

CONFIRMED MINUTES OF THE MEETING OF THE CHARITABLE FUNDS COMMITTEE HELD ON 6 JULY 2022 VIA TEAMS

MEMBERS:

Ceri Jackson	Chair & Non Executive Director
Bethan Evans	Non Executive Director

IN ATTENDANCE:

Julie Boalch	Head of Risk and Deputy Board Secretary
Sarah Davies	Workforce and Organisational Development Directorate Business Manager
Jill Gill	Head of Financial Accounting
Mark Harris	Assistant Director of Ambulance Care
Estelle Hitchon	Director of Partnerships and Engagement
Caroline Jones	Corporate Governance Officer
Navin Kalia	Assistant Director of Finance and Corporate Resources
Trish Mills	Board Secretary
Hugh Parry	Trade Union Partner
Andy Swinburn	Director of Paramedicine
Chris Turley	Director of Finance and Corporate Resources
Damon Turner	Trade Union Partner
Marcus Viggers	Trade Union Partner

APOLOGIES:

Kevin Davies	Non Executive Director
Hannah Rowan	Non Executive Director
Lee Brooks	Executive Director of Operations
Catherine Goodwin	Interim Director of Workforce and OD

34/22 WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting and introduced Marcus Viggers, an additional Trade Union Partner to the Committee, following the recent Trade Union elections.

35/22 DECLARATIONS OF INTEREST

The member declarations on the register of interests were noted.

RESOLVED: That the declarations as recorded on file be NOTED.

36/22 MINUTES OF PREVIOUS MEETING

The Minutes of 5 May 2022 were approved as a correct record.

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

37/22 ACTION LOG

14/22a– Finance Update- Full Audit discussions - The committee noted that discussions with Audit Wales would be progressed and reported on later in the year. The action would remain open.

14/22b – Applications to NHSCT – this was covered as part of the finance update agenda item see minute ref 38/22 for full detail. Item to remain open until applications submitted.

RESOLVED: That

1) action 14/22a and 14/22b to remain open with updates to the next meeting of the Committee.

38/22 FINANCE UPDATE

The Director of Finance and Corporate Resources confirmed the report contained a substantial amount of detail and brought to the Committee's attention some salient points.

Whilst there was an overall investment gain of £42K in the charity's investments due to stock market recovery in 2021/22, recent market volatility saw a dip in quarter one 2022/23 of £24K. He assured members that whilst the current investments are managed in line with the current Investment Policy, there would be increased and closer monitoring of the fund with escalation measures in place should it be required. The Committee did consider the possibility of reducing the risk by reducing the level of investments however, it was noted that this would also reduce any potential rewards. The Director of Finance and Corporate Resources informed members that the fund used by the Trust was a well established fund for charities and was a relatively low risk investment. He requested that the Committee allow himself and his team to utilise professional judgement to protect the fund going forward. Members noted that following the strategic review, should the charity grow significantly, advice from an investment advisor may be considered.

The Director went on to confirm that following the closure of the Trust accounts, discussions would now be progressed with Audit Wales relating to the full audit of the charity accounts, as previously requested by the Committee. There are

some ongoing concerns with regard to the likely timing of the audit and the ability to fully validate opening balances and a further update will be provided to the next meeting. The fund balances as at 1 April 2022 were noted.

The Head of Financial Accounting apprised members of the three different grants that were available for the Trust to apply for. A self assessment form had been completed as part of the criteria to determine key areas of focus for the Trust, to ensure the grant would be utilised in the most appropriate areas. Areas identified from the self assessment were operations; communications and fundraising. It was noted the self assessment could be used as a baseline for a maturity matrix going forward.

Members discussed how the delay in the strategic review would impact on the applications that needed to be submitted within a specified timeframe and requested that the applications, where possible, allowed for a broader area of focus to allow any future recommendations from the review to be incorporated. Members also requested that the recovery grant was utilised in a way that was of benefit to the majority of staff.

The Director of Finance and Corporate Resources confirmed that the applications would be delivered in time to meet the required deadline set by NHS Charities Together (NHSCT).

RESOLVED: That

- 1) the Director of Finance and Corporate Resources use his professional judgement in escalating any issues following the increased and closer monitoring measures of the investment fund in place;**
- 2) discussions to be progressed with Audit Wales around the full audit of the charity accounts; and**
- 3) the applications to NHSCT would be worked up in time to be submitted by the specified deadline later this year.**

39/22 STRATEGIC REVIEW UPDATE

The Director of Partnerships and Engagement confirmed that following the Committee's decision to re-tender for the consultancy post, no applications had been received by the initial closing date. The date was extended which resulted in four applications being received.

The Director went on to say that she had discussed the maturity journey that Hywel Dda had embarked on with the Head of Charities at Hywel Dda, Nicola Llewelyn. The Committee agreed that it would be useful to understand their journey and lessons learned as part of the journey the Trust was about to undertake and requested that she be invited to the next meeting of the Committee.

RESOLVED: That

- 1) a panel be convened to review the applications received and progress**

the appointment of the consultancy post; and

2) the Head of Charities at Hywel Dda be invited to the next meeting of the Committee in October.

40/22 CHARITABLE FUNDS TASK & FINISH GROUP

The Board Secretary explained that the group had met for the first time and had discussed the programme of work which included:

- Reviewing options as to how the Charity holds its funds
- Potential devolving of autonomy to directorate fund managers
- Support of Community First Responders and WISH fundraising
- Policy and risk management
- Panel effectiveness
- Statutory and regulatory compliance

There had been broad support for centralising funds currently held with the Head of Financial Accounting working up some options for discussion at a future Task and Finish Group meeting.

Members of the group voiced reservations around devolving autonomy to fund managers, which was echoed by the Director of Partnerships and Engagement. It was noted that strong governance would be required in order to progress this element.

At the next meeting of the Task and Finish Group, focus would be on Community First Responders, risks, and terms of reference, with a more detailed work programme from the group being presented to the next meeting of the Committee.

RESOLVED: That the Task and Finish Group continue to work through the areas outlined above with a more detailed work programme being presented to the October meeting of the Committee.

41/22 BIDS PANEL UPDATE

The Chair of the Bids Panel updated members on the extraordinary meeting of the Panel which had been called due to the time sensitive nature of one of the applications. The meeting also allowed for the members to revisit a previous application for which they had requested additional information, which was all captured within the highlight report.

She went on to explain that the Panel had also met on 5th July and had reviewed and approved a further three applications. The applications had generated some discussion points which included linking in with Communications colleagues for the promotion of territorial rugby teams across Wales for both men and women to establish an all Wales team WAST men and women's team.

The Committee was also informed of the Panel's decision to increase the amount for an application advising the requestor to procure more sustainable and

environmentally friendly products with support from the Trust's Environment and Sustainability Manager.

Committee members were keen to receive a lived example of a success story at its next meeting in October.

RESOLVED: That

- 1) the approval of the five applications over two meetings was noted;**
- 2) the promotion of both the men's and women's rugby teams with the support of Communication colleagues be progressed; and**
- 3) a success story be brought to the next meeting of the Committee.**

42/22 KEY MESSAGES FOR BOARD

- 1) the dip in the investment fund for Q1 2022/23 and the additional scrutiny put in place as a result.
- 2) the appointment of the consultancy post be progressed.
- 3) the work of the Task & Finish Group.
- 4) the applications to NHSCT.
- 5) the approval of five applications via the Bids Panel.

43/22 DATE OF NEXT MEETING

10 October 2022