

CONFIRMED MINUTES OF THE MEETING OF THE CHARITABLE FUNDS COMMITTEE HELD ON 10 FEBRUARY 2022 VIA TEAMS

PRESENT:

Emrys Davies	Chairman & Non Executive Director
Bethan Evans	Non Executive Director
Jill Gill	Head of Financial Accounting
Estelle Hitchon	Director of Partnerships and Engagement
Ceri Jackson	Non Executive Director
Navin Kalia	Assistant Director of Finance and Corporate Resources
Trish Mills	Board Secretary
Hugh Parry	TU Partner
Chris Turley	Director of Finance and Corporate Resources
Claire Vaughan	Director of Workforce and OD
Nadia Frangos	Graduate Management Trainee (HEIW)
Caroline Jones	Corporate Governance Officer

APOLOGIES:

Lee Brooks	Director of Operations
Kevin Davies	Non Executive Director

10/22 WELCOME AND APOLOGIES

Emrys welcomed everyone to the meeting and informed members that he would be chairing the meeting in place of Non Executive Director, Kevin Davies, who had given apologies for this meeting together with those of the Director of Operations.

11/22 DECLARATIONS OF INTEREST

The standing declarations below were noted:

Emrys Davies - A retired member of Unite;
 Ceri Jackson – Stroke Association Trustee; and
 Claire Vaughan - Independent Sub-Committee Member for Aberystwyth University.

The Director of Finance and Corporate Resources also asked members to note he had been asked to become the treasurer for the Royal Gwent hospital League of Friends hospital charity.

RESOLVED: That the declarations as set out above be NOTED.

12/22 MINUTES OF PREVIOUS MEETING

The Minutes of 17 January 2022 were approved as a correct record.

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

13/22 ACTION LOG

The committee noted that both actions 15/21b and 18/21 were on the agenda for consideration and therefore both these actions could be closed.

14/22 FINANCE UPDATE

The report presented to Committee covered a number of themes and the Head of Financial Accounting highlighted to members some of the key areas. A summary of the income and expenditure for the first six months was presented, and members were informed that much of the income received during this period was due to the investment performance.

The Emergency Ambulance, as part of the legacy bequeathed to the Trust, had been purchased in quarter three.

Following discussions with Audit Wales (AW) to prepare for the full audit of the 2021/22 accounts later this year, AW had flagged that they anticipate some difficulty in evidencing the opening balances, with no previous full audits to draw from, which would amount to a considerable piece of work and would therefore limit the audit. It was likely that a qualification for the accounts may be required for that area. Further discussions with AW would take place later in the year to try and resolve this issue.

Discussions with NHS Charities Together (NHSCT) to utilise the funds allocated to WAST were ongoing. A recent change to their guidance which now stated that the money had to be used for “community based projects that would result in measurable improvements in health outcomes”, differed from initial conversations the Trust had had with NHSCT leads previously. The deadline for applications had been extended until the end of 2022. Once the outcome of the strategic review of the charity was known, applications would then be made, with a clear vision of how the Trust could best utilise those funds.

There was also an additional further grant available to the Trust, which would provide partial funding of the salaries for the additional posts required for the extra work associated with the charity.

A dedicated finance resource had been recruited to work on charitable funds and it was hoped this person would be in post by the end of March. Members also noted the need for funds as a whole, to be reviewed in terms of how the funds would be managed going forward.

The Director of Partnerships and Engagement added that reputational risks would be considered as part of the wider review and would be reported on.

RESOLVED: that

- 1) the update be noted;**
- 2) the full audit of the accounts for 2021/22 may require a qualified report, be noted; and**
- 3) the guidance from NHSCT that had been amended for funds to be utilised for “community based projects that would result in measurable improvements in health outcomes”, be noted.**

15/22 STRATEGIC REVIEW CONSULTANCY POST UPDATE

Two bids for the consultancy post to develop the charity’s strategy had been received and would be reviewed by a small group shortly. The Board will be updated on the current situation at its March meeting.

RESOLVED: the update be noted.

The Director of Finance and Corporate Resources together with the Director of Partnerships and Engagement left the meeting

16/22 COMMITTEE EFFECTIVENESS REVIEW

The Board Secretary reminded members of the requirement of Board Committees to evaluate their effectiveness annually and prepare an annual report to the Trust Board.

She confirmed she had met with the Chair and the Lead Executive to review and make changes to the terms of reference for the Committee to consider, whilst at the same time reviewed responses to the evaluation questionnaire.

The key changes to the terms of reference were set out within the report and the Board Secretary highlighted changes to the wording to reflect the scrutiny and oversight role, together with revised membership and a new fundraising section. Members noted that the section on fundraising may not come to fruition this year.

The Board Secretary continued to apprise members on the results of the questionnaires that were sent out, stating that the comments on what the committee does well should appear in the annual report to Trust Board. The actions arising from what the committee should do less of were endorsed.

Two priorities for the coming 2022/23 year were set out for members to consider which were:

- (a) The development and recommendation to the Board of Trustees of the Charity Strategy; and
- (b) Effectiveness reviews of the Bids Panel and Bursary Panel for alignment of terms of reference and cycles of business.

The recommendations of the effectiveness review were all agreed.

RESOLVED: That

- 1) the terms of reference were approved subject to some minor changes to be made by Board Secretary;**
- 2) the actions from the results of the effectiveness review were confirmed; and**
- 3) the priorities set for 2022/23 were agreed.**

17/22 BURSARY PANEL REVISED PROCESS

The Director of Workforce and Organisational Development assured members that the staff who had submitted applications in 2020, which had not been progressed due to the pandemic, had been regularly communicated with. Each applicant had been asked if they still wished to proceed and it was intended that these applications would be presented to the next meeting of the committee to close them.

A new streamlined digital platform and scoring matrix process was approved for any new bursary panel applications from April 2022, providing an opportunity to also review the current scrutiny processes at this time.

A reference to more assurances on equality, diversity and inclusion (EDI) was made and the Director confirmed that those reviewing the applications were made up of professionals from a cross section of staff who would have undertaken basic EDI training. The Director agreed to engage with Dr Catherine Goodwin and ask her to review the process to ensure any elements identified could be incorporated into the new process.

RESOLVED: that

- 1) the content of the report were noted;**
- 2) the changes to the scheme were approved; and**
- 3) it was noted that a new round of applications in April, be supported.**

18/22 BIDS PANEL REPORT

The Board Secretary confirmed that the main area of note was that in order for her to remain independent, she would be stepping down as chair of the Bids Panel and that the Panel supported the appointment of her deputy to take over from the next meeting.

The Panel also amended their membership to include a member of both the Digital and Estates departments, whilst also noting that Emrys Davies, Non Executive Director, who had been a member of the panel since its inception, would be leaving the Trust in March 2022.

RESOLVED: That the Amendments to the membership of the Bids Panel together with a new chair, were approved.

19/22 KEY MESSAGES FOR BOARD

- 1) The potential risks associated with a qualified report on the opening balances of the audit of the 2021/2022 accounts.

- 2) A change in the guidance of the NHSCT guidance on how the funds can be utilised.
- 3) The priorities set by the Committee for the 2022/23 year.

20/22 Date of next meeting: 12 April 2022