, colleagues may fundraise for other charities or good causes privately amongst close colleagues, but this should be restricted to designated break times only, and should not be visible to patients or members of the public. If colleagues choose to fundraise for another charity amongst colleagues, cash collections should be avoided wherever possible.

3.12.5 Only the Welsh Ambulance Service Charity shall be permitted to place a static cash collection box on WAST premises. No other cash collection boxes, chalices or buckets are permitted to be displayed on WAST premises, including in public or private areas of WAST buildings.

3.12.6 The Trust's intranet (Siren) and external communications platforms shall only be used to promote fundraising in aid of the Welsh Ambulance Service Charity, as the Trust's official charity. Colleagues may use Viva Engage, the Trust's internal social media platform, to inform colleagues about their fundraising for other charities, but colleagues must not use their WAST email accounts to fundraise for other charities.

3.12.7 Where the option is given for colleagues to donate to a charity through payroll giving, the Head of Charity must be consulted on the choice of recipient charity/charities, and Welsh Ambulance Service Charity should be considered as one of the recipient charities available to select.

3.12.8 Nothing in this policy shall prevent the Trust from disseminating appropriate healthcare or wellbeing information from an external registered charity, or from

signposting patients and/or staff to appropriate charitable services, based on the most appropriate outcomes for the patient. However, in these cases, care should be taken to ensure that healthcare or wellbeing information is separated from the external charity's fundraising communications.

### 3.13 Reporting and responding to serious incidents

3.13.1 The Corporate Trustee is legally required to report serious incidents to the Charity Commission at the earliest opportunity, and to take immediate action to prevent or minimise any further harm, loss or damage.

3.13.2 A serious incident, as defined by the Charity Commission<sup>5</sup>, is an adverse event, whether actual or alleged, which results in or risks:

- significant harm to a charity's beneficiaries, staff, volunteers, or others who come into contact with a charity through its work
- significant loss of a charity's money or assets
- significant damage to a charity's property
- significant harm to a charity's work or reputation

3.13.3 Regardless of whether an incident is deemed significant enough to report to the Charity Commission, immediate action should be taken to minimise any further harm, loss or damage. The Head of Charity should refer significant incidents to the Charity's Executive Lead as soon as possible. If the incident is out of hours and is deemed serious enough that it cannot wait until office hours, the Head of Charity may contact the On-Call Executive for advice and guidance.

3.13.4 In each of the above cases, the incident must reach a threshold in order to be classified as a serious incident for the purposes of reporting to the Charity Commission. Full guidance and examples of what to report is available on the Charity Commission's website: [How to report a serious incident in your charity - GOV.UK](https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity)

3.13.5 If the Head of Charity considers that an event may meet the criteria of a reportable serious incident, this must be escalated as soon as possible to the Board Secretary, the Charity's Treasurer and the Charity's Executive Lead, who will collectively decide whether to escalate to the Corporate Trustee for further action.

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<sup>5</sup> Charity Commission guidance: <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>

3.13.6 If referred by the Executive Lead, the Corporate Trustee shall take the final decision on whether an incident requires reporting to the Charity Commission. The Corporate Trustee shall then instruct the Head of Charity and/or other colleagues to take further action as appropriate, including any remedial action to learn from the incident and prevent future occurrences.

#### **4. TRAINING AND IMPLEMENTATION**

A brief introduction to the Charity will be implemented into WAST's induction processes, so that all colleagues are informed about the scope of the Charity and how to find out more information.

Briefing documents for colleagues detailing how to fundraise in aid of the Charity, and how to accept a donation on behalf of the Charity, are available to consult on the Charity's Siren pages.

All members of the Corporate Trustee are informed of their legal obligations as part of the Trust Board induction process.

The Head of Charity, as subject expert on charity matters, will provide relevant guidance and advice on any queries relating to this policy.

WAST is committed to providing high quality evidence-based education to an engaged and skilled workforce operating within an organisational culture and framework that enables colleagues to work to the top of their skill set to deliver high quality care and services with competence and confidence. Staff are encouraged to discuss any concerns or queries regarding education and training with a member of the Education and Training Team, by telephoning the Learning & Development Hub on 0300 123 2319 or via email at [amb\\_LDHub@wales.nhs.uk](mailto:amb_LDHub@wales.nhs.uk)

#### **5. IMPACT ASSESSMENTS**

##### **5.1. Equality Impact Assessment**

In accordance with the Equality Act 2010, all policies will be subject to an EqlA. This enables resources to be targeted effectively and can help to reduce inequalities. The EqlA is process to find out whether a policy will affect people differently on the basis of their 'protected characteristics': age, disability, gender reassignment, marriage or civil

partnership, pregnancy or maternity, race, religion, sex or sexual orientation and if it will affect their human rights.

Evidence gathered at the initial stages, by undertaking an initial screening, will determine the relevance of policies and how they affect people as service users, members of the public and as employees of the Trust and indicate whether or not a full EqIA is required.

An Equality Impact Assessment was undertaken in respect of this specific policy and no negative impacts were identified.

It is acknowledged that some colleagues might feel obligated to donate to the Charity, or to fundraise in aid of the Charity, exacerbating existing financial hardship in some cases. This Policy emphasises that all participation in charitable fundraising is voluntary, and colleagues must not experience any adverse effect if they choose not to participate. Colleagues who need support with their financial wellbeing are encouraged to explore the resources available on Siren.

It is also acknowledged that some people may have strong views against some of the Charity's fundraising methods, such as a charitable lottery, due to their religion or beliefs. These views will always be respected, and participation in any particular fundraising method must always be voluntary.

## 5.2. Welsh Language Impact Assessment

The Charity plans to provide external communications in Welsh and English, through its website and social media accounts, as per the Trust's Welsh Language Policy.

Under the The Welsh Language (Wales) Measure 2011 the Trust, when formulating new policies or reviewing or revising existing policies, is required to assess what effect a policy decision would have on opportunities for persons to use the Welsh language and on treating the Welsh language no less favourably than the English language. Further guidance can be obtained from the Welsh Language Services Manager.

In order to comply with the Welsh Language Standards and the Trust's Compliance Notice, the Trust is required to publish several policies in Welsh; particularly those that relate to:

- behaviour in the workplace;
- health and well-being at work;

- salaries or workplace benefits;
- performance management;
- absence from work;
- working conditions;
- work patterns

The need for a specific Welsh Language Impact Assessment was considered but not indicated for this policy.

### 5.3. Environmental Standards and Impact Assessment

It is not envisaged that this policy will have an environmental impact and will not adversely affect Welsh Ambulance Services University NHS Trust's ongoing commitment to improve its environmental performance and to become a more sustainable organisation in line with Trust policy and the ISO14001 accredited Environmental Governance System.

Furthermore, the Policy Group will ensure that the Estates Team have had an opportunity to consider all policies within the process in order to establish whether an environmental impact assessment, waste management plan, or specific carbon reduction plan is required.

### 5.4. Counter Fraud

#### **Anti-Fraud and Corruption Concerns**

The Welsh Ambulance Services University NHS Trust is committed to taking all necessary steps to counter fraud, bribery and corruption within the Trust. Staff should report suspected incidents of fraud and corruption to the Trust Local Counter Fraud Specialist, who will be happy to discuss any issues or concerns. Alternatively staff may contact the confidential NHS Counter Fraud Authority, Fraud and Corruption Reporting line on 0800 028 40 60; or the on-line reporting facility Service <https://cfa.nhs.uk/report-fraud> Fraud investigations may lead to disciplinary action and / or prosecution and civil recovery procedures.

### 5.5. Records Management

The Welsh Ambulance Services University NHS Trust (WAST) recognises the importance of sound records management arrangements for both clinical and corporate records. The Trusts' records are its corporate memory, providing evidence of actions and decisions and representing a vital asset to support daily functions and

operations. Records support policy formation and managerial decision-making, protect the interests of the Trust and the rights of patients, staff and members of the public.

## 5.6. Information Governance

The need for a specific Data Protection Impact Assessment was considered but not indicated for this policy.

## 6. ROLES AND RESPONSIBILITIES

### 6.1 Corporate Trustee

The Corporate Trustee is legally responsible for the good governance of the Trust's charitable funds, and is accountable for the proper management of the Charity. The Trust is the Corporate Trustee of the Charity. Members of the Trust Board are not individual trustees under charity law but act as agents on behalf of the Corporate Trustee in the administration of the charitable funds.

### 6.2 Charity Committee

The Corporate Trustee delegates some of its responsibilities for the management of charitable funds to the Charity Committee, a formal committee of the Corporate Trustee. The Corporate Trustee receives meeting minutes and AAA reports following each meeting of the Charity Committee. The Committee comprises of three Non-Executive Directors and meets regularly to oversee charitable fund activities. The Committee:

- Manages the affairs of the Trust's Charitable Fund within its terms of reference and appropriate legislation.
- Manages the investment of funds in accordance with the Charities Act and, if necessary, seeks advice from the Charity Commission and professional financial and investment advisors.
- Ensures funding decisions are appropriate and are consistent with the Charity's objectives, and ensures such funding provides added value and benefit to the patients and staff of the Trust, above those afforded by the Exchequer funds.
- Receives regular reports on financial transactions and audit findings, and endorses the annual accounts.
- Where appropriate, reviews the performance and appointment of investment advisors

### 6.3 Executive Leadership Team

The Executive Leadership Team is responsible for approving applications for grant funding, submitted by the Charity to external funding bodies. The Executive Leadership Team may delegate this authority as appropriate.

### 6.4 Director of Partnerships and Engagement

The Director of Partnerships and Engagement is Executive Lead for the Charity. They are responsible for the overall performance and leadership of the Charity Team, and for reporting on progress against the Charity's workplan to the Charity Committee and Corporate Trustee.

### 6.5 Executive Director of Finance and Corporate Resources

The Executive Director of Finance and Corporate Resources is the Charity's Treasurer. They are responsible for the financial management of the Charity, including relating to investment performance and financial audit.

### 6.6 Director of Corporate Governance

The Director of Corporate Governance is responsible for the overall governance of the charitable fund, ensuring compliance with the legislation and guidelines.

### 6.7 Head of Charity

The Head of Charity is responsible for the day-to-day management of the Charity, and for providing timely reporting on issues to Directors for escalation. They are responsible for the day-to-day implementation of the policy across the Trust. They are the Trust's subject expert on charity governance and fundraising, and provide advice to Directors, Charity Committee and Corporate Trustee to help inform their decision-making. The Head of Charity will manage a team to support with the Charity's fundraising, project delivery and governance.

### 6.8 Head of Compliance and Assurance

The Head of Compliance and Assurance will act as the Trust's 'Policy Process Manager' and operational gatekeeper with the responsibility for providing guidance, advice and support for the process on behalf of the Trust.

In addition, they are responsible for:

- Managing the maintenance of the Trust's central Policy Tracker and Policy Database (including ensuring a record of completed equality impact assessments submitted with policies is maintained).
- Facilitation of the Trust's internal Policy Group.
- Management of the Trust wide consultation process for all policies.
- Issuing reminder notices to ensure the timely review of policies.
- Ensuring up-to-date guidance and documentation regarding the policy process is accessible.
- Publishing policies onto the Trust's internet/intranet sites and working with the Communications Team to ensure comprehensive notification that new policies is maintained across the Trust.
- Maintain an archive of previous versions of any revised or reviewed policies.

#### **6.9 Service Managers / Locality Managers / Line Managers**

Are responsible for:

- Ensuring that their teams are aware of this policy and its implications
- Ensuring that there are procedures in place to securely store and record any and all donations received from the public by team members
- Ensuring that all fundraising activities taking place in local premises comply with this policy

#### **6.10 All Staff and Volunteers**

Are responsible for ensuring that:

- They comply with the provision of this policy and, where requested to, demonstrate such compliance. Failure to comply will be dealt with under the Trust's Disciplinary Policy as appropriate, and/or may be reported to the Trust's Local Counter Fraud Specialists and/or the NHS Counter Fraud Authority.
- Information regarding failure to comply with the policy, for example, lack of training, is reported to their line manager and that the incident reporting system is used where appropriate.

## 7. AUDIT AND MONITORING

The Corporate Trustee is ultimately responsible for the Charity's adherence to its legal obligations. Detailed scrutiny is delegated by the Corporate Trustee to the Charity Committee. The Head of Charity is responsible on a day-to-day basis for monitoring adherence to the policy, and for escalating any potential breaches.

Service Managers, Locality Managers and Line Managers who identify breaches of the policy by their local teams should escalate any concerns to the Head of Charity, who can provide advice and support.

The Charity's financial records are subject to annual external audit as per charity law. The Executive Director of Finance and Corporate Resources is responsible for ensuring that the Charity keeps adequate financial records.

When budgets are delegated to sub-committees (such as Bids Panel and Bursary Panel), details of expenditure approved under delegated powers shall be reported to Charity Committee through AAA reports.

Once approved and submitted, the outcomes of grant applications to external funders will be reported to the Charity Committee through the Charity Performance Report. If successful, projects funded by grants will be monitored through the Charity Performance Report, including a RAG rating against the project's KPIs.

Any serious incidents will be reported to the Corporate Trustee through formal papers.

The Charity shall keep the following records to monitor adherence to the policy:

- Records of charitable expenditure approved and incurred
- A register of donations (cash and non-cash) accepted by the Charity, and the nature of the gift/donation
- A register of in-aid-of fundraising activity (where the Charity has been informed), and advice provided to fundraisers
- A register of potential gifts-in-wills, where the Charity is informed by the executor, or an advance pledge by the potential legator

## 8. REFERENCES

### Charity Commission guidance

<b>NHS Charities Guidance</b>	<a href="https://www.gov.uk/government/publications/nhs-charities-guidance/nhs-charities-guidance">https://www.gov.uk/government/publications/nhs-charities-guidance/nhs-charities-guidance</a>
<b>Charities and public service delivery: an introduction (CC37)</b>	<a href="https://www.gov.uk/government/publications/charities-and-public-service-delivery-an-introduction-cc37">https://www.gov.uk/government/publications/charities-and-public-service-delivery-an-introduction-cc37</a>
<b>Serious Incidents</b>	<a href="https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity">https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity</a>

### Healthcare Financial Management Association guidance

<b>NHS Charitable Funds (fifth edition)</b>	A copy of this guide is available from the Charity Team.
<b>Spending NHS charitable funds (April 2020)</b>	<a href="https://www.hfma.org.uk/system/files/using-nhs-charitable-funds.pdf">https://www.hfma.org.uk/system/files/using-nhs-charitable-funds.pdf</a>
<b>Checklist for accepting gifts or donations (April 2020)</b>	<a href="https://www.hfma.org.uk/system/files/impact-of-covid19-on-charitable-funds-v2-%281%29.pdf">https://www.hfma.org.uk/system/files/impact-of-covid19-on-charitable-funds-v2-%281%29.pdf</a>

### Fundraising Regulator guidance

<b>Code of Fundraising Practice</b>	<a href="https://www.fundraisingregulator.org.uk/code">https://www.fundraisingregulator.org.uk/code</a>
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## 9. APPENDICES

Appendix 1	List of Charity Procedural Documents
Appendix 2	Flowchart – Factors to consider when a donation is received

## **Appendix 1: List of charity procedural documents**

Full copies of all of the Charity's strategic documents, SOPs and internal guidance can be found on Siren: [Charity SOPs and guidance documents](#)

At time of policy development, the list below outlines the Charity's procedural documents.

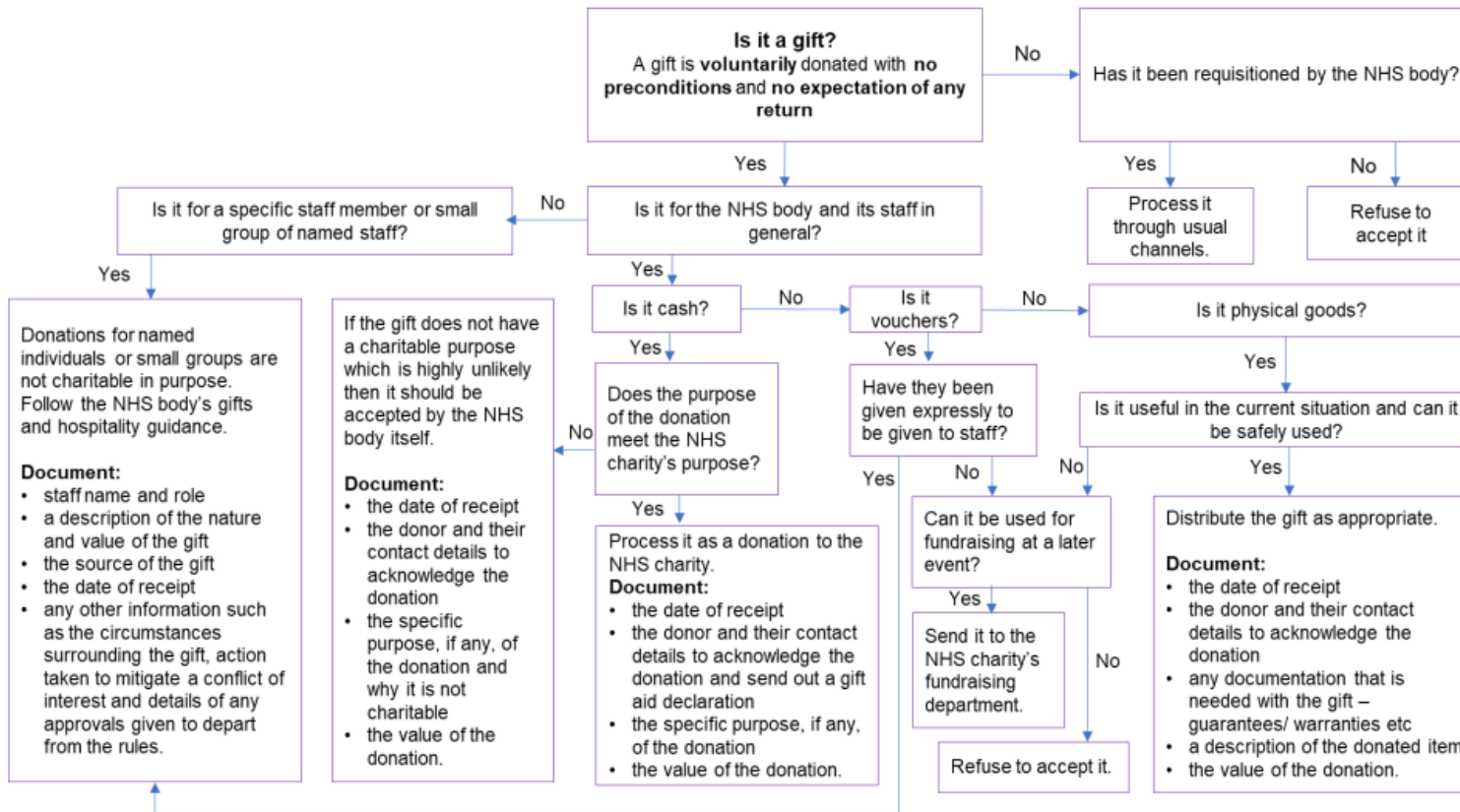
### **Strategic Documents**

- Strategic Objectives
- Charity Delivery Plan
- Fundraising Plan

### **SOPs and internal guidance**

- Volunteer Fundraising SOP
- Charitable Cash & Donation Handling Procedure
- Liability and Indemnity – Internal Guidance
- Bids Panel Expenditure Guidance
- Fundraising Pack for in-aid-of fundraisers

## Appendix 2: Flowchart – Factors to consider when a donation is received



Source: Healthcare Financial Management Association, checklist for accepting gifts or donations (April 2020)

## Evidencing Due Regard – Integrated Equality Impact Assessment form

These assessments will help to gather and record evidence of due regard to the equality duties. The key purpose to purpose is to provide evidence that the Trust Board's decisions are compliant with **statutory requirements for the** Public Sector Equality Duty, Socio-economic Duty, Welsh Language Duty, Human Rights Act and Armed Forces Covenant.

### Step 1

#### Complete Part A

##### Section 1

- General Information
- Which Assessments are Required
- Links to WAST Behaviours and Strategic Equality Objectives
- Wellbeing of Future Generations

##### Section 2 – Evidence to support assessment

- a. Record of Engagement and Consultation activity
- b. Additional information

Complete Step 2 and 3 if required.

Format as Arial 12 black font.

### Step 2

#### Complete Part B – Equality Impact Assessment (EqIA)

##### Section 1 - Equality Impact

##### Section 2 - Human Rights

##### Section 3 – Armed Forces Due Regard

##### Section 4 - Welsh Language

##### Section 5 - Assurance for Compliance

##### Section 6 – EQIA Action Plan

##### Section 7 – Equality Risks

##### Section 8 – Sign Off

### Step 3

#### Complete Part C - Socio-economic Impact Assessment (SEIA)

##### Section 1 - Assessment information

##### Section 2 - Impacts on Socio-economic Duty Domain Areas

##### Section 3 – SEIA Action plan

##### Section 4 – Sign Off

## Part A – Information on assessment work required

### Section 1 – General information

<b>Title:</b> Charitable Funds Policy
<b>Assessment Lead:</b> David Hopkins
<b>Who has been involved in undertaking this equality assessment:</b>

<b>Quick guide on what assessments are required:</b> This section will help guide you to which assessments are required for your proposal.			
<b>Types of decision being assessed:</b>	<b>What is being assessed? please tick the one which applies ✓</b>	<b>EQIA Required [Part B]</b>	<b>SEIA Required [Part C]</b>
Strategic policy development with strategic directive and intent, including those developed at Regional Partnership Boards and Public Service Boards which impact on a public bodies functions			
Trust Wider Plans. Medium to long term plans (for example, corporate plans, development plans, service delivery and improvement plans)			
Business Case/Capital Involvement/Options Appraisal required			
Setting objectives (for example, well-being objectives, equality objectives, Welsh language strategy)			
Changes to and development of public services/Closure of Services			

Decisions affecting service users, employees or the wider community including (de)commissioning or revised services			
Efficiency or saving proposals, e.g., resulting in a change in community facilities, activities, support or employment opportunities			
Directorate Financial Planning			
Divisional policies and procedures affecting staff			
New policies, procedures or practices that affect service delivery	✓	✓	
Large Scale Public Events			
Major procurement and commissioning decisions			
Local implementation of National Strategy/Plans/Legislation (e.g. vaccination programme)			
Other – please state (seek advice if not sure what assessments are required)			

Equality Impact Assessment	Socio-economic Impact Assessment
Start date: 19/11/25 Completed date: 19/11/25	
<b>If not undertaking EqIA state reason:</b> (Note that EqIA is a requirement of the Trust to evidence compliance to equality legislation)	<b>If not undertaking SEIA state reason:</b> (e.g., decision does not require assessment as not of a strategic nature)  Full SEIA not required following consultation with Head of Inclusion and Engagement.
<b>Please complete the rest of this section if EQIA / SEIA is required.</b>	
<b>Summary of the purpose and aims of the decision / service / policy / function / change being assessed:</b> <i>please include overall purpose and who the intended beneficiaries are. Give a broad description of how this will be achieved and measures of outcomes and success. Include any timeframes.</i>	

The purpose of the Charitable Funds Policy is to outline the general principles relating to the Trust's charitable funds, and the legislation and guidance that underpins these principles. It also aims to provide colleagues with general guidance on how charitable donations can be accepted, and how charitable funds can be spent.

**Links to WAST Behaviours**

Indicate any behaviours that relate to the decision / service / policy / function / change being assessed. **please tick the one which applies** ✓

 <p>Take ownership</p>	 <p>Broaden our understanding</p>	 <p>Respect others</p>	 <p>Show belief in each other</p>	 <p>Practice ethically</p>	 <p>Continually improve our service</p>	 <p>Be inclusive of the whole team</p>
<p>✓</p>		<p>✓</p>	<p>✓</p>	<p>✓</p>	<p>✓</p>	<p>✓</p>








**Links to WAST Equality Objectives 2024 - 2028**

The Trust published the Strategic Equality Plan (SEP) in 2024, for the period 2024 - 2028. Please indicate which objectives align for this decision / service / policy / function / change being assessed. **please tick the one which applies** ✓

Equality Objectives	Tick if decision relates	Any supporting narrative
<b>1</b> We will design equitable services	✓	The Charity will support pilot projects that lead to the development of more equitable services
<b>2</b> We will lead by example	✓	The Charity will continue to champion positive culture change through staff engagement and fundraising
<b>3</b> We will be an employer of choice	✓	The Charity will offer ways for staff to have agency over their own environment through positive improvements to stations, and to benefit from enhanced health and wellbeing provision
<b>4</b> We will create allyship		

**Well-being of Future Generations (WFG)**

Indicate any goals of the WFG Act that are being considered within the decision / service / policy / function / change being assessed.  
 please tick the one which applies ✓

 A Prosperous Wales	 A Resilient Wales	 A More Equal Wales	 A Healthier Wales	 A Wales of Cohesive Communities	 A Wales of Vibrant Culture & Thriving Welsh Language	 A Globally Responsible Wales
✓	✓	✓	✓	✓	✓	✓

For descriptors of these goals - [Well-being of Future Generations \(Wales\) Act 2015 – The Future Generations Commissioner for Wales](#)

**Is the decision / service / policy / function / change being assessed related to, or influenced by, other Policies or areas of work?**

The Charitable Funds Policy is a key part of the Charity’s Delivery Plan for 2025-2027.

**Governance Route for this assessment and Executive Sponsor (usually Director level):** please state which Committee / Board will scrutinise and approve this assessment:

Executive Sponsor: Estelle Hitchon, Director of Partnerships and Engagement (executive lead for Welsh Ambulance Service Charity)

Governance Route:  
 Policy Group / 28-day Trust wide consultation  
 Charity Committee

## Section 2 - Evidence to support assessment

### a. Record of Engagement and Consultation

The drive towards closer integration of health and social services with improved public engagement is reflected in the aims of [A Healthier Wales](#). This sets out the goal of ensuring citizens are placed at the heart of a whole-system approach to health and social care services and stresses the importance of listening to all voices through continual engagement. We also have a legal duty to engage with people who share protected characteristics and who are socio-economically disadvantaged under the Equality Act 2010. This is particularly important when considering proposals for changes in services that could potentially impact upon people / groups.

Please record here details of any engagement and consultation you have planned / undertaken / or analysed. This may include engagement with patients, carers, communities, stakeholders and staff.

<p><b>a. What steps have you taken, or planned in order to engage and consult with people who share protected characteristics and how have you done this? Include consideration for co-design.</b> Consider internal / external engagement, participatory methods and principles of co-design and co-production:</p> <p>This policy has undergone a 28-day Trust-wide consultation where all staff will be able to share their views. The policy has been drafted with research and examples from other NHS Wales health bodies.</p>
<p><b>b. Give a summary on how the decision / service / policy / function / change will be shared?</b> (E.g. dissemination of new policy)</p> <p>The policy will be shared with all staff in the standard way.</p>
<p><b>c. Are there planned arrangements for gathering feedback during implementation of the decision / service / policy / function / change being assessed?</b> Please give brief summary</p> <p>This policy has undergone a 28-day Trust-wide consultation where all staff will be able to share their views. Individuals are welcome to feedback directly to the Head of Charity for any specific concerns.</p>

**d. Summarise any emerging themes from the engagement work carried out:**

Some further comments and suggestions for mitigation were raised by the EDI team. These included:

- Ensuring those experiencing financial hardship did not feel pressured into donating more than they could afford;
- Ensuring those who did not wish to participate in gambling, due to their religion or beliefs, were not adversely impacted by the introduction of any future charitable lottery.

In response to this, additional statements have been added to the Policy to emphasise that all participation is voluntary, and there will be a variety of ways of engage with the Charity. A charitable lottery will not be the only way to contribute towards the Charity's work, and those who do not wish to participate may instead choose to donate via other methods.

Other than the comments above by the EDI team, the consultation did not produce any further comments relevant to the EQIA. Some colleagues wished to engage to clarify specific points and these have been taken into consideration in the latest version of the Policy.

**e. How has the engagement work influenced / or how will the planned engagement influence your work/guide your policy/proposal? Does the engagement work highlight any opportunities to address adverse impacts?**

Further statements have been added to the Policy in order to strengthen the existing mitigations.

**b. Additional information**

**Evidence to support assessment - your decisions must be based on robust evidence. What evidence base have you used in support?**

Additional evidence may include both quantitative and qualitative information, for example evidenced based research relating to protected characteristics, government research and reports, census and nationally recognised public accessible data sets. WAST data such as performance data and employment data may also be appropriate to include. All data and information should be disaggregated by protected characteristics where possible. Please include the source for any information used. Further info on [EqlAs - Equality Impact Assessments \(sharepoint.com\)](#)

This policy is required as part of the Charity's governance structure. The policy outlines how the Charity complies with Charity Commission law and guidance, and with the Code of Fundraising Practice.

NHS charities collectively raise more than £600m each year, and by strengthening the Charity's governance and fundraising, this policy will contribute towards developing a sustainable charity, which can contribute to the health and wellbeing of staff, volunteers and patients.

Charity Commission guidance: [NHS charities guidance - GOV.UK](#)

Code of Fundraising Practice: [Code of Fundraising Practice | Fundraising Regulator](#)

Powys Health Charity – Good Governance for Donations: [pthb.nhs.wales/about-us/our-charity/donations-and-gifts-guidance/](http://pthb.nhs.wales/about-us/our-charity/donations-and-gifts-guidance/)

Hywel Dda University Health Board – Charitable Funds Financial Administration and Governance Procedure - [hduhb.nhs.wales/about-us/governance-arrangements/board-committees/charitable-funds-committee-cfc/charitable-funds-committee-meeting-6-june-2022/item-33-policies-and-procedures-relating-to-charitable-fundspdf/](http://hduhb.nhs.wales/about-us/governance-arrangements/board-committees/charitable-funds-committee-cfc/charitable-funds-committee-meeting-6-june-2022/item-33-policies-and-procedures-relating-to-charitable-fundspdf/)

## End of Part A

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## Part B – Equality Impact Assessment with Human Rights

### Section 1 - Equality Impact Assessment

<b>Assessment – due regard relating to people / group who share protected characteristics</b>			
This section should record any known or potential impacts for those who share protected characteristics and other key groups. Impacts may be both negative and positive and the assessment will help to identify how different groups may be disproportionately impacted. Include consideration for any intersectional impacts. Evidence can link to Part A. You can copy and paste this tick: ✓			
<b>Age</b>	<b>Positive effect</b>	<b>Negative effect</b>	<b>Neutral</b>
			✓
Evidence / supporting narrative: There are no identified effects as a result of this policy.			
Mitigation action if adverse impact found: N/A			
<b>Disability</b> (Including long term conditions, mental health, neurodivergence and invisible impairments)	<b>Positive effect</b>	<b>Negative effect</b>	<b>Neutral</b>
	✓		
Evidence / supporting narrative:			
<p>Through a well-governed charity with increased fundraising income, the Charity could make positive impacts to health outcomes throughout the Trust through pilot projects. This could include pilot projects targeted at patients with long-term health conditions.</p> <p>A well-governed and resourced charity could also provide additional wellbeing support for those colleagues living with mental health problems and long-term conditions.</p>			
Mitigation action if adverse impact found:			
Any donations of equipment that would provide assistance to people with a disability will be assessed in line with other regulations to ensure that they are safe for the Trust to accept donations of this kind.			

The Charity has guidance on accepting or refusing donations from vulnerable donors, eg people with a learning disability, or patients who lack capacity, to ensure the safeguarding of potential donors. This will be based on individual circumstances and not a blanket policy solely based on age or disability.

<b>Sexual Orientation</b>	<b>Positive effect</b>	<b>Negative effect</b>	<b>Neutral</b>
			✓
Evidence / supporting narrative: There are no identified effects as a result of this policy.			
Mitigation action if adverse impact found: N/A			
<b>Gender Reassignment / Gender identity</b> (Including non-binary, gender fluid and intersex)	<b>Positive effect</b>	<b>Negative effect</b>	<b>Neutral</b>
			✓
Evidence / supporting narrative: There are no identified effects as a result of this policy.			
Mitigation action if adverse impact found: N/A			
<b>Sex / Gender</b>	<b>Positive effect</b>	<b>Negative effect</b>	<b>Neutral</b>
			✓
Evidence / supporting narrative: There are no identified effects as a result of this policy.			
Mitigation action if adverse impact found: N/A			
<b>Race (including ethnicity)</b>	<b>Positive effect</b>	<b>Negative effect</b>	<b>Neutral</b>
			✓
Evidence / supporting narrative: There are no identified effects as a result of this policy.			

Mitigation action if adverse impact found: N/A			
<b>Religion and Belief</b> (including non-belief and Philosophical belief)	<b>Positive effect</b>	<b>Negative effect</b>	<b>Neutral</b>
			✓
Evidence / supporting narrative: There are no identified effects as a result of this policy.			
Mitigation action if adverse impact found:			
<p>Considerations have been given to colleagues who are active within charitable activities relating to their religion. The Trust respects the wishes of individual colleagues who may choose to fundraise for other registered charities in their personal time. However, the Trust shall avoid endorsement or implied endorsement of any other charity's fundraising activity. More detail is available in section 3.12.</p> <p>Should the Charity choose to launch a charitable lottery in order to fundraise, it is acknowledged that some people, based on their religion or beliefs, may have strong views against gambling and may not wish to participate in a lottery or any gambling activity. This wish will always be respected and all participation is voluntary. A statement to this effect has been added to the Policy.</p>			
<b>Pregnancy and Maternity</b>	<b>Positive effect</b>	<b>Negative effect</b>	<b>Neutral</b>
			✓
Evidence / supporting narrative: There are no identified effects as a result of this policy.			
Mitigation action if adverse impact found: N/A			
<b>Marriage and Civil Partnership</b>	<b>Positive effect</b>	<b>Negative effect</b>	<b>Neutral</b>
			✓
Evidence / supporting narrative: There are no identified effects as a result of this policy.			

Mitigation action if adverse impact found: N/A			
Other groups at risk of poorer health outcomes:			
<b>Unpaid Carers</b>	<b>Positive effect</b>	<b>Negative effect</b>	<b>Neutral</b>
			✓
Evidence / supporting narrative: There are no identified effects as a result of this policy.			
Mitigation action if adverse impact found: N/A			
<b>Socio-economically disadvantaged</b>	<b>Positive effect</b>	<b>Negative effect</b>	<b>Neutral</b>
	✓		
Evidence / supporting narrative:			
<p>A well-governed charity, with increased fundraising income, could provide enhanced financial support for staff wishing to access CPD opportunities, through its Bursary Panel. This is likely to impact those without the means to fund their own training and development through a degree course, for example.</p> <p>It is recognised that this policy may affect staff wishing to fundraise in aid of other local charities or community groups – however, staff who wish to support local fundraising in communities affected by socio-economic disadvantage are advised to seek local guidance from the Head of Charity to ensure that they are acting in line with the policy. The Trust respects the wishes of individual colleagues who may choose to fundraise for other registered charities in their personal time.</p> <p>It is acknowledged that some people may feel obligated to donate towards the Charity, or to fundraise in aid of the Charity. A statement has been added to the Policy to emphasise that all participation is voluntary, and a statement has been added signposting colleagues towards financial wellbeing support.</p>			
Mitigation action if adverse impact found: N/A			

Other groups / communities of interest - please state	Positive effect	Negative effect	Neutral
			✓
Explanation: There are no identified effects as a result of this policy.			
Mitigation action if adverse impact found: N/A			
<p><b>Intersectional disadvantages</b> - summary potential impacts – this may include how potential impacts may be more adverse due to the interconnected nature of multiple disadvantages.</p> <p>There are no identified intersectional disadvantages as a result of this policy.</p>			

## Section 2 – Human Rights Assessment

<p><b>Assessment – based on human rights-based approach in health</b>          Do you think that this policy will have a positive or negative impact on people’s human rights? For more information on Human Rights, see our Betsi pages and additional information the Equality and Human Rights Commission (EHRC) Human Rights Treaty Tracker <a href="https://humanrightstracker.com">https://humanrightstracker.com</a></p>	
<p><b>Here is a list of Human Rights (articles) and UN Conventions that may potentially impact on our patients, carers and staff. Please tick which are relevant to the proposal?</b></p>	Use a tick <input checked="" type="checkbox"/>
Article 2 - Right to life	
Article 3 - Prohibition of inhuman or degrading treatment	
Article 5 - Right to liberty and security	
Article 8 - Right to respect for family and private life	
Article 9 - Freedom of thought, conscience and religion	
Article 14 – Prohibition of discrimination	
UN Convention on the Rights of the Child	
UN Convention on the Rights of Persons with Disabilities	<input checked="" type="checkbox"/>
UN Convention on the Elimination of All Forms of Discrimination against Women.	
UN Principles for Older Persons	
Other articles – <i>please state:</i>	

**Is the proposal aligned to the FREDA principles?** You can copy and paste this tick: ✓

Fairness	Respect	Equality	Dignity	Autonomy
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**If any negative impacts are identified, how will this be reduced/addressed?**

### Section 3 – Armed Forces Covenant

All decision makers are required under the Armed Forces Act 2022 to have due regard to the principles of the Armed Forces Covenant. WP7 contains guidance and information to help complete this section. Decision makers should recognise the unique obligations of, and sacrifices made by, the Armed Forces and ensure there are no adverse effects and where possible a positive or increased positive effect on the armed services community. Special provision for Service People may be justified by the effect on such people of membership, or former membership, of the Armed Forces.

Due regard to the Armed Forces Covenant - Factors regarding impact to the Armed Forces community have been considered. You can copy and paste this tick: ✓	Positive impact	Negative impact	Neutral / No impact
Considering the unique obligations of, and sacrifices made by, the Armed Forces have you identified any potential impacts?			✓
<p><b>Reasons for your decision</b> (including brief summary that has led you to decide on the level of impact)  <b>If any negative impacts have been identified, how will this be reduced/addressed? Include here any special provisions if appropriate.</b></p> <p>There are no identified effects as a result of this policy.</p>			

## Section 4 – Welsh Language

In this section you need to consider the impact, the evidence and any action you are taking for improvement. This is to ensure that the opportunities for people who choose to live their lives and access services through the medium of Welsh are not inferior to what is afforded to those choosing to do so in English, in accordance with the requirement of the Welsh Language Measure 2011.

<b>Welsh Language Impact Assessment</b>		
You can copy and paste this tick: ✓		
Will the proposal ensure that patients and carers can choose to live and receive services through the medium of Welsh? For example - delivered bilingually in Welsh & English. e.g. Consider if the proposal increase or decrease the opportunities for people to receive information or access information in Welsh.X	<b>Yes</b>	<b>No</b>
		✓
Provide explanation and evidence to support your answer. What actions will be taken to mitigate any negative impacts or better contribute to positive impacts:  There are no identified effects as a result of this policy.		
Will the proposal have a positive effect on opportunities for persons to use the Welsh language?  Will the proposal encourage staff to use Welsh in the workplace and to have opportunities to learn and improve their Welsh?  e.g. Consider if the proposal will alter the linguistic nature of the department. Consider opportunities to develop Welsh language skills within the department?	<b>Yes</b>	<b>No</b>
		✓
Provide explanation and evidence to support your answer. What actions will be taken to mitigate any negative impacts or better contribute to positive impacts:  There are no identified effects as a result of this policy.		

<p>Will the proposal act as a catalyst for Welsh cultural awareness, understanding, activity and integration? For example, encouraging new staff and students to take up Welsh language learning opportunities and to appreciate the socio-economic and cultural context of Wales.</p>	<p><b>Yes</b></p>	<p><b>No</b></p>
<p>Provide explanation and evidence to support your answer. What actions will be taken to mitigate any negative impacts or better contribute to positive impacts:</p> <p>There are no identified effects as a result of this policy.</p>		
<p>Will the proposal increase the department/division's ability to deliver services through the medium of Welsh?</p> <p><i>e.g. Considerations for the proposal ensuring that people can access services in their preferred language, Welsh or English, and increases or reduces the opportunity for persons to use the Welsh language within the workplace. Consider impacts on the number of Welsh speaking staff within the service and if the proposal increases or reduces the opportunity for staff to improve their Welsh language skills or access training via the medium of Welsh.</i></p>	<p><b>Yes</b></p>	<p><b>No</b></p> <p style="text-align: center;">✓</p>
<p>Provide explanation and evidence to support your answer. What actions will be taken to mitigate any negative impacts or better contribute to positive impacts:</p> <p>There are no identified effects as a result of this policy.</p>		
<p>Will the proposal treat the Welsh language no less favourably than the English language?</p> <p><i>e.g. Consider how Welsh speakers receive services to the same standard as those who access the same services through the medium of English.</i></p>	<p><b>Yes</b></p>	<p><b>No</b></p> <p style="text-align: center;">✓</p>
<p>Provide explanation and evidence to support your answer. What actions will be taken to mitigate any negative impacts or better contribute to positive impacts:</p> <p>There are no identified effects as a result of this policy.</p>		

## Section 5 – Summary of assurance for compliance – Public Sector Equality Duty and Human Rights

<b>Equality Legal Duties – summary of compliance</b>	
Has WAST given due regard and given consideration for this proposal with the following:	
<b>Eliminating unlawful discrimination, harassment, and victimisation?</b> <i>Unlawful discrimination takes place when people are treated 'less favorably' as a result of having a protected characteristic</i>	Yes
<b>Advancing equality of opportunity between people who share a protected characteristic and those who do not?</b> <i>Making sure that people are treated fairly and given equal access to opportunities and resources</i>	Yes
<b>Fostering good relations between people who share a protected characteristic and those who do not?</b> <i>Creating a cohesive and inclusive environment for all by tackling prejudice and promoting understanding of difference</i>	Yes
<b>Are there any potential Human Rights concerns?</b>	No
<b>Compliance to the Welsh Language requirements?</b>	Yes
<b>Compliance to giving 'due regard' to the principles of the Armed Forces Covenant?</b>	Yes
<b>Supporting narrative to support the above responses: <i>This section must be completed</i></b>  These factors have been considered as part of the policy development process.	
<b>Do you consider the evidence used in this assessment to be robust?</b> If you answer no, address this in the action plan (section 6)	Yes
<b>Has this assessment been subject to scrutiny / been reviewed?</b>	Yes

## Section 6 – EQIA Action Plan and Recommendations

This needs to address negative impacts, which may represent a potential equality risk. All equality risks should be reviewed in line with WAST risk management procedures. Include any positive action.

Action identified	Potential Outcomes	Resource implications	Target date	Monitoring arrangements	Lead person/ owner

## Section 7 Equality Risks

This section helps you work out the level of risk posed by any equality related risks identified above. Guidance is available [here](#) on completing this section, which may be helpful if you are not familiar with risk score analysis. If you have not identified any equality risks, please note this in the narrative box below. Examples include retrospective assessments and decisions that treat a protected characteristic unfavourably without objective justification.

Equality Related Risk Assessment Section					
If you have identified an equality risk, please use the table below to work out the risk score. Use the table below to record the highest risk score. If you have a score of 9 and above you <b>should escalate to risk management procedures</b> .					
	Level of risk				
Level of consequence	RARE: 1	UNLIKELY: 2	POSSIBLE: 3	LIKELY: 4	VERY LIKELY:5
1. Negligible	1	2	3	4	5
2. Minor	2	4	6	8	10
3. Moderate	3	6	9	12	15
4. Major	4	8	12	16	20
5. Catastrophic	5	10	15	20	25
If you have identified an equality risk: What is the consequence? What is the likelihood? Risk score = consequence x likelihood			Risk Score = 1		
Any narrative relating to risk score:					
It is not anticipated that this policy will have any negative impact on the equality of staff, volunteers or patients. The risk is deemed to be rare and negligible.					

## Section 8 – EQIA Sign off

**Name of persons who signed-off this Equality Impact Assessment (see below):**

*As per the Trust’s Standing Orders, the Board may agree the delegation of any of their functions, except for those set out within the ‘Schedule of Matters Reserved for the Board’, to Committees and others. These functions may be carried out by a prescribed Committee, sub-Committee, or officer of the Trust as per the Standing Orders Schedule 1, in accordance with their delegated limits. Strategic decisions must have appropriate sign off. If you are in any doubt as to the correct approving body for a strategic decision, please contact the Office of the Board Secretary.*

**Approval Date:**

**Review Date:**

<p><b>Project Lead Sign-off</b> I confirm that this Equality Impact Assessment has been carried out in accordance with Welsh Ambulance Services NHS Trust’s Procedure for assessment work for evidencing Due Regard for: Equality Impact, Socio economic Impact, Human rights, Welsh Language requirements and Armed Forces Covenant.</p> <p>Signed: David Hopkins (Project Lead)</p>	<p><b>Equality Team Sign-off (Required when both EQIA and SEIA is required)</b> I confirm that I have reviewed this Equality Impact Assessment and I am assured that it contains sufficient evidence and rigour to be considered by the decision-making committee.</p> <p>Signed: Kathryn Cobley (Head of Inclusion and Engagement)</p>	<p><b>Committee Chair Sign-off</b> I confirm that this Equality Impact Assessment represents evidence that we (The Trust), in making this decision, have given due regard to the need to:</p> <ol style="list-style-type: none"> <li>1. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.</li> <li>2. Advance equality of opportunity between people who share a protected characteristic and those who do not.</li> <li>3. Foster good relations between people who share a protected characteristic and those who do not.</li> </ol> <p>Signed: (Committee Chair)</p>
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## BIDS PANEL HIGHLIGHT REPORT FOR CHARITY COMMITTEE

<b>Executive Leadership Team</b>	N/A
<b>Charity Committee Meeting Date</b>	7 July 2026
<b>Bids Panel Meeting Dates</b>	8 June 2026
<b>Bids Panel Meeting Chair</b>	Aled Williams, Assistant Director of Digital Services

### KEY ESCALATION AND DISCUSSION POINTS

#### ALERT

(Alert the Committee to areas of escalation)

- Regional Funds:** a paper was presented outlining current challenges in the regional fund levels, the imbalance in regional spending, and impact on national funds. Several options were detailed, with impact considered for each. A recommendation was made that bids from the South East be funded from the national unrestricted funds, whilst encouraging more applications from the North and Central & West regions in parallel, with the aim of eventually consolidating all future bids under the national fund. The panel endorsed the proposal, and the paper will be presented separately to the Charity Committee for formal approval.
- Christmas Bids:** an update was provided on Christmas planning and the current status of a likely 2026/27 Christmas bid. It was noted that there was a reduced budget allocation (approved by the Charity Committee) for Christmas events this year, of up to £10,000 (compared with last years' spending of around £17,000). The majority of panel members and particularly the TU representatives expressed concern that this year's allocation may not be sufficient to cover traditional staff dinners and hampers. The importance of these events for staff appreciation and morale was emphasised. Options are being explored by the Christmas planning group for corporate sponsorship to supplement the budget, and the panel were reassured that Charity colleagues are working with the planning group to develop a suitable bid which fits the available budget and legal constraints, and will be financially sustainable.

#### ADVISE

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

#### 3. Declarations of Interest

Name (Position)	Bid	Declaration
None declared		

#### 4. Outcome of General Charitable Fund Applications Considered by Bids Panel

Bids Panel received four new general charitable fund applications for consideration. The Panel's decisions on each of these applications are detailed here.

Bid Description	Amount Awarded	Directorate	Outcome of Bids Panel
Bid 2607 Wellbeing Garden (Brecon)	Requested £3,050	Operations	<b>Deferred</b> awaiting review of funding required
Bid 2608 TV (Port Talbot)	£526	Operations	<b>Approved</b> (C&W Fund)
Bid 2609 Picnic Bench (Pontardawe)	£510	Operations	<b>Approved</b> (C&W Fund)
Bid 2610 BSL Quality Event	Requested £1,000	Organisational Development	<b>Rejected</b>

**Total amount of funding awarded to approved new General CF bids = £1,036**

5. **Resolution of Previous Bids:** Updates to two previously discussed bids were provided to the panel.
- The first, a training mannequin bid for Maesteg CFRs, had originally been deferred. Following clarification and new information received, the bid was then re-considered by the panel members via email earlier in the quarter. The panel decided to reject the bid after consultation with the volunteer service. This decision was ratified at the meeting.
  - The second, a bid for Wish blankets which had previously been accepted, had been approved prior to the Panel meeting to have an increased budget compared to the original award, given a realisation of higher costs. It was confirmed that these additional funds would come from the Wish designated fund, and the panel informed.
6. **Furniture Bids:** an update was received by the panel on the ongoing efforts to standardise procurement for station furniture, particularly sofas for crew rest areas. An operationally-led steering group is trialling a standard sofa for crew rest areas, aiming to ensure compliance with procurement, IPC and safety requirements, and to encourage bids from under-represented regions. The Bids Panel discussed the need to consider a strategic approach to prioritisation of funding (beyond furniture), ensuring maximum staff benefits. This will be brought for discussion at future Bids Panel meetings.

#### ASSURE

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

7. **Charitable Funds Account Balances:** an overview of the current Charity funds was provided, including updates on unrestricted, designated and restricted accounts (correct as of 31/05/26). The confirmed

budget allocations for the year, as agreed by the Corporate Trustee, were also communicated to the panel, and the group clarified the use and control of various funds, with clarity on which funds were within the Panel’s responsibility.

- 8. **Restricted Funds:** The group regularly receive updates on the restricted funds and legacy developments, hearing at this meeting about the ongoing efforts to engage staff and develop spending plans in Barmouth and Blaenau Ffestiniog, including meetings scheduled with locality managers, and a commitment to bring any funding proposals back to the panel and Charity Committee as required.
- 9. There is no requirement on the Charity Committee to approve any of the bids highlighted in this report given they are all within the Bids Panel approved expenditure limits as set out in its Terms of Reference.
- 10. Committee can be assured that the Bids Panel, when making decisions about charitable expenditure has given due regard to the guidance on public benefit and applied it when approving bids within its remit.
- 11. The Bids Panel continues to:
  - a. Act within its powers.
  - b. Act honestly and with good intentions, and only in the charity’s interest.
  - c. Be sufficiently informed, taking any necessary advice.
  - d. Take account of all relevant factors.
  - e. Ignore irrelevant factors.
  - f. Manage conflicts of interest.
  - g. Make a decision that is within a range of decisions that the panel could make.

**12. Risks:**

- 18.1 **Blaenau Ffestiniog Kayaks** – risk identified previously and action being taken to resolve the risk.
- 18.2 **Barmouth Restricted Fund** – risk identified previously and action being taken to resolve the risk.
- 18.3 **Unspent funding awards** – risk identified previously and treatments in progress to mitigate risk.
- 18.4 **Inequitable awarding patterns** – previously identified as a risk, this has since becomes an issue and has been addressed as part of the Regional Funding Options paper mentioned in the Alert section, and being presented to Charity Committee independently of the Bids Panel AAA. A review will be scheduled in 12 months.

**APPENDICES**

None	
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## MEETING AGENDA ITEMS

Welcome and apologies	Declarations of Interest	Dashboard: Review Action Log & Decision Log
Charity Committee Feedback	Charitable Funds Account Balances	New General CF Applications (x4) for consideration
Resolution of Previous Applications	Regional Funds Options paper	Christmas Planning Update
Restricted / Legacy Developments		

ATTENDANCE								
Meeting Date:	May-25 [Ex-ord]	May#2-25 [Ex-ord]	Jun-25	Sep-25	Oct-25 [Ex-ord]	Dec-25	Mar-26	Jun-26
<b>Julie Boalch</b>								
Lisa Trounce								
<b>Leanne Smith [Chair]</b>			Intro only					
Assistant to the chair			NA+SB	SB	SB	HF+JC	HF+JC	HF
Lois Hough / Rachel Taylor	LH	LH	LH	LH	LH	LH	LH	RT
Bernadette Mitchell								
Karen Jones		*						
Bev Flood								
Elliot Miller			*					
Aled Williams								Chair
Kataya Miura		Ian McMurtrie						
Chris Davies								
Damon Turner								
Hugh Parry								
David Hopkins								
Andrew Cotton								
OTHER ATTENDEES								
Greg Lloyd								
Jo Kelso								
	Attended							
	Deputy Attended							
	Apologies Received							
	No longer member							

\*Indicates where Bids Panel members who were unable to

attend the meeting considered the bids submitted and provided comments in advance of the meeting.



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Agenda Item No. 13

## REPORT TITLE

Options Paper – Expenditure of Charity’s Regional Funds

## MEETING

Name of meeting	Charity Committee
Date of meeting	7 July 2026
Public or Private	Public
If private - <a href="#">rationale</a>	n/a

## REPORT SPONSOR

Executive sponsor	Estelle Hitchon, Director of Partnerships & Engagement
Author(s) of report	David Hopkins, Head of Charity

## PURPOSE OF REPORT

<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Endorsement
<input type="checkbox"/> Assurance	<input type="checkbox"/> Discussion
<input type="checkbox"/> Information (goes in consent items)	<input type="checkbox"/> Noting

## REPORT SUMMARY:

[See writing and presentation guidance [here](#) to inform this section]

1. At its meeting on 8 June 2026, Bids Panel endorsed two proposals for future handling of the Charity’s regional funds. These proposals have subsequently been endorsed by ELT via email



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circulation. Due to the level of charitable funds that would be affected by this proposal (c. £38,500), Charity Committee is asked for its final approval of the proposals before they are enacted.

2. As part of its unrestricted funds, the Charity currently holds legacy funds divided by region. It has previously been agreed that these regional funds would be spent down, and no new funds have been added since April 2024. Because these funds started with varying amounts of donations, the Charity is now in a position where the South East fund is exhausted, but the North and Central & West funds still have significant funds remaining.
3. This options paper presents different solutions, designed to ensure that regional funds are spent down in an equitable way across all regions, whilst considering the wishes of donors, as the Charity transitions to a national model for unrestricted funds.

## RECOMMENDATION(S)

See writing and presentation guidance [here](#) to inform this section

Charity Committee is requested to:

1. **APPROVE** the proposal (Option C) to fund successful Bids Panel applications from the South-East region out of the Staff Appreciation Fund, or from the Charity's national unrestricted funds
2. **APPROVE** the proposal (Option D) to spend down the two remaining regional funds by encouraging more applications from North / Central & West

## ADDITIONAL PAPER(S)

Set out here any annexes. See writing and presentation guidance [here](#) regarding materiality and use of the Reading Room

n/a



Governance and assurance checks to support decision-making and demonstrate alignment and risk mitigation

### CHARITY STRATEGIC OBJECTIVE(S) THIS REPORT SUPPORTS

Select all that apply:

<input checked="" type="checkbox"/> SO1: The Charity will help WAST to support the wellbeing and development of its staff and volunteers, resulting in a healthier, happier and more experienced workforce	<input type="checkbox"/> SO2: The Charity will support WAST to build community resilience throughout Wales
<input type="checkbox"/> SO3: The Charity will support WAST to provide enhanced patient care, through additional projects and/or capital investment, through testing new models of delivery	

### CHARITY STRATEGIC ENABLERS (S) THIS REPORT SUPPORTS

Select all that apply:

<input checked="" type="checkbox"/> SE1: Proactive fundraising strategy that reflects the needs of WAST and enhances its work strategically	<input checked="" type="checkbox"/> SE2: Strong Bids Panel and Bursary Panel processes that are clear and accessible to all colleagues
<input checked="" type="checkbox"/> SE3: Colleagues are empowered to apply for funding, contribute towards strategy, fundraise for the Charity and act as ambassadors	<input checked="" type="checkbox"/> SE4: Good communications and evaluation strategy that demonstrate impact and support future fundraising
<input checked="" type="checkbox"/> SE5: Robust governance and sustainable financial position that enable the Charity to expand its work	

### CHARITY RISK(S) THIS REPORT MITIGATES

Where relevant note the local, directorate, corporate or BAF risk number

n/a

### HEALTH & CARE QUALITY STANDARD(S) THIS REPORT SUPPORTS

Quality Domains (select all that apply) [[link to standards](#)]

<input type="checkbox"/> Safe	<input checked="" type="checkbox"/> Timely	<input type="checkbox"/> Effective
<input checked="" type="checkbox"/> Efficient	<input checked="" type="checkbox"/> Equitable	<input checked="" type="checkbox"/> Person Centred

Quality Enablers (select all that apply) [[link to standards](#)]

<input checked="" type="checkbox"/> Leadership	<input checked="" type="checkbox"/> Workforce	<input checked="" type="checkbox"/> Culture
<input type="checkbox"/> Information	<input type="checkbox"/> Learning Improvement and Research	<input checked="" type="checkbox"/> Whole Systems Approach



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## WAST WELLBEING OBJECTIVE(S) THIS REPORT SUPPORTS

Narrative here (select all that apply) [ <a href="#">link to goals</a> ]		
<input checked="" type="checkbox"/> A socially responsible and inclusive employer	<input checked="" type="checkbox"/> An innovative and sustainable organisation	<input checked="" type="checkbox"/> A pro-active, accessible and equitable care provider
<input type="checkbox"/> n/a	<input type="checkbox"/> n/a	<input type="checkbox"/> n/a

## IMPACT ASSESSMENTS FOR CONSIDERATION

Where a strategic decision is being sought, an Equality Impact Assessment must accompany this paper. You may need to do other impact assessments also so please refer to this signpost document [here](#) for further details.

Does this paper require an impact assessment	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
If yes, what impact assessment is attached	

## APPROVAL/SCRUTINY ROUTE

Date	Person/Group/Committee
8 June 2026	Bids Panel (endorsed)
June 2026 – via email	Executive Leadership Team (endorsed)



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## SITUATION

1. The Charity is in the process of spending down its historic regional funds, which are currently divided into three funds:
  - a. North Wales
  - b. Central and West Wales
  - c. South-East Wales
2. Since April 2024, no new income has been allocated to the regional funds, and a decision was made at the time to spend these funds down.
3. The Charity is now in a position where the South-East fund has limited funds remaining, but significant amounts remain in the other two funds. This is largely because the South-East fund started with less funding available than the North, for example. There also appears to be some data to show that teams in the South-East have been submitting more bids in recent years compared to teams in North / Central and West.
4. A decision therefore needs to be made on the next steps for these regional funds, ensuring equity of provision and meeting the expectations of donors and staff. This options paper is presented to outline potential solutions.

## BACKGROUND

5. Until April 2024, all unrestricted donations were recorded by region. Where a donor did not express any specific wishes, their donation was allocated based on their home postcode. Since April 2024, where no preference is expressed, all such donations are allocated to the national unrestricted fund.
6. The Charity currently holds more than 20 distinct funds, which can be broadly divided into:
  - **Unrestricted funds** – where the Charity may use these for any charitable purpose;
  - **Designated funds** – where the Charity decides to “ring-fence” funds for a particular purpose, or where donations are received towards a specific appeal without imposing any trust. These designations are imposed or removed by Charity Committee;
  - **Restricted funds** – where the Charity has accepted a donation as a restricted donation or grant and has therefore accepted the accompanying legal



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restrictions on what it must be used for. These restrictions are usually as a result of a grant application to a funder, or a restriction imposed as part of a gift in a will. These restrictions can only be removed by the Charity Commission of England and Wales under exceptional circumstances.

7. As of 31 May 2026, the balances available under the Charity’s unrestricted funds are as below:

		UNRESTRICTED
AMBU	NORTH FUNDS	£27,595
GPCW	CENTRAL & WEST	£8,888
GPSE	SOUTHEAST	£829
BARY		£995
CBLT		£250
GPHQ	NATIONAL	£100,494

8. Restricted and designated funds are treated separately and so fall outside the scope of this options paper.

South-East funds available

9. The balances available under the South-East fund (as of 31 May 2026) comprise of:

GPSE	South-East – general purposes	£829
BARY	Barry station, Vale of Glamorgan	£995
CBLT	Cowbridge station, Vale of Glamorgan	£250
<b>TOTAL (South-East)</b>		<b>£2,074</b>

10. The general purposes fund does not include accrued awards that have already been made by Bids Panel but not spent (£2,911). These local teams have up to 12 months to spend their funding, at which point any funds may be returned, and will become available to allocate again by Bids Panel.
11. As of 31 May 2026, the South-East fund includes two funds for Barry and Cowbridge stations that are unrestricted. The Locality Manager for these stations is intending to submit a future bid to Bids Panel, and it has been agreed that any surplus funds after this point would be merged into the general South-East fund.
12. Taking into account points 10 and 11, it is likely that some limited funds will become available to spend in future (a maximum of c. £4K) but that after this point, the South-East fund will be completely exhausted. Bids Panel can only



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spend these funds once any accrued bids have been released, and the outcome of the Barry/Cowbridge bids is known.

## ASSESSMENT

13. In order to progress forward, it is necessary to agree an approach to regional fund expenditure. There are four options considered as part of this paper:
- Reject all bids from the South-East region**, until the regional funds from North / Central & West are spent in full;
  - Consolidate the three regional funds** into the national unrestricted fund;
  - Fund successful bids from the South-East region through other designated or unrestricted funds** (such as Staff Appreciation Fund or national unrestricted funds), whilst continuing to spend down regional funds.
  - Encourage more applications from North / Central & West** so that these funds can be spent down more quickly;

	Advantages	Disadvantages
Option A – <b>reject all bids from South-East region</b> until all regional funds spent in full	<ul style="list-style-type: none"> <li>• Would ensure regional funds were spent down evenly across the three regions</li> <li>• It would also ensure parity for current and future donations, as national unrestricted funds donated by patients across Wales would not be spent exclusively by South-East</li> </ul>	<ul style="list-style-type: none"> <li>• Would cause inequity between regions, and proposed applications from South-East could be neglected for many years to come</li> <li>• This could cause resentment amongst staff in South-East, jeopardising future fundraising and staff engagement</li> </ul>
Option B – <b>consolidate the three existing regional funds</b>	<ul style="list-style-type: none"> <li>• All Bids Panel applications would be treated fairly no matter the location</li> <li>• Would simplify financial accounting processes</li> <li>• No legal restrictions as regional funds are recorded as unrestricted funds</li> </ul>	<ul style="list-style-type: none"> <li>• Could cause resentment amongst staff and donors in North / C&amp;W, some of whom expressly wished their donations at the time to remain within the region</li> <li>• Likely to require endorsement from Charity Committee / Corporate Trustee, and would require clear justification</li> </ul>
Option C – <b>fund South-East bids through unrestricted / designated funds</b>	<ul style="list-style-type: none"> <li>• Ensures all Bids Panel applications are assessed purely on merit</li> <li>• Would continue to spend down regional funds as they were intended</li> <li>• Would demonstrate the impact of the new Staff Appreciation Fund</li> </ul>	<ul style="list-style-type: none"> <li>• Could create the perception of a temporary inequity, as donations received nationally are potentially only spent in the South-East, until regional funds are spent down fully. This is likely to only be the case in the short-to-medium term, as would cease once other regional funds are fully spent</li> </ul>



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<p>Option D – <b>encouraging more applications from North / C&amp;W</b></p>	<ul style="list-style-type: none"> <li>Spends down regional funds faster, with the aim to get to a more equitable solution within a quicker timeframe</li> <li>Could happen alongside other options</li> </ul>	<ul style="list-style-type: none"> <li>Does not resolve the lack of funds allocated to South-East</li> </ul>
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14. In considering the advantages and disadvantages of each option, it is recommended that Charity Committee approves:

- **Option C** – to fund applications from South-East through the Staff Appreciation Fund, or from the unrestricted national fund
- AND**
- **Option D** – to encourage more applications from North / Central & West

15. It is thought that these options are preferable as they balance the wishes of past donors, whilst ensuring that all bids are considered fairly and based on the merit of each individual proposal. These proposals also encourage colleagues to spend down the regional funds in an orderly manner, with the goal to spend down all regional funds within the next 2-3 years.

16. Alongside this proposal, it should be noted that Bids Panel is now set an annual budget. In 2026-2027, this budget is a total of £40,000 across all funds. This should provide assurance that any changes to the spending of regional funds is unlikely to result in the depletion of the national unrestricted fund. Charity Committee may wish to recommend a maximum budget for bids from the South-East, to ensure that this does not deplete national funds quicker than donations can be received. This position will need regular review as part of any future budget setting processes for the Charity.

17. It is recommended that the regional funds are reviewed regularly, with another discussion brought to Bids Panel within the next 12 months.

## RECOMMENDATION

18. The recommendation(s) are as set out in the front cover above.

## NEXT STEPS

19. Should the proposals be approved by Charity Committee, they will take effect from the September Bids Panel meeting.



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CYMRU  
NHS  
WALES

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Gwasanaethau Ambiwylans Cymru  
Welsh Ambulance Services  
University NHS Trust

Agenda Item No.

15

## REPORT TITLE

Cycle of Business Monitoring Report 2026/27

## MEETING

Name of meeting	Charity Committee
Date of meeting	07 July 2026
Public or Private	Public
If private - <a href="#">rationale</a>	n/a

## REPORT SPONSOR

Executive sponsor	Julie Boalch, Assistant Director of Corporate Governance & Risk
Author(s) of report	AnnaMaria Williams, Corporate Governance Officer

## PURPOSE OF REPORT

- |  |  |
|--|--|
| <input type="checkbox"/> Approval                            | <input type="checkbox"/> Endorsement       |
| <input type="checkbox"/> Assurance                           | <input type="checkbox"/> Discussion        |
| <input type="checkbox"/> Information (goes in consent items) | <input checked="" type="checkbox"/> Noting |



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## REPORT SUMMARY:

[See writing and presentation guidance [here](#) to inform this section]

1. The report updates the committee on progress against its agreed Cycle of Business (CoB) for 2026/27.
2. The CoB Monitoring report has been presented, as follows: -
  - 2.1 The 'pre-agenda setting' key indicates that items in green show where they are cycled for a particular meeting. Items in beige indicate they are a prompt at agenda setting as they may be ad hoc items such as business cases or external reports.
  - 2.2 The 'post-agenda setting' key indicates that items in blue were either on the agenda as scheduled or is an *ad hoc* item which was discussed in agenda setting and scheduled. The orange indicates where an item was programmed for receipt but has been deferred to a future meeting.
3. The CoB item '*Set reserves policy annually*' has been deferred. There is an ongoing action, reference 43/25 from 2 October 2025, that relates to this item: '*It was agreed to bring back a proactive Reserves Policy position, ideally in Q4 alongside the Annual Report, and to update the Cycle of Business to reflect the action to be taken.*' Completion of this action has been delayed due to competing financial priorities and capacity constraints, with verbal updates on this coming to each Charity Committee meeting.

## RECOMMENDATION(S)

See writing and presentation guidance [here](#) to inform this section

1. The committee is requested to note the update.

## ADDITIONAL PAPER(S)

Set out here any annexes. See writing and presentation guidance [here](#) regarding materiality and use of the Reading Room

The committee is requested to receive the following:

1. Charity Committee Cycle of Business 2026-27 Monitoring Report



**GIG**  
CYMRU  
**NHS**  
WALES

Ymddiriedolaeth Brifysgol GIG  
Gwasanaethau Ambiwlians Cymru  
Welsh Ambulance Services  
University NHS Trust

Governance and assurance checks to support decision-making and demonstrate alignment and risk mitigation

### STRATEGIC OBJECTIVE(S) THIS REPORT SUPPORTS

Narrative here (select all that apply) [[link to objectives and what good looks like](#)]

<input type="checkbox"/> SO1: Providing the right care or advice, in the right place, every time	<input type="checkbox"/> SO2: Enabling our people to be the best they can be
<input type="checkbox"/> SO3: Being at the forefront of innovation and technology	<input type="checkbox"/> SO4: Developing services in collaboration
<input type="checkbox"/> SO5: Being quality driven and clinically led	<input checked="" type="checkbox"/> SO6: Delivering exceptional value

### RISK(S) THIS REPORT MITIGATES

Where relevant note the local, directorate, corporate or BAF risk number

n/a

### HEALTH & CARE QUALITY STANDARD(S) THIS REPORT SUPPORTS

Quality Domains (select all that apply) [[link to standards](#)]

<input type="checkbox"/> Safe	<input type="checkbox"/> Timely	<input checked="" type="checkbox"/> Effective
<input checked="" type="checkbox"/> Efficient	<input type="checkbox"/> Equitable	<input type="checkbox"/> Person Centred

Quality Enablers (select all that apply) [[link to standards](#)]

<input checked="" type="checkbox"/> Leadership	<input type="checkbox"/> Workforce	<input type="checkbox"/> Culture
<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Learning Improvement & Research	<input type="checkbox"/> Whole Systems Approach

### WAST WELLBEING OBJECTIVE(S) THIS REPORT SUPPORTS

Narrative here (select all that apply) [[link to goals](#)]

<input type="checkbox"/> A socially responsible and inclusive employer	<input checked="" type="checkbox"/> An innovative and sustainable organisation	<input type="checkbox"/> A pro-active, accessible and equitable care provider
<input checked="" type="checkbox"/> n/a	<input type="checkbox"/> n/a	<input checked="" type="checkbox"/> n/a

### IMPACT ASSESSMENTS FOR CONSIDERATION

Where a strategic decision is being sought, an Equality Impact Assessment must accompany this paper. You may need to do other impact assessments also so please refer to this signpost document [here](#) for further details.

Does this paper require an impact assessment	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
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If yes, what impact assessment is attached

### APPROVAL/SCRUTINY ROUTE

Date	Person/Group/Committee
n/a	n/a

PAPER	PRE or POST-C'EE FORUM	FREQUENCY	Q1	Q2	Q3	Q4	LEAD	PURPOSE	COMMENT/COMPLIANCE
<b>CHARITY COMMITTEE - CYCLE OF BUSINESS 2026-27</b>									
<b>TERMS OF REFERENCE NOTED IN RED TEXT</b>									
<b>STRATEGY DEVELOPMENT AND DELIVERY</b>									
Strategy implementation (delivery plan)	DPE/Trustee	Bi-annually					DPE	Approval/Assurance	Delivery plan update in Q2 and then biannual
<b>FUNDRAISING</b>									
Fundraising plan	DPE/Trustee	Ad hoc					DPE	Approval	Plan approved in July 2025; to come forward on an <i>ad hoc</i> basis
Fundraising implementation	DPE/Trustee	Each Meeting from Q3					DPE	Assurance	Reporting is combined with charity performance report
<b>CHARITABLE FUNDS AND INVESTMENT</b>									
Income and expenditure budget	ELT/Trustee	Annually					HoC/EDOF	Endorsement	For approval by Corporate Trustee; complete in Q4 prior to the forthcoming year
Financial accounts and annual report	ELT/Trustee	Annually					EDOF	Endorsement	For final submission to Charity Commission by 31 January each year.
Auditors report on accounts	ELT/Trustee	Annually					Auditors	Assurance	Independent examination by Audit Wales
Finance Update	EDOF	Each Meeting					EDOF	Assurance	Includes income and expenditure, and investment performance
Charity Performance Update	DPE	Each Meeting					DPE	Assurance	To include grants and reporting on fundraising as above (see note 4)
Sub-committee highlight (AAA) reports	Relevant Committee	Each Meeting					Relevant Chair	Assurance/Escalation	Bids Panel and Bursary Panel
Lived experience Bids or Bursary Panel	Relevant Committee	Each Meeting	→				Relevant Chair	Assurance	Template required: see note 3 and note 4
Applications as appropriate from time to time	Bids/Bursary Panel	Ad Hoc					Relevant Director	Approval	See note 3 re demonstrating adherence to guidance on public benefit
Investment strategy	ELT/Trustee	Annually					EDOF	Approval	As charity strategy develops an investment strategy to be developed also, together with appointment of external fund managers. Review this in 2026/27. In the interim the finance report serves as an update on the investment
Investment report	EDOF	Each Meeting					EDOF	Assurance	Report encompassed in finance report for 2026/27 as above
<b>POLICY</b>									
Set reserves policy annually	N/A	Annually	→	→			EDOF	Approval	See note 4
Policies for review and approval	Policy Group/ELT	Ad Hoc					Relevant Director	Approval	To include fundraising policy, investment policy, etc - Charitable Funds Policy in July
<b>RISK AND AUDIT</b>									
Charity Risk Register	Trustees	Each meeting					DCG	Assurance	
Audit tracker reporting	ADLT	Each meeting					DCG	Assurance	Only where charity audits are in place
Audits within purview of Committee	Audit Committee	Ad Hoc					Relevant Director	Assurance	
<b>GOVERNANCE</b>									
Committee effectiveness review annual report	Audit/Board	Annually					DCG	Approval	
Review of Terms of Reference	Audit/Board	Annually					DCG	Approval	
Committee Cycle of Business	N/A	Annually					DCG	Approval	
Committee Cycle of Business Monitoring	N/A	Each Meeting					DCG	Approval	
Committee Review of Annual Priorities	None	Quarterly					DCG	Assurance	Committee priorities have not been set 2026/27 so review not required
<b>PROMPTS</b>									
External Reports	n/a	As required					TBC	TBC	

EDOF = Executive Director of Finance  
DPE = Director of Partnerships and Engagement  
DCG = Director of Corporate Governance/Board Secretary

**Key: Pre-agenda setting**

- Cycled for each meeting
- Ad hoc item - prompt for agenda setting
- Reporting developing

**Key: Post-agenda setting**

- Presented as cycled
- Ad hoc / item considered - not programmed
- Item deferred
- Reporting developing