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

## **MINUTES OF THE MEETING OF THE CHARITY COMMITTEE HELD ON 8 OCTOBER 2024 AT BEACON HOUSE AND VIA TEAMS**

### **MEMBERS:**

Ceri Jackson	Non-Executive Director (Committee Chair)
Bethan Evans	Non-Executive Director
Hannah Rowan	Non-Executive Director

### **IN ATTENDANCE:**

Rusna Begum	Graduate Management Trainee
Julie Boalch	Assistant Director of Corporate Governance & Risk
Estelle Hitchon	Director of Partnerships and Engagement
David Hopkins	Head of Charity
Caroline Jones	Corporate Governance Officer
Jo Kelso	Head of Workforce Education and Development
Hugh Parry	Trade Union Partner
Alex Payne	Corporate Governance Manager
Jess Price	Deputy Head of Financial Accounting
Liz Rogers	Deputy Director of People and Culture Directorate
Andy Swinburn	Executive Director of Paramedicine
Lisa Trounce	Business Manager - Corporate Governance
Chris Turley	Executive Director of Finance and Corporate Resources
Damon Turner	Trade Union Partner
Marcus Viggers	Trade Union Partner

### **APOLOGIES:**

Lee Brooks	Executive Director of Operations
Trish Mills	Director of Corporate Governance/Board Secretary

#### **49/24 WELCOME AND APOLOGIES**

Bethan Evans, welcomed everyone to the meeting bilingually and noted apologies from Lee Brooks and Trish Mills. She explained the Chair had been unexpectedly held up but would arrive shortly.

#### **50/24 DECLARATIONS OF INTEREST**

There were no additional declarations to those already recorded on the Trust Register of Interests.

**RESOLVED: That no new declarations were received.**

#### **51/24 MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting held on 22 August 2024 were approved as a correct record subject to the amendment of Hannah Rowan being listed as a Member and not "in attendance".

**RESOLVED: That the minutes of the meeting held on the 22 August 2024 were approved as a correct record subject to the placement of Hannah Rowan in the Member section.**

#### **52/24 ACTION LOG**

The action log was considered, with a verbal update from Estelle Hitchon on action 24a/24, who spoke of her conversation with Jonathan Webb (Legal & Risk lawyer). A form of words, currently with Jonathan Webb, had been developed for use on forms to ensure liability remained with the requestor. The Bids Panel were sighted, and this featured on their own action log. It was agreed that this action would remain open until confirmation was received that the wording was appropriate. Estelle agreed to draft a note to confirm once the assurance had been received.

It was agreed to close Action 42/24 as David Hopkins, the newly appointed Head of Charity will be attending the Chief Executive Roadshows across Wales w/c 14 October 2024 to engage with colleagues.

It was agreed to close Action 39/24 the Bids Panel were developing an evaluation feedback form, as requested by the Committee. The Committee Highlight Report from the Committee in August 2024 was considered with no comments or questions raised.

**RESOLVED: That**

- 1) the action log was reviewed and updated set out above; and**
- 2) the highlight report was noted.**

*(Ceri Jackson took over to Chair the meeting from this point)*

**53/24 HEAD OF CHARITY INTRODUCTION – DAVID HOPKINS**

Estelle Hitchon invited David Hopkins, Head of Charity to introduce himself to the Members of the Committee. David Hopkins expressed gratitude for the warm welcome he had received and the excitement of the new role highlighting the potential for the Charity to make a significant impact. He shared his background in the public sector and third sector, marketing with the BBC and fundraising for small charities in Wales and hoped to bring his experience to this position.

His initial priorities included defining the charity's purpose, using the Theory of Change model to inform the approach to deliver the strategy's purpose, contributing to the delivery of the NHS and addressing the visual identity and governance issues. He was keen to get started and make a difference. It was noted that the Fundraising Manager role will be developed by the Head of Charity over the autumn, with the aim of recruiting as soon as practicable.

Ceri Jackson extended her support on behalf of the Committee, and noted that whilst there would be challenges, there was also a strong ambition for the Charity and commitment from the Corporate Trustee to support its development

Bethan Evans was curious of David's approach regarding engagement with colleagues at the CEO Roadshows and asked for further detail. David explained his goal was to meet people to gauge their current awareness of the Charity, and aimed to gather ideas on how the Charity could grow and progress.

Andy Swinburn asked that David consider how the Charity could develop in terms of the fundraising opportunities and indicated that the Charity could achieve significantly more with the right approach. David Hopkins responded by saying that establishing the charitable purpose from the outset would be crucial before commencing fundraising efforts. He has engaged with Heads of Charities within ambulance trusts in England, and also Welsh NHS charities, to better understand the dual role of being both a registered charity which exists as a separate entity which is also an NHS Charity, and how they interconnect.

Hannah Rowan stated it was important to acknowledge that much of the funding had come from people's gratitude for care received from local teams. There was a need to balance appreciation for staff with furthering the work of the Charity.

David Hopkins noted there were multiple tasks that would need to be addressed simultaneously. It was crucial to ensure strong case support and transparency about fund allocation. Both patients and staff needed to be sighted on where money was spent, with visible spending across all regions of Wales.

**RESOLVED: That the Committee welcomed David Hopkins, Head of Charity and looked forward to supporting his work to grow the Charity.**

## **54/24 CHARITY PERFORMANCE REPORT**

Estelle Hitchon presented the second iteration of the Charity Performance Report, with work ongoing to enhance the reports in future. It was noted that many Members would be participating in a workshop on visual identity funded by a development grant after today's meeting.

The Stage 3 Recovery Grant had been partially spent on the "Mind Over Mountains" initiative which while it provided benefits to staff, did not attract large numbers and the broader appeal would be reviewed as part of the continuous assessment of the effectiveness of our initiatives.

The Ambulance Grant was funding trainers for Community Welfare Responders (CWRs). Compliance with our bid commitments needed to be reviewed as the current CWR numbers were lower than expected. This would be discussed at an Executive Leadership Team meeting.

It was noted that additional NHS Charities Grants were available to utilise, and initial conversations had begun on how best to use the funds. The "Save a Life" initiative for community resilience and CPR training were being explored.

Key risks and mitigations around the potential litigation and CWR compliance were noted with Estelle Hitchon confirming that these risks should be managed proactively.

Chris Turley raised the need for some clarification, particularly around the dates associated with the £315k grant as there appeared to be some inconsistency, which would need to be addressed for the audit of the accounts. It was agreed that Estelle Hitchon would verify the milestone dates associated with this grant and feed back to the Committee. Members agreed that plans to ensure compliance required continuous monitoring and adjustment to allow effective use of the funds.

Estelle confirmed that this was the largest grant the Charity had received, and it was crucial to manage it well to ensure future opportunities. The need to be transparent with the funder, discussing lessons learned and any risks would need to be done early on to help maintain a strong relationship with NHS Charities Together.

Hannah Rowan suggested it would be beneficial to include the conditions of our funding within the regular Charity Performance Report to allow the Committee to clearly track progress against these conditions. Ceri Jackson noted this request and acknowledged the importance of being sighted on such detail but considered it more appropriate to allow Estelle Hitchon and David Hopkins time to consider the presentation of the report more generally. She suggested that reporting by exception regarding any issues or risks, as required could be more appropriate in the short-term.

Given that, the Committee agreed that Estelle Hitchon and David Hopkins would consider how best to present the future Charity Performance Reports – ensuring that in the immediate there continued to be a focus on the key issues and risks with associated mitigations – as opposed to the inclusion of all grant condition information. Over time the report contents can be considered and potentially expanded, as required.

The Chair, Ceri Jackson, concluded by stating how encouraged she was to see the impact of the grant monies and the wider Chairty's activities; particularly the use of the Ambulance Grant monies to support the volunteering function of the Trust.

**RESOLVED: That the Committee noted the key risks in the report and the mitigations in place to minimise any risks identified.**

## **55/24 CHARITY FINANCE UPDATE**

The report provided a summary of the fund balances held as of 30 September 2024. The total of £606,000 comprised of £261,541 unrestricted funds; £165,401 in designated funds; and £349,641 in restricted funds. 1,090.14 investment units in the Charity Investment Fund (COIF) were held at a market value of £281,800 which was a gain of £1.6k from the last reporting period. There were no issues requiring escalation to the Corporate Trustee.

The 2023-2024 accounts will undergo independent examination by Audit Wales, with discussions held with Audit Wales to ensure timelines are met. The accounts include some level of complexities not previously seen due to some of the grant income now being received, particularly the £315,000 NHSCT grant, which spans multiple financial years. How to recognise the grant in the Charity accounts was

being finalised, whether that be full in in the year granted or spread over the relevant periods.

Discussions with Audit Wales confirmed that our approach will be backed by our interpretation of the guidance. Regardless of the method chosen, it would not affect net carried forward balances or the income thresholds or audit requirements. The draft accounts were expected to be finalised by the end of November for independent examination in December, with final presentation to the Corporate Trustee for approval in January 2025.

This update highlighted the importance of clear and accurate financial reporting, especially with significant grants, to ensure compliance and transparency.

Ceri Jackson added that as the Charity matured, consideration would need to be given to cash flow management more carefully. Currently, with the investment portfolio and the timing of grant receipts, cash flow issues were minimal. However, as the Charity grows and aims to deliver more, this may require additional reporting on cashflow. The investment policy and access to funds may need to be reconsidered and refreshed.

**RESOLVED: That the contents of the Finance Update Report were noted.**

#### **56/24 BIDS PANEL UPDATE**

Julie Boalch provided a verbal update following the meeting that had taken place on 7 October 2024 . The Chair of the Charity Committee, Ceri Jackson was welcomed as an observer to the meeting. Key points from the meeting included:

- Actions from the Bids Panel were discussed, including updates to the bids application form to include liability wording from Jonathan Webb and the template to capture a short description of the lived experiences and stories, which would be extended to other committees to use.
- Feedback from the last Charity Committee was well received, demonstrating the positive information flow between the Committee and the Bids Panel.
- Two bids were approved: one for a Community First Responder (CFR) training defibrillator from CFR funds, and another for Remembrance Day wreaths, with a provision to increase the bid amount should additional stations request wreaths.
- The Barmouth restricted funds issue remained on the agenda until resolved, with actions taken to address this before the end of the financial year. Proposals had been put forward to Barmouth Station, and an open session would be held to gather feedback, which would be reported to the Executive Leadership Team in due course.

**RESOLVED: That the Bids Panel update was noted.**

## **57/24 COMMITTEE CYCLE OF BUSINESS MONITORING REPORT AND PRIORITIES**

Julie Boalch confirmed there were no issues for escalation at this time. She noted that one of the priorities was the appointment of the Head of Charity and for the Committee to monitor progress against delivery of the Charity's strategic objectives.

Ceri Jackson enquired about the timing of the training for the Corporate Trustee by way of a Development Session, that appeared to have been moved into 2025/26. Julie Boalch agreed to confirm the arrangements with Ceri outside the meeting.

**RESOLVED: That the Committee Cycle of Business Monitoring Report and Priorities Update was received.**

## **58/24 KEY MESSAGES FOR THE CORPORATE TRUSTEE AND AGREED ACTIONS**

The Committee will report to the Trust Board through the formal route of an Alert, Advise and Assure Report, to provide assurance to the Trust Board that the Committee has discharged its duties in line with its Terms of Reference.

## **59/24 REFLECTIONS**

Members reflected on the positive progress made in the Charity's maturity and particularly with the appointment of the Head of Charity. There was a sense of optimism and enthusiasm for the future of the Charity. Committee agreed that the Lived Experiences will be received at every other meeting, should there not be an appropriate story to receive.

## **60/24 ANY OTHER BUSINESS**

None discussed.

## **61/24 DATE OF NEXT MEETING**

The next meeting of the Committee is scheduled for 14 January 2025.