

Bundle Charitable Funds Committee 10 February 2022

- 0 OPENING ITEMS
- 1 Chair's Welcome; apologies and confirmation of quorum
- 2 Declarations of Interest
- 3 09:30 - Minutes of last meeting
To approve the minutes of the meeting held on 17 January 2022
03 JANUARY MINUTES.docx
- 4 09:35 - Action log
04 CFC Actions Log.xlsx
- 4.1 ITEMS FOR APPROVAL, ASSURANCE AND DISCUSSION
- 5 09:40 - Finance Update
05 CHARITABLE FUND FINANCE UPDATE 100222.docx
05A ANNEX 1.pdf
- 6 10:05 - Strategic Review Consultancy Post Update (Verbal)
- 7 10:15 - Committee Effectiveness Review
07 Charitable Funds Committee SBAR on Committee Effectiveness v.1.docx
07a Charitable Funds Committee TORs March 2021 - revisions v.2 Marked Up.docx
07b Charitable Funds Committee TORs March 2021 - revisions v.2 Clean.docx
- 8 10:35 - Bursary Panel revised process
08 Bursary Scheme Review and Refresh.docx
08a Appendix 2 - Current Bursary Scheme Process.docx
08b Appendix 3 - Summary of Proposed Changes.docx
08c Appendix 4 - Current Scoring Matrix.pdf
08d Appendix 5 - Proposed Scoring Matrix.xlsx
- 9 10:45 - Bids Panel report
09 Bids Panel Jan 22 Report to CFC for Feb 22 meeting.docx
- 9.1 CONSENT ITEMS
- 10 Bids Panel minutes
10 CONFIRMED OCTOBER MINUTES BIDS PANEL.docx
- 10.1 CLOSING ITEMS
- 11 10:55 - Any other business
- 12 Key messages for Board
- 13 Date and time of next meeting
12 April 2022 at 9.30

UNCONFIRMED MINUTES OF THE MEETING OF THE CHARITABLE FUNDS COMMITTEE HELD ON 17 JANUARY 2022 VIA TEAMS

PRESENT:

Kevin Davies	Chairman & Non Executive Director
Emrys Davies	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
Trish Mills	Board Secretary
Hugh Parry	TU Partner
Michelle Phoenix	Audit Manager, Audit Wales
Chris Turley	Director of Finance and Corporate Resources
Caroline Jones	Corporate Governance Officer

APOLOGIES:

Lee Brooks	Director of Operations
Claire Vaughan	Director of Workforce and OD

01/22 WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting and noted apologies from both the Director of Operations and the Director of Workforce and OD.

02/22 DECLARATIONS OF INTEREST

The standing declarations below were noted:
Professor Kevin Davies - Trustee of St John Ambulance Cymru;
Emrys Davies - A retired member of Unite; and
Ceri Jackson – Stroke Association Trustee.

RESOLVED: That the standing declarations as described above be NOTED.

03/22 MINUTES OF PREVIOUS MEETING

The Minutes of 4 November 2021 were approved as a correct record.

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

04/22 ACTION LOG

The committee noted that both actions 15/21b and 18/21 were not yet due. These related to the bid to NHS Charities Together and the digitisation of the bursary process.

The Director of Partnerships and Engagement updated members on action 25/2, the consultancy post to conduct a strategic review. A glitch in the online system had been identified. The Director, following engagement with shared services, proposed an extension to closing date by one week, with additional communication circulated for any interested parties to contact the communications team. The action could be closed.

Action 26/21 appeared as an agenda item to be discussed.

Action 28/21 was closed with the delegated limits from the Charitable Funds Committee to the Bids Panel updated within the scheme of delegation.

05/22 CHARITABLE FUNDS ANNUAL REPORT AND ACCOUNTS FOR 2020/2021

The Director of Finance and Corporate Resource apprised the Committee on the background and position to date in receiving and reviewing the annual report and accounts, noting that in November the Trust Board was alerted to the fact that the Committee agreed for Audit Wales to undertake an independent review of the accounts, as opposed to a full audit, due to their resource constraints. The Audit fee had been amended within the final version of the accounts to reflect this.

The accounts for the charity were presented following an independent review by Audit Wales and were recommended to the Board of Trustees for approval. These would then be presented to the Auditor General for signing, prior to submission to the Charities Commission by the deadline of 31 January 2022.

RESOLVED: That the Committee endorsed the annual report and accounts for approval by the Board, prior to being submitted to the Charities Commission by 31 January 2022.

06/22 AUDIT WALES REPORT

Michelle Phoenix from Audit Wales confirmed that an independent review of the accounts had been undertaken in line with the charities regulations 2008, and noted that no area of concerns had been identified.

RESOLVED: That no areas of concern during the independent review of the charitable accounts for 2020/202, were identified.

07/22 ANY OTHER BUSINESS

It was noted that the annual review could be a key fundraising tool to bolster visibility and fundraising potential going forward, together with the statutory and mandatory elements that must be reported on.

08/22 KEY MESSAGES FOR BOARD

- 1) No areas of concern were identified through the independent review process of the 2020/21 accounts.
- 2) The 2020/21 accounts and annual report be recommended to the Trustees for approval
- 3) The glitch identified in the online recruitment advert for the consultancy post, resulted in extending the deadline by one week.

33/21 Date of next meeting: 10 February 2022

DRAFT

Open
Complete
Closed
Not Due



AGENDA ITEM No	5
OPEN or CLOSED	OPEN
No of ANNEXES ATTACHED	1

Summary of Income and Expenditure for the six months to 30 September 2021 and a general finance update

MEETING	Charitable Funds Committee
DATE	10 February 2022
EXECUTIVE	Executive Director of Finance
AUTHOR	Jill Gill – Head of Financial Accounting
CONTACT	Chris.Turley2@wales.nhs.uk

EXECUTIVE SUMMARY

To present to the Charitable Funds Committee an updated transaction summary and detail for the six months to 30 September 2021 together with an update on investment performance, the NHSCCT grant position and annual financial accounts / audit planning for 2021/22.

KEY ISSUES/IMPLICATIONS

Key highlights from the report which the Committee may wish to note are:

- Income of £59k shown below includes investment income of £46k.
- Expenditure of £65k is recorded for the six month period which includes the purchase of the Commemorative COVID-19 coin at a cost of c£54k;
- The EMS ambulance was purchased after 30th September 2021 at a cost of £185k.
- The value of investments held at 1 April 2021 have seen a further increase of £31k up to January 2022.

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REPORT APPROVAL ROUTE

No specific action required, this paper is for information and discussion only.

REPORT APPENDICES

None

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)	NA	Financial Implications	YES
Environmental/Sustainability	NA	Legal Implications	YES
Estate	NA	Patient Safety/Safeguarding	NA
Ethical Matters	NA	Risks (Inc. Reputational)	YES
Health Improvement	NA	Socio Economic Duty	NA
Health and Safety	NA	TU Partner Consultation	NA

**WELSH AMBULANCE SERVICES NHS
TRUST CHARITABLE FUNDS COMMITTEE**

**SUMMARY OF INCOME AND EXPENDITURE FOR THE SIX MONTHS TO 30
SEPTEMBER 2021 TOGETHER WITH A GENERAL FINANCE UPDATE**

INTRODUCTION

1. This report provides the Committee with a summary of the financial performance of the Trust's Charity for the six months ended 30 September 2021.
2. An update on the COIF Charity Investment Fund Accumulation Units held by the charity is also provided together with early issues being flagged by the Audit Wales (AW) team in connection with the planned audit for 2021/22.

BACKGROUND

Summary of income and expenditure

3. The table below shows a summary of income and expenditure in respect of the six months ended 30 September 2021. Details of the transactions are shown in Annex 1.

	01/04/2021 Opening Balances £'000	Income £'000	Expenditure £'000	30/09/2021 Closing Balances £'000
North Region	82	4	3	83
Central and West Region	26	2	0	28
South East Region	10	4	0	14
Trust National Fund	255	3	57	201
North First Responders	11	0	0	11
South East First Responders	1	0	0	1
*Ambulance Equipment Fund	54	0	0	54
** EMS Ambulance for Ceredigion	185	0	0	185
***Interest	0	0	0	0
***Management Fee	0	0	5	-5
Bursary Fund	16	0	0	16
Revaluation Reserve	97	46	0	143
Totals	737	59	65	731

*restricted fund 'Barmouth Ambulance area for purchasing ambulance equipment only and not for administrative purposes.

**restricted fund 'Purchase of EMS Ambulance for Aberystwyth and surrounding area only and not for administrative purposes.

*** Interest/Management Fees will be apportioned against individual funds

4. The purchase of the EMS ambulance (£185k) took place after 30th September 2021 and will be reflected within later transaction reports.

COIF Charity Investment Fund Performance

5. Set out below is a summary of movement on the COIF Investment Fund over the past two years. Committee members may recall that due to timing differences and the adverse effects of COVID-19 on the stock market towards the end of the 2019-20 financial year a loss of £10k was reported within the 2019-20 charity accounts. The stock market has recovered well over the past twelve months and we are pleased to report that as at 31 March 2021, an overall investment gain for the year of £45k was reported.

	Total 2020-21 £000	Total 2019-20 £000
Market value at 1 April 2020	181	116
Less: Disposal at carrying value		
Add: Acquisitions at cost	130	75
Increase / (decrease) on cash awaiting investment	-	-
Net gain/ (loss) on revaluation	<u>45</u>	<u>- 10</u>
Market value at 31 March 2021	<u>356</u>	<u>181</u>

The latest valuation available in respect of these units is as at 27th January 2022 being a value of £387k, an overall increase in value from 31st March 2021 of £31k.

2021/22 Charity Financial Accounts and Audit Update

6. Plans are in place for the 2021/22 Charity accounts to be shared with the Audit Wales Team as soon as is practicable in order that the previously agreed full audit can be undertaken during November/December 2022, as requested by the Committee.
7. The AW team have explained that the prime difficulty that they anticipate with this isolated first year audit is likely to be evidencing the opening fund balances in light of the fact that no previous audits have been undertaken which would have provided a supporting basis. This could potentially result in a qualification of some description for this area of the accounts. This is being raised early with

committee members in order that expectations of the audit findings can be managed, and will also be further discussed with AW as part of the planning for, and the actual audit, to ensure that any adverse impact of this is minimised.

8. Arrangements will be made for the audited accounts and annual report to be shared with CFC members at the January 2023 meeting, for scrutiny and ahead of providing the Board with recommendations to approve the accounts and annual report at its January 2023 meeting.
9. Following the audit and approval of the accounts these will be submitted to the Charity Commission by the prescribed deadline of 31 January 2023.

Update on NHSCT grant position

10. NHSCT have recently provided WAST with an update on grant funding availability and have also clarified the specific areas that will qualify for the available grants.
11. Initially we were advised that the 'Stage 2 Ambulance Grant' (of which £315k is available for WAST) could be used for a number of wide ranging purposes including that of providing funding for support staff in order to help develop and grow small charities. The guidance now being provided is that *'This programme aims to fund community based projects that result in measurable improvements in health outcomes for communities or services adversely affected by Covid-19.'*
12. The 'Stage 2 Ambulance Grant' funding however does include a 10% allowance for support capacity which would provide £31,500 towards dedicated resources. The charity will be in a position to apply for this once the strategic direction of travel has been agreed on later this year following the consultation work recently tendered for.
13. A further separate 'Development grant' of £35,000 has in addition been introduced which will provide £5,000 as ring-fenced funding for membership fees for two years and the remaining £30,000 to be available for investing in infrastructure/capacity and dedicated resources. An application for this to NHSCT will be made shortly.

Update on dedicated finance resource

14. The finance team are pleased to announce that a recent recruitment exercise has resulted in the successful appointment of a dedicated finance assistant. A conditional offer has been made and pre-employment checks are currently in progress. We are hopeful that this new member of the team will join us in March 2022. Given some of the above in relation to NHSCT grants, funding for this post is currently being provided by the Trust on an initial basis from existing resources. How the above additional resources also potentially available to us are best utilised will then be further determined following the upcoming planned consultancy work on the charity's future direction.

RECOMMENDED that the Committee:

- **Notes the contents of this update.**

Annex 1 - Transaction details for the six months to 30th September 2021

Ledger Code: E203 STAFF WELFARE / EQUIPMENT - NORTH

19/05/2021	BROWN RECLINER CHAIR	1,170.95	-	-	Cr	
09/06/2021	HEAVY DUTY PICNIC TABLE	320.00	-	1,490.95	Dr	ARGOS BUSINESS SOLUTIONS
31/07/2021	43" SMART LED TV	312.00	-	1,802.95	Dr	SUSTAINABLE FURNITURE LTD
03/08/2021	COACH HIRE	375.00	-	2,177.95	Dr	THOMAS STONER SUPPLIES LTD
03/08/2021	LG 49" SMART TV	510.00	-	2,687.95	Dr	PATS COACHES LTD
		-----	-----			BLAKES OFFICE SUPPLIES LTD
		2,687.95	-			

Ledger Code: E204 STAFF WELFARE / EQUIPMENT - CENTRAL WEST

13/04/2021	PICNIC TABLE	164.99	-	-	Cr	
		-----	-----	164.99	Dr	SCREWFIX
		164.99	-			

Ledger Code: E222 NATIONAL FUND EXPENDITURE

28/04/2021	FLU CAMPAIGN HIGH STREET VC	2,862.00	-	-	Cr	
28/05/2021	5,000 ZINC ALLOY COINS	54,202.80	-	2,862.00	Dr	EDENRED
		-----	-----	57,064.80	Dr	COINS FOR ANYTHING LTD
		57,064.80	-			

Ledger Code: I100 DONATIONS - NORTH

28/04/2021	DONATION - NORTH	-	150.00	150.00	Cr	MRS RHIAN JONES
10/05/2021	DONATION - NORTH	-	745.00	895.00	Cr	R W ROBERTS & SON
07/06/2021	DONATION - NORTH	-	47.03	942.03	Cr	DONATIS - JENKINS
29/06/2021	DONATION - NORTH	-	80.00	1,022.03	Cr	PETER MORRIS FUNERAL DIRECTORS
29/06/2021	DONATION - NORTH	-	500.00	1,522.03	Cr	MRS ELLEN OWEN
29/06/2021	DONATION - NORTH	-	50.00	1,572.03	Cr	MR G WILLIAMS
15/07/2021	DONATION - NORTH	-	9.37	1,581.40	Cr	MRS GILLIAN THOMAS
30/07/2021	DONATION - NORTH	-	605.00	2,186.40	Cr	GRIFFITH ROBERTS & SON
30/07/2021	DONATION - NORTH	-	178.30	2,364.70	Cr	ROBERTS & OWEN FUNERAL DIRECTORS
19/09/2021	DONATION - NORTH	-	60.00	2,424.70	Cr	W.O & M WILLIAMS FUNERAL SERVICES
19/09/2021	DONATION - NORTH	-	340.00	2,764.70	Cr	DYLAN GRIFFITH FUNERAL DIRECTOR
		-----	-----			
		-	2,764.70			

Ledger Code: I101 DONATIONS - CENTRAL & WEST

20/04/2021	DONATION - C&W	-	75.00	75.00	Cr	MRS K PRANE
27/04/2021	DONATION - C&W	-	545.00	620.00	Cr	SARAH EVANS
20/05/2021	DONATION - C&W	-	375.00	995.00	Cr	HELENA DAVIES
20/05/2021	DONATION - C&W	-	25.00	1,020.00	Cr	AK & MD BOWEN
29/07/2021	DONATION - C&W	-	115.00	1,135.00	Cr	THE LATE KEITH EVANS
29/07/2021	DONATION - C&W	-	10.00	1,145.00	Cr	ELLIE OWEN
29/07/2021	DONATION - C&W	-	530.00	1,675.00	Cr	SARAH HUGHES
13/09/2021	DONATION - C&W	-	75.00	1,750.00	Cr	JOHN WILSON
22/09/2021	DONATION - C&W	-	500.00	2,250.00	Cr	C SHAW
29/09/2021	DONATION - C&W	-	235.00	2,485.00	Cr	PETER EVANS FUNERAL DIRECTORS
		-----	-----			
		-	2,485.00			

Ledger Code: I102 DONATIONS - SOUTH EAST

- - Cr

10/05/2021	DONATION - SOUTH EAST	-	100.00	100.00	Cr	RP & JA DAVIES
20/05/2021	DONATION - SOUTH EAST	-	285.00	385.00	Cr	KAREN CLARE
20/05/2021	DONATION - SOUTH EAST	-	55.00	440.00	Cr	JAMIE EVANS
19/09/2021	DONATION - SOUTH EAST	-	100.00	540.00	Cr	MRS P LOWCOCK
29/09/2021	DONATION - SOUTH EAST	-	220.00	760.00	Cr	MR RO SMITH
		-----	-----			
		-	760.00			

Ledger Code: I108 DONATIONS - NATIONAL FUND

			-	-	Cr	
08/04/2021	DONATION	-	300.00	300.00	Cr	CLIVE WILLIAMS DAUGHTER
09/04/2021	DONATION	-	194.24	494.24	Cr	GIVE AS YOU LIVE
15/04/2021	DONATION	-	669.96	1,164.20	Cr	MUCH LOVED
26/04/2021	DONATION	-	200.00	1,364.20	Cr	GIVE AS YOU LIVE
27/04/2021	DONATION	-	164.38	1,528.58	Cr	SWANSEA BAY ALL WALES CAMPAIGN
28/04/2021	DONATION	-	20.00	1,548.58	Cr	MRS PATRICIA DUNWELL
17/05/2021	DONATION	-	175.85	1,724.43	Cr	MUCH LOVED ML29980
20/05/2021	DONATION	-	148.18	1,872.61	Cr	PAYPAL GIVING FUND
10/06/2021	DONATION	-	77.10	1,949.71	Cr	SWANSEA BAY ALL WALES CAMPAIGN
18/06/2021	DONATION	-	375.00	2,324.71	Cr	SARAH BECK
02/07/2021	DONATION	-	18.57	2,343.28	Cr	MEMORY GIVING - ELLIE OWEN
30/07/2021	DONATION	-	20.00	2,363.28	Cr	ANONYMOUS
30/07/2021	DONATION	-	10.00	2,373.28	Cr	PAYPAL GIVING FUND
16/09/2021	DONATION	-	127.70	2,500.98	Cr	PAYPAL GIVING FUND
29/09/2021	DONATION	-	30.00	2,530.98	Cr	P G WELSH & R WELSH
		-----	-----			
		-	2,530.98			

Ledger Code: I110 LEGACIES - NORTH

			-	-	Cr	
29/06/2021	LEGACY - NORTH	-	1,000.00	1,000.00	Cr	THE LATE CLEDWYN PARRY
		-----	-----			
		-	1,000.00			

Ledger Code: I112 LEGACIES - SOUTH EAST

			-	-	Cr	
17/05/2021	LEGACY - SOUTH EAST	-	2,650.00	2,650.00	Cr	ESTATE OF THE LATE D MAKIN
		-----	-----			
		-	2,650.00			



GIG
CYMRU
NHS
WALES

Ymddiriedolaeth GIG
Gwasanaethau Ambiwylans Cymru
Welsh Ambulance Services
NHS Trust

AGENDA ITEM No	7
OPEN or CLOSED	N/A
No of ANNEXES ATTACHED	3

COMMITTEE EFFECTIVENESS REVIEW 2021/22

MEETING	Charitable Funds Committee
DATE	10 th February 2022
EXECUTIVE	Prof. Kevin Davies, Chair
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. The 2021/22 Committee effectiveness reviews provides for a number of stages before the Committee's annual report is presented to the Trust Board. The first two stages of evaluation design and process are complete, and the Committee will now review proposed amendments to the terms of reference and consider the responses to the evaluation questionnaire.
3. Amendments have been proposed to the terms of reference for the Committee's consideration, as well as changes to operating arrangements as a results of the review and the responses to the questionnaire sent to members and core attendees.

RECOMMENDATION: The Committee is requested to:

- (a) Review and approve changes to terms of reference
- (b) Confirm the proposed actions for issues raised in questionnaire
- (c) Set priorities for the Committee for 2022/23

REPORT APPROVAL ROUTE

Executive Management Team – 2nd February 2022

REPORT APPENDICES

1. Annex 1 – SBAR
2. Annex 2 – Proposed changes to terms of reference (clean)
3. Annex 3 – Proposed changes to terms of reference (marked up)
4. Annex 4 – Committee questionnaire responses

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)	Yes	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 2021/22

SITUATION

1. The 2021/22 Committee effectiveness reviews provides for a number of stages before the Committee's annual report is presented to the Trust Board. The first two stages of evaluation design and process are complete, and the Committee will now review proposed amendments to the terms of reference and consider the responses to the evaluation questionnaire.

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 the Code 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.
4. The 2020/21 effectiveness review for the Committee includes a review of the terms of reference and general operating arrangements, as well as a questionnaire completed by members and core attendees. Any amendments to Terms of Reference as a result of this process is thereafter recommended to the Trust Board for approval.

ASSESSMENT

5. Committees play an important role in supporting the Board fulfilling its responsibilities by:
 - Providing advice on strategic development and specific aspects of business
 - Gaining assurance on key aspects of activity in organisational performance, supporting achievement of the Trust's strategic goals
 - Carrying out specific responsibilities on the Board's behalf
6. Effective Committees provide a forum where ideas can be explored in greater detail than Board meetings are able to allow, providing time and space to consider issues to a greater depth.

7. To ensure that Committees are in the best position possible to provide this support in a streamlined and integrated way, the approach for review of a Committee’s operating arrangements is carried out annually in the following stages:

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.
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 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.
Stage 4: Presentation to Trust Board	<ul style="list-style-type: none"> Any changes to the Terms of Reference and operating arrangements are recommended to the Trust Board together with the Committee’s annual report.

8. The Committee Chair, Executive Lead, Governance Officer and Board Secretary met for stage 2 on 31st January 2022. The Terms of Reference were reviewed to ensure all matters within the remit of the Committee were clear and that these were articulated with the strategic, oversight and scrutiny role of the Committee in mind. This was also an opportunity to begin building the cycles of business of the Committee aligned to the specific areas of delegated powers. The proposed amendments to the Terms of Reference are attached at Annex 2 in a tracked changes version, and Annex 3 as a clean version.

9. Key changes include:

9.1. The Purpose of the Committee has been expanded to summarise the delegated powers and authority.

9.2. Delegated Powers and Authority:

- (a) The scope and duties section has been re-labelled ‘Delegated Powers and Authority’ to align with other Board Committee templates.
- (b) Duties 3.1 to 3.5 have been amended to provide clarity on the Committee’s strategic, scrutiny, and oversight role.
- (c) The sections related to ‘Investment’ and ‘Fundraising’ in particular will develop as the strategy develops, therefore it is not expected that the Committee will be in a position to fulfil all these elements in 2022/23, but they denote an intention to cover all these elements of the Committee’s business.

(d) The specific authority added to the Committee as a result of these changes has been replicated in section 5 of the current terms of reference.

9.3. Section 4 – ‘Delegated Powers and Duties of the Director of Finance and ICT’ has been removed because these duties are contained in the Standing Orders, Scheme of Reservation and Delegation, and the Standing Financial Instructions. These documents apply equally to the Trust and the Charity and are not required to be called out separately in the terms of reference.

9.4. Membership changes proposed include:

(a) Senior clinical membership is included, particularly as the strategy will be developed in 2022/23.

(b) The chairs of the sub-committees are in attendance, which aids the communication and assurance provided to the Committee and back to the sub-committees.

10. The responses to the questionnaires were also reviewed at the above meeting, and they are attached at Annex 4. Ten questionnaires were distributed to the members and core attendees of the Committee, and 5 responses were received, 4 from members and 1 from attendees. Key issues are set out below together with proposed actions where appropriate:

Issues raised	Commentary and proposed actions
<p>What does the Committee do well?</p>	<ul style="list-style-type: none"> • Oversight of the funds and assurance to Trustees • Collaborative and supportive • Acts at pace where necessary, but also gives members the space to explore issues before it and opportunities for innovation further • Increasing discussion on the strategic direction of the charity • Good quality documentation • Well chaired
<p>What should the Committee do more of?</p>	<ul style="list-style-type: none"> • Focused attention on the charity’s strategy and the Committee’s oversight at pace • Support and enhancement of the Bids and Bursary Panels • Explore opportunities to enhance the health and wellbeing agenda • Elevate the profile of the charity with the Board <p>Action:</p> <p>(a) The work on the charity’s strategy is currently out to tender and will be completed in the first quarter of 2022/23. Any specific focus areas such as health and wellbeing can be explored in that strategy and application of funds.</p> <p>(b) The terms of reference have been revised to include specific reference to the strategy and the Committee’s oversight.</p> <p>(c) The strategy and a communication plan will be presented to the Board of Trustees.</p> <p>(d) Stand-alone Board of Trustee meeting to be scheduled at least bi-annually.</p> <p>(e) Annual Charity Board development session factored into the calendar.</p>

What should the Committee do less of?

- Duplicate scrutiny of expenditure where that is delegated to other forums
- Less of a transactional and operational focus.

Action:

- (a) The terms of reference have been amended to reflect a strategic position for the Committee, and the cycle of business that will be developed will reflect that.
- (b) A review of terms of reference of the sub-committees will provide confidence to the Committee as to the application of charitable funds at that level.

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 through a Chair's report to ensure they are on track. The Committee may wish to focus on the following priorities in 2022/23:

- Development and recommendation to the Board of Trustees of the Charity Strategy; and
- Effectiveness reviews of the Bids Panel and Bursary Panel for alignment of terms of reference and cycles of business.

RECOMMENDATION

12. The Committee is requested to:

- (a) **Review and approve changes to Terms of Reference;**
- (b) **Confirm the proposed actions for issues raised in questionnaire; and**
- (c) **Set priorities for the Committee for 2022/23.**

NEXT STEPS

13. Next steps includes the following:

- 13.1. A Committee Annual Report will be prepared for the July Trust Board setting out:
 - (a) Remit of the Committee
 - (b) Membership and attendance
 - (c) Effectiveness of the Committee (as a result of discussions from today's meeting)

- (d) Proposed changes to the terms of reference and operating arrangements
- (e) Priorities identified for the Committee for 2022/23

This report will be presented for approval at the 7th April 2022 meeting of the Committee and will also be considered in the round with all other Committee Annual Reports by the Chairs Working Group in May.

- 13.2. A key output of the discussions with the Chair, Executive Lead, Committee members and attendees, and the self-assessment questionnaire, is a cycle of committee business/programme of work for the Committee. This cycle of business will provide certainty on papers to be developed for upcoming Committees but will also clarify the assurance requirements aligned to the responsibilities of the Committee. The cycle of business will also provide a line of sight for the assurance journey of papers prior to their presentation at committees and will support the development of a legislative and regulatory framework where that is appropriate and applicable.
- 13.3. The Committee has authority to establish Sub-Committees to assist it in discharging its responsibilities. A review of the Sub-Committees reporting to this Committee, or any that should be established as a result of the effectiveness review, will be conducted in 2022/23.



CHARITABLE FUNDS 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 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 Chairman, seven Non-Executive Directors, a Chief Executive, an Executive Director of Finance & Corporate Resources and three 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) make and monitor arrangements for the control and management of the Trust's Charitable Funds~~ 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 accounts for approval by the Board of Trustees.~~
- ~~(a)~~ (d) Raise the profile and reputation of the charity within the Trust.

3. ~~SCOPE AND DUTIES~~ DELEGATED POWERS AND AUTHORITY

~~3.1 Within the budget, priorities and spending criteria determined by the Trust as Trustee and consistent with the requirements of the Charities Act 1993, Charities Act 2006 and Charities Act 2011 (or any modification of these acts) to apply the~~



~~charitable funds in accordance with their respective governing documents.~~

~~3.2—To ensure that the Trust policies and procedures for charitable funds investments are followed. To make decisions involving the sound investment of charitable funds in a way that both preserves their value and produces a proper return consistent with prudent investment and ensuring compliance with:-~~

- ~~▪—Trustee Act 2000~~
- ~~▪—The Charities Act 1993~~
- ~~▪—The Charities Act 2006~~
- ~~▪—The Charities Act 2011~~
- ~~▪—Terms of the fund's governing documents~~

~~3.3—To oversee and monitor the functions performed by the Director of Finance and ICT and the Bids Panel as defined in Standing Financial Instructions.~~

~~3.4—To monitor the progress of Charitable Appeal Funds where these are in place and considered to be material.~~

~~3.5—To monitor and review the Trust's scheme of delegation for Charitable Funds expenditure and to set and reflect in Financial Procedures the approved delegated limits for expenditure from Charitable Funds.~~

Strategy

1. Oversee and contribute to the development of the Charity's strategies and plans and monitor their implementation.
2. Ensure there is clear, consistent strategic direction, strong leadership, and transparent lines of accountability.
3. Promote the charity within the Trust.

Charitable Funds

4. Ensure the management of the charitable fund is carried out within the terms of its Declaration of Trust and relevant legislation; ensure statutory compliance with the Charity Commission regulations.
5. Ensure systems and processes are in place to receive, account for, deploy and invest charitable funds in accordance with relevant legislation.
6. Receive assurance from the 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.
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.
8. Receive periodic income and expenditure statements
9. Receive and endorse annual accounts and consider the annual report from the auditors before submission to the Board of Trustees for their approval.



10. Approve the policies for the utilisation and investment of charitable funds, including the Reserves Policy and Charitable Funds Investment Policy.

Investment

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.

12. Consider the appointment of external investment advisors and operational fund managers.

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

14. Approve and regularly review the fundraising strategy for the charity, ensuring its compliance with Charity Commission legislation and guidance

15. Monitor the implementation of the fundraising strategy

16. Ensure systems, processes and communication are in place around fundraising, staff engagement and funding commitments.

Corporate Risks and Audit Recommendation Tracker

3.6 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 workforce related risks and provide assurance to the Board that such risks are being effectively controlled and managed.

4. DELEGATED POWERS AND DUTIES OF THE DIRECTOR OF FINANCE AND ICT

~~4.1 The Director of Finance and ICT has delegated responsibility for the Trust's Charitable Funds as defined in the Trust's Scheme of Reservation and Delegation and as detailed within the Charitable Funds Investment Policy. With support from the Bids Panel, the specific powers, duties and responsibilities delegated to the Director of Finance are:-~~

- ~~• That Charitable Funds held are managed and scrutinised appropriately~~
- ~~• Administration of all existing charitable funds.~~
- ~~• Provide guidelines in response to donations, legacies and bequests, fundraising and trading income.~~



- ~~• Responsibility for the management of investment of funds held on trust as detailed within the Charitable Funds Investment policy.~~
- ~~• Ensuring that the banking arrangements for the charitable funds are kept entirely separate from the Trust's NHS funds.~~
- ~~• Prepare reports to the Trust Board including the Annual Account.~~
- ~~• Make arrangements for independent audit at appropriate times.~~

5. AUTHORITY

5.1 The Committee is authorised by the Board to:

- ~~▪ Approve expenditure over £50,000~~
- ~~▪ Approve plans and strategies the compliment the charity's strategy, including those related to fundraising~~
- ~~▪ Approve policies within its remit~~
- 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;
- 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;
- 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
- 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.)
~~Reporting to the Committee is a Charitable Funds Bursary Panel whose duties and responsibilities are set out in the Bursary Scheme approved by Trust Board 28 January 2016. The Committee has also agreed a National Bids Approval Panel at its March 2019 meeting.~~

6. MEMBERSHIP

Members

6.1 The membership of the Committee will comprise:

Chair	Non Executive Director
Members	Three further Non Executive Directors of the Board

6.2 The Committee may also co-opt additional independent 'external' members from outside the organisation to provide specialist skills, knowledge and expertise.



6.3 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

6.4 The core membership will be supported routinely by the attendance of the following:

- Executive Director of Finance and Corporate Resources
- Board Secretary
- Executive Director of Workforce and OD
- Director of Operations
- Director of Paramedicine [TBC]
- Trade Union Partners (x2)
- Chairs of the Bids Panel and Bursary Panel

By Invitation

6.5 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)

6.6 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

6.7 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.

6.8 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.

6.9 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

6.10 The Board Secretary, on behalf of the Committee Chair, shall:

- arrange the provision of advice and support to committee members on any aspect related to the conduct of their role; and
- 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.

7. COMMITTEE MEETINGS

Quorum

7.1 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

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

Withdrawal of individuals in attendance

7.3 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.

8. RELATIONSHIP & ACCOUNTABILITIES WITH THE BOARD AND ITS COMMITTEES/GROUPS

8.1 The Committee is directly accountable to the Board for its performance in exercising the functions set out in these terms of reference.

8.2 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:

- joint planning and co-ordination of Board and Committee business; and
- 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.



8.3 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,

8.4 The Committee shall embed the Trust's corporate standards, priorities and requirements, e.g., equality and human rights through the conduct of its business.

9. REPORTING AND ASSURANCE ARRANGEMENTS

9.1 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.

9.2 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.

10. 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:

- Quorum – as set out in section 7

11. REVIEW

11.1 These terms of reference and operating arrangements shall be reviewed at least annually but more frequently if required.



CHARITABLE FUNDS 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 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 Chairman, seven Non-Executive Directors, a Chief Executive, an Executive Director of Finance & Corporate Resources and three 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 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

3.1. Strategy

- (a) Oversee and contribute to the development of the Charity's strategies and plans and monitor their implementation.
- (b) Ensure there is clear, consistent strategic direction, strong leadership, and transparent lines of accountability.
- (c) Promote the charity within the Trust.

3.2. Charitable Funds

- (a) Ensure the management of the charitable fund is carried out within the terms of its Declaration of Trust and relevant legislation; ensure statutory compliance with the Charity Commission regulations.
- (b) Ensure systems and processes are in place to receive, account for, deploy and invest charitable funds in accordance with relevant legislation.
- (c) Receive assurance from the 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.
- (d) 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.
- (e) Receive periodic income and expenditure statements
- (f) Receive and endorse annual accounts and consider the annual report from the auditors before submission to the Board of Trustees for their approval.
- (g) Approve the policies for the utilisation and investment of charitable funds, including the Reserves Policy and Charitable Funds Investment Policy.

3.3. Investment

- (a) 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.
- (b) Consider the appointment of external investment advisors and operational fund managers.



- (c) Review the performance of investments on a regular basis (with the external investments advisors where appointed) to ensure the optimum return from surplus funds.

3.4. Fundraising

- (a) Approve and regularly review the fundraising strategy for the charity, ensuring its compliance with Charity Commission legislation and guidance
- (b) Monitor the implementation of the fundraising strategy
- (c) Ensure systems, processes and communication are in place around fundraising, staff engagement and funding commitments.

3.5. Corporate Risks and Audit Recommendation Tracker

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 workforce related risks and provide assurance to the Board that such risks are being effectively controlled and managed.

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The Committee is authorised by the Board to:

- (a) Approve expenditure over £50,000
- (b) Approve plans and strategies the compliment 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;
- (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.)

4. MEMBERSHIP

4.1. Members

- (a) The membership of the Committee will comprise:

Chair	Non-Executive Director
Members	Three further Non-Executive Directors of the Board

- (b) The Committee may also co-opt additional independent 'external' members from outside the organisation to provide specialist skills, knowledge and expertise.
- (c) 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.

4.2. Attendees

The core membership will be supported routinely by the attendance of the following:

- Executive Director of Finance and Corporate Resources
- Executive Director of Workforce and Organisational Development
- Director of Operations
- Director of Paramedicine
- Board Secretary
- Trade Union Partners (x2)
- Chairs of the Bids Panel and Bursary Panel

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- (a) 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)
- (b) 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.

4.4. Member Appointments

- (a) 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.
- (b) 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.
- (c) 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}.

4.5. Secretariat and Support to Committee Members

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.

5. COMMITTEE MEETINGS

5.1. Quorum

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.

5.2. Frequency of meetings

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

5.3. Withdrawal of individuals in attendance

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.

6. RELATIONSHIP & ACCOUNTABILITIES WITH THE BOARD AND ITS COMMITTEES/GROUPS

- 6.1. The Committee is directly accountable to the Board for its performance in exercising the functions set out in these terms of reference.
- 6.2. 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.

- 6.3. 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.



- 6.4. The Committee shall embed the Trust's corporate standards, priorities and requirements, e.g., equality and human rights through the conduct of its business.

7. REPORTING AND ASSURANCE ARRANGEMENTS

- 7.1. 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.
- 7.2. 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.

8. APPLICABILITY OF STANDING ORDERS TO COMMITTEE BUSINESS

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: Quorum – as set out in section 7

9. REVIEW

These terms of reference and operating arrangements shall be reviewed at least annually but more frequently if required.



AGENDA ITEM No	8
OPEN or CLOSED	OPEN
No of ANNEXES ATTACHED	4

CFC Bursary Scheme Review and Refresh

MEETING	Charitable Funds Committee
DATE	10 th February 2022
EXECUTIVE	Executive Director of Workforce and OD
AUTHOR	Sarah Davies Workforce and OD Directorate Business Manager
CONTACT	sarah.davies31@wales.nhs.uk

EXECUTIVE SUMMARY

The purpose of this report is to provide an overview of proposed amendments to the existing CFC Bursary Scheme.

The Charitable Funds Committee is asked to:

- **NOTE** the contents of this report;
- **APPROVE** proposed amendments to the CFC Bursary Scheme process;
- **SUPPORT** introduction of the amended scheme, with first round to be launched in April 2022.

KEY ISSUES/IMPLICATIONS

Following its launch in March 2016, the Bursary Scheme process was reviewed and amended during 2017, in response to feedback from the CFC Bursary Panel and Sub-Group. A further review has now been undertaken, with a view to streamlining and improving the process as far as possible, right through from application to approval of funding.

Proposed changes (and rationale) are detailed within **Appendix 3**; these relate to:

- Application process;
- Management of applications; *and*
- Reviewing and assessing applications.

REPORT APPROVAL ROUTE

CFC 10th February 2022

REPORT APPENDICES

Appendix 1 – SBAR
Appendix 2 – Current Process

Appendix 3 – Summary of Proposed Changes
Appendix 4 – Current Scoring Matrix
Appendix 5 – Proposed Scoring Matrix

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	Yes
Environmental/Sustainability	N/A	Legal Implications	YES
Estate	N/A	Patient Safety/Safeguarding	Yes
Ethical Matters	N/A	Risks (Inc. Reputational)	Yes
Health Improvement	YES	Socio Economic Duty	N/A
Health and Safety	YES	TU Partner Consultation	YES

Appendix 1 - SBAR

SITUATION

1. The purpose of this report is to provide an overview of proposed amendments to the existing CFC Bursary Scheme.

BACKGROUND

2. Following its launch in March 2016, the Bursary Scheme process was reviewed and amended during 2017, in response to feedback from the CFC Bursary Panel and Sub-Group. A further review has now been undertaken, with a view to streamlining and improving the process as far as possible, right through from application to approval of funding.

ASSESSMENT

3. The current process, detailed within **Appendix 2**, is resource intensive, requiring a significant degree of manpower at the following points:
 - **Processing Applications:** Hub staff are required to manually record each application in a spreadsheet, check all applications for completeness (returning where required), redact all identifiable information, compile packs for each Bursary Sub-Group member (prior to COVID, these were printed packs) and record all scores and feedback received from the Bursary Sub-Group.
 - **Assessing Applications:** The Bursary Sub-Group review and score all submitted applications in advance of the Bursary Sub-Group Meeting; at the 4 hour meeting, members discuss each application, share individual scores and agree whether or not applications should be recommended to the CFC Bursary Scheme for funding.
4. The proposed process aims to significantly reduce this workload, as outlined

below:

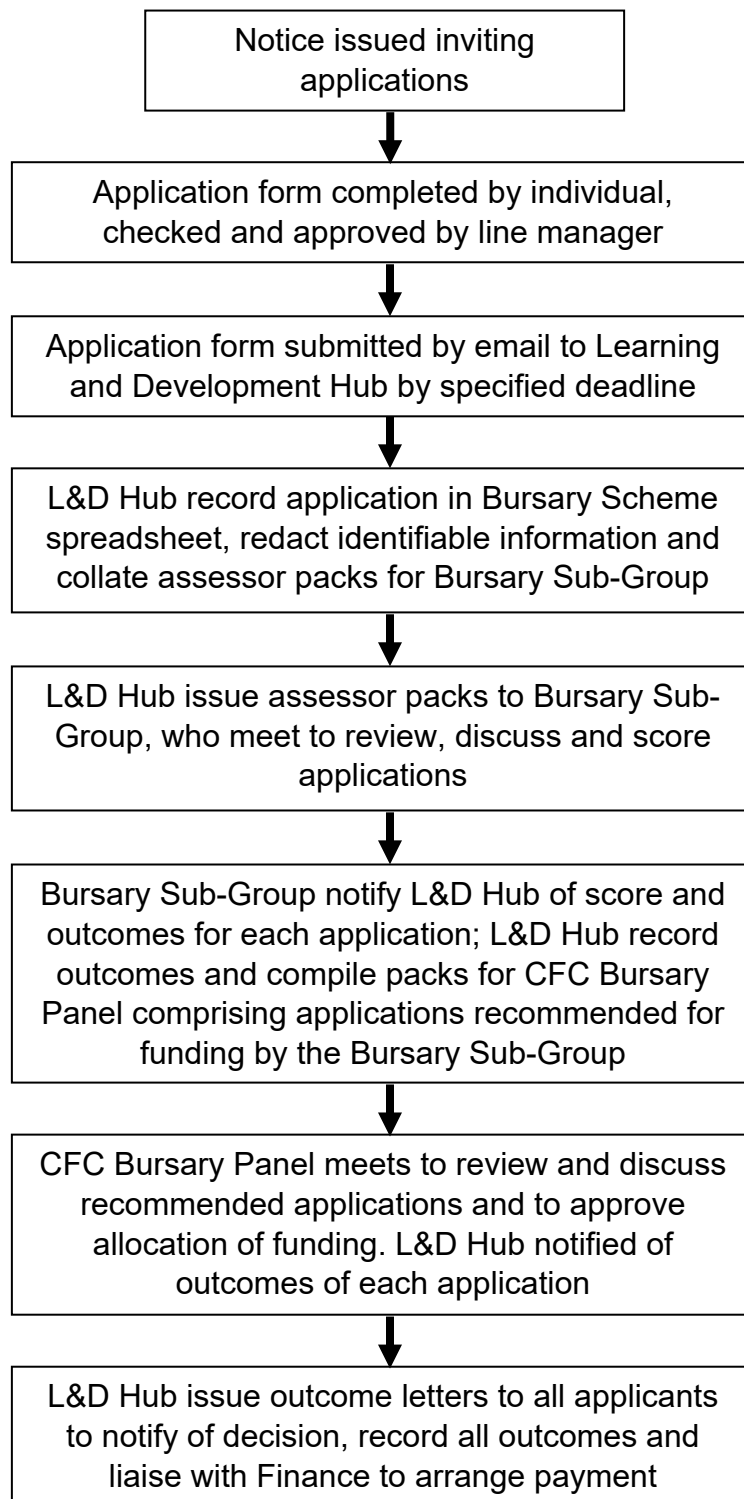
- **Processing Applications:** Application form is digitised, enabling automated population of a master application record for each round. A mail merge template has been created to enable information relevant to the Bursary Sub-Group to be imported into a single PDF document per application.
 - **Assessing Applications:** An electronic scoring matrix has been devised, which can be shared with and accessed by all Bursary Sub-Group members, so all information is recorded in a single document. As a result of COVID, operational pressures and competing priorities, convening meetings of the Bursary Sub-Group has proved impossible. It is therefore proposed that members are allocated a fair share of applications to review in detail, as opposed to all. It is proposed that review and assessment of applications is undertaken remotely, with a 90 minute follow-up meeting arranged to discuss and review applications. The new scoring matrix benefits from more consistent criteria, with each scoring “band” extending on the requirements of the previous band. This will enable applications to be scored more effectively, while providing some flexibility in the wider score ranges and will also reduce subjectivity. Each member of the Sub-Group presents their feedback for each application they have assessed, giving the opportunity for standardisation within the group. Electronic scoring matrix is finalised during the meeting and scores, feedback and outcomes are sent directly to the L&D Hub for processing.
5. A summary table comparing the current process with the proposed process is contained within **Appendix 3**.
 6. Pending agreement from CFC regarding proposed amendments to the process, refresh of the CFC Bursary Scheme Policy will be undertaken to reflect these changes, and a plan compiled to launch a new round of applications in April 2022.

RECOMMENDED:

The Charitable Funds Committee is asked to:

- **NOTE** the contents of this report;
- **APPROVE** proposed amendments to the CFC Bursary Scheme process;
- **SUPPORT** introduction of the amended scheme, with first round to be launched in April 2022.

Appendix 2: Current Bursary Scheme Process



Appendix 3: Summary of Proposed Changes

Element	Current Process	Proposed Process	Rationale for Change
Application	Word document emailed to Hub	MS Form submitted directly to Hub	<p>Accessibility of form</p> <p>Efficiency – incomplete applications return an error message to the applicant, whereas Hub staff previously would have to check and return forms</p>
Management of Applications	<p>Applications received and recorded manually into spreadsheet</p> <p>Hub check applications are complete and in the event of any omissions, application is returned to sender for completion</p> <p>Identifiable information manually redacted</p>	<p>Spreadsheet automatically populated upon receipt of completed MS Form</p> <p>Form cannot be submitted unless all mandatory fields are completed</p> <p>Mail merge template enables automatic population of PDFs, containing only information relevant to Bursary Sub-Group</p>	<p>Efficiency and accuracy (no manual intervention required; therefore less chance of error / omission)</p> <p>Saves a significant amount of staff time</p>
Review and Assessment of Applications	<p>Bursary Sub-Group members review and assess every application</p> <p>4 hour meeting of the Bursary Sub-Group is held where members discuss their feedback and scores for each application, agreeing which applications should be recommended for funding</p>	<p>Each member of the Bursary Sub-Group is provided with a fair share of the total applications received, to review and assess in advance of the Bursary Sub-Group meeting</p> <p>90 minute meeting is held, where each member presents their feedback and scores for their respective applications. Space is provided on the marking grid to include justification/rationale for each of the areas scored</p>	<p>opportunity for discussion / standardization at meeting</p> <p>Less resource intensive and more effective use of time</p>

<p>Scoring Applications</p>	<p>Total of 19 marks available (please see Appendix 4 for current scoring matrix)</p> <p>Meetings were face to face and members preferred hard copies; scores and feedback would therefore be provided to the Hub in the form of handwritten notes</p>	<p>Total of 50 marks available (please see Appendix 5 for detailed scoring matrix)</p> <p>Electronic scoring matrix, requiring the assessor to add scores for each section and narrative feedback to justify given score</p>	<p>Feedback received from Bursary Sub-Group, seeking an ability to differentiate to a greater degree between applications in terms of score</p> <p>Consistent criteria – each scoring band extends on the requirements of the previous.</p> <p>No “negative criteria” (e.g. applicant has not...) - ensures credit is given to the work that has been done, rather than penalising for content that has been left out. This also provides some flexibility for non-standard/innovative applications</p>
<p>Review of Recommended Applications</p>	<p>Meeting of the CFC Bursary Panel held to review and discuss those applications recommended for funding</p>	<p><i>No proposed change</i></p>	<p>N/A</p>

Welsh Ambulance Services NHS Trust: CFC Bursary Scheme – Application Assessment Criteria

	0	1	2	3	4
Quality	Applicant makes no mention of how the additional skills / knowledge gained will contribute to or make positive impact towards improving quality of services, patient care, work done etc.	Applicant recognises there may be some improvement in quality but is unable / does not quantify the impact. And / or applicant does not provide examples or evidence to support their expectation of quality improvement.	Applicant provides basic / minimal examples / evidence for quality improvement that will result from the development opportunity	Applicant is able to demonstrate / support their expectation of quality improvement through clear examples / evidence base. Applicant draws on opportunity to explore best practice and or opportunity for innovation	Applicant is able to demonstrate clear vision, commitment and a plan to implement quality improvement following completion of this development opportunity
Patient Care, Safety & Experience	Applicant makes no mention of how the additional skills / knowledge gained will contribute to or make positive impact on patient care, safety or experience – whether direct or indirect	Applicant recognises there may be direct benefit to patients but does not support their case through evidence or examples to illustrate point. Applicant recognises and is able to demonstrate that there will be an indirect benefit to patients from newly acquired skills or knowledge.	Applicant provides basic / minimal examples / evidence of how development opportunity will contribute to direct / indirect patient care, safety and experience	Applicant is able to demonstrate improved patient care through clear examples / evidence base.	Applicant is able to demonstrate vision and commitment to improving patient care through evidence-based innovation. Applicant draws on opportunity to explore best practice.
Individual	Requested skills or knowledge form part of normal requirement for the role and as such should be supported through other routes. Individual fails to demonstrate how the new skills and knowledge will benefit them personally and professionally. Aspirations have little or no relevance to achieving WAST vision. Opportunity has not been identified through the PADR process and/or is not supported by line manager. CPD / Statutory & Mandatory Training is not up to date.	Applicant articulates benefit to personal development and performance in current and/or future role within WAST. Opportunity has been identified through the PADR process and is supported by line manager. CPD / Statutory & Mandatory Training is up to date.	Applicant provides basic / minimal examples / evidence of how development opportunity will enable individual development and / or career progression. CPD / Statutory & Mandatory Training is up to date.	Applicant is able to demonstrate a benefit to both personal and professional – supporting WAST vision. Has clear career aspirations linked to WAST which this will support. Clear examples / evidence base / best practice given. Opportunity has been identified through the PADR process and is supported by line manager. CPD / Statutory & Mandatory Training is up to date.	Applicant is able to demonstrate (with clear examples and measurable objectives) direct benefit to self; has shown initiative by undertaking / developing / sharing additional CPD; Statutory & Mandatory CPD also complete

Team	Individual fails to acknowledge or demonstrate how the new skills and knowledge will benefit the wider team. No benefit to wider team – learning is relevant to individual only. Team can be immediate workplace colleagues / team, a multi disciplinary team or #TeamWAST	Applicant believes there is a benefit to wider team but no evidence or examples of how learning will be shared effectively. Applicant demonstrates intent to share information only / signpost / advertise / promote – no evidence of how active learning will be shared and encouraged / facilitated. Learning may be of some relevance to the team.	Applicant provides basic / minimal examples / evidence of how development opportunity will enable team development and learning	Applicant is able to clearly demonstrate the benefit to team and has a basic plan of how learning will be shared and facilitated. Learning is of direct relevance to the team, in supporting WAST vision.	Applicant has a clear plan of how learning will be shared, facilitated and measured and / or more widely than own team. Applicant demonstrates relevance of development opportunity to the team and the Trust as a whole, aligned to strategic objectives
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Applications that demonstrate innovation will receive up to 3 additional points.

Maximum Score Available (new criteria) = 19 points

Original Score Ratings

A= outstanding, worthy of priority award

B = Good quality application worthy of support

C = Interesting application, requires further work

D = Non compliant, reject application

Previous Score Ratings

8 - Excellent application, prioritise for support

6 - 7 Good application, worthy of support subject to available funding

5 – Fair application, may be worth further work or exploration before support or not

1 – 4 limited success do not progress

0 – failure to meet any criteria - reject

Proposed Score Ratings (based on above matrix)

16-19 Excellent application; prioritise for support

11-15 Good application; some funding recommended

8-10 Fair application but funding not recommended

4-7 Weak application; funding not recommended

0-3 Very poor application, funding not recommended

Quality 10	Patient 10	Individual 10	Team 10	Innovation 10
0	0	0	0	0

Quality (10 Points)		
	Lower	Middle
Response omitted/not creditworthy	<ul style="list-style-type: none"> • Applicant recognises there may be some improvement in quality. • The anticipated improvement in quality applies to the practise of the individual 	<ul style="list-style-type: none"> • Applicant has given some detail of Development Opportunity will conti improvement in quality. Some brief are given. • The anticipated improvement in q applies to their own area/role
0 Marks	1 - 3 Marks	4 - 7 Marks
Comments/Justification		

Patient Care, Safety and Experience (10 Points)		
	Lower	Middle
Response omitted/not creditworthy	<ul style="list-style-type: none"> • Applicant gives some description of how the Development Opportunity will contribute to patient care. • Applicant demonstrates some understanding of the importance of improving patient care. 	<ul style="list-style-type: none"> • Applicant is able to describe how i Development Opportunity will conti improvement of patient care, giving brief examples. • Applicant demonstrates an unders of the importance of improving pati
0 Marks	1 - 3 Marks	4 - 7 Marks
Comments/Justification		

Individual (10 Points)		
	Lower	Middle

Response omitted/not creditworthy	<ul style="list-style-type: none"> • Applicant has given some indication of how the Development Opportunity will enable individual development • Applicant has demonstrated some career aspirations 	<ul style="list-style-type: none"> • Applicant is able to describe how the Development Opportunity will directly contribute to their own personal and professional self development. • Applicant demonstrates clear career aspirations linked to WAST, which the Development Opportunity will support
0 Marks	1 - 3 Marks	4 - 7 Marks
Comments/Justification		

Team (10 Points)		
	Lower	Middle
Response omitted/not creditworthy	<ul style="list-style-type: none"> • Applicant has provided some description of how the development opportunity will enable team development and learning • Applicant has demonstrated their intent to share information with the team 	<ul style="list-style-type: none"> • Applicant is able to clearly describe benefits that the Development Opportunity will bring to the team, providing brief examples/evidence • Applicant described some suitable suggestions as to how learning could be shared and facilitated
0 Marks	1 - 3 Marks	4 - 7 Marks
Comments/Justification		

Innovation (Overall Application)		
Having read the full application - to what extent do you believe the Development Opportunity is innovative?		
	Lower	Middle

Response omitted/not creditworthy	<ul style="list-style-type: none"> • Applicant has alluded to ways in which the Development Opportunity could lead to innovation. • The innovation would be limited to the individual and/or their team 	<ul style="list-style-type: none"> • Applicant has described the ways the Development Opportunity could lead to innovation in the wider team/organ or • Applicant has briefly described some ways in which the Development Opportunity could lead to innovation across the organization
0 Marks	1 - 3 Marks	4 - 7 Marks
Comments/Justification		

Total 50
0

Higher	
<p>How the Development Opportunity will contribute to improvement in quality, using clear and specific examples/evidence.</p> <p>The anticipated improvement in quality applies to the wider team(s)/whole organisation</p>	
8 - 10 Marks	
	0

Higher	
<p>Applicant is able to clearly describe how the Development Opportunity will contribute to improvement of patient care, giving clear examples.</p> <p>Applicant demonstrates their commitment to, and understanding of the importance of improving patient care.</p>	
8 - 10 Marks	
	0

Higher	

the ctly id eer he ort.	<ul style="list-style-type: none"> • Applicant has provided measurable objectives, which describe how the Development Opportunity will directly contribute to their own personal and professional self development. • Applicant demonstrates clear career aspirations linked to WAST, and has clearly explained how the Development Opportunity will support this
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8 - 10 Marks	
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	0
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Higher	
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be the ortunity ef e ld be	<ul style="list-style-type: none"> • Applicant has provided measurable objectives, which describe how the Development Opportunity will directly contribute to team development, providing relevant and clear examples/evidence • Applicant has a clear plan of how learning will be shared, facilitated and evaluated • Stronger applicants will have shown consideration of the wider team/organisation as well as their immediate colleagues
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8 - 10 Marks	
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	0
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applied for will lead to innovation within WAST?	
Higher	

<p>in which d lead to isation</p> <p>me ways nity will isation</p>	<ul style="list-style-type: none"> • Applicant has described the ways in which the Development Opportunity will lead to innovation within the organisation, giving clear examples • Stronger applicants may indicate opportunities for innovation in the wider team/organisation
8 - 10 Marks	
	0



BIDS PANEL REPORT TO CHARITABLE FUNDS COMMITTEE

Charitable Funds Meeting Date	10 th February 2022
Bids Panel Meeting Date	24 th January 2022
Chair	Trish Mills, Board Secretary

KEY ESCALATION AND DISCUSSION POINTS

ALERT

(Alert the Committee to areas of escalation)

1. The Board Secretary took over the **Chair of the Panel** on arrival in August 2021, however to preserve the independence of the Board Secretary role and to be able to offer full and neutral advice to the Charitable Funds Committee and the Board of Trustees on matters of the charity, the Board Secretary has now stood down from the Chair. The members agreed to the Head of Risk and Corporate Governance, Julie Boalch, chairing with effect from the next meeting. Members also agreed to an additional member from the Estates Team and Digital Services to join the Panel.
2. The Committee is requested to **approve the new Chair of the Bids Panel and the additional membership.**
3. The **current fund balances** were received by the Panel and are on the agenda for this Committee meeting. It was agreed that the future strategy regarding funds being held centrally or regionally, and/or the delegation of authority to fund holders should be a matter for the Committee to consider as the charity's overall strategy develops. It was noted that the restricted equipment fund of £53,532.56 has not been utilized in several years.

ADVISE

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

4. One bid was received for the Panel and was approved. This was in the amount of **£320 for a television** at the Tumble station in Carmarthenshire.
5. Aligned to the effectiveness reviews being carried out by the Board Committees and the developing strategy of the charity, the **Panel agreed to review its effectiveness and operating arrangements.** This will be conducted by the incoming Chair and will follow a similar process to the Board Committee reviews. The new membership above will be codified in revised Terms of Reference that will return to the Committee for review and approval.
6. A finance team member (band 5) has been recruited and is expected to be in post by March 2022. This individual will be dedicated to charitable funds.
7. This was the last meeting for Mr Emrys Davies who has served on the Panel since its inception in July 2019. Members thanked him for his support and guidance.

ASSURE

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



8. The Panel were assured that sufficient funds were held in charitable funds to service the request approved.

RISKS

Risks Discussed: None

New Risks Identified: None

COMMITTEE AGENDA FOR 7 OCTOBER 2021 MEETING

1. Fund balances	2. Applications for consideration	3. Panel effectiveness and operating arrangements
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Name	May 21	July 21	Aug 21	Oct 21	Jan 22	Mar 22
Keith Cox (c)	Attended	Attended	No longer member	No longer member	No longer member	No longer member
Trish Mills (c)	No longer member	No longer member	Attended	Attended	Attended	Attended
Emrys Davies	Attended	Attended	Attended	Attended	Attended	Attended
Lee Brooks	Apologies received	Attended	Apologies received	J.Bryce	Apologies received	Apologies received
Jill Gill	Attended	Apologies received	Attended	Attended	Attended	Attended
Hugh Parry	Attended	Attended	Attended	Attended	Attended	Attended
Gareth Price	Attended	Attended	Attended	Attended	No longer member	No longer member
Julie Stokes	Attended	Apologies received	Attended	Attended	Apologies received	Apologies received
Rachel Watling	Attended	Apologies received	Attended	Attended	No longer member	No longer member
Lois Hough	No longer member	No longer member	No longer member	No longer member	Attended	Attended

Attended
Deputy attended
Apologies received
No longer member

DRAFT

CONFIRMED MINUTES OF THE MEETING OF THE BIDS PANEL HELD ON 7 OCTOBER 2021

Members:	Trish Mills (Chair),	Board Secretary
	Judith Bryce	Assistant Director of Operations
	Emrys Davies,	Non Executive Director
	Jill Gill,	Trade Union Partner
	Hugh Parry,	Financial Accountant
	Gareth Price,	Trade Union Partner
	Julie Stokes,	Senior Workforce Transformation Strategy & Planning lead
	Rachel Watling	Head of Communications
	Caroline Jones	Corporate Governance Officer

Apologies Lee Brooks Director of Operations

18/21 Welcome and Apologies

The Board Secretary welcomed members to the meeting. The standing declaration of Emrys Davies, being a retired member of Unite was noted together with Judith Bryce, declaring her interest in the Winter Welfare application for consideration.

19/21 Minutes of previous meetings

The minutes of the meeting held on 23 August 2021 were approved as a correct record.

Matters arising - Fans for liaison offices from the previous meeting, estates colleagues had confirmed that they were not responsible for purchasing fans. The requestor had been informed that the fans could be purchased, however due to the season change, they may wish to wait until spring to order these. Compliance guidance was also issued to the requestor to ensure compliance was adhered to.

20/21 Applications for Consideration

Linda Jeffs - £1488.20 – Defibrillator, Heating Cabinet and Installation costs – The Panel were supportive of the application and approved the full costings associated with it with replacement pads being provided by the Trust.

It was confirmed that sufficient funds were held by the Trust to cover the request.

Reference was also made to Welsh Government funding that had recently been made available for public access to defibrillators and the Panel were unsure if the CFR team had requested funding via this route. However, all members were supportive of the application, should they choose not to apply for WG funding.

David Massey - £410 TV for Porthmadog – The Panel considered the application and were supportive of it, subject to the old unit being disposed of correctly and consideration be given to the energy rating of the new unit.

It was suggested that the removal of old units could be built into the application for future applications.

Lynda Bogunovic - £6334.00 - Wellbeing Merchandise –The Panel while supportive of the idea of branded merchandise to engage with staff at wellbeing roadshow events, felt that further consideration should be given to the items to be considered.

Members agreed that a further discussion between JB, HP and JS be convened to discuss and agree the items to be purchased to ensure value for money was obtained.

The Panel therefore agreed that the amount to the value of £6334 be approved, subject to the meeting taking place to agree the items to be purchased, with the outcome reported to the next meeting of the Panel.

Lisa Trounce- £88,500.00 (total) –Winter Welfare– The panel discussed each element of the bid in turn.

(a) British Red Cross Support to staff and patients delayed at Emergency Departments - £50,000.00 – Members discussed this at length, noting how well it had been received by staff last year together with the longstanding issues faced by staff in the current climate, at various sites across Wales. The Panel agreed in the majority, to support this. TM noted that the BRC support had been funded by reserves last year and proposed that the guidance for the utilisation of charitable funds did not permit their use where exchequer funds were more the appropriate source. Following discussion, approval was subject to a decision as to whether this could be funded out of reserves for this year. If this was not possible, then the charity would support it.

(b) Christmas Dinners and Hampers for staff working Christmas Day - £13,000.00 - The panel supported the application for lunches and station hampers for those working Christmas day.

Publicity is offered to those companies who offer their dinners free of charge for staff, to show appreciation for their offer.

(c) Blue Light Card (BLC) - £25,500.00 – Members discussed the possibility of supporting staff either in gaining or renewing a BLC. Data was shared from the BLC company in terms of current and active cardholders. Members felt that the logistics on how staff could renew their card and claim the money back via expenses needed further consideration. The Panel did not feel able to support this element of the application at this time.

JB confirmed she would reconsider alternative options such as an Amazon gift card for staff and asked the Panel to note it was more about the gesture than the product.

It was requested a further report setting out any tax implications be brought to a future meeting in relation to the BLC or an Amazon gift card.

21/21 Any Other Business - None

22/21 Date of Next Meeting
22 November 2021