

Bundle Charity Committee 18 January 2024

Agenda attachments

- Item 00 Agenda CC 18 JAN 24
- 0 09:30 – OPENING ITEMS
- 1 Chair's welcome, apologies and confirmation of quorum
- 2 Declarations of Interest
Board Member Register of Interests-Updated 2023.10.06-Published.xlsx (nhs.wales)
- 3 Minutes of last meeting 9 October 2023
ITEM 03 OCT UNCONFIRMED MINUTES
- 4.1 Action Log and Matters Arising.
ITEM 04.1 ACTION LOG
- 4.2 Committee AAA Report – 9 October 2023
ITEM 04.2 Charity Committee Highlight Report 9 October 2023
- 4.3 ITEMS FOR APPROVAL, ASSURANCE AND DISCUSSION
- 5 09:40 – Bursary Panel Lived Experience
- 6 10:00 – Updated Position on Strategic Review of the Charity, Governance and Resourcing
ITEM 06 Charity Committee Strategic Update
- 7 10:20 – Charity Financial Annual Report and Accounts for 22/23
ITEM 07 SBAR Annual Report Accounts 18.01.24
ITEM 07a Welsh Ambulance Services NHS Trust Charity – Annual Report 2022–23
ITEM 07b Welsh Ambulance Services NHS Trust Charity – Annual Accounts 2022–23
- 8.1 10:35 – Auditors Report on Accounts (Independent Examination)
ITEM 08.1 WAST Charity – IE Memo (Draft)
- 8.2 2021/2022 Audit Fee
ITEM 08.2 WAST Charity Audit Fee Memo
- 8.3 10:50 – COMFORT BREAK – 15 Minutes
- 9 11:05 – Finance Update
ITEM 9 SBAR Charity Finance Update 18.01.24
- 10 11:20 – Volunteer Fundraising Activity
ITEM 10 Volunteer Fundraising Activity Jan 24
- 11 11:35 – Risk Management Update (Verbal)
- 12 11:45 – Annual Effectiveness Review
ITEM 12 Charity Committee SBAR on Committee Effectiveness 2023–24
- 12.1 Charity Effectiveness Review Survey Results
ITEM 12a Annex 1 – Charity Committee Effectiveness Review Survey Results 2023–24
- 12.2 Committee Annual Report
ITEM 12b Annex 2 – Charity Committee Annual Return 2023–24 DRAFT
- 12.3 Terms of Reference Review
ITEM 12c Annex 3 – Charity Committee TORs 24–25 DRAFT
- 12.4 CONSENT ITEMS
- 13 Committee Cycle of Business Monitoring Report
ITEM 13 Charity Committee Cycle of Business Monitoring Report
ITEM 13a Charity Committee Cycle of Business 2023–24 – Monitoring Report
- 14 Bids Panel AAA Report – 4 October 2023 Meeting
ITEM 14 Bids Panel AAA OCTOBER 2023
- 14.1 12:15 – CLOSING ITEMS
- 15 Key Messages for the Corporate Trustee Board and Agreed Actions
- 16 Reflections on the meeting
- 17 Any Other Business
- 18 Date and Time of Next meeting – 4 April 2023



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MEETING OF THE CHARITY COMMITTEE

Held in **public on 18 January 2024 from 09:30 to 12:25**

Meeting held virtually via Microsoft Teams

AGENDA

No.	Agenda Item	Purpose	Lead	Format	Time
OPENING ITEMS					
1.	Chair’s welcome, apologies, and confirmation of quorum	Information	Ceri Jackson	Verbal	10 mins
2.	Declarations of Interest	To State Conflicts	Ceri Jackson	Verbal	
3.	Minutes of Last Meeting: - 9 October 2023	Approval	Ceri Jackson	Paper	
4.	4.1 Action Log & Matters Arising 4.2 Committee AAA Report 9 October 2023	Approval	Ceri Jackson	Paper	
ITEMS FOR APPROVAL, ASSURANCE AND DISCUSSION					
5.	Bursary Panel Lived Experience	Discussion	Jo Kelso Toni-Marie Norman	Presentation	20 mins
6.	Updated Position on Strategic Review of the Charity, Governance and Resourcing	Discussion	Estelle Hitchon	Paper	20 mins
7.	Charity Financial Accounts and Annual Report for 22/23	Endorse	Chris Turley	Paper	15 mins
8.	8.1 Auditors Report on Accounts 2022/23 (Independent Examination) 8.2 2021/22 Audit Fee	Assurance	Gareth Lucey Daniel Price	Paper	15 mins



COMFORT BREAK - 15 Minutes

9.	Finance Update	Assurance	Chris Turley	Paper	15 mins
10.	Volunteer Fundraising Activity	Discussion	Judith Bryce	Paper	15 mins
11.	Risk Management Update	Assurance	Julie Boalch	Verbal	10 mins
12.	Committee Annual Effectiveness Review 23/24 - Responses to questionnaire - Committee Annual Report - Proposed Changes to ToR	Approval	Trish Mills	Paper	30 mins

CONSENT ITEMS

The items that follow are for information only. Should a member wish to discuss any of these items they are requested to notify the Chair so that time may be allocated to do so.

13.	Committee Cycle of Business Monitoring Report	Information	Trish Mills	Paper	-
14.	Bids Panel AAA Report 4 October 2023	Information	Julie Boalch	Paper	

CLOSING ITEMS

15.	Key Messages for the Corporate Trustee Board and Agreed Actions	Discussion	Ceri Jackson	Verbal	10 mins
16.	Reflections on the Meeting	Discussion	Ceri Jackson	Verbal	
17.	Any Other Business	Discussion	Ceri Jackson	Verbal	
18.	Date & Time of Next Meeting: 4 April 2024	Information	Ceri Jackson	Verbal	



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Lead Presenters

Name	Position
Judith Bryce	Assistant Director of Operations
Ceri Jackson	Non-Executive Director and Chair of Committee
Jo Kelso	Head of Workforce Education and Development
Trish Mills	Board Secretary
Chris Turley	Executive Director of Finance and Corporate Resources
Estelle Hitchon	Director of Partnerships and Engagement
Julie Boalch	Head of Risk/Deputy Board Secretary
Toni Marie Norman	Business Manager (Operations)

UNCONFIRMED MINUTES OF THE MEETING OF THE CHARITY COMMITTEE HELD ON 9 OCTOBER 2023 VIA TEAMS

MEMBERS:

Ceri Jackson	Non-Executive Director (Committee Chair)
Kevin Davies	Non-Executive Director
Bethan Evans	Non-Executive Director
Hannah Rowan	Non-Executive Director (left during item 51/23)

IN ATTENDANCE:

Julie Boalch	Head of Risk/Deputy Board Secretary (left during item 57/23)
Lee Brooks	Executive Director of Operations
Gavin Davies	HART Locality Manager (attended for item 46/23 only)
Colin Dennis	Trust Chair (left during item 57/23)
Jill Gill	Head of Financial Accounting
Estelle Hitchon	Director of Partnerships and Engagement
Caroline Jones	Corporate Governance Officer
Navin Kalia	Deputy Director of Finance and Corporate Resources
Olaide Kazeem	Financial Services Project Accountant
Jo Kelso	Head of Workforce Education and Development
Trish Mills	Board Secretary
Hugh Parry	Trade Union Partner (left during item 55/23)
Alex Payne	Corporate Governance Manager
Liz Rogers	Assistant Director of People and Culture
Andy Swinburn	Director of Paramedicine (left during item 55/23)
Damon Turner	Trade Union Partner
Marcus Viggers	Trade Union Partner

APOLOGIES:

Chris Turley	Executive Director of Finance and Corporate Resources
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42/23 WELCOME AND APOLOGIES

Ceri Jackson, Committee Chair, welcomed everyone to the meeting and noted that Colin Dennis was attending the meeting today for a short time.

Apologies were noted from the Chris Turley.

43/23 DECLARATIONS OF INTEREST

There were no additional declarations to those already recorded on the Trust register.

RESOLVED: That no new declarations were received.

44/23 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 5 July 2023 were approved as a correct record.

RESOLVED: That the minutes of the meeting held on the 05 July 2023 were approved as a correct record.

45/23 ACTION LOG

The action log was considered, reviewed, and updated.

Actions 15/23, 30/23, 31/23, 31/23, 32/23, 33/23a and 33/23b were closed.

Actions 28/23 and 35/23 required further consideration and remain open.

RESOLVED: That action log was reviewed and updated as set out above.

46/23 BIDS PANEL LIVED EXPERIENCE –

Julie Boalch introduced Gavin Davies, a member of the Hazardous Area Response Team (HART) who shared a presentation with members on the vision for the HART welfare/remembrance garden.

An excellent application had been submitted for funds, from which it was clear that staff had already invested their own time to start the project to create their own green space.

All the staff on station were supportive of the idea and were keen to be involved, with one member of each team forming a group to develop the concept.

It had been identified that there was a considerable amount of horticultural knowledge within the team and two staff allotment groups had offered to provide some plants for the project.

The neighbouring business was also consulted and was fully supportive of the project with no objections to the use of the joint fence.

There had been a delay in finding a suitable contractor to undertake some ground works; however, this had been resolved with confirmation of a start date to be confirmed shortly.

Members liked the proposal and felt that this project would provide benefits to all the staff at HART all year round and especially liked the idea of a discussion box. Members were keen for Gavin and his team to be invited to a future meeting to share the completed project and the difference it was making for staff.

RESOLVED: That the project was well received, and members were keen for Gavin and the Team to provide a further update once the project was completed.

47/23 UPDATED POSITION ON STRATEGIC REVIEW OF THE CHARITY AND RESOURCING

This Committee and the Corporate Trustees had previously agreed that the Charity would become a strategic enabler following the review and recommendations from Tarnside.

The Committee discussed further the future management arrangements of the Trust Charity to enable it to further increase its fundraising capability. This includes the establishment and appointment of a Head of Charity and a Fundraising Officer. The intention is that this model will provide additional support to the Trust's employees and volunteers, while also having the potential to deliver additional discretionary services to provide better care for our service users.

In July 2023 the Committee supported a proposal that the Trust would underwrite the cost of an initial appointment (1x8a Head of Charity) with 1 x B6 (Fundraising Officer) being funded by the Charity for a defined period. That proposal was not supported by Trustees on 27 July and a further proposal, benchmarked to other NHS Wales charity employees was received at this meeting.

An indication from other NHS bodies across Wales was that staff were employed by the Health Board with the costs in whole or in part being recharged back to the charity. Estelle Hitchon, in collaboration with Jason Killens and others, suggested the possibility of a three- year phased approach to funding. It was clear that the way in which funds were currently held that the charity's National Fund could not alone support the funding of these posts, as currently expenditure for things such as the staff awards and Christmas hampers and dinners would deplete the funds significantly.

The revised resourcing proposal over three years was as follows:

Year 1

- 1st six months – employ B8a Head of Charity post – funded 70% Charity – 30% Trust
- 2nd six months – further employ a cB6 fundraising post – funded as above (70/30 split)

Year 2

- Continue with both posts, with tapering Trust support so now funded 85% Charity- 15% Trust
- Posts will need to demonstrate significant delivery on objectives, including income generation

Year 3 and beyond

- If decision to continue, posts would need to be 100% charity funded, at the very least cost neutral or in reality turning a profit for the Charity.

The Trust currently funds the Finance Assistant Charitable Funds post and there were no immediate plans for those costs to be transferred to the Charity to fund.

The on costs for the posts is c£123k per year, however recruitment would allow the Charity to do more for its staff and patients in line with the Corporate Trustees decision for the Charity to become a strategic enabler.

The Committee were reminded of the journey that had already been undertaken to date and the maturing ambition of the Charity.

Kevin Davies felt that should staff be appointed to the roles, the staff should be NHS Employees to avoid any conflict outside Agenda for Change.

Hannah Rowan, expressed her views on how much risk was the charity willing to take, nonetheless, appreciated the need to take risks to grow to avoid the status quo. She felt that some protections should be in place to assess progress, in order to avoid waiting until year three to decide on whether the posts were self-funding. She also raised the issue of the staff potentially losing funds donated for their benefit should the dedicated post fail to raise sufficient income. She was not unsupportive of the proposal, but expressed discomfort that the staff voice may not be represented at the table and was conscious of how this action could be perceived. Ceri Jackson noted that with the members and Trade Union Partners in attendance at the meeting that staff were represented.

Lee Brooks felt that the matter that had been outstanding from the Corporate Trustee meeting had been covered by the presentation. Whilst he felt that the banding of the post at B8a may be too high, he recognised the importance of making progress and recognised the potential to be doing more than we were currently. Members agreed that the Trust did not have the expertise required internally to offer the post as a secondment and that thought needed to be given to the wording of the advert at the time. Lee Brooks went on to say he felt

the Charity should pay for the posts in their entirety for, at least, the initial fixed term period.

Bethan Evans stated that she was supportive in principle of taking actions to become a strategic enabler, however, would give different answers as a Non-Executive of the Trust to that of the Corporate Trustee, due to the roles and risks being different, noting she had also voiced concerns about the Trust funding these posts in the July Corporate Trustee meeting. The current financial climate had dictated efficiency decisions to be made by the Trust and would impact on the future operational decisions. Bethan was concerned that affordability was a factor and perception was a reality. She suggested that a starting point may be to consider the initial post on a part time basis funded by the Charity, with a view to increasing to full time as the income grows, recognising that the benefit was to do more for our staff and patients ensuring that core Trust functions were not supported by the Charity. The percentage of recharging to the charity would be more diluted as the Finance Assistant - Charitable Funds is paid for by the Trust thereby potentially putting us out of step with peer organisations.

Members discussed and noted the risks associated with the posts not achieving the income to cover the costs but felt that a certain level of risk was required to take the charity forward as had been agreed by the Corporate Trustees.

Hugh Parry confirmed that he initially expressed his view that the Charity should aim high and supported it being a strategic enabler however that was prior to the information before the Committee on the source of funding for the posts. Hugh Parry shared his nervousness in utilising money in this way. He recalled the history of how the funds had started and how each station had previously held their own funds.

Hugh Parry had looked at other charities and felt that other charities were struggling, except those with a number of years' experience behind them and were more advanced than the Trust. Not all stations had the capacity to have wellbeing areas and were grateful for the smaller things like televisions that they could have. He felt that the risk was too great at this time in the current climate and hoped that in future there would be an opportunity to aim higher.

Damon Turner also shared his nervousness in utilising regional charitable funds in this way and felt that the initial funds donated historically should remain for this purpose, with funding streams identified for people to donate to the strategic direction should they wish to. He felt that the process was becoming disjointed, whilst wanting the Charity to grow, he felt that the funds should be separate so the public would know what their donation would be used for. Estelle Hitchon agreed with the individual funding streams but stressed that an infrastructure was needed to allow work to proceed on how people donate and

what purpose it is donated for, with separate streams for people to donate to, under the charity umbrella.

Damon Turner queried where the strategic direction was whilst being supportive of moving forward to enhance the opportunities available. He confirmed that an NHS organisation would be viewed and funded differently to others such as St John who have a corporate and voluntary arm.

It was agreed that there was not unanimity today and essentially two decisions needed to be made, one by the Trust on the extent to which they felt able to support the charity in this financial climate and then the Corporate Trustees would need to consider the financial risk based on the funding agreed by the Trust.

It was agreed that a decision needed to be made in regard to the next steps for the charity. Recognising that the charity was able to apply for resources the Trust would not have access to.

It was proposed that a paper be developed for the Corporate Trustee meeting.

RESOLVED: That

A paper for the Corporate Trustees meeting on 16th November 2023 be prepared, including the concerns shared whilst recognising the support for the strategic enabler.

48/23 FINANCE UPDATE

Navin Kalia updated members on the key points within the report which included the probability that the national funds would be spent by the end of the financial year and a sizeable legacy that was being gifted, with a restriction to be spent on Colwyn Bay Ambulance Station.

A decision at this time was not to sell any units of the Charity Investment Fund (COIF) as the legacy would bring the charity fund below the internal policy target of the long-term investments not exceeding 50%.

The appendix to the report provided information on the ethical assurance or fund practices in the management of the charity's investments.

Members discussed the possibility of shaping the way to encourage people to donate in a way that was beneficial to the charity in the future. Currently, the Trust was only made aware of legacies once a solicitor had contacted the Trust.

RESOLVED: That the contents of the report were noted.

49/23 INDEPENDENT EXAMINATION OF CHARITY ACCOUNTS

Navin Kalia explained that the report set out the approach to reverting to an independent examination of the Trust's charity accounts for the 2022/23 financial year. The Trust is not obliged to carry out a full audit and it was recognised as not being value for money in relation to the size of the charity.

It had also been confirmed that the auditors had allocated time to conduct an independent audit for the 2022/23 year accounts.

The Committee noted that it did not have the authority to approve the independent examination and would seek that approval from the Corporate Trustees by way of a Chair's Action by circulation.

RESOLVED: That a Chair's Action be circulated to seek approval from the Corporate Trustees for the approach of independent examination of the 2022/23 charity accounts as opposed to a full audit.

50/23 CHARITY PERFORMANCE

Estelle Hitchon confirmed that a stage three grant from NHS Charities together had been applied for to fund activities such as the Mind over Mountains walks and sports teams, had been approved.

Additionally, there was a £315k grant for community support roles and the process was currently underway to advertise for the roles funded by that grant.

RESOLVED: That the Committee noted the update and welcomed a report at its next meeting.

51/23 COMMUNITY FIRST RESPONDER (CFR) GOVERNANCE AND FUNDRAISING UPDATE

Lee Brooks updated members on the risk relating to CFR fundraising and confirmed that it had been drafted and was due to be progressed and finalised in the coming week, with the Risk Officer.

CFR co-ordinators had been asked to engage with the Trust to establish three key facts:

- 1) Who is fund-raising?
- 2) How are the funds being raised?
- 3) How are they banked?

The initial responses were low and a further letter was sent, to which a greater number of responses were received. There was hesitancy to share the details with

the Trust however at a recent conference in the North this was raised and discussed, with reasons for engaging made clear. It would also be discussed at the upcoming Swansea conference.

The topic would also feature at the Volunteer Steering Group which would hopefully offer assurance to the teams that the Trust did not plan to remove their funds. If engagement was still an issue then the formality of the communications to the CFRs would need to be increased.

Lee Brooks requested until the end of the calendar year to complete the task with a further update being provided to the next meeting.

It was recognised that the absence of a fund-raising framework made it difficult to hold co-ordinators to account.

Kevin Davies expressed his disappointment that more progress hadn't been made whilst appreciating the challenges presented and felt that there was a risk in CFRs wearing a Welsh Ambulance Service uniform and fundraising for a charity that was not the Welsh Ambulance Service Charity. From a charity commission point of view, it would be difficult to justify.

Kevin Davies recalled the previous discussions around the central accounting of CFR income to ensure that appropriate governance was in place and that the Trust had oversight, which had not come to fruition and presented a risk.

RESOLVED: That

- 1) The Committee were assured by the update given; and**
- 2) an update report be brought to the next meeting of the Committee.**

52/23 RISK MANAGEMENT REPORT

A report was provided for Members on the work undertaken relating to the risks aligned to the charity to date. The risk discussed earlier in this meeting relating to volunteer fundraising would also be considered.

Much work had been done around the charity governance risk and the charity accounts reputational risk, both of which had been articulated.

Other risks identified for inclusion on the charity risk register include:

- a. Resource and capacity to manage the Charity.
- b. Trustees – skills, roles and responsibilities and training.
- c. Compliance with legal and regulatory framework.
- d. Grants – administration, meeting conditions and evidence
- e. Governance and management of funds
- f. Community First Responder fundraising

RESOLVED: That the ongoing work around Charity risks was noted.

53/23 CHARITABLE FUNDS TASK & FINISH GROUP CLOSEOUT REPORT

Trish Mills confirmed that the report was more a formality as the highlight report from the last committee meeting set out the progress made by the group and the closeout meeting was held shortly after.

Ceri Jackson thanked those involved in a large, but important piece of work.

RESOLVED: The closeout report from the Charitable Funds Task & Finish Group was noted.

54/23 CHARITY GOVERNANCE REPORT

Trish Mills confirmed that the report was aimed to set out the charity governance framework and bring a number of elements together relating to the annual return and assurance for the Corporate Trustees. The report set out the governing documents of the charity; its objectives, trustees' duties and would be presented to the Corporate Trustees in November.

Paragraph ten of the report was highlighted to provide assurance on the ways Trustee duties were being discharged, noting that legal advice around indemnities for trustees was awaited.

The charitable objects for the charity are wide, and our guidelines show that funds are principally used to purchase amenities for the benefit of staff and to provide additional training resources.

It was suggested that two meetings be scheduled for the Corporate Trustees as standard within the calendar of meetings. Effectiveness reviews and the highlight reports can also be presented.

A task & finish group was agreed to be set up to steer the development of the annual report and the annual return, which due to timeliness of the next Committee meeting, would be circulated via email in early December.

RESOLVED: That the Committee

(a) noted the update regarding the charity governance framework and Trustee duties and confirmed that a similar paper should be presented to the Corporate Trustees at its next meeting.

(b) received assurance on the review of Trustee duties, noting that a full review against all elements of these duties and legislative and regulatory compliance should be undertaken when the charity is resourced with an operational lead.

(c) noted the establishment of a task and finish group to manage the development of the annual report and annual return, and its circulation in draft to members ahead of its approval in January 2024.

55/23 BIDS PANEL HIGHLIGHT REPORT

Julie Boalch confirmed that the report was from the September meeting to discuss four, time sensitive applications.

Attention was drawn to the Christmas hampers and dinners of which the panel were extremely supportive and discussed value for money together with achieving the best experience for staff. A poll was put out to staff which was overwhelmingly in favour of a Christmas dinner rather than an alternative suggestion. A further meeting was held, and the bid was approved.

The detail of the other applications were contained within the report.

Lee Brooks challenged the purpose of the Bids Panel and expressed his confusion around some of the decisions made whilst appreciating that there was no other route for this elsewhere in the Trust. Julie Boalch confirmed that while good conversations were had at the Panel meetings, she appreciated the urgency to update the guidance. Additionally, it was noted that there was a considerable amount of work to do to understand how to enable to charity to work more effectively and efficiently.

Trish Mills confirmed the pressure on the Chair of the Panel due to the guidance being vague however confirmed that having someone dedicated to the Charity that could develop the guidance would be beneficial.

It was suggested that the Committee could approve applications whilst the guidance was being developed as the Corporate Governance Team could not take on another piece of work on behalf of the Bids Panel currently. Ceri Jackson however felt the separation between the Bids Panel and the Charity Committee could be helpful.

RESOLVED: That the highlight report from the Bids Panel was noted.

56/23 BURSARY PANEL HIGHLIGHT REPORT

The item was removed from the agenda post publication due to the alignment of the Bursary Panel meetings and Committee meetings.

57/23 COMMITTEE PRIORITIES & CYCLE OF BUSINESS MONITORING REPORT AND MEMBERSHIP UPDATE

The report set out the priorities that were set by the Committee and which are on track. The cycle of business was also reported on track.

A change to the membership of the Committee was proposed in the report however, the Lee Brooks advised that he would continue to be a member of the Committee subject to review within the annual Committee effectiveness process

RESOLVED: That the update be noted.

58/23 CHARITY COMMITTEE REPORT TO BOARD [JULY 2023]

The Committee received the Highlight Report to the Board from its meeting in July 2023. There were no comments raised from this report.

59/23 BIDS PANEL MINUTES [JUNE 2023]

The Committee received the minutes of the meeting of the Bids Panel from the meeting held on the 29 June 2023.

60/23 REFLECTION:- SUMMARY OF DECISIONS AND ACTIONS

Recommended that the key decisions for Board be amended to key messages for Board and key messages for trustees.

The Bids Panel experience was well received.

61/23 KEY MESSAGES FOR BOARD

Ceri Jackson summarised the key messages for Board members.

62/23 ANY OTHER BUSINESS

None raised.

63/23 DATE OF NEXT MEETING

The next meeting of the Committee is scheduled for the 11 January 2024.

ACTION LOG - CHARITY COMMITTEE
WELSH AMBULANCE SERVICES NHS TRUST

Minute Ref	Date	Agenda Item	Action Note	Responsible	Due Date	Progress/Comment	Status
28/23	5 July 2023	Interim Governance Arrangements	An internal communications piece be published to advise of the current interim process/arrangements in place until further notice.	Estelle Hitchon	9 October 2023	Verbal update to be provided at October meeting Update at October meeting - without a confirmed position on how far the Charity is able to go with resourcing, the notice has not yet been issued. The action remains open. The date will need to be updated.	Open
35/23	5 July 2023	Bursary Panel Update	Agreement on how the Bursary Scheme should be funded going forward (JK/NK/EH/TM to meet to agree)	Jo Kelso	9 October 2023	Update may not be available in October may need to wait till Jan 24. Process still being agreed dependent upon treatment of CF applications going forward - paper to be received in January and to be discussed with Date to be updated.	Open
47/23	9 October 2023	Updated Position on Strategic Review of the Charity and Resourcing	A paper be written for the Board of Trustees Meeting on 16th November to include concerns, whilst recognising the support for a strategic enabler.	Estelle Hitchon	7 November 2023	Received by C Trustees on 16 November.	Complete
49/23	9 October 2023	Independent Examination of Charity Accounts	The Committee recommend to the Board of Trustees the approval of an independent examination of the Charity's Accounts for 2022/23 via Chair's Action.	Alex Payne	13 October 2023	Facilitated in October and agreed. Reported to CT meeting on 16 November	Complete
51/23	9 October 2023	CFR Governance & Fundraising update	An update paper to be brought to the January meeting of the Committee	Lee Brooks	11 January 2024	on agenda	Complete
54/23	9 October 2023	Charity Governance Report	A T&F group be set up to steer the development of the Annual report and return.	Trish Mills	11 January 2024	Update on activities included within Annual Report and Accounts paper	Complete



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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.

Corporate Trustee Meeting Date	16 November 2023
Committee Meeting Date	9 October 2023
Chair	Ceri Jackson

KEY ESCALATION AND DISCUSSION POINTS

ALERT

(Alert the Trustees to areas of attention)

1. The Committee discussed further the **future management arrangements of the Trust Charity** to enable it to further increase its fundraising capability and impact. This includes the establishment and appointment of a Head of Charity and a Fundraising Officer. The intention is that this model will provide additional support to the Trust's employees and volunteers, while also having the potential to deliver additional discretionary services to provide better care for our service users.

In July 2023 the Committee supported a proposal that the Trust would underwrite the cost of an initial appointment (1x8a Head of Charity) with 1 x B6 (Fundraising Officer) being funded by the Charity for a defined period. That proposal not supported by Trustees on 27 July and a further proposal, benchmarked to other NHS Wales charity employees was received at this October meeting. This was:

Year 1 – Head of Charity (band 8a) is funded 70% from charitable funds and 30% from Trust funds; and that six months into Year 1 a Fundraising Officer (band 6) would be employed on the same percentage split;

Year 2 – The Trust support is tapered for both posts to 85%/15%; and

Year 3 – Both posts are 100% funded from charity as cost neutral or profit making.

It was stressed that the charity contribution above cannot come solely from national funds given the current balances, and that a contribution will be required from the other funds.

Whilst in principle members continue to agreed that the charity should be a strategic enabler, there were differing views on how the resources which are vital to support this were funded with the result that the Committee were not united in a position to be able to put to the Corporate Trustee. As a result, a further paper will be developed for consideration by the Corporate Trustee.

ADVISE



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

2. The Corporate Trustee will be aware that the 2020-21 accounts of the charity were subject to a full audit. By virtue of the small size of the charity it is not obliged by the Charity Commission to carry out a full audit each year, and the cost of this is not value for money. However, it is recommended that a full audit is carried out every three or five years with independent examination of the accounts in the intervening years. It is recommended by the Committee, and supported by Audit Wales, that the **charity return to an independent examination for the 2022-23 charity accounts**. The Corporate Trustee will be asked to approve this by way of Chair's Action following this meeting.
3. A verbal update was provided on the **governance and fundraising of Community First Responders** (CFRs). A risk has been drafted related to the fundraising by CFRs and will be further developed for the next meeting. The Volunteer Team are endeavouring to establish the fundraising landscape of CFRs with further proactive engagement with CFRs at the October Volunteer's Conference. The Committee will receive a more detailed update when this information is received and were keen to understand more fully any liability or exposure for WAST as a result of CFR fundraising.
4. The Committee heard from the **Hazardous Areas Response Team's** (HART) about their application to the Bids Panel for a memorial garden and staff welfare area. The bid was approved in the amount of £5,000 and Gavin Davies (HART Locality Manager) provided the Committee with the garden plan, and details of how it will be utilised and maintained. The Committee agreed that the level of engagement with staff and neighbours was excellent and thanked Gavin for providing the presentation.
5. A Charity Annual Filings Task and Finish Group has been established to steer the development of the **2022-23 Annual Report and Annual Return**. The Annual Report will be circulated in draft to members ahead of its formal presentation in January.
6. Members' **reflections** on the meeting included that hearing the lived experience was an important part of seeing how charitable funds are utilised. There was good and collegiate discussion, however members noted that the issue of resourcing had been discussed multiple times and there was a need to make a decision on this as soon as possible. There remains a sense the charity is moving forward incrementally but in small steps without dedicated resourcing.

ASSURE

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

7. A **Charity Governance Report** was presented to the Committee which members felt provided a level of both information on constitutional elements and assurance on Trustee duties. This paper will be reproduced for the next Corporate Trustee meeting.
8. The **Charitable Funds Task and Finish Group** reported on their final meeting at the July Committee meeting, with this meeting receiving their formal closure report. The Group's primary purpose was to review various aspects of the charity's governance in parallel to the development of the strategy for the charity. Members noted the output of the Group relevant to its work plan as follows:



- (a) Review options for the ways in which charitable funds are held: A number of options were explored and a helpful presentation on both the historic and current position of the funds was provided by the finance team. Whilst in principle the Group was in favour of centralising funds with a transition plan, much of this work depends upon the strategic direction of the Charity and it was felt that the Group had gone as far as it could go on reviewing the options pending this.
- (b) Review options to devolve authority to directorate fund managers: Linked to (a) the options to devolve authority to fund managers depends upon whether funds are held centrally or regionally, or in specific fund pots.
- (c) Consider the fundraising arrangements for Community First Responders: Due to a number of pressures on the volunteer team the Group were unable to progress this element of its work programme very far. Issues of CFR fundraising governance were discussed at this meeting (see paragraph 3)
- (d) Recommend a suite of policies and procedures for the charity: The revised Investment Policy was approved by the Charity Committee on 5 July 2023. The Group recommended policies to consider including a fundraising policy.
- (e) Develop a charity risk register: Risks were discussed by the Group leading to the papers on risk provided to the Committee and the development of the charity risk register.
- (f) Develop a charity compliance register: A charity governance reporting including the duties of trustees was presented to this meeting as were the requirements and approach to the 2021-22 annual report and annual return (see paragraph 7)
- (g) Develop a Board development session on charity governance: An NHS Wales Board Secretaries session took place on 6 April facilitated by NWSSP Legal and Risk.

The Committee agreed that the Group had, as much as was possible at this stage, completed its work pending further work to be advanced on the charity's strategic direction by a dedicated charity leadership resource.

- 9. The **balance of funds** at 31st August is £405K comprised of £310K unrestricted funds; £24K in designated funds; and £71K in restricted funds. 1,090.14 investment units in the Charity Investment Fund (COIF) are held at a market value of £253k which has marginally increased from the July meeting. Whilst currently long term investments exceed total cash funds held by 2%, a large legacy is due to be received which will counter that therefore it is not intended to sell any units held at this time. That restricted legacy in the amount of £148K is to be used for Colwyn Bay station. Details of the ethical and responsible investment policy of the COIF were also received.
- 10. A verbal update on the progress of the **NHS Charities Together Grants** was received including the £315K Ambulance Grant which had been approved and instalment payments are beginning to be paid. This Committee will monitor the progress against grant conditions at each meeting.
- 11. The **Bids Panel** considered four applications since the last meeting. Two were agreed in principle awaiting further details (remembrance wreaths and Christmas dinners/hampers) and two were rejected including the incentive for the flu campaign and attendance by staff at the Navigator Conference, with neither being within the agreed guidelines for the use of charitable funds. It was agreed that the guidance used for the application of charitable funds needed review however capacity to do so was an issue in the absence of a dedicated charity lead. The issue of whether the Bids Panel's purpose required review was also discussed and the Chair of the panel provided assurance to the Committee of



the detailed consideration and discussion on each bid and application of the guidelines.

12. The Committee is making progress against its two **priorities for 2023/24**:

- To oversee implementation of the recommendations from the charity's strategic review, and to ensure that the Charitable Funds Task & Finish group remit and work plan is adjusted accordingly; and
- To continue discussions (through the Charitable Funds Task & Finish Group) regarding risks affecting the charity, and to ensure that the agreed risks are included on the WAST organisational Risk Register.

RISKS

Risks Discussed: Risks identified include the following which will be developed over the coming months:

- CFR fundraising – see above
- Resource and capacity to manage the Charity
- Trustees – skills, roles and responsibilities and training.
- Compliance with legal and regulatory framework.
- Grants – administration, meeting conditions and evidence
- Governance and management of funds

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

COMMITTEE AGENDA FOR MEETING

Bids Panel Lived Experience – HART Garden	Updated position on strategic review of the charity and resourcing	Finance update
Charity performance	Community First Responder Governance and Fundraising Update	Risk Management Report
Charitable Funds Task and Finish Group Closure Report	Charity Governance Report	Bids Panel Highlight Report
Committee priorities and cycle of business monitoring report		

COMMITTEE ATTENDANCE

Name	5 April 2023	5 July 2023	9 October 2023	11 January 2024
Ceri Jackson				
Bethan Evans				
Prof Kevin Davies				
Hannah Rowan	Chair			
Chris Turley		Navin Kalia	Navin Kalia	
Lee Brooks				
Estelle Hitchon				
Andy Swinburn		Jen Lloyd		



GIG
CYMRU
NHS
WALES

Ymddiriedolaeth GIG
Gwasanaethau Ambiwylans Cymru
Welsh Ambulance Services
NHS Trust

COMMITTEE ATTENDANCE

Name	5 April 2023	5 July 2023	9 October 2023	11 January 2024
Liz Rogers				
Trish Mills				
Hugh Parry				
Damon Turner				
Marcus Viggers				
Julie Boalch				
Jo Kelso				

	Attended
	Deputy attended
	Apologies received
	No longer member/not member



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Ymddiriedolaeth GIG
Gwasanaethau Ambiwlans Cymru
Welsh Ambulance Services
NHS Trust

AGENDA ITEM No	6
OPEN or CLOSED	Open
No of ANNEXES ATTACHED	0

Updated Position on Strategic Review of the Charity, Governance and Resourcing

MEETING	Charity Committee
DATE	18 January 2024
EXECUTIVE	Estelle Hitchon, Director of Partnerships and Engagement
AUTHOR	Estelle Hitchon, Director of Partnerships and Engagement
CONTACT	Estelle.hitchon2@wales.nhs.uk

EXECUTIVE SUMMARY

1. Committee will be aware that the updated proposal in respect of resourcing the Charity and associated governance matters, which was considered by Committee at its last meeting on 09 October 2023, was further considered by the most recent meeting of the Corporate Trustee on 16 November 2023.
2. The outcome of that discussion was that the Corporate Trustee supported the proposal, namely, to progress with the recruitment of a Head of Charity and Marketing/Fundraising Officer on a two year (staggered) fixed term basis.
3. The split of funding proposed was a 70:30 apportionment in favour of the WAST Charity in year one, and 85:15 apportionment in year two. Total costs equated to some £88k in year one and £111k in year two. The Trust's contribution would be £26k in year one, and £17k in year two. The Charity's contribution would equate to £62k in year one and £94k in year two. In year one, the Charity's contribution would be supported from the national fund and interest on investments.
4. This proposal supports the WAST Charity in meeting its strategic enabler ambition and it was agreed that funding beyond the initial fixed term two-year period would be a matter for the Corporate Trustee and the Charity.
5. A draft Head of Charity job description has been developed and will now enter the job evaluation process with a view to recruitment as soon as possible and by early 2024/25 at the latest. The second post of Fundraising/Marketing Officer will be developed in due course for recruitment within six to nine months.

6. Similarly, the Corporate Trustee considered a proposal to temporarily pause the current Bids and Bursary Panel arrangements, following advice from the Board Secretary. The Charity Committee would become the responsible approval body for all charitable funds bids for a period. Bids would be reviewed by the Trust's Executive Leadership Team prior to submission, with an accompanying recommendation, to Charity Committee.
7. While this proposal was supported by the Corporate Trustee, on further review and reflection, and following discussion with trade union colleagues as to how best to retain the valuable insight of both TUs and other colleagues who have contributed their knowledge and time to both Bids and Bursary Panels, the Charity's Executive lead and Board Secretary are of the view that both panels should remain.
8. This will ensure continuity and the retention of expertise. That said, it is proposed that both panels operate with lower thresholds of £5k, with any bids in excess of this to come via the Executive Leadership Team for consideration, with an onward recommendation for consideration by Charity Committee.
9. This position will be reviewed by the Head of Charity, once in post, and a recommendation made to Committee (and the Corporate Trustee as necessary) as to the appropriate future model of governance
10. Committee is now asked to consider this revision to the proposal originally agreed by the Corporate Trustee for onward recommendation to the Corporate Trustee meeting due to be held on 25 January 2024.
11. Assuming both Committee and the Corporate Trustee are content, the Director of Partnerships and Engagement, as Executive Lead, will ensure that Panel members are written to, to both thank them for their patience, refer them to HFMA guidance on the allocation of funds, and advise them on the rationale for the change in delegated limits.

KEY ISSUES/IMPLICATIONS
RECOMMENDATION Charity Committee is asked to: - <ol style="list-style-type: none"> 1) Note the outcome of the November 2023 Corporate Trustee meeting and its support for the proposed resourcing model; 2) Note the proposal to amend the decision made by the Corporate Trustee to pause the activities of the Bids and Bursary Panels and to support the revised proposal that Bids and Bursary Panels reconvene and continue their work with a revised allocation limit of £5k. Any bids above this value will come to the Executive Leadership Team for scrutiny, discussion, and recommendation, for final decision by Charity Committee; 3) Assuming Committee is content with this proposal, this will be considered by the Corporate Trustee at its January 2024 meeting and, if the recommendation is accepted, will result in the re-convening of both the Bids and Bursary Panels as soon as practicable thereafter.

REPORT APPROVAL ROUTE
Not applicable.

REPORT APPENDICES
None.

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



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Welsh Ambulance Services
NHS Trust

AGENDA ITEM No	7
OPEN or CLOSED	OPEN
No of ANNEXES ATTACHED	2

Charity Financial Accounts and Annual Report 2022/23

MEETING	Charity Committee
DATE	18 January 2024
EXECUTIVE	Chris Turley, Executive Director of Finance & Corporate Resources
AUTHOR	Olaide Kazeem, Financial Services Project Accountant Bernadette Mitchell, Finance Assistant – Charitable Funds
CONTACT	Chris Turley, 01633 626201, Chris.Turley2@wales.nhs.uk

EXECUTIVE SUMMARY

1. To present to the Charity Committee the 2022/23 annual report & accounts, following the independent examination undertaken by Audit Wales.
 - The Charity Committee is asked to endorse the Charity Financial Accounts and Annual Report for 2022/23 for approval by the Corporate Trustee, at its meeting on the 25 January 2024.

KEY ISSUES/IMPLICATIONS

2. To consider and endorse the 2022/23 annual report and accounts.

REPORT APPROVAL ROUTE

Charity Committee – 18 January 2024
Corporate Trustee – 25 January 2024

REPORT APPENDICES

Appendix 1 – 2022/23 Annual Report
Appendix 2 – 2022/23 Annual Accounts.

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

WELSH AMBULANCE SERVICES NHS TRUST
CHARITY COMMITTEE
CHARITY FINANCIAL ACCOUNTS AND ANNUAL REPORT 2022/23

INTRODUCTION

3. The 2022/23 Annual Report and Annual Accounts are attached at **appendix 1 & 2**. The Committee is asked to review these, alongside the Independent Examination of the Accounts undertaken by Audit Wales and endorse these for approval by the Corporate Trustee at its meeting on 25 January 2024, for submission to the Charity Commission by no later than 31 January 2024.

BACKGROUND/ASSESSMENT

2022/23 Financial Accounts & Annual Report

4. A Charity Filings 2022/23 Task and Finish Group was established to coordinate the production and delivery of the Annual Report and Annual Return responses for the charity for the 2022/23 reporting period. The development of the Annual Accounts has been managed separately by finance colleagues but was aligned to the Annual Report delivery schedule.
5. The Task and Finish Group comprised Trish Mills, Navin Kalia, Olaide Kazeem, Bernadette Mitchell, and Alex Payne. The Task and Finish Group completed its work in November 2023 with the draft Annual Return responses having been produced, and the draft Annual Report completed and submitted to Audit Wales on the 4 December 2023 to inform their Independent Examination.
6. The key points to note within the accounts are as follows:
 - £34.6k income during the year;
 - £153k expenditure during the year;
 - Net COIF Investment loss of £13.3k, predominantly made up of losses earlier in the financial year, and which has been further recovered into 2023/24;
 - Resulting net movement in funds of (£131.7k)
7. During last year's full audit of the 2021/22 accounts, documentation for the financial year 2015/16 could not be found within the tight deadlines. This resulted in a technical qualification on the accounts as Audit Wales could not gain assurances on the £28k *unrestricted* income during the year.

8. Finance colleagues have undertaken further searches through archived folders for the files during the year and were able to locate the "missing" files. Audit Wales has now been able to test income samples and gain the required assurances on the treatment of the above income. Whilst the historical 2021/22 audit qualification cannot be undone, it will not now have any impacts on future audit outcome of the Charity's accounts.
9. As previously agreed by the Charity Committee, the accounts have been subject to an Independent Examination by Audit Wales, the report of which is being presented separately to Charity Committee.

RECOMMENDATIONS

10. That the Committee:
 - Endorses the Charity Financial Accounts and Annual Report for 2022/23 for approval by the Corporate Trustee, at its meeting on the 25 January 2024.



Welsh Ambulance Services NHS Trust Charity

Charity Annual Report and Accounts 2022-23

(Charity Registration Number 1050084)

THANK YOU

We are delighted to bring you the Welsh Ambulance Services NHS Trust (WAST) Charity Annual Report for 2022-23.

We would like to extend our heartfelt and sincere thanks to everyone in our communities who have supported our charity. Thanks to your generosity, the WAST Charity was able to provide invaluable support to our people and improve the ways in which they provide vital services to our patients.

We would also like to thank our people and volunteers. The way in which you consistently deliver high standards of patient care is often directly linked to the donations and legacies the Charity receives.

The end of the 2022-23 financial year saw the Charity beginning to reflect on its strategic direction and this will be taken forward into 2023-24. We have evaluated our current position with a view to investing in resources to optimise future fundraising and grant opportunities and support the people we serve across Wales.

We extend our thanks to Professor Kevin Davies, who was the Committee Chair from the 01 April 2022 to 04 May 2022.

DATE & SIGNATURE TO BE ADDED

Colin Dennis
Chair of the Corporate Trustee

DATE & SIGNATURE TO BE ADDED

Ceri Jackson
Interim Vice Chair and Chair of Charity Committee

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1. OUR PURPOSE, ACHIEVEMENTS AND PLANS

1.1 Our Purpose

The WAST Charity is the official charity of the Welsh Ambulance Service NHS Trust (WAST). The charity has the following charitable object:

The Trustee shall hold the trust fund upon trust to apply the income and at their discretion so far as may be permissible, the capital, for any charitable purpose or purposes relating to the National Health Service.

1.2 How we help

The Charity works closely with the Trust to ensure that it allocates funding to areas where it can make the greatest impact.

We do not replace NHS funding but use the generous donations we receive to support the WAST to provide services and activities over and above what the NHS can provide.

In 2022-23 the Charity supported staff practically and emotionally. This was particularly appreciated through the challenging Winter period where unprecedented handover delays meant our people were often outside Emergency Departments with patients for prolonged periods, and unable to get to patients in the community that needed us. The wellbeing support we focused on supported our people to continue to be able to provide the highest quality of care for our patients during this very difficult period.

The Charity also purchased amenities to provide more welcoming surroundings for crews which supported their well-being and provided additional training resources to further enhance the quality and standards of care provided by our people.

1.3 Our Plans for 2023-24 and beyond

The financial outlook for 2023 and beyond is expected to be a challenging one. The cost-of-living crisis facing our people and our communities will reduce the amount of money that the general public have to support charities across the UK, and the Charity will need to work hard to establish its baseline, confirm its strategic direction, and secure donations from the general public and grant making organisations.

The Charity appointed a strategic consultant in 2023 to review options for the future direction of the charity to better support our people and our patients. The Corporate Trustee has agreed that the most appropriate way forward is to resource the charity to enable it to pursue a future as a strategic enabler with the ambition for significant growth in fundraising income targeting larger charitable trusts and expanding the support we can provide to our people and our patients.

The Charity Committee will have the development and maturity of the strategic direction as its primary focus for the coming years.

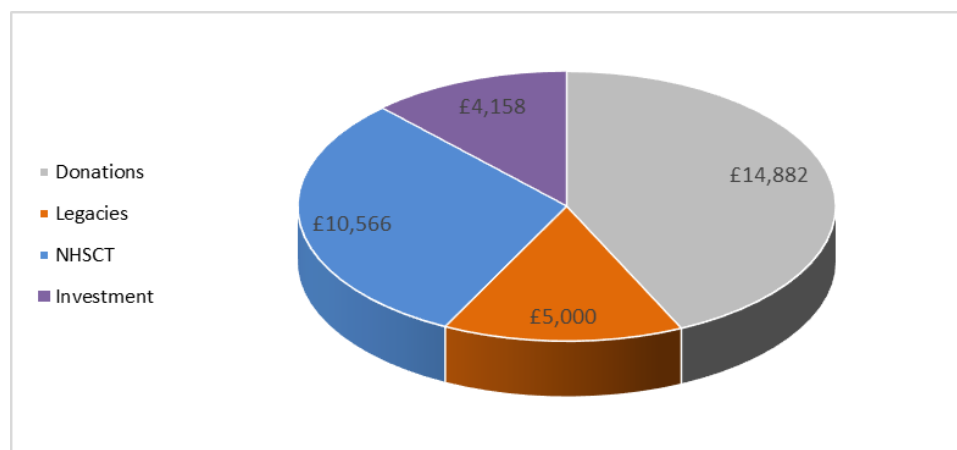


2. OUR FINANCES

2.1 Income

All funds received are held in separate funds, these being three regional general purpose funds, a national general purpose fund, three Community First Responder Schemes, a bursary fund, restricted ambulance equipment fund, NHS Charities Together (NHSCT) stage 1 restricted grant award, and a restricted heart attack victims fund.

The chart below shows our main sources of income in 2022-23 which total £34,606:



Donations (£14,882)

The majority of the charity's income comes from patients and their families wanting to show their appreciation for the care and support they have received from our people. As expected, this income was less than last year, which was £17,999, as levels of gifts and gifts in kind that resulted from the lockdown over the pandemic did not continue. We remain extremely grateful for all the support the public and staff have given us to help realise our aims.

Legacies (£5,000)

The charity was also the grateful beneficiary of this generous legacy.

Grants (£10,566)

The charity's grant income has come from NHS Charities Together as part of a development grant.

Investment Income (£4,158)

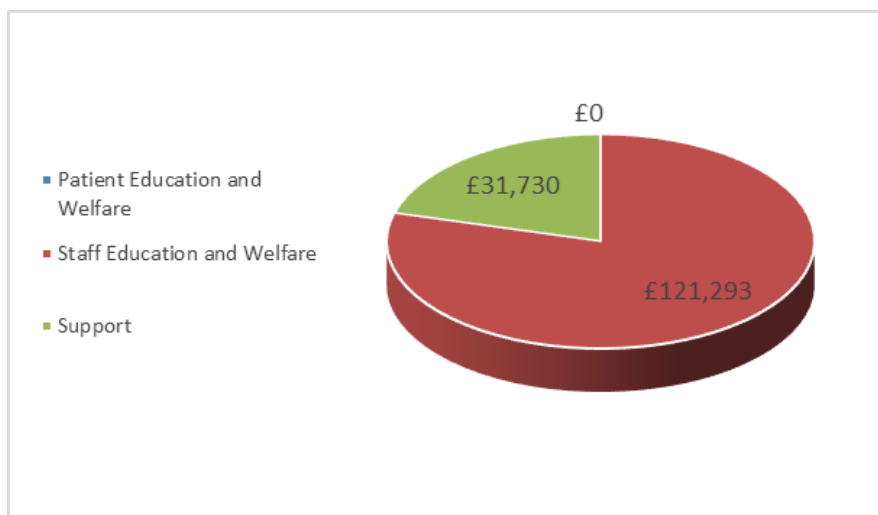
This Investment income comes in the form of dividends and interest from investment and cash balances held by the charity.

2.2 Expenditure

During 2022-23 the charity has continued to support a wide range of charitable and health related activities across the WAST as indicated above. Charitable expenditure is made with consideration given to public benefit and a process of review and evaluation is carried out on funding requests to ensure they align with the charity's objects.

Analysis of expenditure

In 2022-23 expenditure on charitable activities totalled £153,023. The expenditure categories were as follows:



Management and administration costs

The total management and administration costs for 2022-23 were £31,730. This represents 6% of the opening fund balances held as at 1st April 2022.

Investments and performance

The charity holds investment units with CCLA Good Investment. These investments are managed by CCLA.

No additional purchases were made during 2022-23. £135,000 worth of units were sold during the year to meet the requirements of our investment policy.

During 2022-23 the charity had market value losses of £13,271.

2.3 Overall Financial Position as at 31 March 2023

The value of the charity as at 31 March 2023 was £399,010. This is a decrease of £131,688 from the previous year.

2.4 Reserves Policy

There were no recurrent commitments in 2022-23, other than the £10,000 management fee (and similarly into 2023-24) against unrestricted charitable fund balances.

The Corporate Trustee considers that donations should be applied within a reasonable period of receipt, as long as there are no approved long-term plans that require accumulation of balances, and that expenditure represents appropriate use of funds.

3. OUR GOVERNANCE

3.1 Structure, Governance and Management of the Charity

Corporate Trustee

The charity has a sole Corporate Trustee which is the WAST. Responsibility for the management and use of funds held on trust lies with the WAST as Corporate Trustee.

The Chair and Non-Executive Directors of the WAST Board are appointed by the Minister for Health and Social Services, with the Executive Directors being appointed in accordance with the WAST's Standing Orders.

New members of the WAST Board are provided with appropriate induction and training. Orientation documentation provided for new members includes the previous year's annual reports and financial statements, and relevant charity information.

Membership of the WAST Board from 1 April 2022 to 31 March 2023 are set out in Annex 1.

The charity does not make any payment for remuneration nor does it reimburse expenses to the above individuals for activities undertaken in their capacity as Corporate Trustee.

Trustees are required to disclose all relevant interests, register them with the WAST and withdraw from decisions where a conflict arises. Any related party transactions are referred to in the accounts.

Linked Charity

The Charity's registration includes a linked charity, Welsh Ambulance Services NHS Trust General Fund, with registration number 1050084-1.

Charitable Funds Committee (now known as Charity Committee from May 2023)

The Charitable Funds Committee met six times in 2022-23 and reported to the WAST Board on each occasion. The Corporate Trustee delegates to the Charitable Funds Committee to:

- (a) Contribute to the development of the charity's strategy and monitor its implementation.
- (b) Assure the Corporate Trustee that charitable funds are accounted for, deployed, and invested in line with legal and statutory requirements.
- (c) Consider and endorse the annual accounts for approval by the Corporate Trustees.
- (d) Raise the profile and reputation of the charity.

Membership of the Charitable Funds Committee from 1 April 2022 to 31 March 2023 was as set out below:

Committee Members:

Kevin Davies	Trust Vice-Chair and Committee Chair (Chair until 04 May 2022)
Bethan Evans	Committee Member
Ceri Jackson	Committee Member (Chair from 05 May 2022)
Hannah Rowan	Committee Member

Prescribed Attendees for the Committee:

Chris Turley	Executive Director of Finance and Corporate Resources
Lee Brooks	Executive Director of Operations
Andy Swinburn	Director of Paramedicine
Estelle Hitchon	Director of Partnerships & Engagement
Trish Mills	Board Secretary
Catherine Goodwin	Interim Director of Workforce & Organisational Development (until 11/09/2022)
Angela Lewis	Director of Workforce & Organisational Development (from 12/09/2022)
Damon Turner	Trade Union Partner
Hugh Parry	Trade Union Partner
Marcus Viggers	Trade Union Partner

The Trust Board keeps under review the membership of the Charitable Funds Committee as part of its annual effectiveness review.

WAST does not currently operate a system whereby fund managers are delegated responsibility for administration of certain funds. Instead, the Charitable Funds Committee established the Bids Panel and the Bursary Panel for the granting of applications for use of charitable funds. The Panels report into the committee at each meeting. Guidance is in place to aid the Panels in the application of funds.

The objects of the charity are such that all expenditure is for the benefit of the National Health Service and as such is for public benefit. The Corporate Trustee is aware of its duties in relation to public benefit.

Registered address

The registered address of the Charity is Ty Elwy, Ffordd Richard Davies, St Asaph Business Park, St Asaph, Denbighshire, LL17 0LJ

3.2 Our advisors

Bankers

The charity has retained the banking services during the year from Barclays Bank plc, Corporate Banking Centre, 70 Kingsway, Swansea SA1 5JB

External Auditors

The charity auditors during the year was Audit Wales, Ground Floor, Unit 5325 North Wales Business Park, Abergele, Conwy LL22 8LJ

Investment Manager

CCLA Good Investment, One Angel Lane, London, EC4R 3AB

3.3 Risk Management

In 2022-23 the main risks associated with the charity relate to financial controls risk and investment risk. In 2023-24 the Charity has had an increased focus on the risks it faces, and these will continue to be drawn out as the strategic direction is set.

Financial controls risk

The financial controls which operate in relation to the charitable funds are the same as those which apply to the WAST and are determined in the Standing Orders and Standing Financial Instructions. The purpose of these controls are to ensure that the charitable fund is not exposed to any major risks. The controls in place are subject to continuous review and subject to annual external audit review.

Financial reports showing income and expenditure together with analysis of significant financial changes are reported to each Charity Committee meeting. The Corporate Trustee approves the annual accounts and annual report of the Charity.

The external audit of charity accounts is undertaken by Audit Wales. Given the size of the charity this is usually an independent examination, with a full audit undertaken periodically. A full audit was undertaken of the accounts in 2021-22, and in 2022-23 the Charity accounts reverted to an Independent Examination.

Investment risk

The risk relates to the uncertainty in the investment markets and volatility in yield. This is mitigated by investing in a portfolio of investments through the professional advice of investment managers. Our investment managers are CCLA and an update on the investment is included in each finance report to the Charity Committee with monthly monitoring of the investment by the Finance Team.

The Charity's investment policy is to hold a minimum of 20% in interest earning bank accounts and a maximum of 50% in fixed income or equity funds. This is in order to obtain the maximum return on investment with the minimum of risk to the funds.

The Charity does not currently have a policy of making grants to bodies other than to the WAST and none were made during the 2022-23 financial year.

A report to the Charitable Funds Committee in 2023 provided assurance on the ethical investment.

3.4 Annex 1 – Membership of the WAST Trust Board as Corporate Trustee

Voting members included:

- Martin Woodford, Chair of the Trust Board from 1 April 2022 to 30 September 2022
- Colin Dennis, Chair of the Trust Board from 1 October 2022 to 31 March 2023
- Professor Kevin Davies, Vice-Chair of the Trust Board
- Bethan Evans, Non-Executive Director
- Paul Hollard, Non-Executive Director
- Ceri Jackson, Non-Executive Director
- Hannah Rowan, Non-Executive Director
- Joga Singh, Non-Executive Director
- Martin Turner, Non-Executive Director
- Jason Killens, Chief Executive Officer of the Trust
- Chris Turley, Executive Director of Finance & Corporate Resources
- Lee Books, Executive Director of Operations
- Dr Brendan Lloyd, Executive Medical Director
- Rachel Marsh, Executive Director of Strategy, Planning & Performance (from 25 April 2022)
- Claire Vaughan, Executive Director of Workforce and Organisational Development (from 1 April to 22 April 2022)
- Wendy Herbert, Interim Executive Director of Quality and Nursing (from 1 April to 31 July 2022)
- Liam Williams, Executive Director of Quality & Nursing (from 1 August 2022)

Non-voting members included:

- Estelle Hitchon, Director of Partnerships and Engagement
- Angela Lewis, Director of People and Culture (from 12 September 2022 to 31 March 2023)
- Andy Swinburn, Director of Paramedicine
- Catherine Goodwin, Interim Director of Workforce and Organisational Development (from 22 April 2022 as voting and until 11 September as Interim Director)
- Andy Haywood, Director of Digital Services (from 1 April to 31 July 2022)
- Leanne Smith, Interim Director of Digital Services (from 1 August 2022)
- Trish Mills, Board Secretary
- Craig Brown, Trade Union Representative (from 1 April to 30 June 2022)
- Hugh Parry, Trade Union Representative (from 30 June)
- Damon Turner, Trade Union Representative

4. ANNUAL ACCOUNTS

WELSH AMBULANCE SERVICES NHS TRUST CHARITY	
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The accounts for Funds Held on Trust.

FOREWORD

The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

STATUTORY BACKGROUND

The NHS Trust is the corporate trustee of the funds held on trust under paragraph 16c of Schedule 2 of the NHS and Community Care Act 1990.

The Trustee has been appointed under s11 of the NHS and Community Care Act 1990.

The Welsh Ambulance Services NHS Trust charitable funds held on trust are registered with the Charity Commission and include funds in respect of Ambulance services throughout Wales.

MAIN PURPOSE OF THE FUNDS HELD ON TRUST

The main purpose of the charitable funds held on trust is to apply income for any charitable purposes relating to the National Health Service wholly or mainly for the services provided by the Welsh Ambulance Services NHS Trust.

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2023

		Unrestricted funds	Restricted Income funds	Endowment funds	Total 2022-23	Total 2021-22
	Note	£	£	£	£	£
Incoming resources						
Incoming resources from generated funds						
Income from donations and legacies						
Donations		14,882	-	-	14,882	17,999
Legacies	2	5,000	-	-	5,000	16,719
Investment income	3	4,158	-	-	4,158	81
Other incoming resources			10,566	-	10,566	-
Total incoming resources		24,040	10,566	-	34,606	34,799
Expenditure on						
Charitable activities	4	109,694	43,329	-	153,023	283,522
Total resources expended		109,694	43,329	-	153,023	283,522
Gains/(Losses) on investment assets		(13,271)	0	0	(13,271)	41,874
Net incoming /(outgoing) resources before transfers		(98,925)	(32,762)	-	(131,687)	(206,849)
Transfers between funds		0	0			
Net movement in funds		(98,925)	(32,762)	-	(131,687)	(206,849)
Fund balances brought forward as at 1 April 2022		430,930	99,768	-	530,698	737,547
Fund balances carried forward as at 31 March 2023		332,005	67,006	-	399,010	530,698

BALANCE SHEET AS AT 31 MARCH 2023

		Unrestricted funds	Restricted funds	Endowment funds	Total 2022-23	Total 2021-22
		£	£	£	£	£
	Note					
Fixed assets						
Investments	8/9	249,524	-	-	249,524	397,795
Total fixed assets		<u>249,524</u>	<u>-</u>	<u>-</u>	<u>249,524</u>	<u>397,795</u>
Current assets						
Debtors	10	867	1,875	-	2,742	898
Investments	11	118,530	-	-	118,530	139,536
Cash at bank and in hand		57,199	88,920	-	146,119	29,016
Total current assets		<u>176,596</u>	<u>90,795</u>	<u>-</u>	<u>267,391</u>	<u>169,451</u>
Liabilities						
Creditors: Amounts falling due within one year	12	94,115	23,790	-	117,905	36,548
Net current assets		<u>82,481</u>	<u>67,006</u>	<u>-</u>	<u>149,486</u>	<u>132,903</u>
Total assets less current liabilities		<u>332,005</u>	<u>67,006</u>	<u>-</u>	<u>399,010</u>	<u>530,698</u>
Funds of the charity:						
Unrestricted income funds		332,004	-	-	332,004	430,930
Restricted income funds		-	67,006	-	67,006	99,768
Endowment funds		-	-	-	-	-
Total funds	13	<u>332,004</u>	<u>67,006</u>	<u>-</u>	<u>399,010</u>	<u>530,698</u>

Chris Turley
Director of Finance & Corporate Resources

Ceri Jackson
Chair (Charitable Funds Committee)

XXXXXXXXXXXXXXXXXXXX

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STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2023

	Note	Total Funds 2022-23 £	Total Funds 2021-22 £
Cash flows from operating activities:			
Net cash provided by (used in) operating activities	14	(38,903)	(222,640)
Cash flows from investing activities:			
Purchase of Investments	8		0
Sale of Investments		135,000	0
Net cash provided by (used in) investing activities		<u>135,000</u>	<u>(222,640)</u>
Change in cash and cash equivalents in the reporting period		96,097	
Cash and cash equivalents at the beginning of the reporting period	15	168,553	391,193
Cash and cash equivalents at the end of the reporting period	15	<u>264,650</u>	<u>168,553</u>

NOTES TO THE ACCOUNTS

Accounting policies

1.1 Accounting convention

Basis of preparation

The financial statements have been prepared under the historic cost convention, with the exception of investments which are included at fair value.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern. There are no material uncertainties affecting the current year's accounts.

In future years, the key risks to the Charity are a fall in income from donations or investment income but the trustees have arrangements in place to mitigate those risks (see the reserves sections of the annual report for more information).

1.2 Funds structure

Where there is a legal restriction on the purpose to which a fund may be put, the fund is classified either as:

- A restricted fund or
- An endowment fund.

Restricted funds are those where the donor has provided for the donation to be spent in furtherance of a specified charitable purpose. The Charity's restricted funds usually result from legacies for specified purposes.

Endowment funds arise when the donor has expressly provided that the gift is to be invested and only the income of the fund may be spent. These funds are sub analysed between those where the Trustees have the discretion to spend the capital (expendable endowment) and those where there is no discretion to expend the capital (permanent endowment).

The charity has no permanent endowment funds, and has five restricted funds. One created during 2014/15, one created 2021/22, and the other two created in 2022/23.

Those funds which are neither endowment nor restricted income funds, are unrestricted income funds which are sub analysed between designated (ear-marked) funds where the Trustees have set aside amounts to be used for specific purposes or which reflect the non-binding wishes of donors and unrestricted funds which are at the Trustees' discretion, including the general fund which represents the charity's reserves. The major funds held in each of these categories are disclosed in note 13.

Accounting policies (continued)

1.3 Incoming resources

- a) All incoming resources are recognised once the charity has entitlement to the resources, it is probable (more likely than not) that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability.

Where there are terms or conditions attached to incoming resources, particularly grants, then these terms or conditions must be met before the income is recognised as the entitlement condition will not be satisfied until that point. Where terms or conditions have not been met or uncertainty exists as to whether they can be met then the relevant income is not recognised in the year but deferred and shown on the balance sheet as deferred income.

b) Legacies

Legacies are accounted for as incoming resources either upon receipt or where the receipt of the legacy is probable.

Receipt is probable when:

- Confirmation has been received from the representatives of the estate(s) that probate has been granted
- The executors have established that there are sufficient assets in the estate to pay the legacy and
- All conditions attached to the legacy have been fulfilled or are within the charity's control.

If there is uncertainty as to the amount of the legacy and it cannot be reliably estimated then the legacy is shown as a contingent asset until all of the conditions for income recognition are met.

c) Intangible income

Intangible income (e.g. the provision of free accommodation) is included in the accounts with an equivalent amount in outgoing resources, if there is a financial cost borne by another party. The value placed on such income is the financial cost of the third party providing the resources.

1.4 Resources expended

Expenditure is recognised when and to the extent that a liability is incurred. In accounts prepared on the accruals basis, liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure as described in Financial Reporting Standard 5 and 12. A liability will arise when a charity is under an obligation to make a transfer of value to a third party as a result of past transactions or events

b) Support Costs

In undertaking any activity there may be support costs incurred that, whilst necessary to deliver an activity, do not themselves produce or constitute the output of the charitable activity. Similarly, costs will be incurred in supporting income generation activities such as fundraising, and supporting governance of the charity.

Support costs do not, in themselves, constitute an activity, instead they enable output-creating activities to be undertaken.

c) Governance costs

Governance costs comprise all costs incurred in the governance of the charity. These costs include costs related to statutory account preparation and audit together with strategic management costs. Governance costs are apportioned as described in note 5 to the accounts.

Accounting policies (continued)

1.5 Investment fixed assets

Investment fixed assets are shown at market value. The following points should be taken into account when the valuations are being undertaken:-

- (i) Quoted stocks and shares are included in the balance sheet at bid-market price, ex-div;
- (ii) Other investment fixed assets are included at the trustee's best estimate market value.
- (iii) The date and amounts of the valuations;
- (iv) Where historical cost records are available, the carrying amount that would have been included in the financial statements had the investment assets been carried at historical cost less depreciation;
- (v) Whether the person(s) carrying out the valuation is (are) internal or external to the entity;
- (vi) Where the trustee is not aware of any material change in value and therefore the valuation(s) have not been updated, a statement to that effect; and
- (vii) Where the valuation has not been updated, or is not a full valuation, the date of the last full valuation.

2. Material Legacies

There were no material legacies received in 2022/23 (£13k 2021/22)

As per 1.3 b) above, legacies are accounted for as incoming resources either upon receipt or where the receipt of the legacy is probable.

Receipt is probable when:

- Confirmation has been received from the representatives of the estate(s) that probate has been granted
- The executors have established that there are sufficient assets in the estate to pay the legacy and
- All conditions attached to the legacy have been fulfilled or are within the charity's control.

3. Analysis of gross investment income

	Unrestricted funds	Restricted Income funds	Endowment funds	Total 2022-23	Total 2021-22
	£	£	£	£	£
Investments in a common deposit/investment fund	4,158	-	-	4,158	81
Total gross income	4,158	-	-	4,158	81

4. Details of resources expended - charitable activities

	Activities undertaken directly	Support costs	Total 2022-23	Total 2021-22
	£	£	£	£
Patient Education and Welfare	-	15,865	15,865	196,021
Staff Education and Welfare	121,293	15,865	137,158	87,501
Total	121,293	31,730	153,023	283,522

5. Allocation of support costs

Support and overhead costs are allocated over charitable activities. Governance costs are those support costs which relate to the strategic and day to day management of the charity.

	Charitable activities £	Total 2022-23 £	Total 2021-22 £	Basis of apportionment
Governance				
External auditor's costs	6,000	6,000	12,000	
Internal audit	1,329	1,329	-	
Producing statutory accounts	22,765	22,765	8,461	
Strategic management cost	1,636	1,636	1,580	
	<u>31,730</u>	<u>31,730</u>	<u>22,041</u>	Average Balance of Fund
	Unrestricted funds £	Restricted funds £	Total 2022-23 £	Total 2021-22 £
Charitable activities	21,164	10,566	31,730	22,041
	<u>21,164</u>	<u>10,566</u>	<u>31,730</u>	<u>22,041</u>

6. Auditor's remuneration

The auditor's remuneration for 2022-23 is £2,000 (2021-22 £12,000). This decrease is due to a full audit undertaken for 2021-22 as against independent examination for 2022-23.

7. Transfer between funds

Transfers of £15k were made within the unrestricted funds. £15k was added to the Bursary fund and apportioned between all the other unrestricted funds held. This was to allow funding for the Charity's Bursary Scheme.

8. Analysis of fixed asset investments

	Total 2022-23 £	Total 2021-22 £
Market value at 1 April 2022	397,795	355,920
Less: Disposal at carrying value	(135,000)	
Add: Acquisitions at cost		
Increase / (decrease) on cash awaiting investment	-	-
Net gain / (loss) on revaluation	(13,271)	41,874
Market value at 31 March 2023	249,524	397,795

9. Analysis of market value

	Total 2022-23 £000	Total 2021-22 £000
Investments in a common deposit/investment fund	249,524	397,795
Total market value of fixed asset investments	249,524	397,795

The investment fund above is invested in the COIF Charities Investment Fund and the investment valuation has been performed by CCLA Investment Management Ltd.

10. Analysis of debtors

	Total 2022-23 £000	Total 2021-22 £000
Amounts falling due within one year:		
Trade debtors	-	-
Prepayments	1,875	-
Accrued income	867	-
Other debtors		1
Sub-total	2,742	1
Amounts due over one year:		
Trade debtors	-	-
Prepayments	-	-
Accrued income	-	-
Other debtors	-	-
Sub-total	-	-
Total debtors	2,742	1

11. Current asset investments

The current asset investments of £118,530 (2021-22 - £139,537) are sums held on deposit to facilitate cash flow.

No current asset investments were held in non cash investments or outside the UK during the year.

12. Analysis of creditors

	Total 2022-23 £	Total 2021-22 £
Amounts falling due within one year:		
Trade creditors	45,266	28,540
Other creditors	72,638	8,008
Sub-total	117,905	36,548
Amounts due over one year:		
Loans and overdrafts	-	-
Trade creditors	-	-
Other creditors	-	-
Accruals	-	-
Deferred income	-	-
Sub-total	-	-
Total creditors	117,905	36,548

13. Analysis of funds - unrestricted, unrestricted designated and restricted funds

	Balance at 1 April 2022	New designation /receipts	Utilised/ released	Gross transfer between funds	Gains and losses	Balance at 31 March 2023
	£	£	£	£	£	£
Material designated funds						
North Region	135,428	9,509	(9,243)	(6,112)	(4,769)	124,812
Central & West Region	46,596	8,862	(3,540)	(2,542)	(1,733)	47,643
South East Region	35,460	1,386	(12,758)	(689)	(1,048)	22,352
First Responders North	13,383	144	(735)	(337)	(460)	11,995
Trust National Fund	179,453	4,121	(67,292)	(5,216)	(5,202)	105,862
First Responders South East	1,581	17	(87)	(93)	(54)	1,364
First Responders Central & West	107	1	0	(11)	(4)	94
Bursary Fund	18,922	0	(16,039)	15,000	0	17,883
Total Unrestricted	430,930	24,040	(109,694)	0	(13,271)	332,004
Material restricted funds						
NHSCT Stage 1 Grant	32,762	0	(32,762)	0	0	(0)
NHSCT Development	0	10,566	(10,566)	0	0	0
Heart Attack Victims	13,336	0	0	0	0	13,336
EMS Ambulance	137	0	0	0	0	137
Ambulance Equipment Fund	53,533	0	0	0	0	53,533
Total Restricted	99,768	10,566	(43,329)	-	-	67,006
Total Funds Held	530,698	34,606	(153,023)	0	(13,271)	399,010

14. Reconciliation of net income / expenditure to net cash flow from operating activities

	Total 2022-23 £	Total 2021-22 £
Net income / (expenditure) (per Statement of Financial Activities)	(131,687)	(206,849)
Adjustment for:		
(Gains) / losses on investments	13,271	(41,874)
(Increase) / decrease in debtors	(1,844)	(331)
Increase / (decrease) in creditors	81,357	25,790
Net cash provided by (used in) operating activities	(38,903)	(223,265)

15. Analysis of cash and cash equivalents

	Total 2022-23 £	Total 2021-22 £
Cash at bank and in hand	146,119	29,016
Notice deposits (less than 3 months)	118,530	139,536
	264,649	168,552

16. Pooling scheme

An official pooling scheme is operated for investments relating to the following schemes:

COIF Charities Deposit Fund

The scheme was registered with the Charity Commission on 28th March 2000.

17. Related party transactions

During the year neither the trustee or members of the key management staff or parties related to them has undertaken any material transactions with the Welsh Ambulance Services NHS Trust Funds Held on Trust.

Board Members (and other senior staff) take decisions both on Charity and Exchequer matters but endeavour to keep the interests of each discrete and do not seek to benefit personally from such decisions. Declarations of personal interest have been made in both capacities and are available to be inspected by the public.

A recharge of governance costs of £10,000 (2021/22 £10,000) was made during the year from the Welsh Ambulance Services NHS Trust to the charity.

The Summary Financial statements of the Welsh Ambulance Services NHS Trust are included in the annual report and accounts.

18. Post balance sheet events

The accounting statements are required to reflect conditions applying at the end of the financial year. No adjustments have therefore been made in respect of changes to the market value of investments following the end of the accounting period.

The Charity receives a quarterly portfolio report from its investment managers and the investments held by the Charity have increased by £557 to the end of September 2023. This increase has been caused by a £557 increase in market value, as detailed below:

	31 March 2023 £	Purchase / (Sale) of Units £	30 September 2023 £	Movement 0	Movement %
Investments	<u>249,524</u>	<u>0</u>	<u>250,081</u>	<u>557</u>	<u>0.22%</u>

In addition to the receiving the quarterly portfolio report, the Charity also reviews the market value of the investments on a weekly basis to ensure the impact of any market movements are kept to a minimum. The £557 increase seen in the market value to September 2023 is much less than those gains made over the previous two financial years.

19. Trustees' remuneration, benefits and expenses

The charity does not make any payments for remuneration nor to reimburse expenses to the charity trustees for their work undertaken as trustee.

STATEMENT OF TRUSTEE'S RESPONSIBILITIES

The trustee is responsible for preparing the Trustee's Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements ;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustee is responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

By order of the trustee

Signed:

Ceri Jackson
Chair (Charitable Funds Committee)

XXXXXXXXXXXXXX

Chris Turley
Director of Finance and Corporate Resources

XXXXXXXXXXXXXX

**Report of the independent examiner to the trustees of the Welsh Ambulance
Services NHS Trust Charity**

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Welsh Ambulance Services NHS Trust,
Ty Elwy (Unit 7),
Ffordd Richard Davies,
St. Asaph Business Park,
St. Asaph,
LL17 0LJ.

Reference: WAST/FHOT/2022-23

Date issued: December 2023

Welsh Ambulance Service NHS Trust Charity (the Charity) – Independent Examination of 2022-23 Accounts

Requirement for audit or independent examination of accounts

Charity Commission guidance states that for charities with gross income between £25,000 and £250,000, trustees can opt for an independent examination of their accounts rather than a full audit if governing documents do not specifically require otherwise. With gross income for the year of £34,606 and with no other requirements for an audit set out in the Charity's governing documents, the trustees requested an independent examination of the Charity's 2022-23 accounts.

Section 150 of the Charities Act 2011 confirms that Welsh NHS Charity accounts must be audited or independently examined by the Auditor General for Wales. Consequently, we have carried out an independent examination of the Charity's 2022-23 accounts and summarise the principal findings of our work below.

An independent examination only seeks to confirm that we are not aware of:

- accounting records not being kept as required;
- the accounts not according with those records;

- the accounts not being in the appropriate form and content;
- the accounts not being prepared in line with the Charities Statement of Recommended Practice (the Charity SORP).

Outcome of independent examination

We have completed our independent examination of the Charity's 2022-23 accounts, following Directions issued for this purpose by the Charity Commission.

We only raise one matter from our review, relating to the governance cost recharge of £10,000 made by the NHS Trust to the Charity (reported in note 17 of the accounts). While we are satisfied with the reason and basis for such a recharge, and that it is in proportion to such recharges seen in other Welsh NHS charities, we have reported to management that the Trust and Charity should review this amount to ensure that it accurately reflects the costs incurred by the Trust in future years.

The above matter is only raised for your attention and does not affect our proposed independent examination certificate. We have not identified any other issues during this examination. Our work identified no required amendments to the draft accounts previously presented to the Charitable Funds Committee in November 2023.

2021-22 audit qualification

At the request of the trustees, the Charity's 2021-22 accounts were subject to a full audit. A qualified audit opinion was issued by the Auditor General for Wales on those accounts as we were unable to obtain sufficient audit evidence that the classification of income between restricted and unrestricted funds was not materially misstated. Specifically, this was in relation to £28,000 of income received in 2015-16 for which no supporting records were available at the time of our audit work last year.

Following extensive efforts these records were subsequently located by Charity staff during 2023 and as part of this year's independent examination we have extended our review to gain assurance that 2015-16 income had been classified correctly.

Our testing this year did not identify any issues with the classification of 2015-16 income. We are therefore able to certify this year's independent examination with no further amendment or reference to this issue, as we now have sufficient assurance over the classification of income received, and therefore of opening fund balances.

Certification of the Charity's 2022-23 accounts

With the above work now complete, we propose that the Auditor General for Wales will certify the 2022-23 Charity accounts on **xx January 2024** with an unamended and unqualified independent examination opinion. He will therefore confirm that there is no cause to believe that:

- accounting records were not kept as required by section 130 of the Charities Act;
- the accounts do not accord with those records;
- the accounts do not comply with the applicable requirements concerning the form and content set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination;
- the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities.

Conclusion

We would like to thank all staff within the Welsh Ambulance Services NHS Trust who assisted with our independent examination of the Charity this year.

Yours faithfully,

Gareth Lucey

Engagement Lead

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Welsh Ambulance Services NHS Trust,
Ty Elwy (Unit 7),
Ffordd Richard Davies,
St. Asaph Business Park,
St. Asaph,
LL17 0LJ.

Reference: WAST/FHOT/2021-22

Date issued: December 2023

Welsh Ambulance Service NHS Trust Charity (the Charity) – cost of delivery of 2021-22 audit

This memorandum confirms the costs of delivering our full audit of the 2021-22 Charity accounts, and how we propose to recover any overspends arising.

Background

Our Audit Plan for your 2021-22 audit estimated that the total cost of our work would be £12,000. The Audit Plan also confirmed that any deviations from that cost would first be notified to the Executive Director of Finance & Corporate Resources of the Trust before any further action.

Reasons for overspend against estimate

Following completion of our 2021-22 audit of the Charity we reviewed the total cost incurred in delivering the work, which came to £21,005 – an overspend against the estimate of £9,005.

The principal reasons for this overspend were as follows:

- Given our need to test samples of income covering the whole period since the previous full audit of the Charity in 2014-15, there were difficulties in locating

some supporting documentation resulting in additional unplanned work by Finance and audit staff.

- Significant unplanned work was required due to the qualification of the 2021-22 accounts. When modifying audit opinions we are required to:
 - obtain an independent review by a Director not connected with the audit;
 - seek input from our technical group to confirm the certificate wording;
 - brief the Auditor General for Wales;
 - liaise with Finance staff to confirm our findings and report;
 - submit a separate report to the Charity Commission.
- Our need to employ a richer skill mix for the audit than initially foreseen, given the issues arising during our work and the fact that we began the audit work later than planned.

While some of these issues relate to our work and processes, some relate to the issues with the accounts and working papers themselves, which would not have been planned for.

Proposed response

We met with the Executive Director of Finance & Corporate Resources of the Trust over the autumn of 2023 to discuss the overspend arising on the 2021-22 Charity audit and how it might be covered.

The proposal arising from that meeting was for the Charity to contribute £4,000 of the excess cost, with Audit Wales covering the remainder. Such a split would represent the fact that the reasons for the excess cost can be divided between those in Audit Wales' control (i.e. resourcing and timing of our work) and others that were not (i.e. the qualification issue and the additional work arising).

We understand that any additional audit cost results in those funds not being available in future for the purposes of the Charity. However, our hope is that by sharing the burden of this additional cost, we can mitigate the impact on the Charity while maintaining our own financial duty to break even.

Estimated cost of 2022-23 independent examination

As noted in our separate memorandum on our independent examination of the 2022-23 Charity accounts, we have performed additional work this year to respond to last year's qualification. That work has been planned within our estimated fee of £2,383, and at this stage we do not expect any overspend against this estimate.

I hope this update is useful, although I will be happy to discuss with Committee members at your meeting on 19 January.

Yours faithfully,

Gareth Lucey

Engagement Lead



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

AGENDA ITEM No	9
OPEN or CLOSED	OPEN
No of ANNEXES ATTACHED	0

CHARITY FUNDS FINANCE UPDATE

MEETING	Charity Committee
DATE	18 January 2024
EXECUTIVE	Chris Turley, Executive Director of Finance & Corporate Resources
AUTHOR	Olaide Kazeem, Financial Services Project Accountant Bernadette Mitchell, Finance Assistant – Charitable Funds
CONTACT	Chris Turley, 01633 626201, Chris.Turley2@wales.nhs.uk

EXECUTIVE SUMMARY

1. To present to the Charity Committee an update on the following:
 - Details of fund balances held at 31st December 2023
 - COIF Charity Investment Fund
 - Financial Impact of New Strategic Direction

KEY ISSUES/IMPLICATIONS

2. To present to the Charity Committee an update on the following
 - **Detail of Fund balances** of £546k held as at 31st December 2023.
 - **Update on COIF Charity Investment Fund.** Current percentage is 34%

REPORT APPROVAL ROUTE

Charity Committee – 18th January 2024

REPORT APPENDICES	
N/A	

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

WELSH AMBULANCE SERVICES NHS TRUST CHARITY COMMITTEE FINANCE UPDATE

INTRODUCTION

3. 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 at 31 December 2023.

BACKGROUND/ASSESSMENT

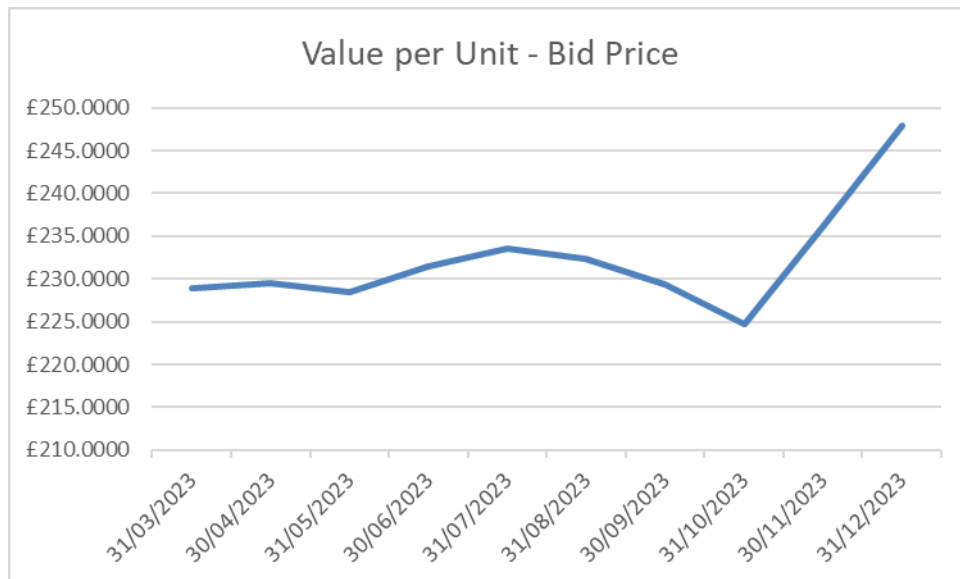
Update on Fund Balances as at 31 December 2023

4. The table below is a detailed balance sheet as at 31 December 2023:

WAST Charity Balance Sheet as at 31st December 2023						
			UNRESTRICTED	DESIGNATED	RESTRICTED	TOTAL
ASSETS	INVESTMENTS	COIF Investment Fund	£250,081	£0	£0	£250,081
	CASH & BANK	COIF Deposit	£0	£0	£321,152	£321,152
		HIB Account	£100,743	£46,021	£48,704	£195,469
		Current Account	£1,000	£0	£0	£1,000
	DEBTORS	Accrued Income	£0	£0	£0	£0
		Prepayments	£0	£0	£0	£0
	TOTAL ASSETS:		£351,825	£46,021	£369,856	£767,702
LIABILITIES	CREDITORS	Trade Creditors	£5,806	£0	£0	£5,806
		Deferred Income	£0	£0	£148,498	£148,498
		Accruals	£46,831	£20,202	£0	£67,033
			£46,831	£20,202	£148,498	£221,336
	TOTAL ASSETS LESS LIABILITIES:		£304,994	£25,819	£221,358	£546,366
			UNRESTRICTED	DESIGNATED	RESTRICTED	TOTAL
FUNDS (CAPITAL & RESERVES)	AMBU	NORTH FUNDS	£82,357			£82,423
	AIRA		£66			
	GPCW	CENTRAL & WEST	£32,535			£33,052
	TENP		£517			
	GPSE	SOUTHEAST	£10,293			£12,169
	BARY		£1,500			
	CBLT		£377			
	GPHQ	NATIONAL	£46,449			£46,449
	BYFR	CFR's		£576		£8,900
	CWFR			£1		
	RESP			£8,322		
	WISH	WISH		£3,100		£3,100
	BURS	BURSARY		£13,820		£13,820
	EMSA	EMS AMBULANCE			£137	£137
	HHPB	HOLYHEAD PATIENT BENEFIT			£5,000	£5,000
	NHS2	NHSCT DEVELOPMENT GRANT			£0	£0
	HRTV	HEART ATTACK VICTIMS			£13,336	£13,336
	AMBF	BARMOUTH AMBULANCE EQUIPMENT			£53,533	£53,533
	ADMI	2023-24 CENTRAL (COSTS)/INCOME TO BE	-£7,559			-£3,007
	INTR		£4,552			
	REVL	COIF INVESTMENT REVALUATION RESERVE	£128,102			£128,102
	NHS3	NHSCT STAGE 3			£467	£467
	NHS4	NHSCT AMBULANCE GRANT			£0	£0
	CBAY	COLWYN BAY STATION			£148,886	£148,886
	TOTAL CAPITAL & RESERVES:		£299,188	£25,819	£221,358	£546,366
	TOTAL LIABILITIES & CAPITAL & RESERVES		£351,825	£46,021	£369,856	£767,702

Update on COIF Investment Fund as at 31 December 2023

- Since the beginning of the new financial year, the markets have continued to be unpredictable and somewhat volatile, dipping and rising on a regular basis as shown in the graph below. The Charity currently holds 1,090.14 units at a unit price of £248 giving a total market value of £270k.



6. As noted in recent Charity Committee meetings, the Trust has further enhanced its scrutiny of these longer-term investments, which includes monitoring the market value on a weekly basis and the frequency with which the fund is updated.

Finance impacts of the approved New Strategic Direction for the Charity:

7. Following approval by the Corporate Trustee on 16 November 2023 of the new strategic direction for the Charity, the financial impacts (staff costs) of the implementation of the new plan will be £62k and £94k (both ringfenced) in the first (2024/25) and second (2025/26) years of implementation respectively.
8. The sustainability of the new strategy will greatly depend on the new Head of Charity and the Fundraising Officer achieving the financial objectives of the plan during their 2-year fixed term contract which also forms the early stages of the implementation of the plan.

RECOMMENDATIONS

9. That the Committee:
 - **Notes** the content of this finance update.



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AGENDA ITEM No	10
OPEN or CLOSED	OPEN
No of ANNEXES ATTACHED	0

VOLUNTEER FUNDRAISING ACTIVITY

MEETING	Charity Committee
DATE	18 January 2024
EXECUTIVE	Lee Brooks, Executive Director of Operations
AUTHOR	Jenny Wilson, National Volunteer Manager
CONTACT	Jennifer.wilson3@wales.nhs.uk

EXECUTIVE SUMMARY

1. A review of the Volunteer Governance framework, undertaken as part of the Volunteer Strategy action plan, highlighted a gap in governance surrounding fundraising.
2. This lack of corporate governance and oversight of fundraising has resulted in volunteer teams potentially fundraising, banking and spending funds inconsistently with a lack of visibility and scrutiny of financial transactions. A corporate risk is currently in draft.
3. WAST has no oversight of any fundraising activities being undertaken, often by volunteers wearing WAST uniform, using our name and Crown Badge.
4. In December 2023, correspondence was issued to all CFR schemes requesting information on their fundraising activities and balances. The response rate was largely positive and is outlined in the paper.

KEY ISSUES/IMPLICATIONS

5. 58% of active CFR teams did not respond to the questionnaire and therefore have not provided any update on their fundraising or financial position.
6. However, sufficient responses were collected to provide an insight into the disparity and inconsistency in relation to volunteer fundraising and offer the Trust a basis from which to determine next steps without the need for further questioning of CFR teams.
7. Executive Leadership Team have advised a review of the WAST Charity has been undertaken, although it is unclear if Volunteer fundraising will be included in the scope.

REPORT APPENDICES

None.

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

8. SITUATION

8.1 This paper is presented to Committee to update on progress and provide situational awareness on volunteer fundraising and spending assurance.

9. BACKGROUND

9.1 On appointment to the Trust two years ago, the National Volunteer Manager (NVM) acknowledged fundraising activity existed across the Community First Responder (CFR) volunteer cohort. No fundraising activity takes place across the Volunteer Car Driver (VCS) service.

9.2 Anecdotal evidence suggested that CFR teams and individuals raised funds for their schemes through a variety of methods, including community grant applications, bucket collections, sponsored events etc. These funds would then be used to purchase uniform, kit and equipment which WAST did not provide at that time. More recently since the publication of the Volunteer Strategy and significant investment in volunteering, WAST now equip volunteers with uniform, equipment and technology to a sufficiently high standard to enable volunteers to respond on behalf of the Trust in communities across Wales. Through this investment, there now exists assurance in the consistency of kit and equipment used by all CFR teams across Wales

9.3 These funds raised would be banked between private accounts and charitable accounts with some being banked through WAST central funds.

9.4 A review of the Volunteer Governance framework, undertaken as part of the Volunteer Strategy action plan, highlighted a gap in governance surrounding fundraising.

9.5 This lack of corporate governance and oversight of fundraising has resulted in volunteer teams potentially fundraising, banking and spending funds inconsistently with a lack of visibility and scrutiny of financial transactions. A corporate risk is currently in draft.

9.6 As part of the governance framework, the Trust must review and revise volunteer financial governance arrangements to ensure we are able to provide support, guidance and oversight to those volunteers who are fundraising on behalf of the organisation or are utilising the Trust's branding, including our name or the Crown Badge. We are required to provide assurance to Trust Board that all funds are raised, banked and spent ethically and in line with guidance from the Fundraising Regulator and / or the Charities Commission.

9.7 We have provided assurance to volunteer schemes that whilst we do not wish to prevent fundraising activities, nor do we wish to access their funds, we do however have a duty to ensure that there are robust policies and procedures in place to provide guidance to any volunteer who wishes to undertake fundraising activities, and we therefore wrote to volunteers most recently in December 2023 seeking their assistance to ensure that this governance is in place. Previous attempts to elicit information on bank balances had proved largely unsuccessful.

9.8 It is evident therefore that WAST has no oversight of any fundraising activities being undertaken, often by volunteers wearing WAST uniform, using our name and Crown Badge.

9.9 Consequently, in December 2023, correspondence was issued to all CFR schemes requesting information on their fundraising activities and balances. The response rate on this occasion was largely positive and is outlined as follows.

10.ASSESSMENT

10.1 Of the 204 CFR teams active within the Trust, 86 submitted responses to the questionnaire, providing a 42% response rate.

10.2 A brief summary of the responses is as follows:

- 12 teams have declared they actively fundraised in the past 12 months, 18 responded "Unknown"
- Declarations of funds raised in the past 12 months totals £10,964
- 25 teams declared fundraising activity has taken place in the past, 19 responded "Unknown"
- 30 teams declared their teams currently hold funds, 20 responded "Unknown"
- Declared funds held total £60,493

- 5 teams declare they are registered as a Charity, 18 responded "Unknown"
- 21 teams declared their team provided members with updates on funds
- 3 teams hold funds in Business Accounts, 1 hold funds in a personal account, 20 hold funds in a joint team account and 4 declare WAST hold their funds centrally.
- 14 teams declare there is a process in place for members to apply to spend funds, 28 responded "Unknown"
- 21 teams declare they provide updated to members on purchases using funds raised, 17 responded "Unknown"
- 11 teams declared they have a constitution for or which includes fundraising, 24 teams do not and 27 responded "Unknown"
- 2 teams declared they have donated funds to other teams, 27 responded "Unknown"
- 0 teams declared they had donated funds to other charities
- Of the declarations of spending, items included CFR Kit, Training Kit, purchasing and maintaining local defibrillators, uniform, blue lights on vehicle, livery, storage rental costs, mileage, additional kit, office equipment etc.

- 10.3 It is evident that 58% of active CFR teams did not respond to the questionnaire and therefore have not provided any update on their fundraising or financial position.
- 10.4 However, sufficient responses were collected to provide an insight into the disparity and inconsistency in relation to volunteer fundraising and offer the Trust a basis from which to determine next steps without the need for further questioning of CFR teams.
- 10.5 Executive Leadership Team have advised a review of the WAST Charity has been undertaken, although it is unclear if Volunteer fundraising will be included in the scope.

11.0 RECOMMENDATION

Charity Committee are asked to:

- 11.1 RECEIVE and DISCUSS** the progress and position as outlined on volunteer fundraising.
- 11.2 CONSIDER** the inclusion of volunteer fundraising within the portfolio of the WAST Charity review.



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AGENDA ITEM No	12
OPEN or CLOSED	OPEN
No of ANNEXES ATTACHED	3

COMMITTEE EFFECTIVENESS REVIEW 2023/24

MEETING	Charity Committee
DATE	18 January 2023
EXECUTIVE	Trish Mills, Board Secretary
AUTHOR	Trish Mills, Board Secretary
CONTACT	Trish.mills@wales.nhs.uk

EXECUTIVE SUMMARY

1. The Trust's Standing Orders and Committee Terms of Reference require that Board Committees evaluate their effectiveness annually and prepare an annual report to the Trust Board.
2. As a result of the response to questionnaires completed by members and attendees a number of changes are now proposed to the Committee's operating arrangements and its terms of reference.
3. This report includes the responses to the questionnaires (at Annex 1), a draft Annual Report from the Committee to the Board (at Annex 2) and proposed marked up changes to the Terms of Reference (at Annex 3).

RECOMMENDATION:

4. The Committee is requested to:
 - (a) Review and approve the draft Annual Report at Annex 2.
 - (b) Review and approve any further changes to the terms of reference at Annex 3;
 - (c) Confirm the proposed changes to operating arrangements in response to issues raised in questionnaires as set out in the draft Annual Report; and
 - (d) Set priorities for the Committee for 2023/24.

REPORT APPROVAL ROUTE
Executive Management Team notified of proposed changes by email 29 December 2023.
REPORT APPENDICES
<ol style="list-style-type: none"> 1. Annex 1 – Collated responses to effectiveness questionnaire 2. Annex 2 – Draft Committee Annual Report to Board 3. Annex 3 – Proposed changes to terms of reference (marked up)

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

COMMITTEE EFFECTIVENESS REVIEW 2023/24

SITUATION

1. Annual effectiveness reviews are designed to evaluate the effectiveness of the Board and its Committees, review its operating arrangements, and propose changes to improve its support, challenge, scrutiny and oversight responsibilities. Whilst we demonstrate the duty of quality by adopting a continuous improvement methodology to the Board and its Committees throughout the year, this annual effectiveness review is an opportunity to formally review membership, look back at the work of the Committee during the year, and set the Committee's priorities for the coming year.

BACKGROUND

2. The Trust's Standing Orders, Committee Terms of Reference, and codes of governance provide that Boards should routinely assess the effectiveness of their governance arrangements, of which the Board's Committees form an integral part. Each Committee must submit an annual report to the Board through the Chair setting out its activities during the year and including the review of its performance.
3. The 2023/24 effectiveness reviews adopt the following cycle:

Stage	Process
Stage 1: Evaluation Design	<ul style="list-style-type: none">• Questionnaires for the Board Committees are developed by the Board Secretary in consultation with the Committee Chairs and Executive Leads. We adopted the same questionnaire as 2022/23 to see how the Committee has changed in comparison to this baseline.
Stage 2: Evaluation Process	<ul style="list-style-type: none">• Questionnaires are issued to Committee members and core attendees as set out in the Terms of Reference with responses being anonymised.• Committee Chair, Executive Lead, Governance Officer, Governance Manager and Board Secretary review questionnaires, review Terms of Reference and propose initial amendments.• Responses are collated and this report summarises the findings and includes proposed recommendations to address issues raised.

Stage 3: Discussion and actions	<ul style="list-style-type: none"> The proposed amendments to the Terms of Reference and the responses to the questionnaires are discussed by the Committee at this meeting.
Stage 4: Presentation to Audit Committee and Trust Board	<ul style="list-style-type: none"> Any changes to the Terms of Reference and operating arrangements are recommended to the Audit Committee firstly on 30 April 2024 and then to the Trust Board together with the Committee's annual report on 30 May 2024.

ASSESSMENT

- The Committee Chair and Executive Lead met with the Corporate Governance team for stage 2 on 28th November 2023. Responses to the questionnaires were collated and reviewed and they are attached at Annex 1.
- The questionnaires sent to members and attendees provided an opportunity to gauge opinion on areas of good practice and areas that require improvement. Seventeen questionnaires were sent out with 11 responses being returned (a 64.7% return rate which was better than last year's which was 47%).
- Respondents were asked 27 questions around the themes of focus, engagement, team working, and effectiveness as well as free text on areas for development and what it should consider stopping, starting and continuing. The standard questions also encouraged free text opportunities to explain or expand on choices.
- The draft Annual Report attached at Annex 2 sets out in paragraphs 9 to 14 the proposed view of this Committee on its effectiveness. This is drawn from the responses to the questionnaire, a review of the Committee's adherence to its work plan during 2023/24, and the manner in which it has provided assurance to the Board. Changes to terms of reference and operating arrangements are proposed in that draft Annual Report for review and discussion by the Committee at this meeting. Changes to that draft Annual Report will be made following this meeting and ahead of its presentation to the Audit Committee and Corporate Trustee.
- It is good practice for Committees to set priorities for the forthcoming year when they review their effectiveness. Such priorities may include a particular focus throughout the year, or in particular quarters. For example, the Committee may wish to prioritise more agenda time to any new issues it may be adopting in its terms of reference; focus on areas it may not have addressed as strongly last year or which are developing; or review of the Committee's risks, both operational and

strategic. It is recommended that such priorities are limited to two or three, and that they are tracked quarterly by way of an assurance report by the Board Secretary report to ensure they are on track. The Committee may wish to consider the following priorities based on the responses from the questionnaires:

- (a) Monitoring the recruitment of the Head of Charity and Fundraising Officer and their objectives; and
- (b) Ensure a development session is held at an agreed time with respect to duties and responsibilities of Trustees.
- (c) Ensure that the work of the Charity and its governance arrangements and those involved in the Charity's leadership and decision-making, are more visible internally and externally.

RECOMMENDATION

9. The Committee is requested to:

- (a) Review and approve the draft Annual Report at Annex 2.
- (b) Review and approve any further changes to the terms of reference at Annex 3;
- (c) Confirm the proposed changes to operating arrangements in response to issues raised in questionnaires as set out in the draft Annual Report; and
- (d) Set priorities for the Committee for 2023/24.

Welsh Ambulance Services NHS Trust

Charity Committee Effectiveness Review 2023/24 Results



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Survey Summary



Survey Respondents included NEDs, management members, TU partners and Committee Governance Officer; **17 surveys sent, with 11 returned [64.7% response rate versus 47% in 22/23]**. This presentation sets out the results of the survey and groups free text responses into areas of focus.

Respondents were asked to provide more detail where they selected 'disagree' and 'strongly disagree', however some have also used the free text section to elaborate on 'agree' and 'strongly agree' answers. The raw data can be viewed at the [Summary Link](#).

[More Details](#)

● Non-Executive Director Member	3
● Management Member	5
● TU Partner (s)	2
● Other	1





Theme 1: Committee Focus

2022/2023 Responses

Strongly Disagree Disagree Agree Strongly Agree

1. The Committee has set its priorities for the year:

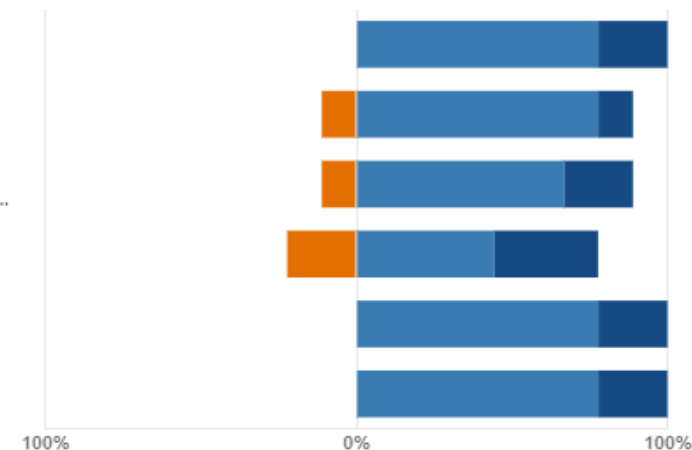
2. The Committee has made a conscious decision about the information it would like to receive:

3. Committee members contribute regularly to the issues discussed, providing real and genuine challenge...

4. The Committee is aware of the key sources of assurance and who provides them:

5. Equal prominence is given to all key areas of the Committee's remit, and this is reflected in meeting...

6. The Committee's remit is appropriate and manageable:



2023/2024 Responses

Strongly Disagree Disagree Agree Strongly Agree

1. The Committee has set its priorities for the year:

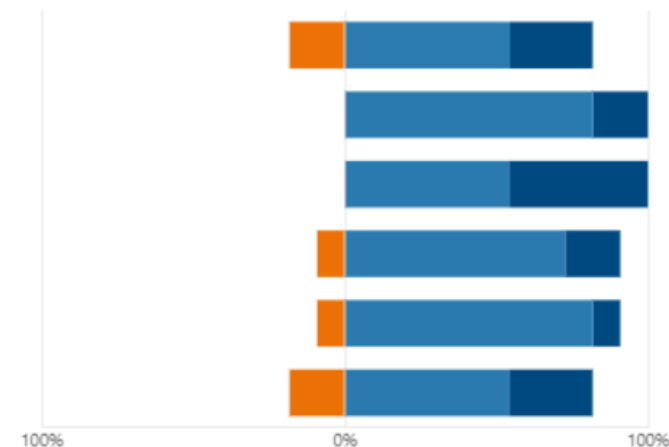
2. The Committee has made a conscious decision about the information it would like to receive:

3. Committee members contribute regularly to the issues discussed, providing real and genuine...

4. The Committee is aware of the key sources of assurance and who provides them:

5. Equal prominence is given to all key areas of the Committee's remit, and this is reflected in meeting...

6. The Committee's remit is appropriate and manageable:





3 respondents (27%) answered **charity** for this question.



Governance & Strategic Direction

- One of the challenges is what **'hat' NED** colleagues are wearing in what setting and the impact this has on decision making. The second key issue is **the strategic direction of the charity** going forward needs to be decided and committed to in terms of what the Trust is able and willing to do to support within the current financial climate.
- As the governance issues for the charity have been reported the **committee may not have been clear on who provides the key elements of assurance**, but that will improve as the committee moves forward with interim governance arrangements in place.

- The business over the last few months has been **focused on the strategic direction, governance and resourcing of the charity**. The conversations have been **difficult at times** but the business that it's received has been appropriate.

Maturity

- The committee is still into a more focussed **developing from its previous activities** and ambitious agenda. This is a positive direction.

Priorities

- Priorities are **debated and timescales managed**.



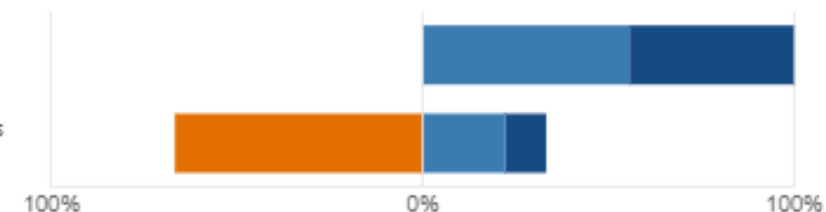
Theme 2: Committee Engagement

2022/2023 Responses

Strongly Disagree Disagree Agree Strongly Agree

7. The Committee is clear about its role in relation to other Committees;

8. Committee members visit services and meet teams to understand relevant issues:

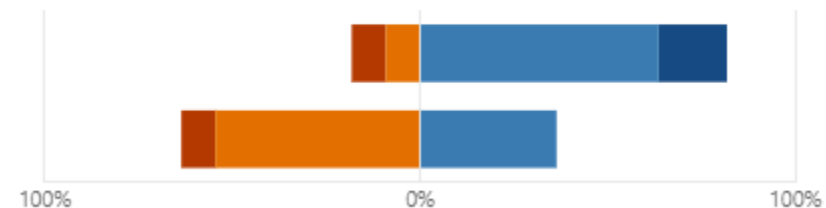


2023/2024 Responses

Strongly Disagree Disagree Agree Strongly Agree

7. The Committee is clear about its role in relation to other Committees;

8. Committee members visit services and meet teams to understand relevant issues:





4 respondents (36%) answered **charity** for this question.



Engagement / Visits

I'm **not sure who** we would visit to understand more about the Charity?

Some **additional opportunities to meet teams impacted by charity work** or ask what potential recipients would like would be good.

This is an **area for development - visiting initiatives/teams** which have benefited from charity contributions, for example.

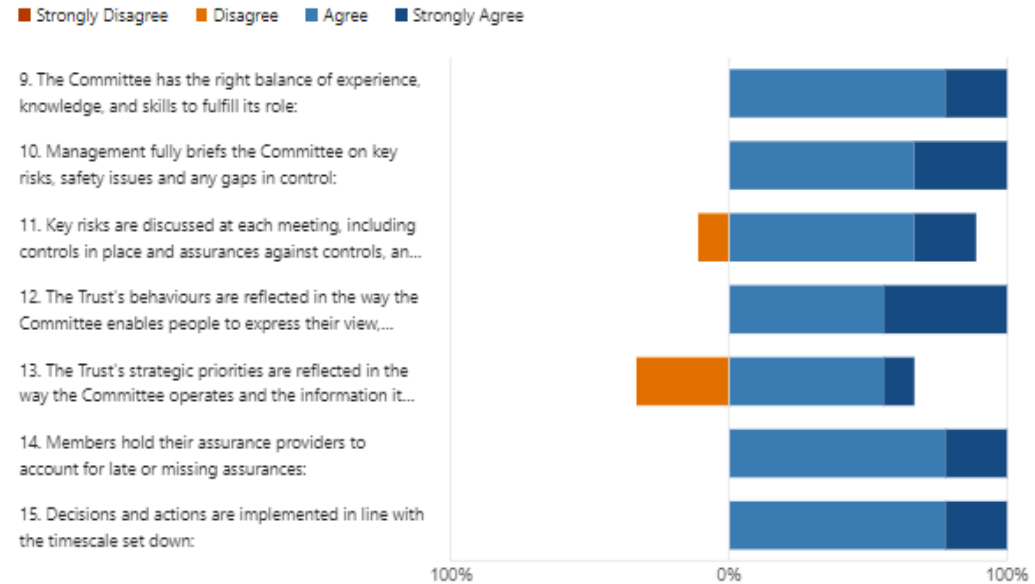
Members **have visited staff** and had opportunities to discuss the charity, as well as with volunteers.

I **don't think that committee members visits enough** teams across Wales.

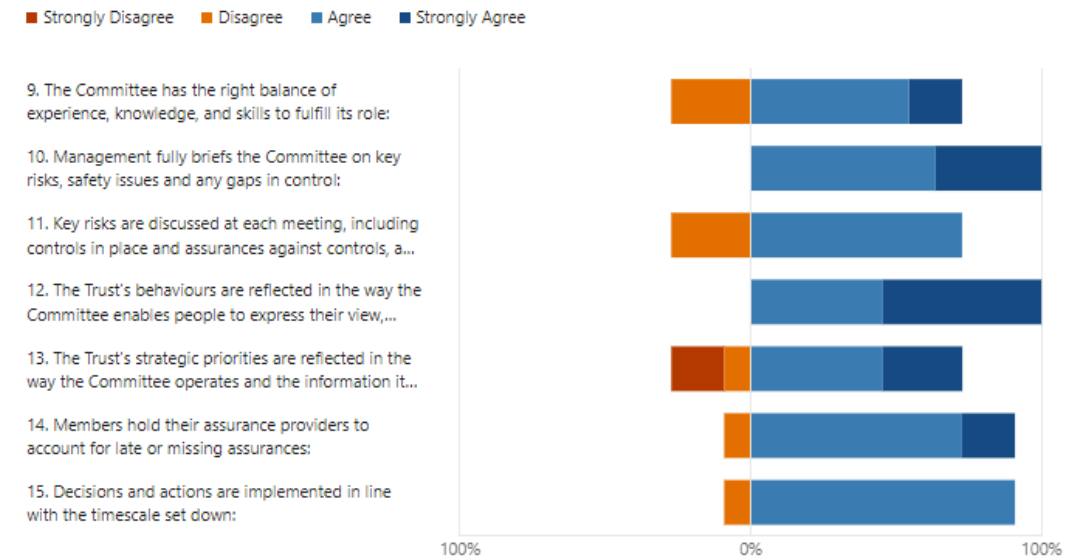
Theme 3: Committee Team Working



2022/2023 Responses

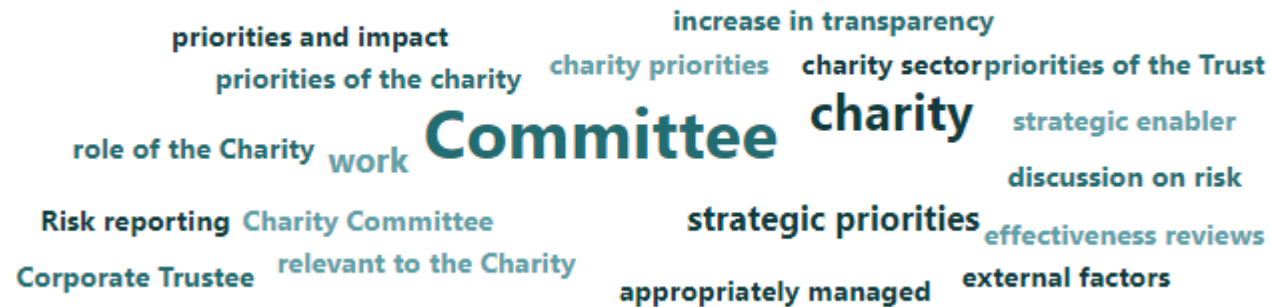


2023/2024 Responses





4 respondents (36%) answered **Committee** for this question.



Strategic Priorities / Alignment

The **strategic priorities** of the charity and **how these align to the Trust strategic priorities have not been agreed**. Once this work has been completed and agreed, it should result in an increase in transparency on charity priorities and impact, and more informed decision making.

In relation to Q13, **the Charity Committee should technically be a committee of the Corporate Trustee**. While the role of the Charity is as a strategic enabler, the strategic priorities of the Trust are only in part relevant to the Charity. On that basis, we may need to **consider the questions in future effectiveness reviews** so that they are fully pertinent to Charity Committee.

Balance of Skills

There is **limited experience of the charity sector** on the Committee especially if there is an appetite to grow the charity.

Risk Management

Risk reporting has grown in 22/23 and papers around resourcing have set out risks also. The Committee **has matured** in its discussion on risk this year.

Team Working

Pont 15. Sometimes external factors impact. These are appropriately managed by the members. Team **working is adequate**.

Theme 4: Committee Effectiveness



2022/2023 Responses

Strongly Disagree Disagree Agree Strongly Agree

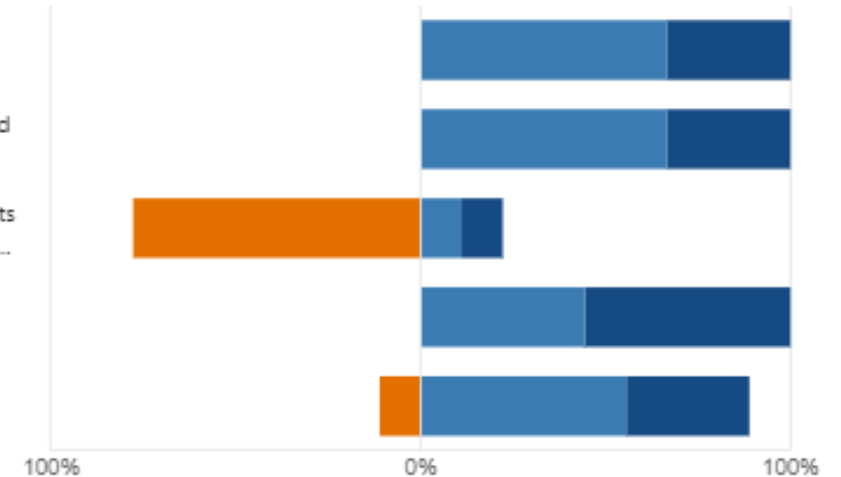
16. The quality of Committee papers received allows members to perform their roles effectively:

17. Each agenda item is 'closed off' appropriately, and the Committee is clear on the conclusion, who is...

18. At the end of each meeting the Committee reflects on the decisions and discusses what worked well, an...

19. The Committee highlight report appropriately reports and segments items into 'alert', 'advise',...

20. The Board challenges and understands the reporting from this Committee:



2023/2024 Responses

Strongly Disagree Disagree Agree Strongly Agree

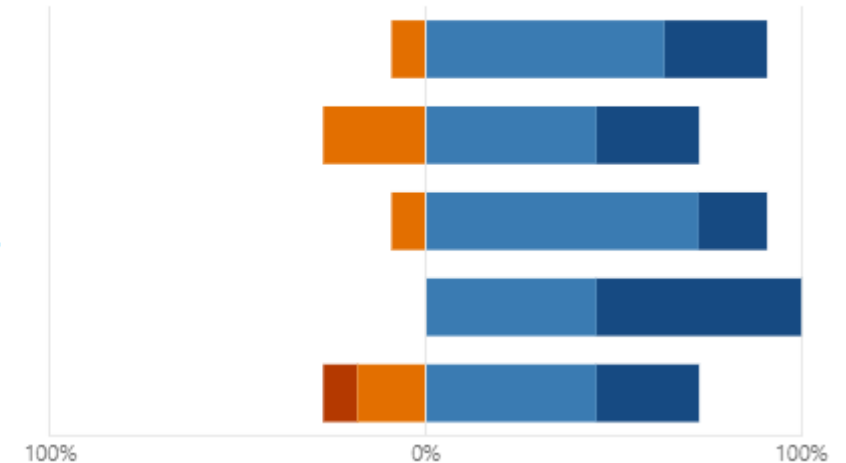
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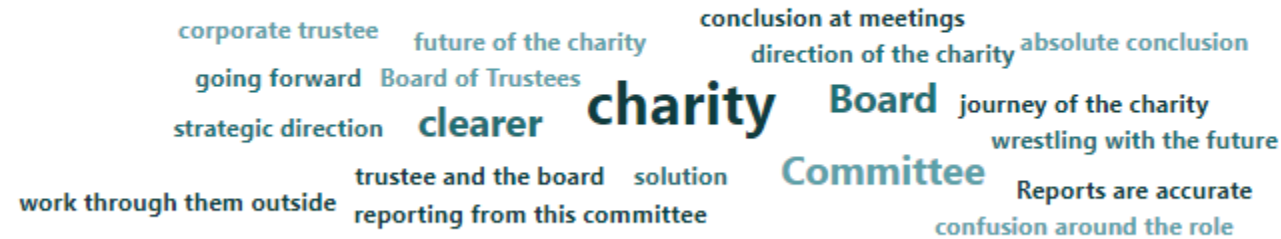
18. At the end of each meeting the Committee reflects on the decisions and discusses what worked...

19. The Committee highlight report appropriately reports and segments items into 'alert', 'advise',...

20. The Board challenges and understands the reporting from this Committee:



3 respondents (27%) answered **charity** for this question.



Effectiveness

Some challenging and complex questions on **resourcing have not always reached an absolute conclusion** at meetings however we have been able to work through them outside of meetings to bring back to a solution. On the board challenging and understanding the reporting from this committee there has been some **confusion around the role of the corporate trustee and the board**, and I have therefore answered 'disagree' to this, but this is shifting and **I'm confident will be much clearer going forward. It is a part of the maturing journey of the charity.**

Overall, **the Committee feels effective. I think the wrestling with the future of the charity is challenging** but needs to be resolved.

The Board of Trustees now need to decide the strategic direction of the charity and their willingness to support ambition.

Timeliness

There has been an occasion **where an item was not as well "closed off" as it might have been.** We will need to ensure there are clear follow-up actions, if necessary, in the future.



Theme 5: Committee Leadership

2022/2023 Responses

Strongly Disagree Disagree Agree Strongly Agree

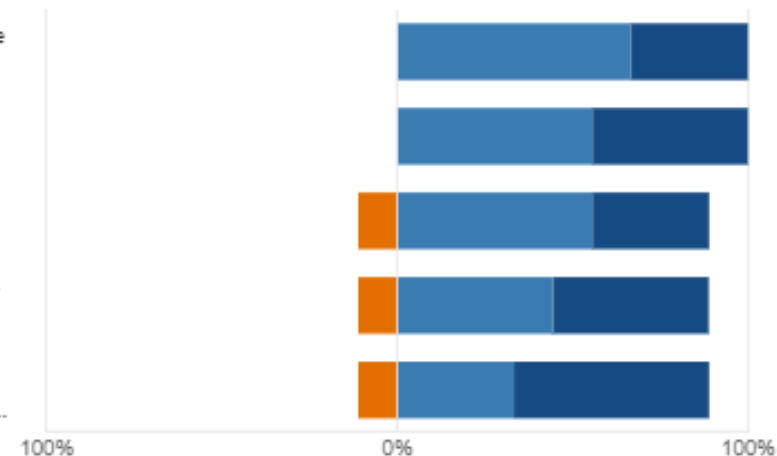
21. The Committee Chair has a positive impact on the performance of the Committee:

22. Committee meetings are Chaired effectively:

23. The Committee Chair is visible within the organisation and is considered approachable:

24. The Committee Chair allows debate to flow freely and does not assert his/her own view too strongly:

25. The Committee Chair provides clear and concise information to the Board on Committee activities an...



2023/2024 Responses

Strongly Disagree Disagree Agree Strongly Agree

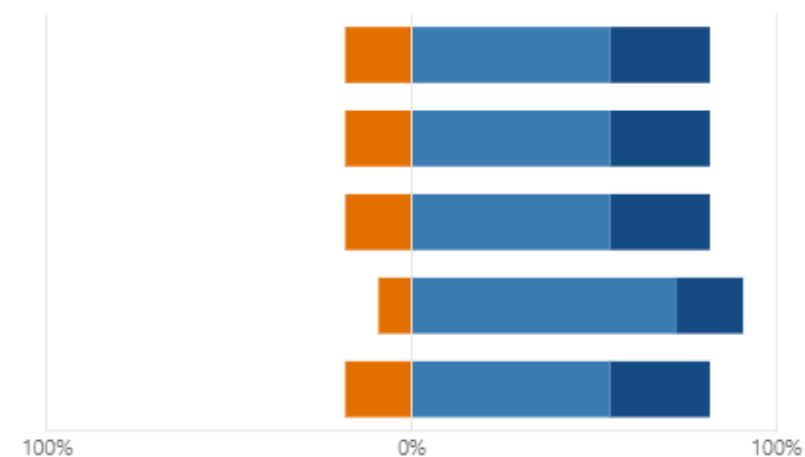
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22. Committee meetings are Chaired effectively:

23. The Committee Chair is visible within the organisation and is considered approachable:

24. The Committee Chair allows debate to flow freely and does not assert his/her own view too strongly:

25. The Committee Chair provides clear and concise information to the Board on Committee activities a...





Theme 5: Committee Leadership

3 respondents (27%) answered **Committee** for this question.



Nothing to add. **Chair is steering the Committee through some difficult conversations and allow space for those discussions.**

Leadership from this committee **should get out and about across Wales.**

Some **topics are uncomfortable to discuss**. I feel lately that the **TU's are more passengers on this committee than able to influence decisions**, but that maybe down to the considerable change that is wanted by the leaders.

As above, it would be helpful and **to have items clearly closed off before** the close of a discussion.

What should the Committee stop, start or continue to do?

Start

Think about whether there is a need or **opportunity for members from outside of Trust Board to be on the Committee** - not sure if this is doable from a governance perspective but it would reduce the challenge of wearing different hats.

I would like the staff money to be used to enhance the staff experience rather than be used as an extra area to help the trust operationally.

We **need clarity on the role of the Committee, its objectives and direction.** Following that, all decisions then need to link to this.

Committee **governance needs to be reviewed to differentiate it more clearly from other committees,** i.e. it is a committee of the Board of Trustees rather than a Committee of the Trust Board.

Continue

Continue the journey to increase the impact of the charity. More of a strategic focus, this will be enabled by the appointment of a Head of Charity.

The **committee is still on a journey.** Once the trustees have agreed a strategic way forward the committee will be in a position to address this question in detail.

The Committee recognises that they are on a **maturing journey with the charity** and that has been demonstrated by a number of **governance issues** that it has dealt with this year. Overall, I would like the Committee to continue to have a flexible approach as the strategic direction of the charity emerges.

The Committee **should continue to raise awareness of the distinctive role of the Charity**, and the governance arrangements that need to be in place to support this.

Continue to progress **the Committee's priority of implementing the outputs of the strategic review and developing the charity.** The Committee agendas - in terms of structure and content - seem appropriate given its role/ToR, and the priorities that it set for itself.

Think very **carefully**
regarding the future road
for the charity.



Are there any learning and development opportunities for members the Committee should consider?

Wherever there is an opportunity to develop skills around charity scrutiny and support. Development of **technical knowledge of charities.**

Possibly to hear from an **organisation that has been on a similar journey** - a short talk + chance for questions?

More of a general point re all these questions in that we **probably need to reframe much of this as it isn't presented for a Committee out with the main Trust organisation, serving the Charity as a separate body.**

How to manage the conflict of interest that exists for Exec and NEDs in relation to the Trust and Charity.

Updates on **charity commission requirements.**

Charity governance **roles and responsibilities.**

TU partner needs should be considered as part of any training packages.

There is a need for **corporate trustee to receive a development session** that expands on their responsibilities as trustees.

I think the Committee would benefit from **focused learning / refreshment on charity governance (specifically in an NHS context).** The gaps in knowledge around charity governance, law and regulation have been quite obvious over the last few months.

6 respondents (55%) answered **charity** for this question.

...
charity commission learning / refreshment development session
probably need responsibilities Trust and Charity partner needs
questions
NHS context organisation **charity** needs charity scrutiny
knowledge of charities Committee charity governance
corporate trustee governance roles Exec and NEDs Trust organisation



CHARITY COMMITTEE ANNUAL REPORT 2023/24

SITUATION

1. The Trust's Standing Orders and Committee Terms of Reference require that Board Committees evaluate their effectiveness annually and present an annual report to the Trust Board.

BACKGROUND

2. As the factors underpinning effective governance can change, for example as people leave, organisations restructure, or strategy shifts, regular reviews of Board Committees ensure governance remains fit for purpose.
3. Standing Orders, Committee terms of reference, and Codes of Governance provide that Boards should routinely assess the effectiveness of their governance arrangements, of which the Board's Committees form an integral part.
4. The Committee met on 18 January 2024 and reviewed its terms of reference, responses to questionnaires completed by members and attendees, and its operating arrangements. Discussions were also held with the Committee Chair and Executive Lead ahead of that meeting. This Annual Report reflects on the effectiveness of the Committee in 2023/24 and proposes changes to terms of reference.

ASSESSMENT

Purpose of the Committee

5. The purpose of the Committee set out in its terms of reference as amended is to:
 - (a) Contribute to the development of the charity's strategy and monitor its implementation.
 - (b) Assure the Corporate Trustee that charitable funds are accounted for, deployed, and invested in line with legal and statutory requirements, taking account of the public benefit guidance.
 - (c) Consider and endorse the annual report and accounts for approval by the Corporate Trustees; and



(d) Raise the profile and reputation of the charity within the Trust.

Membership and attendance

6. The Committee met four times as scheduled in 2023/24 and was quorate on each occasion.
7. The Committee is supported by the Chair and three Non-Executive Directors as members, and a number of core attendees. The chart below illustrates attendance of members and attendees as listed in the terms of reference for 2023/24. The Committee welcomed non prescribed attendees at various meetings as well as external guests.

[chart to be updated with 18 January attendance]

COMMITTEE ATTENDANCE				
Name	5 April 2023	5 July 2023	9 October 2023	11 January 2024
Ceri Jackson				
Bethan Evans				
Prof Kevin Davies				
Hannah Rowan	Chair			
Chris Turley		Navin Kalia	Navin Kalia	
Lee Brooks				
Estelle Hitchon				
Andy Swinburn		Jen Lloyd		
Liz Rogers				
Trish Mills				
Hugh Parry				
Damon Turner				
Marcus Viggers				
Julie Boalch				
Jo Kelso				

	Attended
	Deputy attended
	Apologies received
	No longer member/not member

8. No changes to membership are proposed at this stage however the new Head of Charity and Fundraising Officer will both be prescribed attendees when they are recruited.



Committee Views on Effectiveness

9. The Committee's effectiveness was assessed through a review of its terms of reference, responses to a questionnaire, discussion with the Chair and Executive Lead, and discussions at the 18 January Committee meeting.
10. The questionnaires provided an opportunity to gauge opinion on areas of good practice and areas that require improvement. Seventeen questionnaires were sent out with 11 responses being returned (a 64.7% return rate which was better than last year's which was 47%).
11. Respondents were asked 27 questions and were encouraged to provide free text answers to explain or expand on their choices. The responses were reviewed by the Committee on 18 January against the same questions from last year. Whilst priorities were set and cycles of business were in place, there were a number of challenging discussions this year on the future direction, resourcing, and governance of the Charity. The Corporate Trustee similarly had stretching but helpful discussions on their role and how that differed to their role as members of the Trust Board. Meetings of both the Charity Committee and the Corporate Trustee in Quarter 3 clarified some of the issues here. Whilst no doubt the turbulence of the issues members faced this year is reflected in responses to questions, the appointment of a single executive lead and the recruitment in 2024 of a Head of Charity and thereafter a Fundraising Manager will provide the much-needed focus, skills, knowledge, and governance support the Charity needs to deliver the strategic direction it has set.
12. The challenge was felt to have been positive in shaping the future direction of the Charity as a strategic enabler and supporting its growth.
13. The Committee has a cycle of business that is aligned to its terms of reference. All matters scheduled for oversight and review have been brought to the Committee and in this respect, it has discharged its responsibilities in providing assurance to the Board. The Committee's business in 2023/24 included:
 - (a) The charity commissioned a **strategic review** and Tarnside Consulting presented a series of options for consideration:
 - Option 1 – grass roots: Fundraising as a service function with modest growth in fundraised income;



- Option 2 – strategic enabler: Fundraising as a strategic enabler with significant growth in fundraised income targeting larger charitable trusts and major giving from individuals; and
- Option 3 – enhanced strategic delivery: WAST as a fundraising organisation with significant growth in all income streams.

Option 2 was recommended to the Corporate Trustee and was approved.

- (b) At its July and October meetings the **resourcing of the Charity** was discussed in detail as were differing models to fund this. It was subsequently agreed at the November Corporate Trustee meeting to approve the recruitment of a Head of Charity and Charity Fundraising Officer for an initial period of two years with the contribution of support funding based on an apportionment of 70% Charity and 30% Trust in year one, and 85%/15 in year two.
- (c) A **Charity Governance Report** was presented to the Committee which members felt provided a level of both information on constitutional elements and assurance on Trustee duties. This paper was also presented to the November Corporate Trustee meeting.
- (d) **Lived experiences** from those who have benefited from charitable funds was a welcomed introduction this year as a result of the 2022/23 effectiveness review. The Committee heard from:
- Bron Rebelo and Angela Roberts who took part in **Mind Over Mountains** events funded by the charity, which offers our people professional mental health support, bringing together hill-walking, mindfulness and time with experienced coaches and counsellors in an unhurried, unpressured setting;
 - Laura Wilson, Learning and Development Manager. Laura is a paramedic who accessed the bursary to support her **Masters in leadership, management and research** which will enhance her role in the learning and education team;
 - The Hazardous Areas Response Team's (HART) about their application to the Bids Panel for a **memorial garden and staff welfare area**; and
- [insert from January meeting]
- (e) A **financial report** was received at each meeting setting out fund balances and investment units. Details of the ethical and responsible investment policy of the Charity Investment Fund was also received. The Charity was



successful in its application for a number of **grants from NHS Charities Together** this year and the Committee reviewed these and will focus on the progress against set milestones for these grants in 2024/25. The Committee approved interim governance arrangements for grants at its July meeting, confirming they will be the forum at which grant applications are approved in the interim.

- (f) The **Bids Panel** and the **Bursary Panel** reported on the applications it reviewed and approved. Each of these were reported to the Corporate Trustee by way of the Committee AAA report after each meeting.
- (g) The Committee approved the **Charitable Funds Investment Policy** in July.
- (h) A **charity risk register** was developed and the Committee reviewed the articulation of risks related to governance and to reputational damage due to late filing of the annual return and accounts. A number of other risks have been identified including resource and capacity to manage the Charity; Trustees – skills, roles and responsibilities and training; compliance with legal and regulatory frameworks; grants – administration, meeting conditions and evidence; governance and management of funds; and volunteer fundraising.
- (i) With respect to the risk related to volunteer fundraising, an update was provided on the **governance and fundraising of Community First Responders** (CFRs). The Volunteer Team are endeavouring to establish the fundraising landscape of CFRs with further proactive engagement with CFRs at the Volunteer's Conferences. The Committee will receive a more detailed update when this information is received and were keen to understand more fully any liability or exposure for WAST as a result of CFR fundraising.
- (j) Options for the examination of the charity accounts for 2022-23 were discussed and a recommendation for the charity to return to an **independent examination of the 2022-23 charity accounts** was made to the Corporate Trustees given that a full audit was carried out in 2021-22. Development of the 2022-23 annual report and annual return will be steered by a Charity Annual Filings Task and Finish Group reporting to the Assistant Directors Leadership Team.
- (k) Each meeting included a **reflections** session which was included a range of views on items before the members. These included *from the April meeting* - good attendance and quality of discussion; openness and honesty; succinct



presentation on strategy but would have preferred it to be more directive with advice; good to hear of a lived experience if not somewhat operationally focused at times; *from the July meeting* - sense of momentum on the future direction of the charity; good quality and succinct reports; good discussion and debate; easy and comfortable to contribute; feels like we are covering the right content; diverse input; conversation reflects where we are on our journey as a charity and demonstrates the opportunities ahead of us; feeling of optimism and enthusiasm; *from the October meeting* - good and collegiate discussion, however members noted that the issue of resourcing had been discussed multiple times and there was a need to make a decision on this as soon as possible; charity is moving forward incrementally but in small steps without dedicated resourcing; and *from the January meeting* – [TBC]

(l) The **charitable funds task and finish group** completed its work this year and details of its work are set out below.

(m) The Committee **cycle of business** was approved.

(n) The **annual effectiveness review** was conducted in the January 2024 meeting.

14. The Board/Corporate Trustee received a AAA highlight report from this Committee by email circulation following each meeting which included alerts, advice, and areas of assurance. This was also presented to the next public Board meeting by the Chair of the Committee.

Sub-Committees and Task and Finish Groups

15. The Bids Panel and Bursary Panel are the established sub-committees of the Charity Committee. As set out above, they report to the Committee by way of a AAA report and the Committee in turn reports to the Corporate Trustees on their work. [add in here discussions at January meeting regarding Bids and Bursary Panel governance]

16. A Charitable Funds Task and Finish Group was established in 2022/23 to review various aspects of the charity's governance in parallel to the development of the strategy for the charity. The group reported to the Committee at each meeting and closed their work in July noting progress against its work plan as follows:

(a) Review options for the ways in which charitable funds are held: A number of options were explored and a helpful presentation on both the historic and current position of the funds was provided by the finance team. Whilst in principle the Group was in favour of centralising funds with a transition plan,



much of this work depends upon the strategic direction of the Charity and it was felt that the Group had gone as far as it could go on reviewing the options pending this.

- (b) Review options to devolve authority to directorate fund managers: Linked to (a) the options to devolve authority to fund managers depends upon whether funds are held centrally or regionally, or in specific fund pots.
- (c) Consider the fundraising arrangements for Community First Responders: Due to a number of pressures on the volunteer team the Group were unable to progress this element of its work programme very far. Issues of CFR fundraising governance were discussed at the October Committee meeting as a stand alone item.
- (d) Recommend a suite of policies and procedures for the charity: The revised Investment Policy was approved by the Charity Committee on 5 July 2023. The Group recommended policies to consider including a fundraising policy.
- (e) Develop a charity risk register: Risks were discussed by the Group leading to the papers on risk provided to the Committee and the development of the charity risk register.
- (f) Develop a charity compliance register: A charity governance reporting including the duties of trustees was presented to the October meeting as were the requirements and approach to the 2021-22 annual report and annual return.
- (g) Develop a Board development session on charity governance: An NHS Wales Board Secretaries session took place on 6 April facilitated by NWSSP Legal and Risk.

17. The Committee agreed that the Group had, as much as was possible at this stage, completed its work pending further work to be advanced on the charity's strategic direction by a dedicated charity leadership resource.

Proposed Changes to the Terms of Reference

18. Extensive changes to the Terms of Reference for this Committee were made during the effectiveness reviews held in 2022. The proposed changes for 2024/25 align to the governance discussions held this year on the purpose of the Committee, clarity on its connection to the Corporate Trustee, and the need to make decisions with public benefit in mind. The level of approvals for the use of charitable funds



has been reduced in line with changes on delegates for the Bids Panel [this to be updated following the January meeting if required]. The changes in the Terms of Reference are marked up in [Annex 1]. [to be updated post discussion at 18 January meeting]

19. In addition, there will be some changes to operating arrangements which include:

(a) [to include discussion from 18 January meeting]

- (b) Ensure that all actions are closed off appropriately in meeting and on actions and decisions logs;
- (c) A separate Trade Union Partner (TUP) session is planned with Committee Chairs regarding their role on Committees and the Board. This will take place in Quarter 4 and will include all TUPs who sit at Board and Board Committees;
- (d) Committee and Corporate Trustee development session to be arranged in 2024/25 when Head of Charity in post;
- (e) The effectiveness survey questions for 2024/25 to be tailored to the Charity and relationship with Corporate Trustee;
- (f) Separate Corporate Trustee meetings will be held at least twice a year, and the Charity Committee AAA report will be listed separately on Board agenda in between these meetings;
- (g) Consideration for member visibility to be increased through a bespoke list of areas/teams to visit and bringing back a short report on that in addition to the lived experience, as well as consideration for a spotlight on the Charity at future roadshows;

Committee priorities :

20. The Committee received an update on progress against its priorities at each meeting and as can be seen below, progress on agreed priorities has been good:

- (a) **Priority 1:** To oversee implementation of the recommendations from the charity's strategic review, and to ensure that the Charitable Funds Task & Finish group remit and work plan is adjusted accordingly.
As can be seen above, the focus of this year's work plan was on the strategic review which has resulted in a direction of travel agreed by the Corporate Trustee and a plan to resource the charity.
- (b) **Priority 2:** To continue discussions (through the Charitable Funds Task & Finish Group) regarding risks affecting the charity, and to ensure that the agreed risks are included on the WAST organisational Risk Register.



As can be seen above, the Task and Finish Group discussed charity risks and a stand-alone report was brought through to the Committee and risks are now a standing item.

21. It is good practice for Committees to set priorities for the forthcoming year when they review their effectiveness. Accordingly, the Committee has agreed the following priorities for 2024/25:

[to be confirmed by the January 2024 meeting:]

- (a) [Insert]
- (b) [Insert]

22. Progress on priorities will be reported to the Committee quarterly and to the Board through its highlight report.

Next Steps

23. The next steps are as follows:

- (a) Ensure changes to operating arrangements agreed at paragraph 19 are cycled into work programme for review in 2024/25
- (b) Update the cycle of business with revised terms of reference

RECOMMENDATION

The Trust Board is requested to

- (a) Receive and note the contents of the Committee Annual Report for 2023/24 and analysis of its effectiveness; and**
- (b) Approve the changes to the Terms of Reference.**



CHARITY COMMITTEE

TERMS OF REFERENCE AND OPERATING ARRANGEMENTS **2023/24**2024/25

1 INTRODUCTION

- 1.1. The Trust's Standing Orders provide that *"The Board may and, where directed by the Welsh Government must, appoint Committees of the Trust either to undertake specific functions on the Board's behalf or to provide advice and assurance to the Board in the exercise of its functions. The Board's commitment to openness and transparency in the conduct of all its business extends equally to the work carried out on its behalf by committees"*.
- 1.2. In accordance with Standing Orders and the Trust's Scheme of Delegation, the Board shall nominate annually a committee which covers charitable funds and that is ~~to be~~ known as the **Charity Committee** "the Committee". The detailed terms of reference and operating arrangements set by the Board in respect of this committee are set out below.
- 1.3. The Board Committees play an important role in supporting the Board in fulfilling its responsibilities by:
- providing advice on strategic development and performance within the terms of reference;
 - undertaking scrutiny and gaining assurance on key aspects of organisational performance, and supporting achievement of the Trust's strategic goals;
 - carrying out specific responsibilities on the Board's behalf; and
 - providing a forum where ideas can be explored in greater detail than Board meetings are able to allow, providing time and space to consider issues in greater depth.

Regular and timely reporting and escalations to the Board on the issues within the Committee's remit allow for more focused discussions by the Board.

2. CONSTITUTION AND PURPOSE

- 2.1 The Welsh Ambulance Services NHS Trust Charity (registration number 1050084) is registered as a charity with the Charity Commission for England



and Wales.

- 2.2 The governing body of NHS bodies act as the corporate trustee in administration of charitable funds. The members of the governing body are not themselves individual trustees, therefore, for the WAST Charity the Welsh Ambulance Services NHS Trust is the corporate trustee. The Trust's Standing Orders at section A (iii) state that all business shall be conducted in the name of Welsh Ambulance Services National Health Service Trust, and all funds received in trust shall be held in the name of the Trust as a corporate Trustee.~~The Welsh Ambulance Services NHS Trust is a corporate body in its own right. It is led by a Board of Directors comprising a Chair, Vice-Chair, six Non-Executive Directors, a Chief Executive, an Executive Director of Finance & Corporate Resources and four other Executive Directors. The Trust acts as the Corporate Trustee of the Charitable Funds held on behalf of the Welsh Ambulance Services NHS Trust and the members set out above are Trustees of the charity.~~
- 2.3 The purpose of the Committee is to:
- (a) Contribute to the development of the charity's strategy and monitor its implementation.
 - (b) Assure the ~~Board of Corporate~~ Trustees that charitable funds are accounted for, deployed, and invested in line with legal and statutory requirements, taking account of the public benefit guidance.
 - (c) Consider and endorse the annual report and accounts for approval by the ~~Board of Corporate~~ Trustees.
 - (d) Raise the profile and reputation of the charity within the Trust.

2. ~~3.~~ DELEGATED POWERS AND AUTHORITY

Strategy

- 3.1 Oversee and contribute to the development of the Charity's strategies and plans and monitor their implementation.
- 3.2 Ensure there is clear, consistent strategic direction, strong leadership, and transparent lines of accountability.
- 3.3 Promote the charity within the Trust.

Charitable Funds



- 3.4 Ensure the management of the charitable funds is carried out within the terms of its Declaration of Trust and relevant legislation; ensure statutory compliance with the Charity Commission regulations; be aware of and have regard to the guidance on public benefit.
- 3.5 Ensure systems and processes are in place to receive, account for, deploy and invest charitable funds in accordance with relevant legislation.
- 3.6 Receive assurance from any panels or sub-committees established by the Committee Bids Panel and Bursary Panel on the use of charitable funds in accordance with their terms of reference to ensure that any such use is in accordance with the aims and purposes of the charitable fund or donation.
- 3.7 Consider~~Consider~~ and authorise expenditure with a value above £50,000, ensuring that it is accompanied by~~subject to a recommendation from the Executive Leadership Team. Any recommendation should have the support of the Director of Partnerships and Engagement as Executive lead and the endorsement from the~~Executive Director of Finance and Corporate Resources as Treasurer.
- 3.8 Receive periodic income and expenditure statements.
- 3.9 Receive and endorse the annual report and accounts and consider the annual report from the auditors before submission to the Corporate Board of Trustees~~Board of Trustees~~ for their approval.
- 3.10 Approve the policies for the utilisation and investment of charitable funds, including but not limited to the Reserves Policy and Charitable Funds Investment Policy.

Investment

- 3.11 Consider and agree an investment strategy for the safe and secure investment of funds not immediately required for use, taking into account any appropriate ethical considerations.
- 3.12 Consider the appointment of external investment advisors and operational fund managers.
- 3.13 Review the performance of investments on a regular basis (with the external investments advisors where appointed) to ensure the optimum return from surplus funds.

Fundraising



- 3.14 Approve and regularly review the fundraising strategy for the charity, ensuring its compliance with Charity Commission legislation and guidance, and all other relevant regulatory requirements.
- 3.15 Monitor the implementation of the fundraising strategy.
- 3.16 Ensure systems, processes and communication are in place around fundraising, staff engagement and funding commitments.

Corporate Risks and Audit Recommendation Tracker

- 3.17 The Audit Committee has overall responsibility for ensuring that corporate risks are identified and are being properly managed within the Trust. The Audit Committee also has responsibility for ensuring that there are processes in place to address and take forward audit recommendations. Nevertheless, each risk from the corporate risk register and board assurance framework, and each recommendation from the audit tracker, will be allocated to an appropriate Board Committee who will be responsible for ensuring that the Trust is managing and progressing each item as planned. Regular reports will be provided to individual Committees on those items for which they have responsibility and overall Trust-wide progress reports will be presented to each Audit Committee. The Committee will consider the control and mitigation of high-level risks and provide assurance to the Board that such risks are being effectively controlled and managed.

4. AUTHORITY

4.1 The Committee is authorised by the Board of Trustees to:

- (a) Approve charitable expenditure over £50,000;
- (b) Approve plans and strategies that compliment the charity's strategy, including those related to fundraising;
- (c) Approve policies within its remit;
- (d) Investigate or have investigated any activity within its Terms of Reference and in performing these duties shall have the right, at all reasonable times, to inspect any books, records or documents of the Trust relevant to the Committee's remit. It can seek any relevant information it requires from any employee and all employees are directed to co-operate with any reasonable request made by the Committee;



- (e) obtain outside legal or other independent professional advice and to secure the attendance of outsiders with relevant experience and expertise if it considers this necessary, subject to the Board's budgetary and other requirements;
- (f) by giving reasonable notice, require the attendance of any of the officers or employees and auditors of the Board at any meeting of the Committee; and
- (g) establish sub-committees or task and finish groups to carry out on its behalf specific aspects of Committee business. (Formal sub-committees may only be established with the agreement of the Board.)

4.2 When making decisions about charitable expenditure trustees must have regard to the guidance on public benefit and should:

- (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 a reasonable trustee could make

5. MEMBERSHIP

Members

5.1 The membership of the Committee will comprise:

Chair	Non Executive Director
Members	Three further Non Executive Directors of the Board

5.2 The Committee may also co-opt additional independent 'external' members from outside the organisation to provide specialist skills, knowledge, and expertise.

5.3 Members may send deputies in their absence who will act with their full authority. To instigate a substitution arrangement, the member of the Committee must notify the Board Secretary before the day of the meeting that he/she is unable to attend and the name of the member who will attend



as the substitute.

Attendees

5.4 The core membership will be supported routinely by the attendance of the following:

- Executive Director of Finance and Corporate Resources (Treasurer)
- Director of Partnerships and Engagement
- Deputy Director of People and Culture
- Executive Director of Operations
- Executive Director of Paramedicine
- Board Secretary
- Trade Union Partners (x3)
- Chairs of the Sub-Committees
- Head of Charity (when appointed)
- Fundraising Officer (when appointed)

By Invitation

5.5 The Committee Chair may invite the following to attend all or part of a meeting to assist it with its discussions on any particular matter:

- the Chair of the Trust /Corporate Trustee
- any other Trust officials
- any others from within or outside the Trust
- the Chief Executive (Accountable Officer)

5.6 The Committee Chair may extend invitations to attend committee meetings to other Directors and/or Senior Managers, and to officials from within or outside the organisation to attend all or part of the meeting to assist with its discussions on any particular matter.

Member Appointments

5.7 The membership of the Committee shall be determined by the Board, based on the recommendation of the Trust Chair, taking account of the balance of skills and expertise necessary to deliver the Committee's remit and subject to any specific requirements or directions made by the Welsh Government.

5.8 Members shall be appointed to hold office for a period of one year at a time,



up to a maximum of their term of office. During this time a member may resign or be removed by the Board. The Board should consider rotating a proportion of the Committee's membership after three or four years' service so as to ensure the Committee is continuously refreshed whilst maintaining continuity.

- 5.9 Terms and conditions of appointment, (including any remuneration and reimbursement) in respect of any co-opted independent external members are determined by the Board, based upon the recommendation of the Trust Chair (and, where appropriate, on the basis of advice from the Trust's Remuneration Committee).

Secretariat and Support to Committee Members

- 5.10 The Board Secretary, on behalf of the Committee Chair, shall:
- (a) arrange the provision of advice and support to committee members on any aspect related to the conduct of their role; and
 - (b) ensure the provision of a programme of organisational development for committee members, as part of the Trust's overall board development programme developed by the Director of People and Culture.

6. COMMITTEE MEETINGS

Quorum

- 6.1 At least two of the four members of the Committee must be present to achieve a quorum. In the absence of the Committee Chair, one of those in attendance must be designated as Chair of the meeting.

Frequency of meetings

- 6.2 Meetings shall be held quarterly and otherwise as the Committee Chair deems necessary - consistent with the Trust's annual schedule of Board Business.

Withdrawal of individuals in attendance

- 6.3 The Committee may ask any or all of those who normally attend but who are



not members to withdraw to facilitate open and frank discussion of particular matters.

7. RELATIONSHIP & ACCOUNTABILITIES WITH THE BOARD AND ITS COMMITTEES/GROUPS

7.1 The Committee is directly accountable to the ~~Board~~ Corporate Trustee for its performance in exercising the functions set out in these terms of reference.

7.2 The Committee, through its Chair and members, shall work closely with the Trust Board's other Committees and groups to provide advice and assurance to the Board through the:

- (a) joint planning and co-ordination of Board and Committee business; and
- (b) appropriate sharing of information

in doing so, contributing to the integration of good governance across the organisation, ensuring that all sources of assurance are incorporated into the Board's overall risk and assurance framework.

7.3 The Committee will consider the assurance provided through the work of the Board's other Committees and sub-groups to meet its responsibilities for advising the Board on the adequacy of the Trust's overall framework of assurance,

7.4 The Committee shall embed the Trust's corporate standards, priorities and requirements, e.g., equality and human rights through the conduct of its business.

8. REPORTING AND ASSURANCE ARRANGEMENTS

8.1 The Committee Chair shall agree arrangements with the Trust's Chair to report to the board in their capacity as trustees. This may include, where appropriate, a separate meeting with the ~~Board of~~ Corporate Trustees.

8.2 The Board Secretary, on behalf of the Board, shall oversee a process of regular and rigorous self-assessment and evaluation of the Committee's performance



and operation.

9. APPLICABILITY OF STANDING ORDERS TO COMMITTEE BUSINESS

9.1 The requirements for the conduct of business as set out in the Trust's Standing Orders are equally applicable to the operation of the Committee, except in the following areas:

- Quorum – as set out in section 7

10. REVIEW

10.1 These terms of reference and operating arrangements shall be reviewed at least annually but more frequently if required.



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

AGENDA ITEM No	13
OPEN or CLOSED	Open
No of ANNEXES	1

Committee Cycle Monitoring Report

MEETING	Charity Committee
DATE	18 January 2024
EXECUTIVE	Trish Mills, Board Secretary
AUTHOR	Trish Mills, Board Secretary
CONTACT	Trish.mills@wales.nhs.uk

EXECUTIVE SUMMARY

1. This report updates the Committee on progress against the agreed cycle of business for the Committee. There are no matters on the Cycle of Business Monitoring Report to escalate.
2. The usual Committee update regarding progress against priorities for 2023/24 has been included in the annual Committee effectiveness review paper received separately at this meeting.

RECOMMENDATION: -

3. **The Committee is asked to note the update.**

KEY ISSUES/IMPLICATIONS

No issues to raise.

REPORT APPROVAL ROUTE

Not applicable

REPORT APPENDICES

Annex 1 – Charity Committee Cycle of Business Monitoring Report

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

COMMITTEE CYCLE MONITORING REPORT

SITUATION

4. This report updates the Committee on progress against the agreed cycles of business. The usual Committee update regarding progress against priorities for 2023/24 has been included the annual Committee effectiveness review paper received separately at this meeting.

BACKGROUND

5. The Committee's cycle of business was approved by the Committee in July 2023. The agenda is set with reference to that cycle, together with the forward planner, action log and highest rated principal risks.
6. The monitoring report is at Annex 1. Items in green show 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. The blue indicates that the item is either on the agenda as scheduled or is an ad hoc item which was discussed in agenda setting.

ASSESSMENT

7. There are no matters to escalate from the Cycle of Business monitoring report.

RECOMMENDATION: -

8. **The Committee is asked to note the update.**


PAPER	PRE or POST-C'EE FORUM	FREQUENCY	Q1	Q2	Q3	Q4	LEAD	PURPOSE	COMMENTS
CHARITY COMMITTEE - CYCLE OF BUSINESS 2023/24									
See full cycle of business for reference to the duties in the terms of reference as they relate to Committee reports below									
MAIN ELEMENTS									
STRATEGY									
Initial strategy review and periodic reviews	EMT/Trustees	TBC					DPE	Endorsement	Resourcing paper for charity at July and October meeting
Strategy implementation	TBC	TBC					DPE	Endorsement	N/A until charity resources
IMTP exception reporting	STB	Ad Hoc					DPE	Assurance	Nothing of escalation for April, July, October or January meeting
CHARITABLE FUNDS AND INVESTMENT									
Financial accounts and annual report	EMT/Trustees	Annually					EDOF	Endorsement	Programmed for Q4.
Auditors report on accounts	EMT/Trustees	Annually					Auditors	Assurance	Programmed for Q4.
Compliance Assurance Report	TBC	Annually					BS	Assurance	Draft in October meeting; Q4 not programmed.
Finance Update	EMT	Each Meeting					EDOF	Assurance	
Charity Performance Update	EMT	Each Meeting	n/a	n/a			DPE	Assurance	Verbal updated rec'd in Q3; to be received ongoing from this point (added to CoB 09.10.23)
Sub-committee highlight (AAA) reports	Relevant Committee	Each Meeting					Relevant Chair	Assurance/Escalation	To be received in January and April (in line with the sequence of the Bursary Panel meetings).
Lived experience Bursary or Bids Panel	Relevant Committee	Each Meeting					Relevant Chair	Assurance	
Applications as appropriate from time to time	Bids Panel	Ad Hoc					Relevant Director	Approval	None for April, July or October meeting. Tbc approach re charitable funds bids from Q4 onwards.
Report from Policy Group	Policy Group	Annually					BS	Assurance	Updates on required policies reported via TFG AAA
Policies for review and approval	Policy Group/EMT	Ad Hoc					Relevant Director	Approval	See above
Investment strategy	EMT/Trustees	Annually					EDOF	Approval	No escalations outside finance report for July meeting; ; Q4 not required.
Investment report	TBC	Each Meeting					EDOF	Assurance	Including ethical investment at October meeting; Q4 not required.
FUNDRAISING									
Fundraising report	TBC	TBC					TBC	TBC	Reporting being developed. October meeting first performance report- <i>duplication to above</i> .
Board Assurance Framework	Trustees	Each meeting					BS	Assurance	No BAF risks
Corporate Risk Register - Charitable Funds	Trustees	Each meeting					BS	Assurance	Charity related risks reported through TFG AAA. October meeting stand alone report; verbal update in Q4.
Audit Recommendation Tracker	ADLT	Each meeting					BS	Assurance	No charity related audit recommendations at this stage
Audits within purview of Committee	Audit Committee	Ad Hoc					Relevant Director	Assurance	No charity related audits in 2023/24
GOVERNANCE									
Committee effectiveness review annual report	Audit/Board	Annually					BS	Approval	Due in Q4
Review of Terms of Reference	Audit/Board	Annually					BS	Approval	Due in Q4
Committee Cycle of Business	N/A	Annually	→				BS	Approval	Deferred Q1 to Q2 and approved in July meeting
Committee Cycle of Business Monitoring	N/A	Each Meeting	→	→			BS	Approval	Can only produce this once cycles approved therefore started in October meeting
Committee Review of Annual Priorities	None	Quarterly					BS	Assurance	Provided in April, July and October meetings
PROMPTS									
External Reports	n/a	As required					TBC	TBC	Tarnside report in April; no reports for July and October meetings

EDOF = Executive Director of Finance


DPE = Director of Partnerships and Engagement

BS = Board Secretary

 Cycled for each meeting

 Ad hoc item - prompt for agenda setting

 Deferred

 Presented as cycled/ad hoc item considered at agenda setting



BIDS PANEL REPORT TO CHARITABLE FUNDS COMMITTEE

Charitable Funds Meeting Date	18 January 2024
Bids Panel Meeting Dates	4 October 2023
Chair	Julie Boalch, Head of Risk/Deputy Board Secretary

KEY ESCALATION AND DISCUSSION POINTS

ALERT

(Alert the Committee to areas of escalation)

1. No alerts

ADVISE

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

2. The panel met to discuss one item of business relating to Christmas Dinners and Hampers. Luke Watkins reported on the findings from the short poll that had been issued to staff working Christmas day to ask them if they would like to receive a **Christmas dinner**, as in previous years, or an alternative. A small percentage did indicate they would prefer something else, however with the alternative unknown, most staff opted for a Christmas meal.
3. The **Hampers** for staff had been discussed and the Panel agreed that the set amount per head/per station would be allocated for Locality Managers to purchase items for their stations, with a list of restricted items issued at the same time. Consideration was given to the inclusion of Corporate Staff and Julie Stokes agreed to work with Luke Watkins to be the Corporate volunteer on the Operational Christmas Planning Group

ASSURE

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

4. N/A

RISKS

5. Risks Discussed: The potential of staff being unable to return to station to eat their meal.
6. New Risks Identified: None

COMMITTEE AGENDA FOR 29 JUNE 2023 MEETING

1. Applications for consideration	2.	3.	4.
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GIG
CYMRU
NHS
WALES

Ymddiriedolaeth GIG
Gwasanaethau Ambiwylans Cymru
Welsh Ambulance Services
NHS Trust

Name	29 Jun	26 Sep	4 Oct						
Julie Boalch									
Luke Watkins									
Olaide Kazeem									
Hugh Parry									
Nicci Stephens									
Julie Stokes									
Aled Williams									
Lois Hough	Chair								
Damon Turner									

	Attended
	Deputy attended
	Apologies received
	No longer member