

## **CONFIRMED MINUTES OF THE MEETING OF THE CHARITABLE FUNDS COMMITTEE HELD ON 5 MAY 2022 VIA TEAMS**

### **MEMBERS:**

Ceri Jackson	Chair & Non Executive Director
Kevin Davies	Non Executive Director
Hannah Rowan	Non Executive Director

### **IN ATTENDANCE:**

Julie Boalch	Head of Risk and Deputy Board Secretary
Lee Brooks	Executive Director of Operations
Andrew Challenger	Assistant Director Professional Education & Training
Jill Gill	Head of Financial Accounting
Catherine Goodwin	Interim Director of Workforce and OD
Estelle Hitchon	Director of Partnerships and Engagement
Navin Kalia	Assistant Director of Finance and Corporate Resources
Trish Mills	Board Secretary
Bernadette Mitchell	Finance Assistant – Charitable Funds
Jeff Prescott	Corporate Governance Officer
Andy Swinburn	Director of Paramedicine
Chris Turley	Director of Finance and Corporate Resources
Damon Turner	Trade Union Partner

### **APOLOGIES:**

Bethan Evans	Non Executive Director
Hugh Parry	Trade Union Partner

### **21/22 WELCOME AND APOLOGIES**

The Chair welcomed everyone to the meeting, confirming that this was her first time as Chair and was looking forward to drawing on her previous experience to assist with the development and opportunities that lay ahead for the charity.

She also welcomed to Bernadette Mitchell who had recently joined the Trust as the Charitable Funds finance Assistant.

### **22/22 DECLARATIONS OF INTEREST**

The standing declarations below were noted:

Chair is a Trustee of the Stroke Association and also note the interest of the Chair in item 26/22.

The Director of Finance and Corporate Resources confirmed he was now the treasurer for the Royal Gwent League of Friends hospital charity, which was a voluntary position.

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

## **23/22 MINUTES OF PREVIOUS MEETING**

The Minutes of 10 February 2022 were approved as a correct record, subject to the inclusion of the wording Royal Gwent in minute 11/22 relating to the declaration made by the Director of Finance and Corporate Resources.

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

## **24/22 ACTION LOG**

**14/22a and 14/22b – Finance Update- Full Audit discussions and applications to NHSCT** - The committee noted that these actions would be reported on later in the year and would remain open.

**16/22a – Committee Effectiveness Review** - The Board Secretary confirmed that the Terms of reference had been updated following discussions at the last meeting and these would be presented to Trust Board at its next meeting in May. The Committee agreed to close this action.

**17/22 – Bursary Panel Update** - The Assistant Director, Professional Education & Training, confirmed that this action would be considered as an item on today's agenda and therefore the item would be closed.

The Trade Union Partner queried the Terms of Reference being considered by the Committee today, which related to the Bursary Panel and not the Committee. The Board Secretary confirmed that the Committee had already recently reviewed and agreed the terms of reference and that they would be presented to Trust Board at its meeting in May.

The Trade Union Partner requested that consideration be given to three Trade Union representatives forming part of these terms of reference and the Board Secretary agreed to speak to the Chair outside of the meeting to discuss the matter further.

**RESOLVED: That**

**1) actions 16/22a and 17/22 be closed; and**

**2) the Board Secretary discuss with the Chair, the matter raised by the Trade Union Partner relating to the number of partners attending the Committee.**

## 25/22 FINANCE UPDATE

The Head of Financial Accounting introduced Bernadette Mitchell to members and confirmed she would be preparing the charity accounts which would be audited later in the year.

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 over the previous twelve months saw an income of £77k, made up of general donations, two legacies and investment income. Expenditure for the same period was £261k, largely due to the specific request to purchase an emergency ambulance for £185k and commemorative coins (£54K) to recognise the contribution made by staff who had worked throughout the pandemic.

With the adverse effects of Covid-19 at the end of the 2019/20 year where a loss of £10k had been reported on the investment fund, the market recovered well and for the second consecutive year, as at 31 March 2022, an overall investment gain for the year of £42k was reported.

Discussions were still ongoing with Audit Wales on the audit of the charity accounts and their difficulty in being able to evidence the opening fund balances. It was anticipated that the charity accounts would be shared with the audit team as soon as was practicable

NHS Charities Together (NHSCT) confirmed that they had temporarily closed the window for receiving applications due to the volume of applications received and the available capacity to deal with them. The application process would be opened up at a point in the future and finance colleagues were working closely with NHSCT to ensure that the Trust could submit an application at a later date.

Members agreed to reserve the right to call a further meeting of the Committee in December to apprise members, if required.

Non Executive Director, Hannah Rowan, confirmed the accounts presented as a summary were extremely legible and welcomed the format, as others did too.

**RESOLVED: That the update be noted.**

## 26/22 STRATEGIC REVIEW UPDATE

The Director of Partnerships and Engagement gave a background summary to members on the agreement made in the 2021/22 year to appoint a consultant to undertake a strategic review of the charity, and provide recommendations for its future direction.

A successful candidate had been identified, however, as a result of a conflict of interest which had arisen between the preferred consultancy and the Chair of the Committee, members were asked to consider alternative options as set out below:

- 1) re- issue the tender;
- 2) convene a task and finish group drawing on the expertise of existing staff; or
- 3) pause the proposal pending further consideration.

Following discussions around the recommendations that would come from the review, in terms of active fundraising, encouraging members to raise funds for and promote the Trust's charity, spending funds to benefit staff, members agreed to re-issue the tender, noting the delay of the start of this review.

**RESOLVED:**

**that option 1 above, be supported i.e. re-tender the work to secure the services of an appropriately qualified charity consultant as soon as practicable in order that the work to review the future direction of the WAST Charity can be undertaken in as timely and effective a manner as possible.**

## **27/22 BURSARY PANEL CLOSING OF APPLICATIONS**

The Assistant Director Professional Education & Training presented the report which provided members with an overview of historical applications received during March 2020, seeking approval from the Committee to support proposed funding to approve and close the outstanding applications.

Of all the applications received, each applicant had been contacted and asked if they still wished to progress their application. A total of six applications had been reviewed and scored and were presented for Committee members to consider and approve. The applications included both clinical and non clinical development opportunities and ranged from the full amount requested to partial funding.

The Director of Finance and Corporate Resources confirmed to the committee that the Bursary Scheme was currently funded through investment return and not directly from donations received.

A query was raised around the number of applications received against the number of successful applications. The Assistant Director Professional Education & Training explained that whilst applicants were provided with an example of an exemplary application, some applications fell short of the expected standard.

He went on to explain the process which was labour intensive would now be refreshed. The team were working with the digital learning manager who was looking to automate the initial review of the application sift process, sending forms back if information was incomplete or missing. Future scoring would be revised as part of the process which would enable better outcomes for applications.

**RESOLVED: That the allocation of recommended funding to specified applications in the amount of £5,814, in order to conclude the round, was approved.**

## **28/22 BURSARY PANEL TERMS OF REFERENCE**

As part of the review of Committees and the reporting structures below, the Bursary Panel terms of reference have been drawn up in conjunction with guidance from the Board Secretary.

Members debated the delegated funding limit for the bursary panel, noting the funds were not unlimited. Members were concerned that allowing up to £5k per application could potentially impact funds if each application was awarded the maximum amount. Following discussion, members agreed that a ceiling of £3k was appropriate. The revised Bursary Panel terms of reference provide that the Bursary Panel is delegated authority to approve bids up to £3k and they will be reported to the Committee at the next opportunity. A review date should be set in order that all aspects can be fully appraised together with up to date fund balance information.

The Trade Union partner raised again the issue of increasing the number of Trade Union Partners on both the sub groups and Committee from two to three.

The Terms of Reference were approved by the Committee, subject to the revision outlined above

**RESOLVED: That the Bursary Panel terms of reference, with a delegated limit of up to £3k per application included, were approved.**

## **29/22 CHARITABLE FUNDS TASK & FINISH GROUP PROPOSAL**

The Board Secretary proposed the establishment of a time limited task and finish group to work in parallel with the development of the strategy. It would look at, but not be limited to the areas below:

- 1) models of how the Trust holds funds, and opening conversations on what is best for the charity, appreciating that some would funds would need to remain restricted.
- 2) consider options to devolve autonomy to fund managers with governance to support that.
- 3) how the Trust could assist and support Community First Responders; and
- 4) what policies may be required as the purpose of the charity evolves.

The Board Secretary confirmed this would be done in partnership with Trade Union Partners.

Members agreed to the establishment of a task and finish group to make recommendations to the Committee .

**RESOLVED: That a task and finish group be established and meet ahead of the next Committee meeting, brining proposed terms of reference back to the Committee.**

### **30/22 BIDS PANEL HIGHLIGHT REPORT**

The Chair of the Bids Panel updated members on the applications which had been considered and approved at its recent meeting, noting that one of the applications for a retirement buffet was for £40. This was discussed by the Panel, and in considering infection, prevention and control measures, the Panel felt that an amount of up to £8.50 per head be approved to allow individual buffet boxes to be provided to those attending, noting that this would exceed the initial request of £40.

Other applications approved included a pressure washer and thank you cards for Wish volunteers and partner organisations amounting to £542

### **31/22 KEY MESSAGES FOR BOARD**

- 1) The Charity Accounts be shared with Audit Wales as soon as practicable ahead of a full audit later in the year.
- 2) The re issue of the tender to appoint a consultant to undertake a strategic review
- 3) The Committee approved the spend for the closure of the March 2020 bursary applications
- 4) The Bursary Panel Terms of Reference were approved with a delegated limit of up to £3k for each application.
- 5) The establishment of a Task and Finish Group was approved.

### **32/22 ANY OTHER BUSINESS**

The Director of Partnerships and Engagement apprised the committee of a meeting that herself and the Head of Financial Accounting had been invited to with colleagues from Betsi Cadwaladr University Health Board. Within their Health Board, they have a fund called “Keep the Beat”, which funds community defibrillators and also funds posts within our Trust in terms of our community and public access defibrillator officers. The staff member who was driving this initiative had now gone to work for the “Save a life Cymru”, Welsh Government initiative, providing the opportunity for the Trust to take on this fund within its own charity.

The Director of Partnerships and Engagement did make it known that until the strategic review of the charity had been concluded, that the Trust would not be in a position to make a decision on this opportunity.

At this stage this was for information only to make members aware that the Trust had been approached with the possibility of taking the fund over.

### **33/22 DATE OF NEXT MEETING**

6 July 2022