

Bundle Charitable Funds Committee 19 January 2023

Agenda attachments

ITEM 00 19 JANUARY 23 AGENDA.docx

- 0 OPENING ITEMS
- 1 15:30 - Chair's welcome, apologies and confirmation of quorum
- 2 Declarations of Interest
- 3 Minutes of the last meeting
 - To approve the minutes of the meeting held on 21 November 2022*
 - ITEM 03 NOVEMBER UNCONFIRMED MINUTES.docx
- 4 Action Log
 - ITEM 04 ACTION LOG.docx
- 4.1 ITEMS FOR APPROVAL, ASSURANCE AND DISCUSSION
- 5 15:40 - Auditors Report on Annual Accounts TO FOLLOW
- 6 15:50 - Charitable Funds Annual Report and Accounts 2021/22 TO FOLLOW
- 7 16:05 - Effectives Review and Committee Annual Report
 - ITEM 07 COMMITTEE EFFECTIVENESS SBAR 22-23.docx
 - ITEM 07.1 RESULTS CFC 2022-23.pptx
 - ITEM 07.2 CHARITABLE FUNDS COMMITTEE ANNUAL RETURN 2022-23.docx
 - ITEM 07.3 CHARITABLE FUNDS COMMITTEE TORs 23-24 Draft v01.docx
- 8 16:25 - Finance Update
 - ITEM 08 FINANCE UPDATE.docx
- 9 16:35 - Charitable Funds Task & Finish Group highlight report
 - ITEM 09 CF TFG Highlight Report for CFC January 2023.docx
- 10 16:45 - Bids Panel highlight report
 - ITEM 10 AAA BIDS PANEL NOVEMBER MEETING - FINAL.docx
- 10.1 CONSENT ITEMS
- 11 Confirmed Bids Panel minutes for information only
 - ITEM 09 BIDS PANEL CONFIRMED 26 SEPTEMBER MINUTES.docx
- 11.1 CLOSING ITEMS
- 12 16:55 - Summary of actions and decisions
- 14 Any other business
- 15 Date of next meeting - 5 April 2023



MEETING OF THE CHARITABLE FUNDS COMMITTEE

Held in public on 19 January 2023 from 3.30

Meeting held virtually via Microsoft Teams

AGENDA

No.	Agenda Item	Purpose	Lead	Format	Time
OPENING ITEMS					
1.	Chair’s welcome, apologies, and confirmation of quorum	Information	Ceri Jackson	Verbal	10 mins
2.	Declarations of interest	Information	Ceri Jackson	Verbal	
3.	Minutes from the last meeting	Approval	Ceri Jackson	Paper	
4.	Action log	Review	Ceri Jackson	Paper	
ITEMS FOR APPROVAL, ASSURANCE AND DISCUSSION					
5.	Auditors report on Annual Accounts	Assurance	Chris Turley	Paper	10 mins
6.	Charitable Funds Annual Report and Accounts 2021/22	Assurance	Chris Turley	Paper	15 mins
7.	Effectiveness Review and Committee Annual Report	Approval	Trish Mills	Paper	20 mins
8.	Finance Update	Assurance	Chris Turley	Paper	10 mins
9.	Charitable Funds Task & Finish Group Highlight Report	Assurance	Trish Mills	Paper	10 mins
10.	Bids Panel Highlight Report	Assurance	Julie Boalch	Paper	10 mins
CONSENT ITEMS					
The items that follow are for information only. Should a member wish to discuss any of these items they are requested to notify the Chair so that time may be allocated to do so.					
11.	Bids Panel Minutes	Information	Julie Boalch	Paper	N/A
CLOSING ITEMS					
12.	Summary of decisions/actions	Discussion	Ceri Jackson	Verbal	5 mins
13.	Feedback welcomed via the Teams chat or via email	Information	All		
14.	Any other business	Discussion	Ceri Jackson	Verbal	
15.	Date and time of next meeting TBC 2023	Information	Ceri Jackson	Verbal	



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Lead Presenters

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

UNCONFIRMED MINUTES OF THE MEETING OF THE CHARITABLE FUNDS COMMITTEE HELD ON 21 NOVEMBER 2022 VIA TEAMS

MEMBERS:

Ceri Jackson	Chair & Non Executive Director
Kevin Davies	Non-Executive Director
Bethan Evans	Non-Executive Director

IN ATTENDANCE:

Lee Brooks	Director of Operations
Estelle Hitchon	Director of Partnerships and Engagement
Caroline Jones	Corporate Governance Officer
Navin Kalia	Assistant Director of Finance and Corporate Resources
Jo Kelso	Head of Workforce Education and Development
Angela Lewis	Director of Workforce and OD
Trish Mills	Board Secretary
Bernadette Mitchell	Finance Assistance – Charitable Funds
Hugh Parry	Trade Union Partner
Jessica Price	Deputy Head of Financial Accounting
Chris Turley	Director of Finance and Corporate Resources
Marcus Viggers	Trade Union Partner

APOLOGIES:

Hannah Rowan	Non-Executive Director
Andy Swinburn	Director of Paramedicine
Damon Turner	Trade Union Partner

56/22 WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting and noted that Jessica Price and Bernadette Mitchell were in attendance in Jill Gill's absence.

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

57/22 MINUTES OF PREVIOUS MEETING

The Minutes of the 10 October 2022 meeting were approved as a correct record.

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

58/22 ACTION LOG

14/22a– Finance Update- Full Audit discussions - The Director of Finance and Corporate Resources agreed to update the Committee during the related item on the agenda.

14/22b – Applications to NHSCT – Item to remain open until applications have been submitted. No update on this at the November meeting.

RESOLVED: That action 14/22a was to be discussed later in the meeting.

59/22 DRAFT ANNUAL REPORT AND DRAFT ACCOUNTS FOR PERIOD 1 APRIL 2021 – 31 MARCH 2022

The Director of Finance and Corporate Resources confirmed that this year there was a slightly different approach to the approval of the annual report and accounts, as the draft accounts were presented for information only at this stage.

The Director of Finance and Corporate Resources suggested that members may wish to consider the timing and sequencing going forward, noting that comments would be welcomed on the annual report following its presentation today. It was agreed that tabling the annual report earlier in year would enable members to review the content more easily.

The Deputy Head of Financial Accounting provided members with the key elements of the accounts which was a factual description and explained the movement of grant funds to a restricted fund was in line with the grant guidelines for expenditure.

The Annual Report had been drafted in consultation with the Board Secretary, largely based on previous years. It was noted that there were some amendments yet to be made for the final version which included a foreword from the Chair to set out some of the achievements and ambition going forward. Members noted that there was no Manual for Accounts for the Charity as there was for the Trust's Annual Report; Health Boards had taken various approaches for theirs.

Suggestions had been made for the inclusion of a self-assessment to evidence compliance from a regulatory and statutory perspective for the 2022/23 report, noting that together with the conclusions of the strategic review, the report could be a key promotional document for the Charity.

The Director of Finance and Corporate Resources updated members on the position with the external audit, and noted that he has impressed the importance of complying with the audit timelines. Audit Wales had confirmed they would start the audit in early December, however a definitive start date is yet to be agreed.

RESOLVED: That

- 1) the Deputy Head of Financial Accounting work with the Board Secretary and Non-Executive Director, Kevin Davies, to agree the wording around the ambition and strategy for the foreword of the annual report; and**
- 2) the annual report be tabled at the October meeting in 2023 to allow for comments to be fed back.**

60/22 STRATEGIC REVIEW UPDATE

The Director of Partnerships and Engagement confirmed that the consultant had met with various staff to inform his review, which had provided both interesting and varied conversations. This would ultimately lead to some decisions for the Committee and Trustees to make around the art of the possible going forward in respect of the options available for the future direction of the Charity. The report would also consider fundraising opportunities and how they may look.

It was hoped that the report would be finalised in time for the Committee to consider at its next meeting in January 2023 and the consultant would be invited to discuss the findings with the Committee.

The Board Secretary suggested that time be set aside at the Board Development session in February to allow further discussions on the options and possibilities available to the Charity, with a view to the Trustees being able to make a decision in March.

Members agreed that there would not be any immediate changes from 1 April 2023, and that this would be the start of the journey the charity was embarking on.

RESOLVED: That

- 1) the consultant be invited to discuss the findings of the review with Committee at its January meeting; and**
- 2) time be allocated at a Board Development Session to discuss the findings of the review.**

61/22 KEY MESSAGES FOR BOARD

- 1) the Chair agreed to provide a verbal update to Board Members;
- 2) confirmation that Audit Wales will be commencing the full audit early December;
- 3) time at a Board Development session be set aside to review the options following the conclusion of the review.

62/22 DATE OF NEXT MEETING – 9 January 2023

Minute Ref	Date	Agenda Item	Action Note	Responsible	Due Date	Progress/Comment	Status
14/22a	10 February 2022	Finance Update	Update on discussions with AW in relation to the full audit of 2021/22 accounts.	Chris Turley	21 November 2022	Verbal update will be provided at October meeting <u>Update at October meeting</u> - timeline for the full audit to remain fluid with an expected start date in December. Confident the audit would be complete by the deadline required. Further update at November meeting <u>Update at November meeting</u> - Audit Wales agreed a start date in early December however the date was still to be confirmed. <u>Update for January 2023 meeting</u> - Verbal update to be provided	Open
14/22b	10 February 2022	Finance Update	Update on applications to be made to NHSCT by end of year.	Jessica Price	9 January 2023	Discussed as part of the finance update at July meeting. Included within the finance update paper on October agenda. <u>Update at October meeting</u> was that a decision was awaited from the stage 2 grant and that the window was open for the stage 3 grant until January 2023. Action transferred to Jess Price <u>No update on this action at the November meeting.</u> <u>Update for January 2023 meeting</u> - Applications update contained within the finance update paper.	Complete
41/22	6 July 2022	Bids Panel Update	An example of a lived experience of a successful application for the Committee	Julie Boalch	1 April 2023	Deferred from October meeting until January meeting. Comms have agreed to complete this action prior to Christmas. On agenda for 9 January meeting <u>Update for January 23 meeting</u> - Due to pressures faced by the Trust this item was agreed with the Board Secretary and Chair to be postponed to the April meeting. A bank of lived experiences is in development for presentation to future meetings of the Committee.	Not due

48/22	10 October 2022	Strategic Review Update	An update from Patrick Boggan to the November Committee meeting	Estelle Hitchon	9 January 2023	Update for November meeting - Estelle to provide an update. On the Agenda 21 November. <u>Update at November meeting</u> - The consultant be invited to the January meeting of the Committee to discuss his report <u>Update for January 2023 meeting</u> - Report on agenda	Complete
53/22	10 October 2022	Bursary Panel Update	A lived experience relating to Palliative Care be presented to the Committee meeting in April	Jo Kelso	1 April 2023		Not due
59/22	21 November 2022	Annual Report and Accounts	A foreword be included within the annual report to set out achievements and ambition of the Charity with support of Board Secretary and Kevin Davies	Trish Mills	9 January 2023	<u>Update for January 23 meeting</u> - action completed	Complete
60/22	21 November 2022	Strategic Review Update	The Board Secretary set some time on the February Board Development session to discuss the findings of the strategic review - to include comments from the January Committee meeting	Trish Mills	9 January 2023	<u>Update for January 23 meeting</u> Time allocated to the February 23 Board Development Session for discussion	Complete



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AGENDA ITEM No	7
OPEN or CLOSED	OPEN
No of ANNEXES ATTACHED	3

COMMITTEE EFFECTIVENESS REVIEW 2022/23

MEETING	Charitable Funds Committee
DATE	19 January 2022
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. Only minimal changes are proposed to the Committee's operating arrangements and its terms of reference, other than a change of name of the Committee from the Charitable Funds Committee to the Charity Committee. This reflects more closely the strategic focus of the Committee.
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).
4. The Committee's terms of reference provides for oversight of strategy and fundraising in addition to its other responsibilities. In 2022/23 the Committee commissioned a review by Tarnside Consulting to support the Board of Trustees articulate an ambition and strategic direction for the charity. That report was issued in draft in late 2022. The Committee also established a task and finish group to work in parallel to this review. The group is looking at a number of areas of governance relating to the strategy, fundraising and charitable funds. It is expected that these areas will be further matured in 2023/24.
5. Changes in operating arrangements are proposed in this report as a result of responses received to questionnaires. The cycle of business approved in 2022 will be further developed in 2023 with the view that this will more objectively demonstrate effectiveness through the adherence to the Committee's core duties.

RECOMMENDATION: The Committee is requested to:

- (a) Review and approve changes to name of the Committee and its terms of reference at Annex 3;
- (b) Confirm the proposed changes to operating arrangements in response to issues raised in questionnaires;
- (c) Set priorities for the Committee for 2022/23; and
- (d) Approve the annual report at Annex 2, noting it requires some further adjustment after this meeting.

REPORT APPROVAL ROUTE

Executive Management Team notified of proposed changes by email 11 January 2023.

REPORT APPENDICES

- 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 2022/23

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 adopt 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. The draft annual report for 2022/23 is attached at Annex 2 for review by the Committee.
3. The 2022/23 effectiveness reviews adopted 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. It was agreed for 2022/23 to adopt the same questionnaires across all Committees (except for Audit Committee which has a separate questionnaire) to provide a baseline for future reviews.
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.• 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 20 April 2023 and then to the Trust Board together with the Committee's annual report on 25 May 2023.

ASSESSMENT

4. The Committee Chair and Executive Lead met with the Corporate Governance team for stage 2 on 5th January 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. Nineteen questionnaires were sent out with 9 responses being returned (a 47% return rate).
5. Respondents were asked 27 questions and were encouraged to provide free text answers to explain their choices, particularly where they marked answers as 'disagree' or 'strongly disagree'.
6. Changes to the Committee's operating arrangements and work plan as a result of the responses are proposed to be as follows:

Theme	Proposed Changes to Operating Arrangements
Theme 1: Committee Focus	<ul style="list-style-type: none"> The Committee will review the proposal for the strategic direction of the charity and have oversight of the plan to address its recommendations, and eventual implementation. Recommend that the Committee's Charitable Funds Task & Finish Group review its role/remit and work plan following receipt of the strategic review of the charity to ensure that the two are aligned.
Theme 2: Committee Engagement	<ul style="list-style-type: none"> Board visits aligned to the new standard operating procedure for such visits to include promotion of the charity, particularly opportunities for staff to apply to the Bids and Bursary Panels. That the lived experience of staff who have benefitted from the Bids and Bursary Panels to be included in the Committee's Cycle of Business. The presentation given to the Charitable Funds Task & Finish Group regarding how charitable funds are held and managed could be considered by the Committee. This may aid discussion regarding centralisation of funds and understanding more generally. The Charitable Funds Task & Finish Group has requested the Bids Panel review the charitable funds guidance and application process with a view to providing greater clarity on the areas where charitable funds could be utilised and the application process streamlined.
Theme 3: Committee Team Working	<ul style="list-style-type: none"> The Committee to discuss risks associated with the charity's activities. It is noted that the Charitable Funds Task & Finish

	Group work plan includes the introduction of charity risks on the risk register and initial discussion have taken place.
Theme 4: Committee Effectiveness	<ul style="list-style-type: none"> • Consideration for a period of reflection at the end of each meeting to take the shape of a summary of actions and decisions, and an invitation to members to give feedback on the meeting any learning/continuous improvement to take forward. • A Board of Trustees charity compliance development session has been scoped with NHS Shared Services Legal & Risk Team in April 2023.

7. The Committee met five times during 2022/23 as scheduled and was quorate on each occasion. The Committee's draft annual report at Annex 2 illustrates that attendance was good but is perhaps reflective of the operational pressures placed on members throughout the year. The Board Secretariat standard operating procedure for future meetings will include a step to confirm attendance and seek deputies where invites are declined.
8. The terms of reference were reviewed to ensure all matters within the remit of the Committee were clear and were articulated with the strategic, oversight and scrutiny role of the Committee in mind. Amendments are minimal however it is proposed that the Committee change its name to the Charity Committee to reflect more closely its strategic focus. A marked up copy of the proposed amendments is at Annex 3.
9. Whilst the attendees set out in the terms of reference are not intended to change, the Trust Board Chair will conduct an annual review of Non-Executive Director membership across all Committees in February 2023 and any changes will be reflected in the annual report. It is anticipated that this Committee will retain at least three Non-Executive Directors, inclusive of the Chair.
10. The draft annual report details the work carried out by the Committee during the year and illustrates that the strategy and fundraising elements of its remit continue to mature into 2023.
11. 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 new issues it is adopting in its terms of reference; focus on areas it may not have addressed recently due to the pandemic; 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) To address and implement 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.

(b) 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.

12. The Committee has approved its Cycle of Business, but this will be further developed in 2023/24 to allow the committee to track adherence to the cycle and more objectively demonstrates its effectiveness in adhering to its terms of reference.

RECOMMENDATION

13. The Committee is requested to:

(a) Review and approve changes to name of the Committee and its terms of reference at Annex 3;

(b) Confirm the proposed changes to operating arrangements in response to issues raised in questionnaires;

(c) Set priorities for the Committee for 2022/23; and

(d) Approve the annual report at Annex 2, noting it requires some further adjustment after this meeting.

Next Steps

14. Ensure changes to operating arrangements agreed at paragraph 6 and priorities (subject to agreement) are cycled into work programme for review in 2023/24.



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CFC Effectiveness Review Survey Results 2022/23

Trish Mills
Board Secretary
19 January 2023





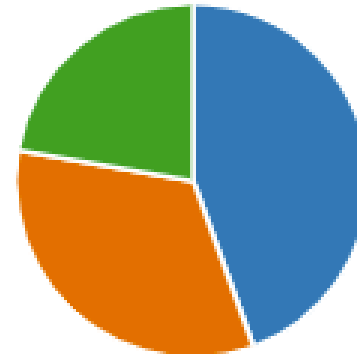
CFC Annual Effectiveness Review

Survey Respondents included NEDs, management members, TU partners and Committee Governance Officer; 19 surveys sent, with 9 returned. 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](#).

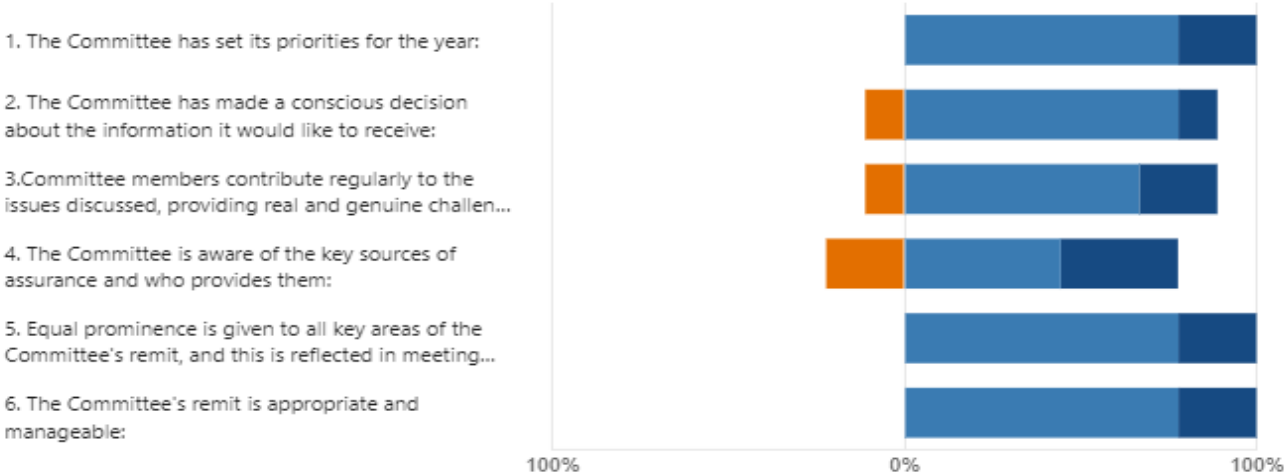
● Non-Executive Director Member	4
● Management Member	3
● TU Partner (s)	2
● Other	0





Theme 1: Committee Focus

Strongly Disagree Disagree Agree Strongly Agree



MATURITY

Q4 - There is **good assurance from the bids and bursary panels** but there is **still work to do on the governance for the charity** including compliance assurance reporting, decisions on whether to centralise funds and devolve grants etc.

The committee is currently evolving/maturing. A period of consolidation and planning will be the next steps.

I believe **the Committee has a full understanding of its role and effectiveness**, has clear guidelines and governance structures in place.

STRATEGIC DIRECTION

The committee is **going through change** and may have a stronger direction shortly after review.

The committee has probably been hampered this year by delays in appointing the charity consultant. **The outcome of this work will give greater clarity on the focus of the charity moving forward.**

PROFILE

Theme 5: Once the strategic priorities have been agreed I would **welcome increasing the prominence of "raising the profile and reputation of the charity within the trust"**.

PRIORITIES

1. It has **(set its priorities for the year)**, in so far as its **priority to have a review undertaken on its focus and to understand its aspirations** for the future development of the Charity.





Theme 1: Consideration of issues raised in questionnaire

1. The Charitable Funds Task and Finish Group is established to review options for how charitable funds are held; options for devolving authority; to consider fundraising arrangements for CFRs; recommend a suite of policies; develop a risk register and compliance register; and develop a board development session on charity governance. The role and remit was to be reviewed when the strategic direction of the charity is determined. The group will review its work plan to include an end date for the work and a final report into the Committee. This will be presented to the April Committee meeting.
2. The Committee will review the proposal for the strategic direction of the charity and have oversight over the plan to address its recommendations and eventual implementation of the strategy.

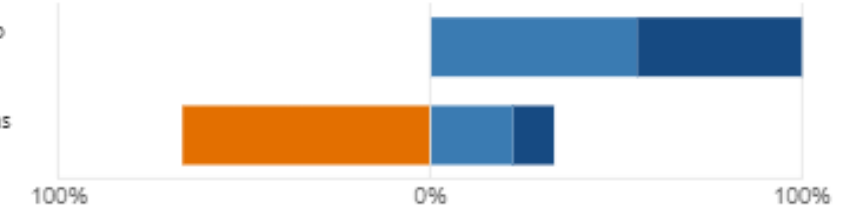




Strongly Disagree Disagree Agree Strongly Agree

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:



Theme 2: Committee Engagement

ENGAGEMENT (VISITS)

Q8 - I think **this will improve as the charity's strategy and purpose is clearer.** This will enable discussion to be opened with staff and stakeholders.

Not sure about the members "meeting Teams". Although we do interact with the staff, we *do not do it as a CF group.*

8. While I agree there is **probably more work to be done** here.

Point 8: Whilst some members **may do so, others have not in recent times.** This has been made more difficult by the impact of COVID however, we now have **an opportunity to change this practice and to become more visible** to the wider teams.

Q8 - Moving forward I **would welcome an increased emphasis on the lived experience through committee business and visits,** including opportunities to **meet beneficiaries and visit projects** funded by the charitable funds.

I have entered disagree with visiting other services **as I truly do not know if this is happening;** the TU partners have not been invited if these visits happen.

USE OF FUNDS

Probably **more scope to see how charitable funds are being used.**

At times this feels a little tokenistic or superficial. I feel there **needs to be stronger leadership and influence over decisions being made around charitable spending.**





Theme 2: Consideration of issues raised in questionnaire

1. The Board visits standard operating procedure is being developed with a completion date of 31 March. Members will be encouraged to promote the charity on these visits, particularly opportunities for staff to apply to the Bids and Bursary Panels.
2. The lived experience of staff who have benefited from the Bids and Bursary Panels to be included in the cycle of business.
3. To aid the discussion on potentially centralising funds, the Charitable Funds Task and Finish Group received a presentation on the ways in which funds are held, an explanation of the policy position with respect to funds and the COIF, as well as further detail on income segmentation, allocation of funds following an approved bid, and how the revaluation reserve is applied. If the Committee would find that level of detail helpful the presentation could be provided to the Committee at a future meeting.
4. The Charitable Funds Task and Finish Group has requested the Bids Panel review the charitable funds guidance with a view to providing more clarity on the areas where charitable funds might be utilised and those where applications will not likely be successful. The Bids Panel is also looking at ways in which the process of application can be streamlined.





Theme 3: Committee Team Working

STRATEGIC PRIORITIES

The **operation of Charitable Funds Committee** and its alignment with the wider priorities of the organisation **will doubtless be influenced by the outcome of the ongoing review.**

Not sure we can clearly say that decisions are made with consideration to strategic priorities.

Question 13 - The charity does **not yet have a strategy.**

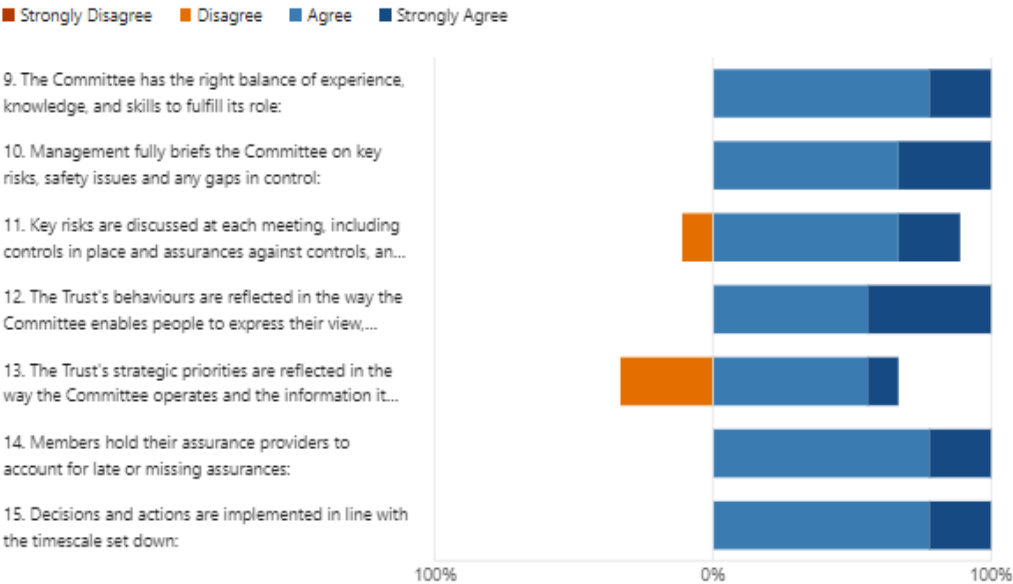
BEHAVIOURS

Staff wellbeing and enhancing opportunities are **key drivers** for the trust.

Q12: The tone and behaviours in the meetings **are entirely reflective of the organisation's behaviours.**

OVERSIGHT OF RISK

Q10 and 11 - whilst risks are discussed there is **no formal risk register for the charity.** The **task and finish group are reviewing** the risks and will bring them through on a charity risk register.





Theme 3: Consideration of issues raised in questionnaire

1. The Charitable Funds Task and Finish Group work plan includes the introduction of charity risks on the risk register and initial discussion have taken place on the type of risks the charity may be exposed to. The February meeting will look at this further.





Theme 4: Committee Effectiveness

REFLECTION

Q18 - **we don't spend time reflecting after each meeting**, but that's the case with all the committees.

Section 18 - **Not sure that we routinely revisit decisions to review** what went wrong and what went right.

18. I'm **not sure that the Committee does that overtly?**

Theme 18 - **this does not happen at all meetings.**

TIMELINESS OF INFORMATION

Again, all **documents are available to read well before Committee dates.**

Strongly Disagree Disagree Agree Strongly Agree

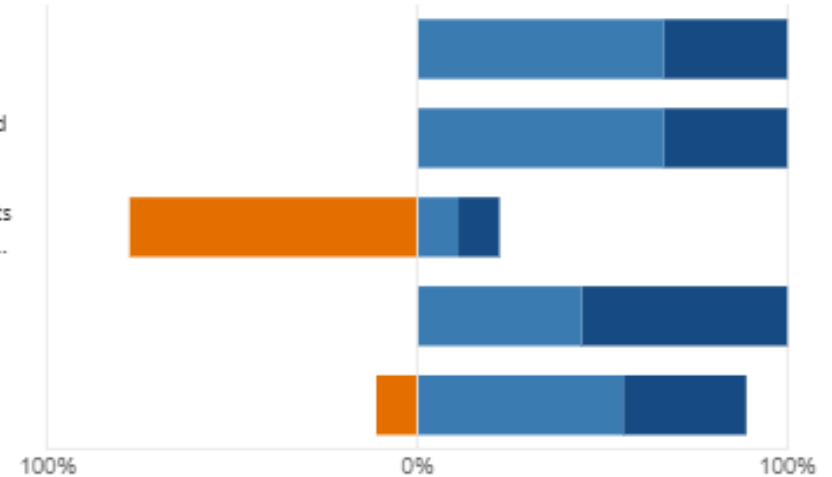
16. The quality of Committee papers received allows members to perform their roles effectively:

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:



BOARD CHALLENGE

20: **Not sure how engaged the wider Board is with the WAST charity**, which I think reduces the level of understanding / challenge for this committee during full Board meetings.

20. **The Board needs to also be cognisant of their role as trustee of the charity.**





Theme 4: Consideration of issues raised in questionnaire

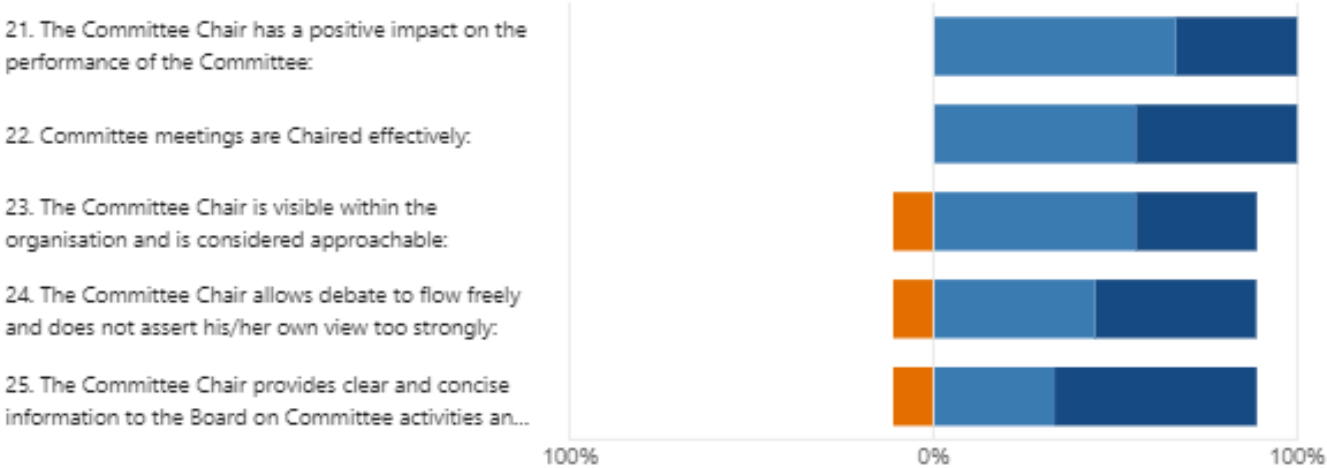
1. Consideration for a period of reflection at the end of each meeting to take the shape of a summary of actions and decisions, and an invitation to members to give feedback on the meeting any learning/continuous improvement to take forward.
2. A Board of Trustees development session has been scoped with NHS Shared Services Legal and Risk Team. Timing of the session is being agreed, but likely to be at the end of Q4.
3. A stand alone Board of Trustees meeting will be held in January to approve the annual report and accounts and to receive an update on the charity strategy.





Theme 5: Committee Leadership

Strongly Disagree Disagree Agree Strongly Agree



Excellent chair and leadership team.

The **Chair is very engaging with all Members and Officers** and enables every individual to voice their opinions.

The **committee Chair is effective and allows for all to participate.**



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

Key to the charity is ensuring the purpose is clear and that there is a **sound strategy that the Trustees support** and which clearly sets out our fundraising and grant making governance.

Committee to ensure that the **review that is being undertaken (by an external contractor) is completed** and that the actions identified within it are progressed.

Setting of **the agenda around charitable fund spend**.

Aligning spend to organisational priorities.

The outcome **of the current review will probably inform this.**

The **current consultancy will hopefully bring clarity here.**

The Committee should **be clear on its ambition in agreeing its future strategic priorities for sign off by the trustees**, ensuring it takes a high level long term view aligned with wider WAST strategic priorities.

The Committee should **seek assurance that the appropriate governance processes are in place** to enable the charity to grow and increase the impact for its beneficiaries.

The Committee should seek to have more of a **strategic overview and less of an operational remit.**

The Committee **should have oversight of high level risks as part of the routine business** that impact on the charity.

Continue: The Committee is **well-chaired and has a good level of focus**. Papers are concise and informative. Discussions are generally focused and productive.

Continue as is at present.

The Committee **needs to continue to promote TU/Staff involvement** regarding the direction of the group business and the spend of any money.





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

The Trustees would benefit from a development session **on their responsibilities as Trustees.**

NHS Charitable Governance including legal and compliance frameworks and duties of trustees - I believe this has been scheduled for early 2023.

Get out more into the organisation to understand how the charity is viewed, funds are spent and what more there is to do to advocate for the charity.

Reviewing decisions against the IMTP priorities.

Nothing at present.

Not that I am aware of.

When the **external review is completed,** this will allow Members to focus on the **key priorities moving forwards.**

Again the current **consultancy will inform. Scoping other Ambulance Services** charities might assist.





Summary of Proposed Changes/Areas being Addressed

1. The Charitable Funds Task and Finish Group is established to review options for how charitable funds are held; options for devolving authority; to consider fundraising arrangements for CFRs; recommend a suite of policies; develop a risk register and compliance register; and develop a board development session on charity governance. The role and remit was to be reviewed when the strategic direction of the charity is determined. The group will review its work plan to include an end date for the work and a final report into the Committee. This will be presented to the April Committee meeting.
2. Committee to review the proposal for the strategic direction of the charity and have oversight over the plan to address its recommendations and eventual implementation of the strategy.
3. The Board visits standard operating procedure is being developed with a completion date of 31 March. Members will be encouraged to promote the charity on these visits, particularly opportunities for staff to apply to the Bids and Bursary Panels.
4. The lived experience of staff who have benefited from the Bids and Bursary Panels to be included in the cycle of business.
5. To aid the discussion on potentially centralising funds, the Charitable Funds Task and Finish Group received a presentation on the ways in which funds are held, an explanation of the policy position with respect to funds and the COIF, as well as further detail on income segmentation, allocation of funds following an approved bid, and how the revaluation reserve is applied. If the Committee would find that level of detail helpful the presentation could be provided to the Committee at a future meeting.
6. The Charitable Funds Task and Finish Group has requested the Bids Panel review the charitable funds guidance with a view to providing more clarity on the areas where charitable funds might be utilised and those where applications will not likely be successful. The Bids Panel is also looking at ways in which the process of application can be streamlined.
7. The Charitable Funds Task and Finish Group work plan includes the introduction of charity risks on the risk register and initial discussion have taken place on the type of risks the charity may be exposed to. The February meeting will look at this further.
8. Consideration for a period of reflection at the end of each meeting to take the shape of a summary of actions and decisions, and an invitation to members to give feedback on the meeting any learning/continuous improvement to take forward.
9. A Board of Trustees development session has been scoped with NHS Shared Services Legal and Risk Team. Timing of the session is being agreed, but likely to be at the end of Q4.
10. A stand alone Board of Trustees meeting will be held in January to approve the annual report and accounts and to receive an update on the charity strategy.
11. Membership continues to have strong TU membership, as does the Bids and Bursary Panels and the Task and Finish Group.
12. Change of name of the Committee from Charitable Funds Committee to Charity Committee to reflect a stronger focus on strategic direction.



CHARITABLE FUNDS COMMITTEE ANNUAL REPORT 2022/23

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 19 January 2023 and reviewed its terms of reference, responses to questionnaires completed by members and attendees, and its operating arrangements. Discussions were also held with the Chair and Executive Lead. Changes are proposed to the terms of reference and this annual report reflects on the effectiveness of the Committee in 2022/23.

ASSESSMENT

Purpose of the Committee

5. The purpose of the Committee set out in its terms of reference is to contribute to the development of the charity's strategy and monitor its implementation; assure the Board of Trustees that the charitable funds are accounted for, deployed, and invested in line with legal and statutory requirements; consider and endorse the charity's annual report and accounts (for onward approval by the Board of Trustees), and to raise the profile and reputation of the charity within the Trust.

Membership and Attendance

6. The Committee met five times in 2022/23 and was quorate on each occasion.
7. The Committee is supported by a 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 2022/23: [chart to be updated with 19 January attendance]



COMMITTEE ATTENDANCE					
Name	5 May 2022	6 July 2022	10 Oct 2022	21 Nov 2022	19 Jan 2023
Ceri Jackson					
Bethan Evans					
Prof Kevin Davies					
Hannah Rowan					
Chris Turley					
Lee Brooks		Mark Harris	Jon Edwards		
Catherine Goodwin		Sarah Davies			
Angela Lewis					
Estelle Hitchon					
Andy Swinburn					
Trish Mills					
Hugh Parry					
Damon Turner					
Marcus Viggers					
Julie Boalch					
Andrew Challenger					
Jo Kelso					

	Attended
	Deputy attended
	Apologies received
	No longer member/not member

8. Attendance is good but does reflect the challenges that operational pressures have placed on members throughout the year. The Board Secretariat will ensure that for future meetings they receive a clear indication from members and attendees of their ability to attend, and where that is not possible request that a deputy is nominated to attend.
9. Non-Executive Director membership of all Committees will be reviewed in February 2023 by the Trust Board Chair, but it is anticipated that this Committee will retain at least three Non-Executive Directors in its membership, inclusive of the Chair.

Committee Views on Effectiveness

10. 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 at the 19 January Committee meeting.
11. The questionnaires provided an opportunity to gauge opinion on areas of good practice and areas that require improvement. Nineteen questionnaires were sent out with 9 responses being returned (a 47% return rate).
12. Respondents were asked 27 questions and were encouraged to provide free text answers to explain their choices. The responses were reviewed by the Committee on 19 January and agreed to make the following adjustments to their operating arrangements as a result:



Strategy

- (a) The Committee will review the proposal for the strategic direction of the charity and have oversight of the plan to address its recommendations, and eventual implementation.
- (b) Recommend that the Committee's Charitable Funds Task & Finish Group review its role/remit and work plan following receipt of the strategic review to ensure the two are aligned.

Fundraising/Strategy

- (c) Align Board/Committee visits to the new standard operating procedure for such visits to include the promotion of the charity, particularly opportunities for staff to apply to the Bids and Bursary Panels.
- (d) That the lived experience of staff who have benefitted from the Bids and Bursary Panels to be included in the Committee's Cycle of Business.

Charitable Funds

- (e) Presentation to the Committee on how charitable funds are held and managed to aid the discussion regarding centralisation of funds and understanding more generally
- (f) Bids Panel review the charitable funds guidance and application process with a view to providing greater clarity on the areas where charitable funds could be utilised and the application process streamlined.

Risk and Compliance

- (g) The Committee to review the risks to the charity as part of its cycle of business.
- (h) A Board of Trustees development session on Charity governance in April 2023.

General

- (i) Consideration for a period of reflection at the end of each meeting to take the shape of a summary of actions and decisions, and an invitation to members to give feedback on the meeting any learning/continuous improvement to take forward.
13. The Committee's terms of reference provides for oversight of strategy and fundraising in addition to its other responsibilities. In 2022/23 the Committee commissioned a review by Tarnside Consulting to support the Board of Trustees to articulate an ambition and strategic direction for the charity. That report was issued in draft in late December 2022 and will be considered in 2023. The Committee also established a task and finish group to work in parallel to this review. The group is looking at a number of areas of governance relating to the strategy, as well as charitable funds.



14. Notwithstanding the maturing nature of the strategic direction and fundraising elements of the Committee, it has been effective in discharging its responsibilities and providing assurance to the Board. In 2022/23 the Committee:

- (a) Commissioned a strategic review of the charity to provide recommendations for its future direction.
- (b) Agreed a full audit of the 2021/22 charity accounts took place and these, together with the charity annual report for 2021/22, was endorsed for approval by the Board of Trustees.
- (c) Received regular financial reporting on charitable funds and grant applications made by the charity.
- (d) Received regular reports from the Bids Panel on bids approved under their delegated authority.
- (e) received a presentation by Hywel Dda University Health Board's charity on their charity maturation journey.
- (f) Approved amendments to the terms of reference for the Bursary Panel and agreed an appropriate delegated authority limit to the Panel regarding individual application amounts of £3K.
- (g) Established a Charitable Funds Task & Finish Group (the remit for which is described in point 14, below), and received regular updates from the Group on its activities/progress.
- (h) Approved its cycle of business.
- (i) Received regular highlight reports from the Bids Panel and the Bursary Panel.

15. Progress against the priorities the Committee set itself for 2022/23 was received at each meeting, with the outturn position as follows:

- (a) Priority 1: Development and recommendation to the Board of Trustees of the Charity Strategy:
 - The consultant commissioned to review the charity's strategy was appointed in August 2022.
 - The draft report of the consultant was received in late December and will be considered by the Committee at its 5th April meeting followed by a presentation to the Board of Trustees at a development session on 26th April.
- (b) Priority 2: Effectiveness reviews of the Bids Panel and Bursary Panel for alignment of terms of reference and Cycles of Business:
 - Revised terms of reference and operating arrangements for Bursary Panel agreed in May 2022;
 - Part of the work of the Charitable Funds Task and Finish Group is the opportunity to devolve authority to fund managers rather than apply to a Bids Panel. The effectiveness review for the Bids Panel is on hold whilst



options are developed and concerns raised by TUs on the governance required should funds be devolved are addressed through this process;

- The Bids Panel terms of reference were reviewed, and amendments made to delegated limits in November 2021.

16. The Board received a highlight report from the Committee following each meeting and which provided for alerts, advice, and areas of assurance. This was also presented to the next public Board meeting by the Chair of the Committee.

17. The Committee is serviced by a Task & Finish Group which has been established to review options for how charitable funds are held; options for devolving authority; to consider fundraising arrangements for CFRs; recommend a suite of policies; develop a risk register and compliance register; and develop a board development session on charity governance. The group reports to the Committee by way of a highlight report, and its role and remit will be further reviewed when the strategic direction of the charity is determined.

Proposed Changes to the terms of reference

18. Amendments are minimal however it is proposed that the Committee change its name to the Charity Committee to reflect more closely its strategic focus. [insert outcome of Trust Board Chair review of Non-Executive Director membership on Committees in February]

19. A marked up copy of the terms of reference are attached at Annex x for approval by the Board.

Priorities Identified for the Committee for 2023/24

20. 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 2023/24:

[to be confirmed by the 19 January 2023 CFC meeting]

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

Next Steps

22. The next steps are as follows:

- (a) The Committee cycle of business was approved in 2022 and this will be further developed this year to reflect the maturing elements of strategy and fundraising, and to illustrate compliance requirements and assurance mapping.



- (b) Ensure changes to operating arrangements agreed at paragraph 12 are cycled into work programme for review in 2023/24.

RECOMMENDATION

The Trust Board is requested to

- (a) Receive and note the contents of the Committee annual report for 2022/23 and its analysis of effectiveness;**
- (b) Approve the changes to the terms of reference.**

DRAFT



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CHARITABLE FUNDS ~~CHARITY~~ COMMITTEE

TERMS OF REFERENCE AND OPERATING ARRANGEMENTS

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 to be known as the ~~Charitable Funds 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.

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 Welsh Ambulance Services NHS Trust is a corporate body in its own right. It is led by a Board of Directors comprising a Chair~~man~~, ~~Vice-Chair~~, ~~seven~~ ~~six~~ Non-Executive Directors, a Chief Executive, an Executive Director of Finance & Corporate Resources and ~~three~~ ~~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 Trustees that charitable funds are accounted for, deployed, and invested in line with legal and statutory requirements~~;~~.
 - (c) Consider and endorse the annual report and accounts for approval by the Board of Trustees.
 - (d) Raise the profile and reputation of the charity within the Trust.



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.
- 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 Sub-Committees 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 and authorise expenditure with a value above £50,000, ensuring that it is accompanied by endorsement from the Director of Finance and Corporate Resources.
- 3.8 Receive periodic income and expenditure statements
- 3.9 Receive and endorse the annual report and annual accounts and consider the annual report from the auditors before submission to the 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



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- 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 expenditure over £50,000
- (b) Approve plans and strategies that ate compliments s 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;



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(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.)

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
- Director of Workforce and OD
- Executive Director of Operations
- Director of Paramedicine
- Board Secretary
- Trade Union Partners (x2)
- Chairs of the Sub-Committees

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
- any other Trust officials
- any others from within or outside the Trust
- the Chief Executive (Accountable Officer)

Commented [TM(ASNT01)]: To be determined following the annual review by the Trust Board Chair in February



- 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 Workforce & Organisational Development.

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~~ normally no less than twice in any financial year and otherwise as the Committee Chair deems necessary - consistent with the Trust's annual ~~plan~~ schedule of Board Business.



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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 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 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 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

- 10.1 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:

Page 6 of 7

Model Standing Orders – Schedule 3.3: Charitable Funds-Charity Committee TORs
Approved by Trust Board ~~26th May 2022~~ 25 May 2023



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- 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.



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

Charitable Funds Finance Update – as at 30th November 2022

MEETING	Charitable Funds Committee
DATE	19 th January 2023
EXECUTIVE	Chris Turley, Executive Director of Finance
AUTHOR	Bernadette Mitchell, Finance Assistant – Charitable Funds
CONTACT	Chris Turley, 01633 626201, Chris.Turley2@wales.nhs.uk

EXECUTIVE SUMMARY

1. To present to the Charitable Funds Committee an update on the following:
 - NHSCT grants.
 - Details of fund balances held at 1st April 2022 and 30th November 2022.
 - COIF Charity Investment Fund

KEY ISSUES/IMPLICATIONS

2. Fund balances of £475k as at 30th November 2022.
3. NHSCT grants available to the WAST Charity:
 - Ambulance Grant - £315k – Two application windows left.
 - Stage 3 Covid Recovery Grant - £88k – Two application windows left.
 - COIF Charity Investment Fund – What does the current economy mean for our investment?

REPORT APPROVAL ROUTE
Charitable Funds Committee – 9 th January 2023

REPORT APPENDICES

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

WELSH AMBULANCE SERVICES NHS TRUST
CHARITABLE FUNDS COMMITTEE
FINANCE UPDATE – AS AT 30TH NOVEMBER 2022

SITUATION:

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

BACKGROUND/ASSESSMENT:

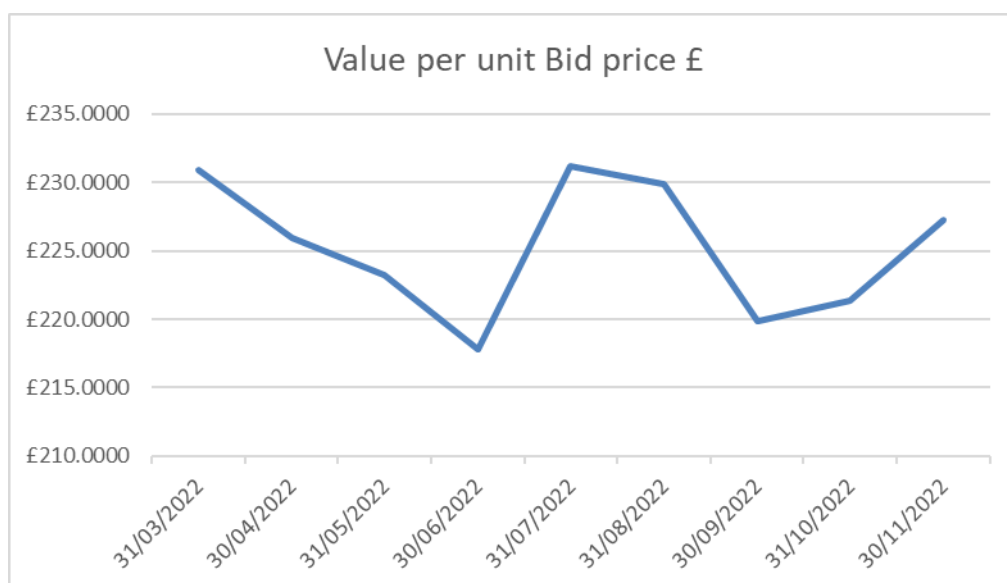
Update on Fund Balances as at 30th November 2022.

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

FUND	Opening Balances 01.04.22 £000's	Income £000's	Expenditure £000's	Transfer's between funds	Balances as at 30.11.22 £000's	Pre-approved expenditure	Balance available
North Region	83	3	0		85	0	85
Central West	27	2	0		29	1	28
South East	29	0	0		29	11	18
National Fund	140	4	17		127	44	84
North First Responders	10	0	0		10		10
Central West First Responders	1	0	0		1		1
Bursary	16		16	15	15		15
Barmouth Ambulance Equipment	54	0	0		54		54
NHSCT Stage 1	33	0	13		20	20	0
NHSCT Development Grant	0	1	1		0		0
Revaluation Reserve	139	0	15	-15	109		109
*Central Services (I&E 2022/23)	0	0	5		-5		-5
	532	10	67		475	76	399
<i>*Income and expenditure to be apportioned between unrestricted funds at end of financial year</i>							

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

7. Over the past eight months the markets have been unpredictable and somewhat volatile, dipping and rising on a regular basis as shown in the graph below. We currently hold 1,090.14 units at a market value of £248k. This is £15k less than what they were worth at the beginning of this financial year. However, as Committee members will recall this is less than this would have been without some of the action taken and we did also make relatively substantial gains in 2020/21 and 2021/22.



8. The Charity has an internal policy that our long-term investments will not exceed 50% of total cash funds held. Given that there is approx. £98k of pre-approved bids panel, NHSCT stage 1 and bursary claims still to be paid out, it is probable that we will need to sell some of our units to fall in line with our 50% gearing policy. Should the markets fall in valuation this will reduce the Charity's losses, however, should the markets increase, it will reduce our potential gains which go towards funding the Bursary.
9. As noted in recent CFC meetings, we have further enhanced our scrutiny of these longer-term investments, which includes monitoring the market value on a weekly basis, the frequency with which this fund is updated.

Update on NHS Charities Together (NHSCT) grants

10. The Charity has received grants from NHSCT in the past and is currently eligible to apply for three new grants from them. Details of such are below:
 - a) **Development Grant - £35k**
 £5k ringfenced for 2-year membership fees up to December 2023, with the remaining £30k to be spent on areas within the Charity that need most improvement. Following undertaking of the self-assessment toolkit it was decided that the Charity would benefit from funding in the following areas; **Operations, Communications, Marketing and Branding, and Fundraising**.
 The application has been awarded, with project start and end dates of 16th December 2022 to 16th December 2023.
 - b) **Ambulance Grant - £315k**
 A second window has been opened with a closing date of 30th June 2023; the first window closes on the 27th January 2023. A further discussion is being held with our grants officer at NHSCT to discuss our plan for the grant. Originally the plan was to fund a 2-year CFR recruitment programme, in which two staff members would be responsible for recruiting and training 80 new CFR's. This however has now been funded elsewhere and has now opened this funding up

to the 111 service. The aim is to have this application submitted within the first window so the enhanced service can begin in May 2023. However, if it cannot be completed in time we will have to wait for the second window, which would delay the enhanced service start date to October 2023.

c) Stage 3 Recovery Grant - £88k

A second window has been opened with a closing date of 30th June 2023; the first window closes on the 27th January 2023. The purpose of this grant is to support the long-term health and recovery of NHS staff, patients, community, and volunteers impacted by Covid-19. Discussions have been held with the Wellbeing team to help shape this grant submission, within which we are including the following projects in our application:

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

NHSCT have also said in principal that these would fit the criteria of the funding. The application for this will also be submitted by the 27th January 2023, with a decision being given in May 2023.

RECOMMENDED:

11. That the Committee:

- **Notes** the contents of this finance update,
- **Notes** the requirement to further consider the future funding of the Bursary scheme, likely to be linked to that considered following the completion of the current ongoing consultancy work on the Charity.



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CHARITABLE FUNDS TASK & FINISH GROUP HIGHLIGHT REPORT TO BOARD

Charitable Funds Committee Meeting Date	19 January 2023
T&F Group Meeting Dates	Next meeting 20 January 2023
Chair	Trish Mills, Board Secretary

KEY ESCALATION AND DISCUSSION POINTS

ALERT

(Alert the Committee to areas for their attention)

1. **The Group did not meet** in November or December where a review of the current arrangements for centrally and locally held funds, and an update on the fundraising governance arrangements in place for Community First Responders (CFRs) were scheduled on the work plan. A number of meetings have taken place in this time to further develop this work and a detailed presentation is before the Group at its 20 January meeting that explains the policy position with respect to charitable funds and gives an overview on how income is received and segmented.
2. Due to operational pressures an update on the fundraising governance arrangements in place for **Community First Responders (CFRs)** was not able to be presented to the Group. The Charitable Funds Committee initially reviewed options for fundraising arrangements for CFRs in 2019, and in 2021 felt there was more work to do in terms of robust guidance, policies, and enhanced financial structures. The Committee noted that developing these in collaboration would yield the best results and a volunteer steering group has now been established. There is some urgency to understand the governance arrangements to better support the CFRs and review any reputational or other exposure for the Trust and it is anticipated that this will be reviewed by the Group at its April meeting.

ADVISE

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

3. Discussions have advanced with NWSSP Legal and Risk with regards to **Board development/training on the role of the Trustees** and on the workings of the charity more generally. A barrister has been engaged to present the training initially to the Board Secretaries Network which represents the Board Secretaries of all the NHS Wales Health Bodies, for onward transmission to their Boards either by their respective Board Secretaries or by Legal and Risk directly.
4. The **work plan will be revisited** in February to recalibrate it following operational pressures and hopefully align with the charity strategy position.

ASSURE

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

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



RISKS

Risks Discussed: A comprehensive set of risks dependent on the size/scale of the Charity were discussed at the September meeting, broken down by category and potential impact. A further paper will be presented on the risks in February.

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

COMMITTEE AGENDA FOR MEETING

Not applicable

COMMITTEE ATTENDANCE

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

	Attended
	Deputy attended
	Apologies received
	No longer member



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BIDS PANEL REPORT TO CHARITABLE FUNDS COMMITTEE

Charitable Funds Meeting Date	19 January 2023
Bids Panel Meeting Dates	3 November 2022
Chair	Julie Boalch, Head of Risk and Deputy Board Secretary

KEY ESCALATION AND DISCUSSION POINTS

ALERT

(Alert the Committee to areas of escalation)

1. The meeting was not quorate as TU partners had to send apologies during the meeting; however, Members agreed that the meeting could go ahead and that any decisions made would be ratified with TU colleagues following the meeting. All of the decisions were supported in full by Hugh Parry post meeting.

ADVISE

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

2. The discussion on the restricted fund for Barmouth was deferred until the December 2022 meeting to ensure all those who needed to be involved in the discussion were present.
3. The Panel gave second consideration to the flu incentive application and whilst they did not support the application to incentivise vaccines, they proposed that the incentive could be focused on ensuring the accuracy and completeness of the data capture on uptake. The Chair met with Andy Swinburn to relay the final outcome of this bid and, on further discussion, it was agreed that the bid for 2023/24 would be submitted to incentivise the vaccine *and* would incorporate an amendment to the data capture form as to whether a member of staff had the vaccine as a result of the incentive. Therein, the data could be gathered as to the effectiveness of incentives.
4. The Panel discussed the Wingbee Bus project which members saw the value of in supporting staff; however, requested further information on the bid.
5. The Panel approved an application for the total sum of £1,000 for the purchase of Remembrance Wreaths. This was an increase of £500 on the original bid given the number of wreaths that may be requested.

ASSURE

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

6. The Panel were assured that sufficient funds were held in charitable funds to service the approved requests.
7. The Panel's discussions were invaluable not only to the individual applications, but on making suggestions/considerations to future applications.



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RISKS

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

COMMITTEE AGENDA FOR 7 OCTOBER 2021 MEETING

- | | | |
|------------------|-----------------------------|--|
| 1. Fund balances | 2. Barmouth Restricted fund | 3. Three time sensitive applications for consideration |
|------------------|-----------------------------|--|

Name	27 April	13 May	5 July	29 July	26 Sep	3 Nov
Julie Boalch						
Judith Bryce						
Jill Gill	Bernie Mitchell	Bernie Mitchell	Bernie Mitchell	Bernie Mitchell	Bernie Mitchell	Bernie Mitchell
Hugh Parry						
Nicci Stephens						
Julie Stokes						
Aled Williams						
Lois Hough						
Damon Turner						

	Attended
	Deputy attended
	Apologies received
	No longer member

CONFIRMED MINUTES OF THE MEETING OF THE BIDS PANEL HELD ON 26 SEPTEMBER 2022

Members:	Julie Boalch (Chair)	Head of Risk/Deputy Board Secretary
	Judith Bryce	Assistant Director of Operations
	Lois Hough	Head of Communications
	Caroline Jones	Corporate Governance Officer
	Bernadette Mitchell	Finance Assistant – Charitable Funds
	Hugh Parry	TU Partner
	Nicola Stephens	Environment and Sustainability Manager
	Julie Stokes	Head of People Services
	Damon Turner	TU Partner

Apologies	Jill Gill	Head of Financial Accounting
	Aled Williams	Head of IT

30/22 Welcome and apologies

The Head of Risk/Deputy Board Secretary welcomed members and confirmed the meeting was quorate. Both the Assistant Director of Operations and the Head of Communications declared an interest in some of the applications for consideration and agreed to present their applications but abstain from the discussions that would ensue.

31/22 Minutes of previous meeting

The minutes of the meeting held on 29 July 2022 were approved as a correct record.

32/22 Action log

25/22b – Discussion on the restricted fund for Barmouth was deferred from the September meeting to a new meeting date to be arranged. Item to remain open until the discussion had taken place.

27/22b – the action to locate the Christmas decorations for Ty Elwy was agreed to remain open, as the Environment and Sustainability Manager had not had an opportunity to go into Ty Elwy to locate them; however, was confident they would be available.

RESOLVED: That

- 1) the restricted ambulance equipment fund for Barmouth agenda item be deferred to a new meeting date to be arranged; and**
- 2) until the Ty Elwy decorations had been located, the action would remain open.**

33/22 Fund balances

The Finance Assistant – Charitable Funds highlighted the NHSCT stage one grant fund received by the Trust had been recorded as an unrestricted donation, however this should have been recorded as a restricted grant and had been amended. This change meant that the grant must be fully utilised by March 2023 and this would be achieved by supporting “mind over mountains” and the Trust’s Rugby teams to ensure funds would be utilised by the prescribed deadline.

RESOLVED: That

- 1) the change in the recording of the stage one grant be noted; and**
- 2) the plans to fully utilise the grant by the deadline of March 2023 were noted.**

34/22 Applications for consideration

1622 – Gym Equipment Bargoed - £2,500 – Darren Jones

The Panel discussed the application for gym equipment at Bargoed and felt that the application did not provide sufficient information to make a decision.

The Panel agreed that a list of items to be purchased and their associated costings should have been included. The Panel requested details of types of electrical equipment that may be included and also requested the space for this gym equipment to be identified given the nature of the flooring and considerations as to load bearing needed to be given.

The Panel discussed health and safety issues in relation to inductions and queried if the intention for the equipment use was solely by staff members of that station or open to staff from the locality.

The Panel recognised that the MRD in Cardiff had gym equipment in place and the Environment and Sustainability Manager agreed to look into the processes undertaken by the project team in terms of purchase, liability and upkeep.

The Panel agreed to escalate the discussions in relation to liability faced by the Trust should injuries be sustained whilst using the equipment to the Charitable Funds Committee.

It was agreed that a framework was needed to provide clarity in terms of the health and Safety issues and liability.

The Panel were not able to support the application at this time.

1722 –Commemorative Coins – £12,521 – Lois Hough

The Head of Communications confirmed the application was due to the expansion of the eligibility criteria for those staff who had worked during the Covid-19 Pandemic, which had resulted in the need for additional coins for staff.

The Panel were fully supportive of the application to recognise those staff who had worked throughout the pandemic and who had not received a commemorative coin to date.

The Panel approved the application.

1822 –Picnic Bench Blackwood– £327 – Ross Card

The Panel discussed the application and whilst supportive of the request were conscious that an application for outdoor seating and tables had already been requested by a colleague at the previous meeting. The previous application had been approved by the Panel who had increased the budget to purchase sustainable recycled furniture that would be more appropriate.

Confirmation would be requested from the applicant to determine whether this was in addition to the previous request.

The Panel did agree that if this was a new request that the cost was again quite low and consideration should be given to more durable, sustainable furniture, which would increase costs which the Panel would be content to support.

The Panel did not approve this application however they would welcome a further review of the application once clarification had been obtained.

1922 –Book of Musings- £500 – Mike Shephard

The Panel, after much discussion, agreed that the application was unclear in a number of areas.

Whilst the request asked for funding to support the printing costs of the second book, it was unclear if any monies raised through the sale of the book to friends would be donated to the Charitable Fund as had happened from the sale of the first book which had been self-funded. Executive Team members had discussed the first book in detail and due to copyright issues, had stepped back from endorsement of the book.

The Head of Risk/Deputy Board Secretary agreed to review the Terms of Reference to look at the wider issue of the Charity being able to support helping others not directly associated with WAST.

It was also noted that the Chaplain was due to retire imminently, and that a number of Chaplains across Wales, were in the process of being recruited.

The Panel were unable to support the application at this time.

2022 –TV Hawthorn- £500 – David Moodley

The Panel discussed this application and were supportive of the request subject to a nominated person be responsible for the correct recycling of the old unit and that the new unit would not require any additional fitting costs/brackets which may increase the cost.

The Panel approved the application.

2122 -3 x Sofas and Blinds - £4,300 – Jemima Rees

The Panel discussed the application in detail and whilst supportive of the request agreed that some actions would need to be considered prior to the approval.

It was recognised that Trust does not currently have an estates budget to replace items such as sofas and blinds, although acknowledged that the Charitable Fund would usually only fund the costs over and above the basic Trust costs for items such as recliners which were over and above standard Trust issue.

Issues relating to the disposal of the old items were considered and the panel asked for information as to whether the three sofas requested were all replacements for current furniture. The Panel also suggested that material sofas were not appropriate due to IPC concerns and that any sofas purchased should be wipeable.

The Chair of the Panel agreed to escalate the matter to the Committee via the highlight report to gain a more specific understanding of the parameters of the fund in this regard.

The Panel whilst in support of the request agreed that further information was required prior to being able to approve the items and agreed to review the information by email once this was received from the requestor.

2222 – Gym Equipment, Ty Elwy - £1,000 – Kieran Reynolds

Following discussion of the application and notwithstanding all the issues raised during consideration of application 1622 for gym equipment at Bargoed, it was agreed that the room in Ty Elwy already contained a significant range of gym equipment and that whilst structural work had already been undertaken to one half of the floor to accommodate the equipment in place, the other half would only be suitable for yoga/relaxation and not heavy equipment.

The Panel were not able to support this application at this time.

2322 – Vacuum Flasks - £16,500 – Lisa Trounce

The Panel were fully supportive of additional branded flasks for new staff members who had not received one as part of the original distribution.

The Panel approved the request.

2422 – HART Welfare Garden - £5,000 – Clare Langshaw

Members agreed that the application was to an exceptional standard and appreciated the inclusion of photographs and the detail provided.

It was noted that staff from HART had already invested much time and effort into getting the piece of land into its current state and wanted to finish the welfare garden to allow staff an area to enjoy and decompress.

The Panel requested that the Assistant Director of Operations work with the Communications Team to look at promoting the garden space and inviting community donations.

The Panel fully supported and approved the request.

2522 – Zen Room Standardisation - £7,500 – Lauren Cooper

Members of the Panel were informed of the positive feedback received by 111 and CCC staff who had used such spaces over the pandemic, and also noted the well-presented application.

A full discussion took place on the items requested and it was concluded that prior to any items being purchased the allocated zen rooms be confirmed with estates colleagues. The water features element posed a health and safety risk and were not approved.

The electrical capacity of the massage chairs was asked to be considered together with a lifecycle assessment as these would prove expensive to dispose of.

Members also felt that living plants should be purchased to support the environment and staff wellbeing. However the panel did agree the purchase of artificial Japanese ones in keeping with the ambience of the room.

The Panel approved the application in line with the discussion set out above.

2622 – Christmas Lunches/Hampers - £17,000 – Lisa Trounce

The Panel recognised the value in providing a Christmas Dinner for those staff working on 25th December and fully supported the application.

The Panel recognised the need to thank companies for their support in providing the meals either at a reduced cost or in some cases for free and

requested some recognition that it was the Charity that supported this venture. It was also agreed that a list of organisations who contributed free dinners would be listed on the website as a note of thanks but also to encourage other organisations to take part in the initiative and invest in our staff.

The application was approved.

35/22 Key messages for Charitable Funds Committee

- 1) Areas of liability in relation to the provision of gym equipment together with the purchase of furnishings for stations, with no established budget, be escalated to the Committee for wider discussion;
- 2) the value of the bids approved at this meeting be highlighted.
- 3) the restricted Barmouth Fund to be discussed at an extra meeting to be diarised prior to the next meeting of the Panel in December.

36/22 Any Other Business

The Panel to consider how the success stories are captured and highlighted.

Date of Next Meeting

3 November 2022.