

## Bundle Charity Committee 14 January 2025

### Agenda attachments

- 00 Charity Committee Agenda January 2025
- 0 09:30 – OPENING ITEMS
- 1 Chair's Welcome, Apologies and Quorum
- 2 Declarations of Interest  
Board Member Register of Interests–Updated 2024.11.28.xlsx
- 3 Minutes of the last meeting: 8 October 2024  
Item 03 Draft Charity Committee Minutes October Meeting
- 3.1 Ratification of Chair's Actions: Charity Visual Identity and Bids Panel Authorisation  
Item 03.1 Ratification of Charity Committee Chairs Actions from November 2024
- 4 Action Log and Matters Arising  
Item 04 Actions and Decisions Log – Charity Committee (Open)
- 4.1 FOR APPROVAL, ASSURANCE AND DISCUSSION
- 5 09:35 – Charity Accounts and Annual Report 2023/24  
Item 05 Charity Committee Annual Report and Accounts 2023–24 Final 030125  
Item 05a Annex 1 – WAST Charity Annual Report 2023–24 v3 Final  
Item 05b Annex 2 – WAST Charity Accounts & Notes 2023–24  
Item 05c Annex 3 – WAST Charity Independent Examination Memo 2023–24
- 5.1 Independent Examination Report from Audit Wales for 2023/24 (Annex 3)
- 6 10:05 – Charity Strategy Update  
Item 06 SBAR Charity Strategy Update\_14 January 2025\_FINAL  
Item 06a Appendix 1 – Charity Strategy Update\_14 January 2025\_FINAL
- 7 10:25 – Charity Performance Update  
Item 07 SBAR Charity Performance Report\_14 January 2025\_FINAL
- 7.1 10:45 – COMFORT BREAK
- 8 11:00 – Charity Funds Finance Update  
Item 08 SBAR Finance Update Report
- 9 11:10 – Committee Effectiveness Review 2024/25  
Item 09 Effectiveness Review SBAR Charity Committee 14 January 2025  
Item 09a Annex 1 – Committee remits delegated by Board 24–25  
Item 09b Annex 2 – Charity Committee Terms of Reference 2024–25 – Approved by Trust Board 30052024  
Item 09ci Annex 3 Charity Committee Cycle of Business 2024–25  
Item 09cii Annex 3 Charity Committee Cycle of Business 2024–25  
Item 09d Annex 4 – Draft Charity Committee Annual Report 2024–25
- 10 11:40 – Bids Panel Update:  
*5th August 2024*  
*7th October 2024*  
*2 January 2025 – Extra ordinary Bids Panel meeting*  
Item 10 Bids Panel AAA Highlight Report 050824 and 071024 Final
- 11 11:45 – Bursary Panel Update
- 11.1 CONSENT ITEMS
- 12 Cycle of Business Monitoring Report and Committee Priorities  
• *Monitoring the recruitment of the Head of Charity and the charity's strategic objectives and outcomes.*  
• *Ensure a development session is held at an agreed time with respect to duties and responsibilities of Trustees.*  
*Ensure that the work of the Charity and its governance arrangements and those involved in the Charity's leadership and decision-making, are more visible internally and externally.*  
Item 12 Charity Committee Priorities and Cycle Monitoring Report  
Item 12a CoB Monitoring Report  
Item 12b CoB Notes
- 13 Committee Highlight Report: 8 October 2024  
Item 13 – Charity Committee Highlight Report 08 October 2024

- 13.1 11:50 – CLOSING ITEMS
- 14 Reflections and Summary of Decisions/Actions
- 15 Any Other Business
- 16 Date & Time of the Next Meeting: 2 April 2025

Length of Meeting	Agenda Status	14 January 2025 - [OPEN] CHARITY COMMITTEE						Deadline for Papers: 3 January 2025	Last good practice Exec Review: 18.12.24			
Time	Mins allotted	Agendum	Title	Item for	Item requested by	Format of Item	Paper prepared by	Item presented by	Colleagues to cc	Scheduled at ELT	Further approval route (if app.)	Notes
<b>OPENING ITEMS</b>												
09:30	00:05	1	Chair's Welcome, Apologies and Quorum	Information	Standing	n/a	n/a	Ceri Jackson	n/a			
		2	Declarations of Interest	To State Conflicts	Standing	n/a	n/a	Ceri Jackson	n/a			
		3	Minutes of the Last Meeting: 8 October 2024 3.1 Ratification of Chair's Actions: Charity Visual Identity and Bids Panel Authorisation	Approval	Standing	n/a	n/a	Ceri Jackson	Alex Payne			
		4	Action Log & Matters Arising	Discussion	Standing	n/a	n/a	Ceri Jackson	n/a			
<b>FOR APPROVAL, ASSURANCE AND DISCUSSION</b>												
09:35	00:30	5	Charity Accounts and Annual Report 2023/24 5.1 Independent Examination Report from Audit Wales for 2023/24 (Annex 3)	Endorsement Assurance	CoB	Paper	FinCor	Chris Turley	Jill Gill, Jess Price, Bernie Mitchell			
10:05	00:20	6	Charity Strategy Update	Endorsement	Ad hoc	Presentation	Partnerships	Estelle Hitchon	David Hopkins			
10:25	00:20	7	Charity Performance Update	Assurance	CoB	Paper	Partnerships	Estelle Hitchon	Jill Gill, Bernie Mitchell, David Hopkins			
10:45	00:15	Comfort Break										
11:00	00:10	8	Charity Funds Finance Update	Assurance	CoB	Paper	FinCor	Chris Turley	Jill Gill, Bernie Mitchell			
11:10	00:30	9	Committee Annual Effectiveness Review 2024/25	Discussion	CoB	Paper	Gov	Trish Mills	Julie Boalch, Alex Payne			
11:40	00:05	10	Bids Panel Updates - 5th August 2024 7th October 2024 2nd January 2025 - Extra Ordinary Bids Panel meeting	Assurance	CoB	Paper	Gov	Trish Mills Trish Mills David Hopkins	n/a			
11:45	00:05	11	Bursary Panel Update	Assurance	CoB	Verbal	People	Jo Kelso	n/a			
<b>CONSENT ITEMS</b>												
	00:00	12	Committee Priorities and Cycle of Business Monitoring Report	Assurance	CoB	Paper	Gov	Trish Mills	Alex Payne			Monitoring the recruitment of the head of charity and the charity's strategic objectives and outcomes.
	00:00	13	Committee Highlight Report - 8 October 2024	Assurance	CoB	Paper	Gov	Trish Mills	Alex Payne			Ensure a development session is held at an agreed time with report to clarify and responsibilities
<b>CLOSING ITEMS</b>												
		14	Reflections and Summary of Decisions/Actions	Discussion	Standing	n/a	n/a	Ceri Jackson	n/a			
11:50	00:10	15	Any Other Business	Discussion	Standing	n/a	n/a	Ceri Jackson	n/a			
		16	Date & Time of the Next Meeting: 2 April 2025	Information	Standing	n/a	n/a	Ceri Jackson	n/a			
12:00	02:30	<b>CLOSE</b>										

**LEAD PRESENTERS**

Name	Position
Trish Mills	Director of Corporate Governance/Board Secretary
Estelle Hitchon	Director of Partnerships & Engagement
Chris Turley	Executive Director of Finance and Corporate Resources
Ceri Jackson	Committee Chair
David Hopkins	Head of Charity



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

### **MEMBERS:**

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

### **IN ATTENDANCE:**

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

### **APOLOGIES:**

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

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

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

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

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

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

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

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

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

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

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

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

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

**RESOLVED: That**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **59/24 REFLECTIONS**

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

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

None discussed.

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

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



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<b>AGENDA ITEM No</b>	<b>3.1</b>
<b>OPEN or CLOSED</b>	<b>Open</b>
<b>No of ANNEXES ATTACHED</b>	<b>0</b>

**Charity Committee: Ratification of Chair’s Actions**

<b>MEETING</b>	Charity Committee
<b>DATE</b>	14 January 2025
<b>EXECUTIVE</b>	Trish Mills, Director of Corporate Governance/Board Secretary
<b>AUTHOR</b>	Trish Mills, Director of Corporate Governance/Board Secretary Alex Payne, Corporate Governance Manager
<b>CONTACT</b>	<a href="mailto:Trish.mills@wales.nhs.uk">Trish.mills@wales.nhs.uk</a>

**EXECUTIVE SUMMARY**

1. There were two matters of business which required decision by the Committee dealt with via Chair’s Action in November 2024, due to the need to transact the business before the January 2025 meeting. These decisions were both approved by Chair’s Action on the 20 November 2024:

1.1 Recommendation of Charity Visual Identity to Corporate Trustee

The request was for the endorsement of the preferred visual identify for recommendation to the Corporate Trustee for approval (at its meeting on the 29 November). The request was that the Committee endorses the adoption of the ‘HOOPS/CIRCULES CONCEPT 2’ as the charity’s new visual identity.

1.2 Approval of Expenditure for Christmas Dinners 2024 (£18, 700)

The request was for the approval of expenditure, following the recommendation made from Bids Panel, for the costs associated with the Christmas dinners/hampers (bid 1324) to the value of £18, 700. This request was in line with the Committee Terms of Reference (which requires approval over a threshold of £5, 000.

**RECOMMENDATION:**

**2. The Committee is asked to RATIFY these decisions made by Chair’s Action. Both items of business were issued via email on the 15 November 2024 and approved as requested. The confirmation of the decision for each item was confirmed via email on the 20 November 2024.**



KEY ISSUES/IMPLICATIONS
Not applicable.

REPORT APPROVAL ROUTE
Not applicable.

REPORT APPENDICES
Not applicable.

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

**ACTION LOG - CHARITY COMMITTEE  
WELSH AMBULANCE SERVICES NHS TRUST**

Minute Ref	Date	Agenda Item	Action Note	Responsible	Due Date	Progress/Comment	Status
24a/24	4 April 2024	Charity Performance Report	The stage 3 recovery grant was on track to be spent however the issue of liability and indemnity was raised for injuries sustained whilst playing a sport funded by the charity, which would require some legal advice. Trish Mills will progress.	Estelle Hitchon	2 July 2024	<p><b>Update for January 25 meeting -</b> The wording below has been approved by Jonathan Webb in NHS Wales's Legal and Risk team, and was used as part of the Terms and Conditions of the Sports Grant applications.</p> <p>"All individuals participating in the sports teams or physical wellbeing activities, do so voluntarily. Therefore, neither the WAST Charity nor the Welsh Ambulance Services University NHS Trust accept any responsibility or liability for any injury sustained whilst participating in the activities. Teams are actively encouraged to consider the purchase of indemnity insurance in order to provide a safeguard in the event of a personal injury claim from any participating individual." Action Proposed for closure.</p> <p><b>Update at October meeting -</b> A form of words had been developed for use on the application forms to ensure liability remained with the requestor. The action remains open until the note has been drafted and circulated.</p> <p><b>Update for October meeting -</b> a form of words has been developed to be tested with Legal and Risk for inclusion in bid/approval paperwork. A fuller note will be issued shortly.</p> <p><b>Update at August meeting -</b> Estelle confirmed that not all risks of a claim could be eradicated, however it was a small risk to both the Trust and the Charity. Estelle agreed to draft and circulate a full note on this. The Committee asked for the action to remain open until it was formalised.</p> <p><b>Update for August meeting -</b> A verbal update will be provided at the meeting.</p>	Complete
54/24	8 October 2024	Charity Performance Update	Estelle Hitchon and Chris Turley to confirm the milestone dates associated with the Ambulance Grant as there were discrepancies in the paperwork which may lead to audit trail implications.	Estelle Hitchon	14 January 2025	<p><b>Update for January 25 meeting -</b> The milestone dates have been confirmed with NHS Charities Together, and have been amended in the latest Charity Performance Report. Action proposed for closure</p>	Complete

<b>AGENDA ITEM No</b>	<b>5</b>
<b>OPEN or CLOSED</b>	<b>OPEN</b>
<b>No of ANNEXES ATTACHED</b>	<b>3</b>

## Charity Annual Report and Accounts 2023-24

<b>MEETING</b>	Charity Committee
<b>DATE</b>	14 January 2025
<b>EXECUTIVE</b>	Chris Turley, Executive Director of Finance & Corporate Resources
<b>AUTHOR</b>	Jillian Gill, Finance Directorate Bernadette Mitchell, Finance Assistant – Charitable Funds
<b>CONTACT</b>	Chris Turley, 01633 626201, <a href="mailto:Chris.Turley2@wales.nhs.uk">Chris.Turley2@wales.nhs.uk</a>

### EXECUTIVE SUMMARY

1. This paper presents to the Committee the final Annual Report and Accounts for the WAST Charity for the financial year ended 31 March 2024.
2. The Committee is asked to scrutinise, comment and receive assurances on these documents, and recommends that the Trust Board, as the sole Corporate Trustee of the charity, approve these at its meeting on 30th January 2025, ahead of their submission to the Charity Commission by 31<sup>st</sup> January 2025.

#### **RECOMMENDATION:**

##### **That the Committee:**

- **Recommend that the Corporate Trustee approve the 2023/24 Annual Report & Accounts at its meeting on 30th January 2025.**

### KEY ISSUES/IMPLICATIONS

3. Key highlights from the attached documents for the Corporate Trustee to note are as follows: -
  - During the year income exceeded expenditure by c£517k. This now includes full recognition of all applicable grant income in year, in line with Charity SORPs.

- Gains on investments were recorded of c£31k.
  - As a result of the above total fund balances increased by c£548k during the year.
  - Fund balances at 31st March 2024 amounted to c£947k. These balances include restricted funds amounting to c£544k.
4. Audit Wales have undertaken an Independent Examination of these documents and have no significant findings to report.

### REPORT APPROVAL ROUTE

- Executive Leadership Team – 27<sup>th</sup> November 2024
- Charity Committee – 14<sup>th</sup> January 2025 (Final drafts for endorsement)
- Corporate Trustee – 30<sup>th</sup> January 2025 (Final documents for approval)

### REPORT APPENDICES

Annex 1 - Charity Annual Report 2023/24  
 Annex 2 - Charity Annual Accounts 2023/24  
 Annex 3 – Audit Wales Independent Examination Report 2023/24

### 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	YES	Risks (Inc. Reputational)	YES
Health Improvement	NA	Socio Economic Duty	NA
Health and Safety	NA	TU Partner Consultation	NA

## WELSH AMBULANCE SERVICES NHS TRUST

### CHARITY COMMITTEE

### CHARITY ANNUAL REPORT AND ACCOUNTS 2023/24

#### SITUATION

1. The Welsh Ambulance Services NHS Trust Charity Final Annual Report and Accounts for 2023/24, along with the Audit Wales (AW) report following their Independent Examination (IE) of these, are attached at **Appendices 1, 2 and 3**. The Report and Accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP) preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.
2. The Committee is asked to scrutinise, comment, and receive assurances on these documents, and recommends that the Trust Board, as the sole Corporate Trustee of the charity, approve these at its meeting on 30<sup>th</sup> January 2025, for submission to the Charity Commission by no later than 31<sup>st</sup> January 2025.

#### BACKGROUND/ASSESSMENT

3. A Charity Filings 2023/24 Task and Finish Group was established to coordinate the production and delivery of the Annual Report and Annual Return responses for the charity for the 2023/24 reporting period. The development of the Annual Accounts has been managed separately by finance colleagues but was aligned to the Annual Report delivery schedule.
4. The Task and Finish Group completed its work in December 2024 with the draft Annual Return responses having been produced, the draft Annual Accounts being completed and submitted to AW on 25<sup>th</sup> November 2024 and the draft Annual Report completed and submitted to AW on the 4<sup>th</sup> December 2024, to inform their Independent Examination.

5. All charities registered with the Charity Commission are required to submit a charity Annual Return which includes submission of the Annual Report and Accounts. The Annual Return includes details regarding the charity's activities, the majority of which is drawn from the information in the Annual Report and Accounts, respectively.
6. The Annual Return was developed by the Charity Filings Task and Finish Group, and the draft responses have been reviewed by the Executive Leadership Team and have been shared with Ceri Jackson (outgoing Chair of the Charity Committee) and Peter Curran (incoming Chair of the Charity Committee). The Annual Return (and associated filing) must be completed no later than the 31<sup>st</sup> January 2025 via the Charity Commission website.
7. The key points to note within the accounts are as follows:
  - £622k income during the year.
  - £105k expenditure during the year.
  - Net COIF Investment gain of £31k.
  - Resulting net movement in funds of £548k
8. It should be noted that a technical review of income received was undertaken during the preparation of the final draft accounts. As a result of this further scrutiny, grant income amounting to £354k, which had been awarded prior to 31 March 2024 by NHS Charities Together, but remained unutilised as at 31 March 2024 has now been fully recognised as income within the year. This is in accordance with guidance as per the Charities SORP.
9. The Audit Wales (AW) team have carried out an Independent Examination (IE) of the attached Annual Report and Accounts, during December 2024, and no material changes were required. A copy of the AW report following the IE is attached at **Annex 3**. The key element of this being the fact that AW propose that the Auditor General for Wales will certify the 2023/24 Charity Accounts with an unamended and unqualified independent examination opinion.
10. Given the outcome of this IE by Audit Wales, it is now proposed that the Auditor General for Wales will sign this off on 30<sup>th</sup> January 2025, following final Corporate Trustee approval of the accounts, ahead of submission to the Charity Commission by 31<sup>st</sup> January 2025.

**RECOMMENDATION:**

**That the Committee:**

- **Recommend that the Corporate Trustee approve the 2023/24 Annual Report & Accounts at its meeting on 30th January 2025.**

**ANNEXES:**

<b>Annex 1</b>	<b>Annual Report 2023/24</b>
<b>Annex 2</b>	<b>Annual Accounts 2023/24</b>
<b>Annex 3</b>	<b>Audit Wales Independent Examination Report 2023/24</b>



GIG  
CYMRU  
NHS  
WALES

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

Welsh Ambulance Services NHS Trust Charity

# Charity Annual Report and Accounts 2023-24

(Charity Registration Number 1050084)

## THANK YOU

We are delighted to bring you the Welsh Ambulance Services NHS Trust (WAST) Charity Annual Report for 2023-24.

We would like to extend our heartfelt and sincere thanks to everyone in our communities who has supported our charity. Thanks to your generosity, the Welsh Ambulance Service Charity was able to provide invaluable support to our staff and improve the ways in which they provide vital services to our patients.

We would also like to thank our staff and volunteers. The way in which you consistently deliver high standards of patient care is often directly linked to the donations and legacies the Charity receives.

The end of the 2023-24 financial year saw the Charity continue to reflect on its strategic direction and this was taken forward into 2024-25. We have continued to evaluate our current position with a view to investing in resources to increase our impact, optimise future fundraising and grant opportunities, and support the people we serve across Wales.

With the appointment of a new Head of Charity (from October 2024), and a Fundraising and Communications Manager (to be recruited in early 2025), the Charity will develop new fundraising streams over the coming years. This will enable the Charity to continue to grow, and to invest increased income in projects that will benefit patients, staff and volunteers throughout Wales.

DATE & SIGNATURE TO BE ADDED

**Colin Dennis**  
**Chair of the Corporate Trustee**  
**(Welsh Ambulance Services University NHS Trust)**

DATE & SIGNATURE TO BE ADDED

**Ceri Jackson**  
**Vice Chair and Chair of Charity Committee**  
**(Interim Vice-Chair effective 01 December 2023-30 June 2024)**



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# 1. OUR PURPOSE, ACHIEVEMENTS AND PLANS

## 1.1 Our Purpose

The Welsh Ambulance Service Charity is the official charity of the Welsh Ambulance Services University NHS Trust (WAST). The charity has the following charitable object:

*The Trustee shall hold the trust fund upon trust to apply the income and at their discretion so far as may be permissible, the capital, for any charitable purpose or purposes relating to the National Health Service.*

The Trust gained University Trust status as of the 01 April 2024, which is not in this reporting period for the Charity. It is relevant to note the change as the Trust's name has formally changed and this change is reflected in the detail within the 2023-24 report.

## 1.2 How we help

The Charity works closely with the Trust to ensure that it allocates funding to areas where it can make the greatest impact.

We do not replace NHS funding but use the generous donations we receive to support WAST to provide services and activities over and above what the NHS can provide.

In 2023-24 the Charity supported staff practically and emotionally. This is always appreciated, particularly through the challenging Winter period. The wellbeing support we funded supported our people to continue to be able to provide the highest quality of care for our patients during this very difficult period.

The Charity also purchased amenities to provide more welcoming surroundings for crews, which supported their well-being and provided additional training resources to further enhance the quality and standards of care provided by our people.

We are grateful to NHS Charities Together, who in 2023-24 have awarded the Charity two new grants towards its work. These grants have allowed the Charity to provide WAST's volunteers with equipment and training, and to support WAST staff through new health and wellbeing initiatives. The Charity has also been able to support the Trust's new Community Welfare Responders programme, thanks to funding from NHS Charities Together.

### 1.3 Our Plans for 2024-25 and beyond

The Charity appointed a strategic consultant in 2022-2023 to review options for the future direction of the Charity, to better support our people and our patients. The Corporate Trustee has agreed that the most appropriate way forward is to resource the charity to enable it to pursue a future as a strategic enabler, with the ambition for significant growth in fundraising income targeting larger charitable trusts and expanding the support we can provide to our people and our patients.

With the appointment of a new Head of Charity (from October 2024), and a Fundraising and Communications Manager (to be recruited in early 2025), the Charity aims to develop new fundraising streams over the coming years. These will include community fundraising, grants from trusts and foundations, and corporate giving.

The outlook for fundraising in the UK in 2024-25 is still expected to remain challenging and competitive. A key priority for the incoming Head of Charity will be ensuring that the Charity can reach new audiences through marketing and communications, and demonstrate its impact more effectively, through a strong case-for-support.

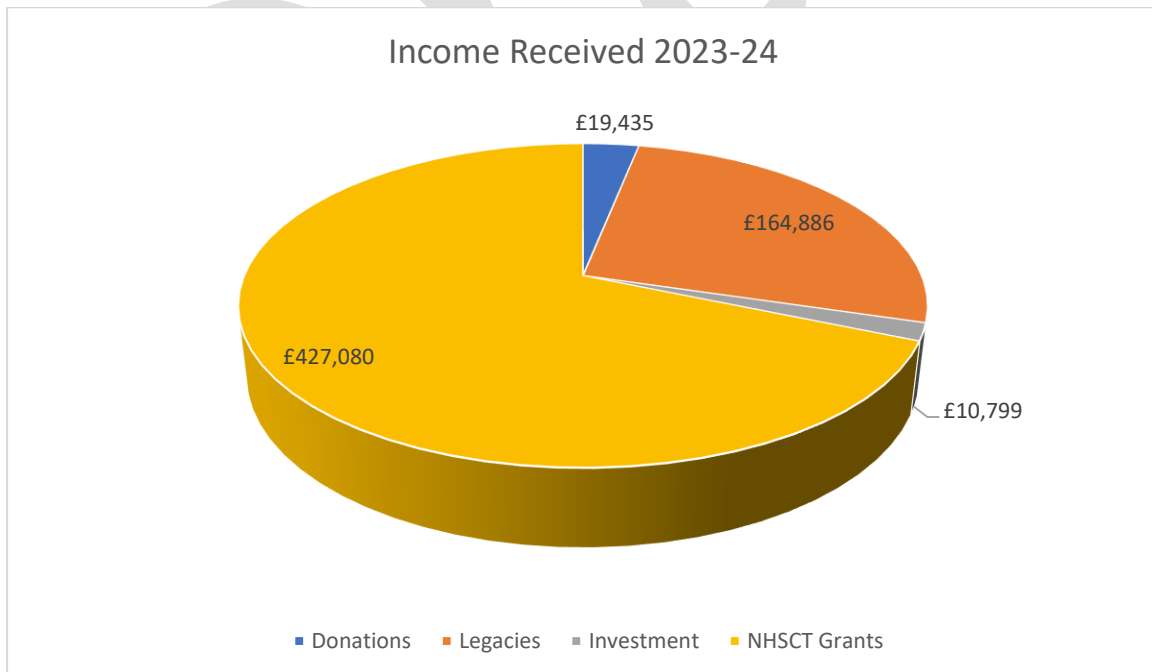
## 2. OUR FINANCES

### 2.1 Income

All income received is held in either unrestricted, designated, or restricted funds, dependent on conditions (if any) of the donation, legacy, or grant.

During 2023-24, 83% of the charity's voluntary income (donations and legacies) was restricted income and 17% unrestricted. The Charity is grateful for all donations received, which enable us to deliver activities that will benefit staff, volunteers and patients. Wherever possible, the Charity will always encourage donors to make unrestricted donations, as this allows the Charity to utilise those funds where they are most needed at the time. Please note that the charity's grant income is restricted for the purposes of that set-out within its grant applications.

The chart below shows our main sources of income in 2023-24 which total £622,200:



### Donations £19,435 (2022/23 £14,882)

3% of the charity's income has come from patients and their families wanting to show appreciation for the care and support they have received from our people. We remain extremely grateful for all the support the public and staff have given us to help realise our aims.

### Legacies £164,886 (2022/23 £5,000)

The charity received five legacies during 2023-24, two of which hold restrictions. One of the restricted legacies was for the sum of £148,886. The Welsh Ambulance Service Charity is grateful for all legacies and thankful to those who think of us when making their will.

### Grants £427,080 (2022/23 £10,566)

The charity's grant income has been received from NHS Charities Together as part of its Development grant, Stage-3 Recovery grant, and its Ambulance grant awards.

### Investment Income £10,799 (2022/23 £4,158)

This investment income comes in the form of dividends and interest from investment and cash balances held by the charity.

## 2.2 Expenditure

During 2023-24 the charity has continued to support a wide range of charitable and health related activities across the WAST. Charitable expenditure is made with consideration given to public benefit and a process of review and evaluation is carried out on funding requests to ensure they align with the charity's objects.

Examples of projects funded by the Charity during this period include:

- Project costs and equipment, such as observation kits, to expand the Trust's Community Welfare Responders' capacity. Part of the Trust's Connected Support Cymru initiative, this project supports better remote clinical decision making through on-scene observations

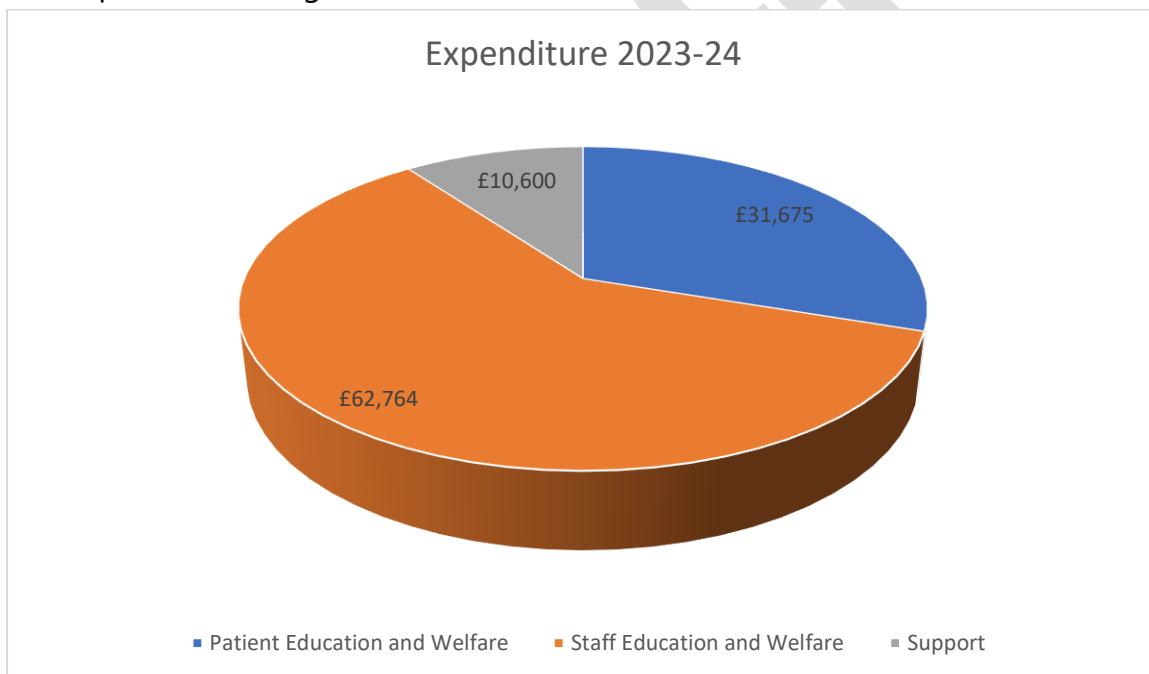


- New training equipment to support our Community First Responder training and inductions
- Training bursaries for 12 staff, enabling them to continue their professional development above and beyond what's possible through NHS funding
- New comfortable rest areas for staff, including a new Zen Room for 111 call handlers and clinicians

### Analysis of expenditure

In 2023-24 expenditure on charitable activities totalled £105,039 (2022/23 £153,023).

The expenditure categories were as follows:



### Management and administration costs

The total management and administration costs for 2023-24 were £10,600. This represents 2.7% of the opening fund balances held as at 1<sup>st</sup> April 2023.

### Investments and performance

The charity holds investment units with CCLA Good Investment. These investments are managed by CCLA. No additional purchases were made during 2023-24. During 2023-24 the market value of the investments increased by £30,715.



## 2.3 Overall Financial Position as at 31 March 2024

The value of the Charity as at 31 March 2024 was £946,886. This is an increase of £547,876 from the previous year. This increase in the value of the Charity is mainly thanks to substantial restricted donations received in this financial year – including major grants from NHS Charities Together, and large restricted legacies which are to be spent on specific purposes. The Charity has established procedures in place for the planned spending of these restricted funds.

## 2.4 Reserves Policy

There were no recurrent commitments in 2023-24, other than the £10,000 management fee (and similarly into 2024-25) against unrestricted charitable fund balances.

The Corporate Trustee considers that donations should be applied within a reasonable period of receipt, as long as there are no approved long-term plans that require accumulation of balances, and that expenditure represents appropriate use of funds.

# 3. OUR GOVERNANCE

## 3.1 Structure, Governance and Management of the Charity

### Corporate Trustee

The charity has a sole Corporate Trustee which is the Welsh Ambulance Services University NHS Trust. Responsibility for the management and use of funds held on trust lies with the Trust as the sole Corporate Trustee.

The Chair and Non-Executive Directors of the Trust Board are appointed by the Cabinet Secretary for Health and Social Care in Wales, with the Executive Directors being appointed in accordance with the Trust's Standing Orders.

New members of the Trust Board are provided with appropriate induction and training. Orientation documentation provided for new members includes the previous year's annual reports and financial statements, and relevant charity information. Membership of the Trust Board from 1 April 2023 to 31 March 2024 is set out in Annex 1.

The charity does not make any payment for remuneration, nor does it reimburse expenses to the above individuals for activities undertaken in their capacity as Corporate Trustee.

Trustees are required to disclose all relevant interests, register them with the Trust and withdraw from decisions where a conflict arises. Any related party transactions are referred to in the accounts.

### Linked Charity

The Charity's registration includes a linked charity, Welsh Ambulance Services NHS Trust General Fund, with registration number 1050084-1.

### Charity Committee

The Charity Committee met six times in 2023-24 and reported to the WAST Board on each occasion. The Corporate Trustee delegates to the Charity Committee to:

- (a) Contribute to the development of the charity's strategy and monitor its implementation.
- (b) Assure the Corporate Trustee 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 Corporate Trustees.
- (d) Raise the profile and reputation of the charity.
- (e) To consider and authorise expenditure with a value of above £50,000 for bids from the Bids or Bursary Panel, subject to a recommendation from the Executive Leadership Team (ELT).

Since the start of the 2024/25 financial year the delegated authority to the Bids and Bursary Panels has been adjusted and the Charity Committee is now required to receive and endorse bids for charitable funds above £5, 000, subject to a recommendation for approval from the Trust’s Executive Leadership Team. Membership of the Charity Committee from 1 April 2023-31 March 2024 was:

Committee Members:

Ceri Jackson	Committee Member (Chair from 05 May 2022)
Kevin Davies	Committee Member
Bethan Evans	Committee Member
Hannah Rowan	Committee Member

Prescribed Attendees for the Committee:

Chris Turley (Treasurer)	Executive Director of Finance and Corporate Resources
Lee Brooks	Executive Director of Operations
Andy Swinburn	Executive Director of Paramedicine
Estelle Hitchon	Director of Partnerships & Engagement
Trish Mills	Director of Corporate Governance/Board Secretary
Liz Rogers	Deputy Director of People and Culture
Julie Boalch	Chair of Bids Panel
Jo Kelso	Chair of Bursary Panel
Damon Turner	Trade Union Partner
Hugh Parry	Trade Union Partner
Marcus Viggers	Trade Union Partner

The Trust Board keeps under review the membership of the Charity Committee as part of its annual effectiveness review.

The Trust does not currently operate a system whereby fund managers are delegated responsibility for administration of certain funds. Instead, the Charity Committee established the Bids Panel and the Bursary Panel for the granting of applications for use of charitable funds. The Panels report respectively into the committee at each meeting. Guidance is in place to aid the Panels in the application of funds.



The object of the charity is such that all expenditure is for the benefit of the National Health Service and as such is for public benefit. The Corporate Trustee is aware of its duties in relation to public benefit.

### Registered address

The registered address of the Charity is Ty Elwy, Ffordd Richard Davies, St Asaph Business Park, St Asaph, Denbighshire, LL17 0LJ

## 3.2 Our advisors

### Bankers

The charity has retained the banking services during the year from Barclays Bank plc, Corporate Banking Centre, 70 Kingsway, Swansea SA1 5JB

### External Auditors

The charity auditors during the year were Audit Wales, 1 Capital Quarter, Tyndall Street, Cardiff, CF10 4BZ.

### Investment Manager

CCLA Good Investment, One Angel Lane, London, EC4R 3AB

## 3.3 Risk Management

In 2023-24 the main risks associated with the charity relate to financial controls risk and investment risk. In 2024-25 the Charity has had an increased focus on the risks it faces, and these will continue to be drawn out and articulated as the strategic direction is set.

### Financial controls risk

The financial controls which operate in relation to the charitable funds are the same as those which apply to the Trust and are determined in the Standing Orders and Standing Financial Instructions. The purpose of these controls are to ensure that the charitable fund is not exposed to any major risks. The controls in place are subject to continuous review and subject to annual external audit review.

Financial reports showing income and expenditure together with analysis of significant financial changes are reported to each Charity Committee meeting. The Corporate Trustee approves the annual accounts and annual report of the Charity every year prior to submission to the Charity Commission.

The external audit of charity accounts is undertaken by Audit Wales. Given the size of the charity this is usually an independent examination, with a full audit undertaken periodically. A full audit was undertaken of the accounts in 2021-22, and in 2022-23 and 2023-24 this reverted to an Independent Examination completed by Audit Wales.

### Investment risk

The risk relates to the uncertainty in the investment markets and volatility in yield. This is mitigated by investing in a portfolio of investments through the professional advice of investment managers. Our investment managers are CCLA and an update on the investment is included in each finance report to the Charity Committee with monthly monitoring of the investment by the Finance Team.

The Charity's investment policy is to hold a minimum of 20% in interest earning bank accounts and a maximum of 50% in fixed income or equity funds. This is in order to obtain the maximum return on investment with the minimum of risk to the funds.

The Charity does not currently have a policy of making grants to bodies other than to the Trust and none were made during the 2023-24 financial year. A report to the Charity Committee (previously the Charitable Funds Committee) in 2023 provided assurance to the Corporate Trustee on the ethical investment.

### 3.4 Annex 1 – Membership of the WAST Trust Board as Corporate Trustee

Voting members included:

- Colin Dennis, Chair of the Trust Board
- Peter Curran, Non-Executive Director from 01 February 2024
- Professor Kevin Davies, Vice-Chair of the Trust Board until 30 November 2023 and Non-Executive Director from 01 December 2023. Kevin Davies left the Trust Board on 30 September 2024.
- Bethan Evans, Non-Executive Director
- Paul Hollard, Non-Executive Director until 31 March 2024
- Ceri Jackson, Non-Executive Director until 30 November 2023 and Interim-Vice Chair from 01 December 2023-30 June 2024. Ceri Jackson became substantive Vice-Chair effective 01 July 2024.
- Hannah Rowan, Non-Executive Director
- Joga Singh, Non-Executive Director (left the Trust Board on the 31 August 2024)
- Martin Turner, Non-Executive Director until 31 January 2024
- Jason Killens, Chief Executive Officer of the Trust
- Chris Turley, Executive Director of Finance & Corporate Resources
- Lee Books, Executive Director of Operations
- Dr Brendan Lloyd, Executive Medical Director until 31 December 2023
- Rachel Marsh, Executive Director of Strategy, Planning & Performance
- Andy Swinburn, Executive Director of Paramedicine (voting member as of 01 January 2024)
- Liam Williams, Executive Director of Quality & Nursing

Non-voting members included:

- Estelle Hitchon, Director of Partnerships and Engagement
- Angela Lewis, Director of People and Culture
- Jonny Sammut, Director of Digital Services from 27 September 2023
- Leanne Smith, Interim Director of Digital Services until 11 October 2023
- Trish Mills, Director of Corporate Governance/Board Secretary
- Hugh Parry, Trade Union Representative (from 30 June)
- Damon Turner, Trade Union Representative



GIG  
CYMRU  
NHS  
WALES

Ymddiriedolaeth GIG  
Gwasanaethau Ambiwylans Cymru  
Welsh Ambulance Services  
NHS Trust

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## 4. ANNUAL ACCOUNTS

Draft

<b>WELSH AMBULANCE SERVICES NHS TRUST CHARITY</b>
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The accounts for Funds Held on Trust.

## **FOREWORD**

The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

## **STATUTORY BACKGROUND**

The NHS Trust is the corporate trustee of the funds held on trust under paragraph 16c of Schedule 2 of the NHS and Community Care Act 1990.

The Trustee has been appointed under s11 of the NHS and Community Care Act 1990.

The Welsh Ambulance Services NHS Trust charitable funds held on trust are registered with the Charity Commission and include funds in respect of Ambulance services throughout Wales.

## **MAIN PURPOSE OF THE FUNDS HELD ON TRUST**

The main purpose of the charitable funds held on trust is to apply income for any charitable purposes relating to the National Health Service wholly or mainly for the services provided by the Welsh Ambulance Services NHS Trust. On the 1st April 2024 the Trust's name was changed to Welsh Ambulance Services University NHS Trust.

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2024

	Note	Unrestricted funds £	Restricted Income funds £	Endowment funds £	Total 2023-24 £	Total 2022-23 £
<b>Incoming resources</b>						
<b>Incoming resources from generated funds</b>						
Donations and legacies	2	30,435	153,886	-	184,321	19,882
Charitable activities	3	-	427,080	-	427,080	10,566
Investment income	4	10,799	-	-	10,799	4,158
<b>Total incoming resources</b>		<b>41,234</b>	<b>580,966</b>	<b>-</b>	<b>622,200</b>	<b>34,606</b>
<b>Expenditure on</b>						
Charitable activities	5	37,879	67,160	-	105,039	153,023
<b>Total resources expended</b>		<b>37,879</b>	<b>67,160</b>	<b>-</b>	<b>105,039</b>	<b>153,023</b>
<b>Gains/(Losses) on investment assets</b>		30,715	-	-	30,715	(13,271)
<b>Net incoming /(outgoing) resources before transfers</b>		<b>34,070</b>	<b>513,806</b>	<b>-</b>	<b>547,876</b>	<b>(131,688)</b>
<b>Transfers between funds</b>		<b>36,652</b>	<b>(36,652)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>70,722</b>	<b>477,154</b>	<b>-</b>	<b>547,876</b>	<b>(131,688)</b>
<b>Fund balances brought forward as at 1 April 2023</b>		<b>332,004</b>	<b>67,006</b>	<b>-</b>	<b>399,010</b>	530,698
<b>Fund balances carried forward as at 31 March 2024</b>		<b>402,726</b>	<b>544,160</b>	<b>-</b>	<b>946,886</b>	399,010

**BALANCE SHEET AS AT 31 MARCH 2024**

		Unrestricted funds	Restricted funds	Endowment funds	Total 2023-24	Total 2022-23
		£	£	£	£	£
	Note					
<b>Fixed assets</b>						
Investments	10/11	280,239	-	-	280,239	249,524
<b>Total fixed assets</b>		<b>280,239</b>	<b>-</b>	<b>-</b>	<b>280,239</b>	<b>249,524</b>
<b>Current assets</b>						
Debtors	12	842	277,357	-	278,199	2,742
Investments	13	101,961	274,531	-	376,492	118,530
Cash at bank and in hand		71,554	-	-	71,554	146,119
<b>Total current assets</b>		<b>174,357</b>	<b>551,888</b>	<b>-</b>	<b>726,245</b>	<b>267,391</b>
<b>Liabilities</b>						
Creditors: Amounts falling due within one year	14	51,870	7,728	-	59,598	117,905
<b>Net current assets</b>		<b>122,487</b>	<b>544,160</b>	<b>-</b>	<b>666,647</b>	<b>149,486</b>
<b>Total assets less current liabilities</b>		<b>402,726</b>	<b>544,160</b>	<b>-</b>	<b>946,886</b>	<b>399,010</b>
<b>Funds of the charity:</b>						
Unrestricted income funds		402,726	-	-	402,726	332,004
Restricted income funds		-	544,160	-	544,160	67,006
Endowment funds		-	-	-	-	-
<b>Total funds</b>	15	<b>402,726</b>	<b>544,160</b>	<b>-</b>	<b>946,886</b>	<b>399,010</b>

Chris Turley .....  
Executive Director of Finance & Corporate Resources

Colin Dennis.....  
Chair of Corporate Trustee

30th January 2025

30th January 2025

**STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2024**

	Note	Total Funds 2023-24 £	Total Funds 2022-23 £
<b>Cash flows from operating activities:</b>			
<b>Net cash provided by (used in) operating activities</b>	<b>16</b>	<b><u>183,397</u></b>	<b><u>(38,904)</u></b>
<b>Cash flows from investing activities:</b>			
Purchase of Investments	9	-	-
Sale of Investments		-	135,000
<b>Net cash provided by (used in) investing activities</b>		<b><u>-</u></b>	<b><u>135,000</u></b>
<b>Change in cash and cash equivalents in the reporting period</b>		<b>183,397</b>	96,096
<b>Cash and cash equivalents at the beginning of the reporting period</b>	<b>17</b>	264,649	168,553
<b>Cash and cash equivalents at the end of the reporting period</b>	<b>17</b>	<b><u>448,046</u></b>	<b><u>264,649</u></b>

## NOTES TO THE ACCOUNTS

### Accounting policies

#### 1.1 Accounting convention

##### Basis of preparation

The financial statements have been prepared under the historic cost convention, with the exception of investments which are included at fair value.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern. There are no material uncertainties affecting the current year's accounts.

In future years, the key risks to the Charity are a fall in income from donations or investment income but the trustees have arrangements in place to mitigate those risks (see the reserves sections of the annual report for more information).

#### 1.2 Funds structure

Where there is a legal restriction on the purpose to which a fund may be put, the fund is classified either as:

- A restricted fund or
- An endowment fund.

Restricted funds are those where the donor has provided for the donation to be spent in furtherance of a specified charitable purpose. The Charity's restricted funds usually result from legacies for specified purposes.

Endowment funds arise when the donor has expressly provided that the gift is to be invested and only the income of the fund may be spent. These funds are sub analysed between those where the Trustees have the discretion to spend the capital (expendable endowment) and those where there is no discretion to expend the capital (permanent endowment).

The charity has no permanent endowment funds, and has eight restricted funds. Of the eight, five have arisen from legacies; one during 2015/16, one during 2017/18, one during 2020/21, and two created in 2023/24. The other three are grants from NHS Charities Together.

Those funds which are neither endowment nor restricted income funds, are unrestricted income funds which are sub analysed between designated (ear-marked) funds where the Trustees have set aside amounts to be used for specific purposes or which reflect the non-binding wishes of donors and unrestricted funds which are at the Trustees' discretion, including the general fund which represents the charity's reserves. The major funds held in each of these categories are disclosed in note 15.

## Accounting policies (continued)

### 1.5 Investment fixed assets

Investment fixed assets are shown at market value. The following points should be taken into account when the valuations are being undertaken:-

- (i) Quoted stocks and shares are included in the balance sheet at bid-market price, ex-div;
- (ii) Other investment fixed assets are included at the trustee's best estimate market value.
- (iii) The date and amounts of the valuations;
- (iv) Where historical cost records are available, the carrying amount that would have been included in the financial statements had the investment assets been carried at historical cost less depreciation;
- (v) Whether the person(s) carrying out the valuation is (are) internal or external to the entity;
- (vi) Where the trustee is not aware of any material change in value and therefore the valuation(s) have not been updated, a statement to that effect; and
- (vii) Where the valuation has not been updated, or is not a full valuation, the date of the last full valuation.

## Accounting policies (continued)

### 1.3 Incoming resources

- a) All incoming resources are recognised once the charity has entitlement to the resources, it is probable (more likely than not) that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability.

Where there are terms or conditions attached to incoming resources, particularly grants, then these terms or conditions must be met before the income is recognised as the entitlement condition will not be satisfied until that point. Where terms or conditions have not been met or uncertainty exists as to whether they can be met then the relevant income is not recognised in the year but deferred and shown on the balance sheet as deferred income.

### b) Legacies

Legacies are accounted for as incoming resources either upon receipt or where the receipt of the legacy is probable.

Receipt is probable when:

- Confirmation has been received from the representatives of the estate(s) that probate has been granted
- The executors have established that there are sufficient assets in the estate to pay the legacy and
- All conditions attached to the legacy have been fulfilled or are within the charity's control.

If there is uncertainty as to the amount of the legacy and it cannot be reliably estimated then the legacy is shown as a contingent asset until all of the conditions for income recognition are met.

### c) Intangible income

Intangible income (e.g. the provision of free accommodation) is included in the accounts with an equivalent amount in outgoing resources, if there is a financial cost borne by another party. The value placed on such income is the financial cost of the third party providing the resources.

### 1.4 Resources expended

Expenditure is recognised when and to the extent that a liability is incurred. In accounts prepared on the accruals basis, liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure as described in Financial Reporting Standard 5 and 12. A liability will arise when a charity is under an obligation to make a transfer of value to a third party as a result of past transactions or events

### b) Support Costs

In undertaking any activity there may be support costs incurred that, whilst necessary to deliver an activity, do not themselves produce or constitute the output of the charitable activity. Similarly, costs will be incurred in supporting income generation activities such as fundraising, and supporting governance of the charity.

Support costs do not, in themselves, constitute an activity, instead they enable output-creating activities to be undertaken.

### c) Governance costs

Governance costs comprise all costs incurred in the governance of the charity. These costs include costs related to statutory account preparation and audit together with strategic management costs. Governance costs are apportioned as described in note 6 to the accounts.

## 2. Donations and legacies

	Unrestricted funds	Restricted Income funds	Endowment funds	Total 2023-24	Total 2022-23
	£	£	£	£	£
Donations	19,435	-	-	<b>19,435</b>	14,882
Legacies	11,000	153,886	-	<b>164,886</b>	5,000
	<b>30,435</b>	<b>153,886</b>	<b>-</b>	<b>184,321</b>	<b>19,882</b>

There was a material restricted legacy of £149k received in 2023/24 (none 2022/23).

## 3. Income from charitable activities

	Unrestricted funds	Restricted Income funds	Endowment funds	Total 2023-24	Total 2022-23
	£	£	£	£	£
<b>Activity</b>					
Grants & Contracts Patient Education and Welfare	-	333,889	-	<b>333,889</b>	5,283
Grants & Contracts Staff Education and Welfare	-	93,191	-	<b>93,191</b>	5,283
	<b>-</b>	<b>427,080</b>	<b>-</b>	<b>427,080</b>	<b>10,566</b>

All grants received in the above are from NHS Charities Together

## 4. Investment income

	Unrestricted funds	Restricted Income funds	Endowment funds	Total 2023-24	Total 2022-23
	£	£	£	£	£
Investments in a common deposit/investment fund	10,799	-	-	<b>10,799</b>	4,158
	<b>10,799</b>	<b>-</b>	<b>-</b>	<b>10,799</b>	<b>4,158</b>

## 5. Details of resources expended - charitable activities

	Activities undertaken directly	Support costs	Total 2023-24	Total 2022-23
	£	£	£	£
Patient Education and Welfare	31,675	3,555	<b>35,230</b>	15,865
Staff Education and Welfare	62,764	7,045	<b>69,809</b>	137,158
<b>Total</b>	<b>94,439</b>	<b>10,600</b>	<b>105,039</b>	153,023

## 6. Allocation of support costs

Support and overhead costs are allocated over charitable activities. Governance costs are those support costs which relate to the strategic and day to day management of the charity.

	Charitable activities	Total 2023-24	Total 2022-23
	£	£	£
External auditor's costs	2,000	2,000	6,000
Internal audit	1,330	1,330	1,329
Producing statutory accounts	1,700	1,700	1,636
Strategic management cost	5,570	5,570	22,765
<b>Governance</b>	<b>10,600</b>	<b>10,600</b>	<b>31,730</b>

Of the above a recharge of £10,000 (2022/23 £10,000) was made during the year from the Welsh Ambulance Services NHS Trust to the Charity.

Support costs are significantly less this year compared to 2022-23 as 2022-23 saw the charity incur consultancy and additional audit fees.

	Unrestricted funds	Restricted funds	Total 2023-24	Total 2022-23	Basis of apportionment
	£	£	£	£	
Charitable activities	3,823	6,777	10,600	31,730	Expenditure
	<b>3,823</b>	<b>6,777</b>	<b>10,600</b>	<b>31,730</b>	

## 7. Auditor's remuneration

The auditor's remuneration for 2023-24 is £2,000 (2022-23 £6,000). This decrease is due to an additional under-accrual of £4,000 being entered in the 2022-23 accounts, relating to the 2021-22 accounts.

## 8. Staff Costs

	Total 2023-24 £	Total 2022-23 £
Wages and salaries	21,219	-
Social security costs	1,882	-
Pension costs	3,051	-
	<u>26,152</u>	<u>-</u>

The number of employees during the year was as follows:  
These staff members were only in post from December 2023, following award of NHSCCT grants.

	2023-24	2022-23
Support Staff	5	0
Governance	<u>0</u>	<u>0</u>
	<u>5</u>	<u>0</u>

Employees who undertake work for charitable activities are directly employed by The Welsh Ambulance Services NHS Trust. Their costs are then recharged to the charity.

## 9. Transfer between funds

The transfers of £36,652 from restricted funds to unrestricted represent the contribution from grants towards core overheads incurred by the charity for the delivery of the 2-year grant funded projects.

**10. Analysis of fixed asset investments**

	Total 2023-24 £	Total 2022-23 £
<b>Market value at 1 April 2023</b>	<b>249,524</b>	397,795
Less: Disposal at carrying value	-	(135,000)
Add: Acquisitions at cost	-	-
Net gain / (loss) on revaluation	<b>30,715</b>	<b>(13,271)</b>
<b>Market value at 31 March 2024</b>	<b>280,239</b>	249,524

**11. Analysis of market value**

	Total 2023-24 £	Total 2022-23 £
Investments in a common deposit/investment fund	<b>280,239</b>	249,524
<b>Total market value of fixed asset investments</b>	<b>280,239</b>	249,524

The investment fund above is invested in the COIF Charities Investment Fund and the investment valuation has been performed by CCLA Good Investment.

**12. Analysis of debtors**

	Total 2023-24 £	Total 2022-23 £
<b>Amounts falling due within one year:</b>		
Trade debtors	-	-
Prepayments	750	1,875
Accrued income	190,935	867
Other debtors	-	-
Sub-total	<u>191,685</u>	<u>2,742</u>
<b>Amounts due over one year:</b>		
Trade debtors	-	-
Prepayments	-	-
Accrued income	86,514	-
Other debtors	-	-
Sub-total	<u>86,514</u>	<u>-</u>
<b>Total debtors</b>	<u><b>278,199</b></u>	<u><b>2,742</b></u>

**13. Current asset investments**

The current asset investments of £376,492 (2022-23 - £118,530) are sums held on deposit to facilitate cash flow.

No current asset investments were held in non cash investments or outside the UK during the year.

**14. Analysis of creditors**

	Total 2023-24 £	Total 2022-23 £
<b>Amounts falling due within one year:</b>		
Trade creditors	750	45,266
Other creditors	58,848	72,639
Sub-total	<u>59,598</u>	<u>117,905</u>
<b>Amounts due over one year:</b>		
Loans and overdrafts	-	-
Trade creditors	-	-
Other creditors	-	-
Accruals	-	-
Deferred income	-	-
Sub-total	<u>-</u>	<u>-</u>
<b>Total creditors</b>	<u><b>59,598</b></u>	<u><b>117,905</b></u>

### 15. Analysis of funds - unrestricted, unrestricted designated and restricted funds

	Balance at 1 April 2023	New designation /receipts	Utilised/ released	Gross transfer between funds	Gains and losses	Balance at 31 March 2024
	£	£	£	£	£	£
<b>Unrestricted Funds</b>						
General Funds	176,873	33,888	(28,266)	(46,000)	-	136,495
Designated Funds & Reserves	155,131	7,346	(9,613)	82,652	30,715	266,231
	<b>332,004</b>	<b>41,234</b>	<b>(37,879)</b>	<b>36,652</b>	<b>30,715</b>	<b>402,726</b>
<b>Restricted Funds</b>						
NHSCT Development	-	23,790	(531)	-	-	23,259
NHSCT Stage 3 Grant	-	88,000	(36,323)	(7,994)	-	43,683
NHSCT Ambulance Grant	-	315,290	(30,306)	(28,658)	-	256,326
Heart Attack Victims	13,336	-	-	-	-	13,336
Holyhead Patient Benefit	-	5,000	-	-	-	5,000
Colwyn Bay Station	-	148,886	-	-	-	148,886
EMS Ambulance	137	-	-	-	-	137
Ambulance Equipment Fund	53,533	-	-	-	-	53,533
	<b>67,006</b>	<b>580,966</b>	<b>(67,160)</b>	<b>(36,652)</b>	<b>-</b>	<b>544,160</b>
<b>Total Funds</b>	<b>399,010</b>	<b>622,200</b>	<b>(105,039)</b>	<b>-</b>	<b>30,715</b>	<b>946,886</b>

### 16. Reconciliation of net income / expenditure to net cash flow from operating activities

	Total 2023-24 £	Total 2022-23 £
<b>Net income / (expenditure) (per Statement of Financial Activities)</b>	<b>547,876</b>	<b>(131,688)</b>
<b>Adjustment for:</b>		
(Gains) / losses on investments	(30,715)	13,271
(Increase) / decrease in debtors	(275,457)	-
Increase / (decrease) in creditors	(58,307)	-
<b>Net cash provided by (used in) operating activities</b>	<b>183,397</b>	<b>(118,418)</b>

### 17. Analysis of cash and cash equivalents

	Total 2023-24 £	Total 2022-23 £
Cash at bank and in hand	71,554	146,119
Notice deposits (less than 3 months)	376,492	118,530
	<b>448,046</b>	<b>264,649</b>

## 18. Pooling scheme

An official pooling scheme is operated for investments relating to the following schemes:

COIF Charities Deposit Fund

The scheme was registered with the Charity Commission on 28th March 2000.

## 19. Related party transactions

During the year neither the trustee or members of the key management staff or parties related to them has undertaken any material transactions with the Welsh Ambulance Services NHS Trust Funds Held on Trust.

Board Members (and other senior staff) take decisions both on Charity and Exchequer matters but endeavour to keep the interests of each discrete and do not seek to benefit personally from such decisions. Declarations of personal interest have been made in both capacities and are available to be inspected by the public.

A recharge of governance costs of £10,000 (2022/23 £10,000) was made during the year from the Welsh Ambulance Services NHS Trust to the charity.

The Summary Financial statements of the Welsh Ambulance Services NHS Trust are included in the annual report and accounts.

## 20. Post balance sheet events

The accounting statements are required to reflect conditions applying at the end of the financial year. No adjustments have therefore been made in respect of changes to the market value of investments following the end of the accounting period.

The Charity receives a quarterly portfolio report from its investment managers and the investments held by the Charity have increased by £1,603 to the end of September 2024, as detailed below:

	31 March 2024 £	Purchase / (Sale) of Units £	30 September 2024 £	Movement 0	Movement %
Investments	<u>280,239</u>	<u>0</u>	<u>281,842</u>	<u>1,603</u>	<u>0.57%</u>

In addition to receiving the half-yearly portfolio report, the Charity also reviews the market value of the investments on a weekly basis to ensure the impact of any market movements are kept to a minimum.

## 21. Trustees' remuneration, benefits and expenses

The charity does not make any payments for remuneration nor to reimburse expenses to the charity trustees for their work undertaken as trustee.

## STATEMENT OF TRUSTEE'S RESPONSIBILITIES

The trustee is responsible for preparing the Trustee's Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements ;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustee is responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

### By order of the trustee

Signed:

**Colin Dennis .....**  
**Chair of Corporate Trustee**

**30th January 2025**

**Chris Turley .....**  
**Executive Director of Finance and Corporate Resources**

**30th January 2025**

## **Report of the independent examiner to the trustee of the Welsh Ambulance Services NHS Trust Charity**

I report on the accounts of Welsh Ambulance Services NHS Trust Charity for the year ended 31 March 2024 which are set out on pages 1 to 14.

### **Responsibilities and basis of report**

As the charity's trustee, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the Act). You are satisfied that the accounts are not required to be audited by charity law and have chosen instead to have an independent examination.

I report in respect of my examination of your charity's accounts as carried out under section 150(3) of the Act. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the accounts. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently, I express no opinion as to whether the accounts present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

### **Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- accounting records were not kept as required by section 130 of the Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the applicable requirements concerning the form and content set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Adrian Crompton  
Auditor General for Wales  
30 January 2025

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Welsh Ambulance Services NHS Trust  
Ty Elwy (Unit 7)  
Ffordd Richard Davies  
St. Asaph Business Park  
St. Asaph  
LL17 0LJ

**Reference:** WAST/FHOT/2023-24

**Date issued:** December 2024

## Welsh Ambulance Service NHS Trust Charity (the Charity) – Independent Examination of 2023-24 Accounts

### Requirement for audit or independent examination of accounts

Charity Commission guidance states that for charities with gross income over £250,000 but with an aggregate value of assets not exceeding £3.26m, trustees can opt for an independent examination of their accounts rather than a full audit if governing documents do not specifically require otherwise. With gross income for the year of £622,200 but an aggregate value of assets of £1.01m and with no other requirements for an audit set out in the Charity's governing documents, the trustees requested an independent examination of the Charity's 2023-24 accounts.

Section 150 of the Charities Act 2011 confirms that Welsh NHS Charity accounts must be audited or independently examined by the Auditor General for Wales. Consequently, we have carried out an independent examination of the Charity's 2023-24 accounts and summarise the principal findings of our work below.

An independent examination only seeks to confirm that we are not aware of:

- accounting records not being kept as required;
- the accounts not according with those records;
- the accounts not being in the appropriate form and content;

- the accounts not being prepared in line with the Charities Statement of Recommended Practice (the Charity SORP).

### **Outcome of independent examination**

We have completed our independent examination of the Charity's 2023-24 accounts, following Directions issued for this purpose by the Charity Commission.

We have not identified any issues during this examination. Our work identified no required amendments to the draft accounts previously presented to the Charitable Funds Committee in November 2024

### **Certification of the Charity's 2023-24 accounts**

With the above work now complete, we propose that the Auditor General for Wales will certify the 2023-24 Charity accounts on 30 January 2025 with an unamended and unqualified independent examination opinion. He will therefore confirm that there is no cause to believe that:

- accounting records were not kept as required by section 130 of the Charities Act;
- the accounts do not accord with those records;
- the accounts do not comply with the applicable requirements concerning the form and content set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination;
- the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities.

### **Conclusion**

We would like to thank all staff within the Welsh Ambulance Services NHS Trust who assisted with our independent examination of the Charity this year.

Yours faithfully,

**Gareth Lucey**

**Engagement Lead**

<b>AGENDA ITEM No</b>	<b>6</b>
<b>OPEN or CLOSED</b>	<b>OPEN</b>
<b>No of ANNEXES ATTACHED</b>	<b>1</b>

## Charity Strategy Update

<b>MEETING</b>	Charity Committee
<b>DATE</b>	14 January 2025
<b>EXECUTIVE</b>	Estelle Hitchon, Director of Partnerships & Engagement
<b>AUTHOR</b>	David Hopkins, Head of Charity
<b>CONTACT</b>	David.Hopkins4@wales.nhs.uk

<b>EXECUTIVE SUMMARY</b>
<p>1. The purpose of this report is to present Charity Committee with:</p> <ul style="list-style-type: none"> <li>a. An update on the Charity's progress since the Head of Charity took up post in October 2024</li> <li>b. A workplan for the Charity Team over the next 15 months</li> <li>c. A proposed Theory of Change outlining the Charity's potential future purpose, for initial discussion</li> </ul>

<b>KEY ISSUES/IMPLICATIONS</b>
<p>2. It is recommended that the Committee <b>notes</b> the contents of the report and appendices, and <b>endorses</b> the proposed Charity workplan for 2025/26.</p> <p>3. It is recommended that the Committee <b>endorses</b> the key milestones and approvals (Appendix 1, slide 14) and that they are added as ad hoc items to the Committee's cycle of business for 2025/26.</p>

<b>REPORT APPROVAL ROUTE</b>
Charity Committee – 14 January 2025

## REPORT APPENDICES

Annex 1 – Slide deck, to be presented to Charity Committee on 14 January

## REPORT CHECKLIST

<b>Confirm that the issues below have been considered and addressed</b>		<b>Confirm that the issues below have been considered and addressed</b>	
EQIA (Inc. Welsh language)		Financial Implications	X
Environmental/Sustainability		Legal Implications	X
Estate		Patient Safety/Safeguarding	
Ethical Matters	X	Risks (Inc. Reputational)	X
Health Improvement		Socio Economic Duty	
Health and Safety		TU Partner Consultation	X

**WELSH AMBULANCE SERVICES UNIVERSITY NHS TRUST**  
**CHARITY COMMITTEE**  
**STRATEGY UPDATE**

4. This paper, combined with the presentation in Appendix 1, is intended to present the Charity Committee with:
- An update on the Charity's progress since the Head of Charity started in October 2024
  - A workplan for the Charity Team over the next 15 months
  - A proposed Theory of Change outlining the Charity's potential future purpose and strategy, for initial discussion

**PROGRESS TO DATE AND FUTURE WORKPLAN**

5. Appendix 1, Slide 2, notes some of the key achievements of the Charity since the new Head of Charity started in post.
6. One of the Head of Charity's first tasks has been to assess the existing position of the Charity, including by talking to staff across the organisation. This has included formal and informal discussions with staff from all directorates, including front-line operational colleagues attending the CEO Roadshows in October.
7. It is clear that there is great potential for the Charity to provide substantial benefit for staff, volunteers and patients, but this will only be possible if it can increase its fundraising income, and then invest this increased income into strategic initiatives that align with the Trust's priorities.
8. Based on this feedback, five key Charity priorities have been identified for action during 2025/26:
- Defining and articulating the Charity's purpose
  - Demonstrating its impact more effectively
  - Improving staff engagement with the Charity
  - Making it easier for members of the public to donate
  - Reviewing the Charity's governance
9. Appendix 1, Slides 6-8 includes a summary of the Charity's future workplan for 2025/26, based on these five key priorities.
10. Appendix 1, Slide 14 includes a summary of some of the key milestones, and key items requiring approval from the Charity Committee during 2025/26. It is proposed that these approval milestones be included within the Charity's 2025/26 cycle of business as ad hoc agenda items.

## **PROPOSED THEORY OF CHANGE**

11. To aid the Charity's strategic development, a proposed Theory of Change has been drafted (Appendix 1, slides 9-12). This sets out how the Charity's potential interventions could support the Trust to deliver better outcomes for patients, therefore contributing towards the Trust's strategic ambition.
12. The proposed interventions have been developed through conversations with staff in relevant directorates, and through benchmarking work in other NHS ambulance service charities. It is designed to complement the Trust's long-term strategy to 2030, and the IMTP. However, it is important to note that the Charity's role is to provide additionality, rather than underwrite Trust activity that should be funded as core or via support from commissioners.
13. The Theory of Change outlines potential interventions that could be explored within the next 5-10 years. Whilst some interventions could start quickly, others would need more detailed planning with the Trust's relevant directorates. The plan is designed to be flexible as funding sources are identified.
14. For patient-facing projects, it is anticipated that the Charity's role would be to support project development, fundraising, monitoring, evaluation and reporting, whilst working closely with Trust colleagues responsible for delivery. For this reason, a project wouldn't commence without appropriate funding, approval from the appropriate Trust directorate, and a clear project management structure.
15. For capital projects, the Trust would need to identify revenue funding for maintenance, staffing and running costs, as this is unlikely to be supported in perpetuity from charitable funds.
16. By developing a Theory of Change at this stage, the Charity will be in a better position to fundraise through a strong case for support, particularly from Trusts and Foundations. It will also enable the Charity to focus only on those interventions which can demonstrate impact upon staff, volunteers and patients.
17. The Theory of Change presented is a first draft for initial discussion, and it is proposed that following feedback from the Committee, a final version be tabled for approval at the next meeting.

## **THEORY OF CHANGE – MEETING THE PUBLIC BENEFIT TEST**

18. The Charity Commission places a duty on charities to ensure that their purpose is designed to "benefit the public in general, or a sufficient section of the public" [[Charity Commission](#)]. This is known as the public benefit test.

19. The Healthcare Financial Management Association (HFMA) has published specific guidance on how NHS charities can ensure they meet the public benefit test, particularly when relating to how NHS charities provide benefits for their staff. The guidance states that: *“Even when there is a specific staff welfare fund, expenditure will only meet the public benefit test if the staff benefit translates demonstrably to the relief of sickness of NHS patients.”* [[HFMA, Spending NHS charitable funds, April 2020](#)]
20. A key principle of the proposed Theory of Change is that, in order to meet the Charity Commission’s public benefit test, all interventions and outputs relating to staff and volunteers are linked to a patient-facing outcome.
21. This new strategy allows additional funds to be raised from new sources of income. It also ensures that unrestricted funds intended for staff benefit are spent in the most impactful and strategic way possible, with staff engagement and feedback key to funding decisions about staff wellbeing projects.
22. The intention of this strategy is that donations from the public, to thank staff for their work, continue to be spent on staff welfare. Projects for patient or community benefit would largely be supported through restricted funds or specific restricted public appeals.
23. It is proposed that the Head of Charity consults with the Chairs of the Bids Panel and Bursary Panel, as well as trade union partners and Executive Leadership Team, to review the guidance given to applicants and to panel members, providing assurance that both existing funding panels continue to meet the public benefit test. New guidance documents would be brought to the Charity Committee for approval, provisionally in Q2 2025/26.

## **PROPOSED FUNDRAISING TARGETS AND BUDGET**

24. Further work is needed to establish appropriate expenditure plans and fundraising targets, for which the Charity Team will be accountable. The Head of Charity will continue to work with Finance colleagues during this quarter to draft appropriate plans, which will come to the Charity Committee for approval in Q1 2025/26.

## **RECOMMENDATIONS**

25. It is recommended that the Committee **notes** the contents of the report and appendices, and **endorses** the proposed Charity workplan for 2025/26.
26. It is recommended that the Committee **endorses** the key milestones and approvals (Appendix 1, slide 13) and that they are added as ad hoc items to the Committee’s cycle of business for 2025/26.

Welsh Ambulance Services University NHS Trust

# Charity Strategy Update



GIG  
CYMRU  
NHS  
WALES

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

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14 January 2025

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David Hopkins  
[amb\\_charity@wales.nhs.uk](mailto:amb_charity@wales.nhs.uk)

# Key achievements in first 100 days



Approval of **new visual identity** by Corporate Trustee



First meetings of **Volunteer Fundraising TFG**



**NHS Charities Together** – interim reporting and release of grant instalments



**31 WAST staff** expressed an interest in running in aid of the Charity



New **charity website page**, and staff engagement via Siren and Viva Engage



**Awarding £11,978** of new funding through Sports Funds



Engaging with staff at all 7 **CEO Roadshows** in October



Planning **future grant applications** to NHS Charities Together



Distribution of **donations from Starbucks** / NHS Charities Together



Establishing links with other **NHS Wales charities** / **Ambulance charity network**

# Issues highlighted in first 100 days

## Staff knowledge and experience of Charity

- Limited staff awareness of Charity
- Significant confusion between WAST Charity and TASC / Wales Air Ambulance
- Some staff unaware projects were funded by Charity (eg 111 Zen rooms, Christmas lunches)
- Some staff feedback that Bids Panel process was confusing, and took a long time to receive a decision

## Fragmented approach to project management

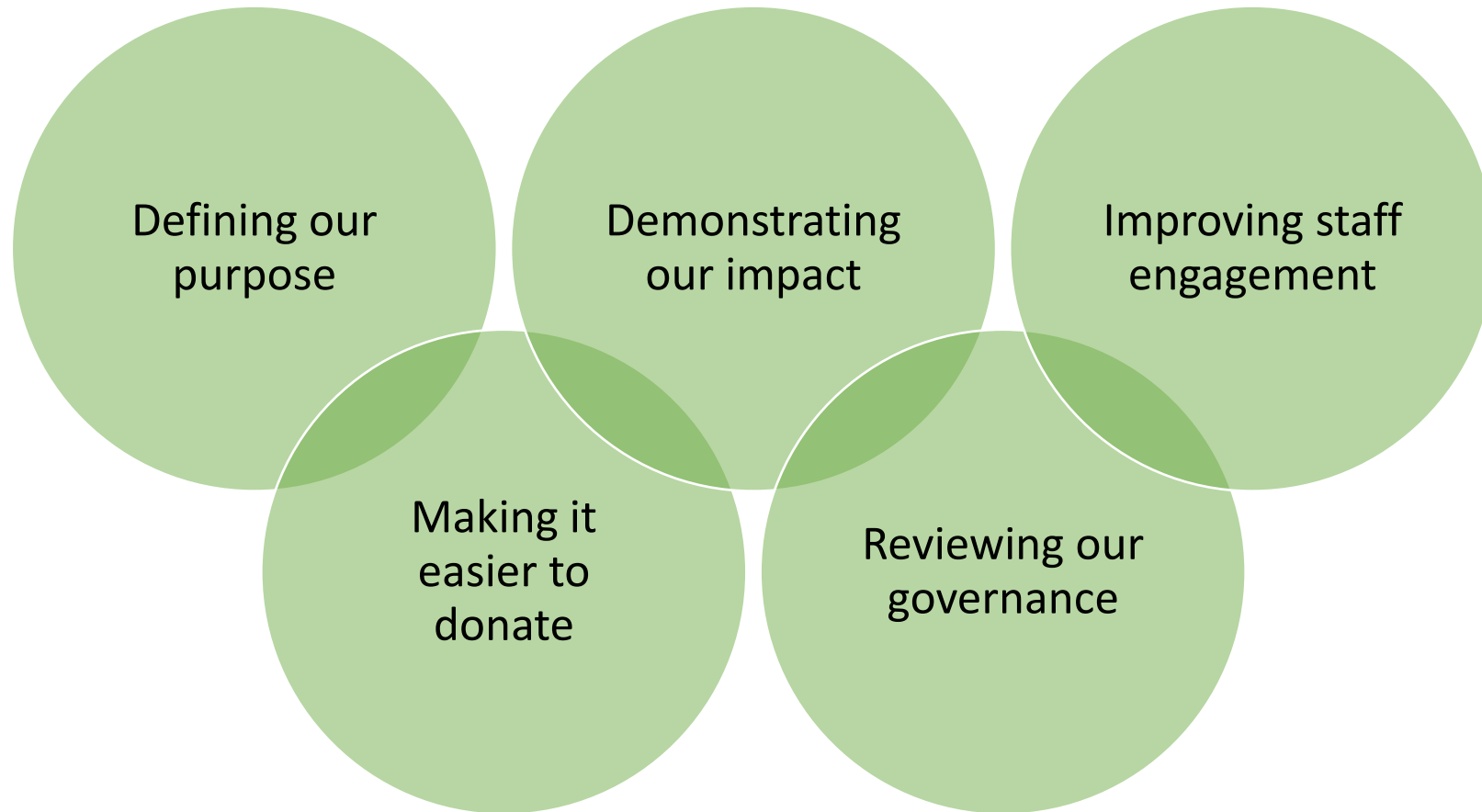
- Unclear case for support for future funders
- Fragmented project reporting practices, particularly to funders (NHS Charities Together)
- Few systems in place to measure impact of funding, and to collect positive case studies
- Some potential duplication of activity with other Trust committees (eg Operations Wellbeing Cell, P+C Health and Wellbeing Steering Group)

# Issues highlighted in first 100 days

## **Management of restricted / unrestricted funds**

- Some restricted funds remaining unspent for significant periods
- Lack of clear guidance for volunteer fundraising
- Some staff feedback that governance process for receiving donations from the public is unclear
- Overreliance on NHSCT a potential future risk, as grant funding supported through Covid emergency donations

# Proposed Charity Priorities for 2025-2026



# Charity Priorities

## Summary of 2025-2026 workplan

### Defining our purpose

- Developing approved Theory of Change that outlines purpose
- Fundraising targets and expenditure budgets approved annually
- Ensuring Charity purpose reflects and enhances Trust's long-term strategy and IMTP

### Demonstrating our impact

- Developing suite of case studies for internal and external communications
- Regular comms on success stories - photo calls with fundraisers / beneficiaries
- Better grant reporting, monitoring and evaluation processes

# Charity Priorities

## Summary of 2025-2026 workplan

### Making it easier to donate

- Recruitment of Fundraising and Communications Officer
- Charity-funded places in Cardiff Half Marathon, London Marathon, events across Wales
- Improved online giving functionality, and establishing a donor CRM system
- Information about legacy giving on website

### Improving staff engagement

- Establishing network of Champions throughout organisation, regular email comms
- Ensuring staff welfare projects funded by the Charity are appropriately credited
- Improved guidance for Bids Panel / Bursary Panel applications

# Charity Priorities

## Summary of 2025-2026 workplan

### Reviewing our governance

- Volunteer Fundraising Task and Finish Group
- New Charitable Funds policy, developed using best practice in other NHS charities
- Reviewing Bids Panel and Bursary Panel processes with Chairs / Charity Committee
- Consultation on scheme of delegation / Fund Managers delegated authority for restricted funds, with supervision from Head of Charity
- Charity risk register
- Review of existing funds, proposals to spend-down and consolidate stagnant funds

# Defining our Purpose



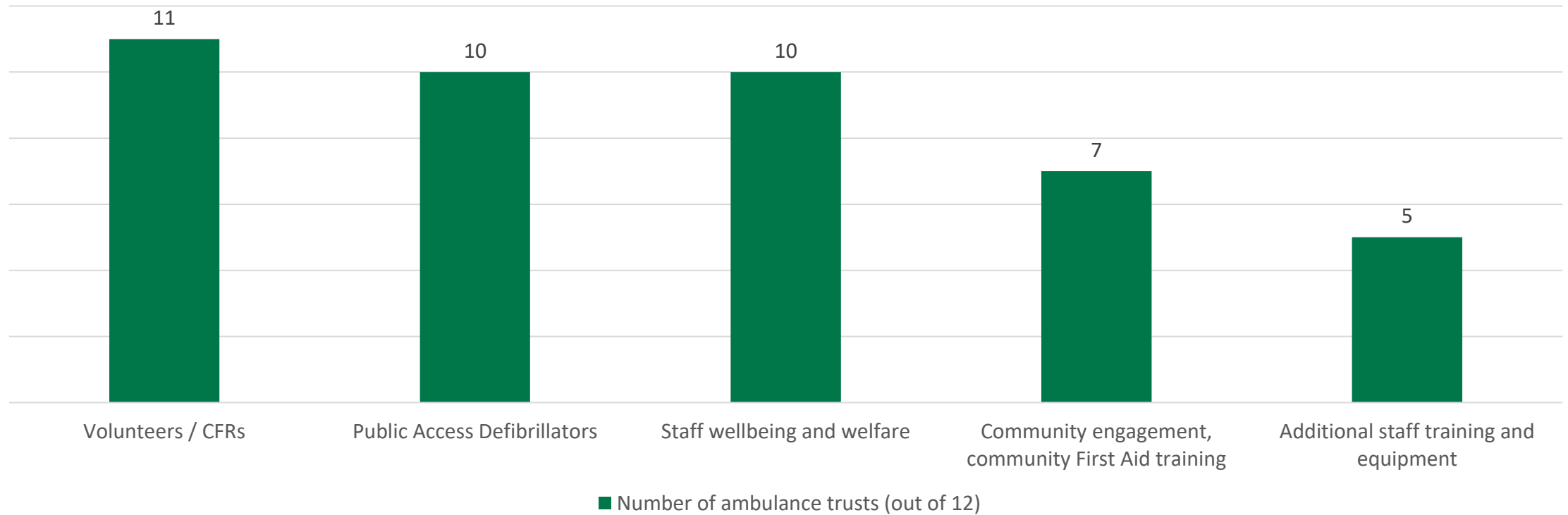
**“Even when there is a specific staff welfare fund, expenditure will only meet the public benefit test if the staff benefit translates demonstrably to the relief of sickness of NHS patients.”**

[HFMA, Spending NHS charitable funds, April 2020]

- Legally, all charitable expenditure must meet the **public benefit test** [Charity Commission]
- Review of existing guidance recommended, to provide assurance that all staff welfare expenditure meets public benefit test
- By diversifying income streams, the Charity could contribute towards Trust’s strategic goals for patient care, **in addition to** strategic staff welfare projects
- Approach consistent with recommendations of the **Tarnside Review**

# Defining our Purpose

## How do other NHS ambulance charities support patients and staff?



# Developing a Theory of Change



## Next steps

- Theory of Change intended as first draft for discussion
- Further consultation in coming months
- Final version tabled for approval in Q1 2025/26

- Designed to support the Trust's ambitions **over the next 5-10 years** – linked to the Trust's IMTP and Long-Term Strategy to 2030
- Projects only progress once funding is confirmed (likely to be restricted Trusts and Foundations for patient-centred projects)
- Individual projects developed, approved and delivered in conjunction with appropriate Trust Directorates
- For capital projects, recurring funding agreed with the Trust from the outset

**Trust's Strategic Ambition**

**Providing the right care or advice, in the right place, every time**

**Charity's Vision**

Better health outcomes for patients across Wales, thanks to strategic investment of charitable funds

**Outcomes**

**Patients benefit through more resilient local communities, able to support each other during medical emergencies**

**Patients benefit through a healthier, happier and more experienced workforce at WAST**

**Patients benefit by receiving tailored care personalised to their needs**

**Outputs**

Communities have improved knowledge of life-saving skills, and improved confidence to assist others in an emergency

Patients get faster response to emergencies through well-resourced and well-trained volunteer networks

Patients are closer to a life-saving public access defibrillator, equitably distributed throughout Wales

Staff benefit through improved health, wellbeing and morale, resulting in fewer sickness absences, and lower staff attrition

Staff benefit through better knowledge and skills, resulting in better health outcomes for patients

Staff are empowered to make changes to their workplace that benefit health outcomes, and improve staff health and wellbeing

Patients and their families benefit through initiatives that support compassionate end-of-life care

Patients receive a more appropriate response where an ambulance isn't the best option

**Interventions**

**Public Engagement**

- Links with Save a Life Cymru
- Schools / public first-aid training
- Shoctober / Defibuary

**Volunteering**

- Support for CFRs, CWRs, VCDs
- Projects encouraging younger volunteering - cadets, DofE, WCVA

**Defibrillator campaign**

- Installation and public awareness programme
- Focused on areas of high deprivation (WIMD)

**Strategic health and wellbeing projects**

- Led by People and Culture teams
- Mental wellbeing
- Physical health

**Bursary Panel**

- Renewed guidance to ensure additionality, public benefit test

**Bids Panel**

- Renewed focus on staff welfare projects, initiated by front-line staff
- Renewed guidance to better reflect public benefit test

**WISH Ambulance**

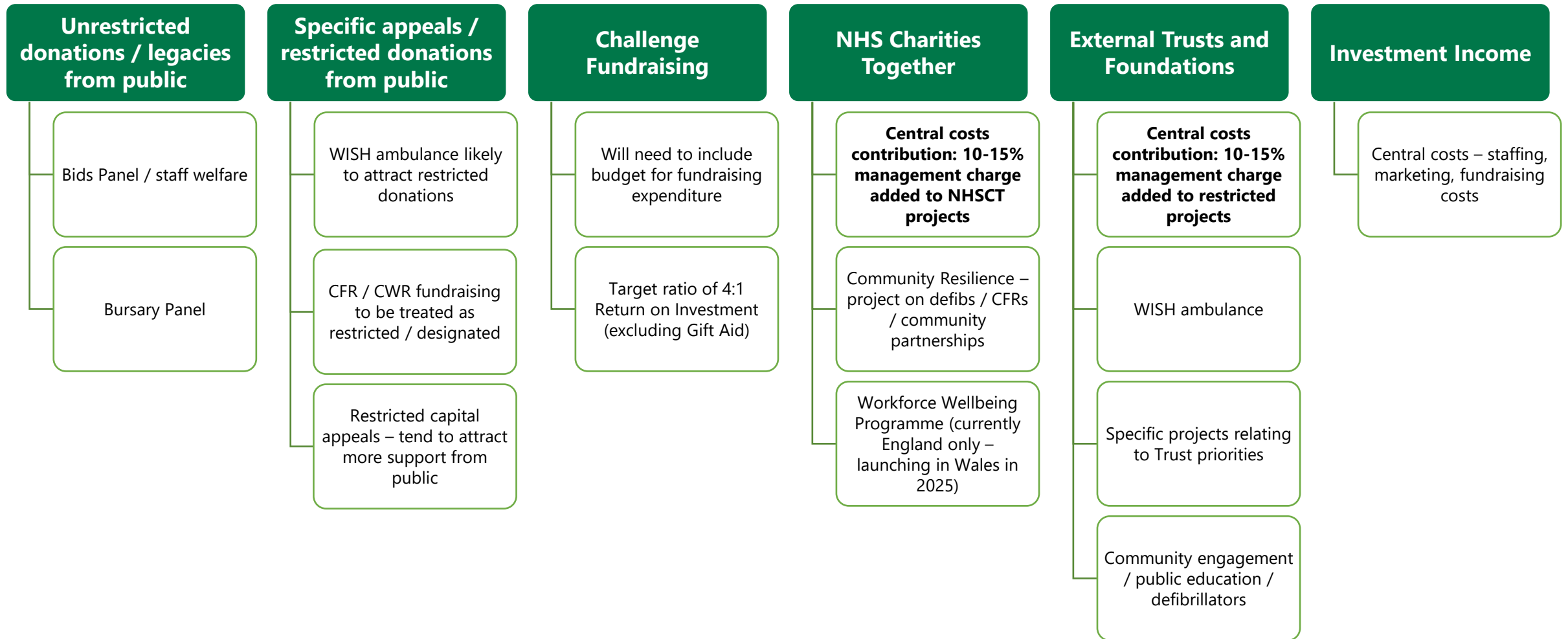
- Plus, other projects supporting end-of-life care

**Capital investments**

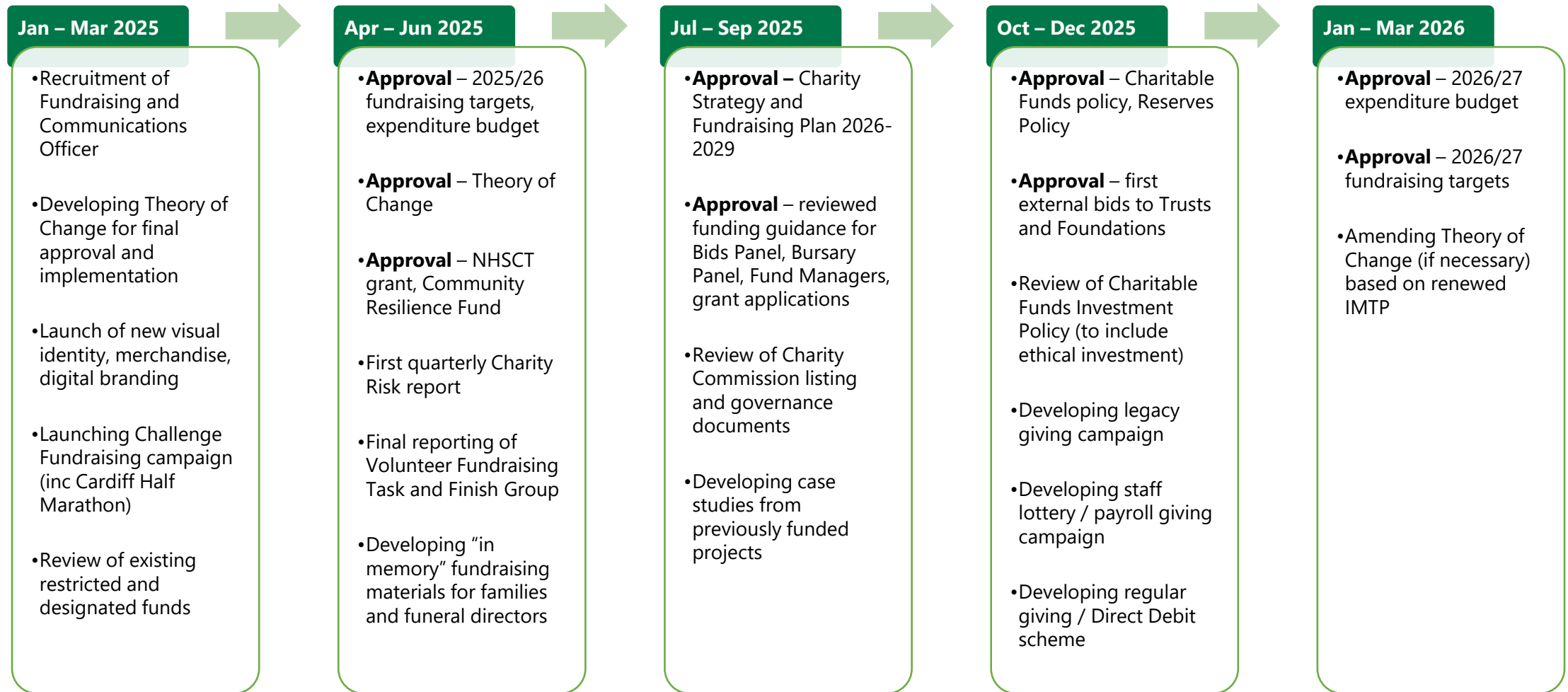
- Vehicles for mental health responders / CFRs
- Lifting chairs for falls in the elderly
- Reminiscence tablets

# Draft Theory of Change

# Fundraising Priorities



# Key milestones and approvals



# Measuring the Charity's progress



- **Financial targets** established based on Tarnside Review
- Establishing **network of Charity Champions** within staff and volunteers - inviting qualitative feedback
- Measuring **staff awareness** through Hive Survey (% of staff awareness)
- Measuring effectiveness of **Charity's governance processes** through feedback from staff / Charity Committee

# Thank you



GIG  
CYMRU  
NHS  
WALES

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

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Charity Strategy Update

<b>AGENDA ITEM No</b>	<b>7</b>
<b>OPEN or CLOSED</b>	<b>OPEN</b>
<b>No of ANNEXES ATTACHED</b>	<b>0</b>

## Charity Performance Report

<b>MEETING</b>	Charity Committee
<b>DATE</b>	14 January 2025
<b>EXECUTIVE</b>	Estelle Hitchon, Director of Partnerships & Engagement
<b>AUTHOR</b>	David Hopkins, Head of Charity
<b>CONTACT</b>	David.Hopkins4@wales.nhs.uk

### EXECUTIVE SUMMARY

1. To present to the Charity Committee with an update on the Charity's three active NHSCT grants as of 31 December 2024:
  - Development Grant
  - Stage 3 Recovery Grant
  - Ambulance Grant
2. To present an update on grant opportunities in 2025, following a recent briefing by NHSCT

### KEY ISSUES/IMPLICATIONS

3. It is recommended that the Committee **notes** the progress of the Charity's active grants, and notes the key risks and mitigations in place
4. It is recommended that the Committee **notes** that the Charity intends to apply for the NHSCT Community Resilience Fund in 2025

### REPORT APPROVAL ROUTE

Charity Committee – 14 January 2025

<b>REPORT APPENDICES</b>
None

<b>REPORT CHECKLIST</b>			
<b>Confirm that the issues below have been considered and addressed</b>		<b>Confirm that the issues below have been considered and addressed</b>	
EQIA (Inc. Welsh language)		Financial Implications	X
Environmental/Sustainability		Legal Implications	X
Estate		Patient Safety/Safeguarding	
Ethical Matters	X	Risks (Inc. Reputational)	X
Health Improvement		Socio Economic Duty	
Health and Safety		TU Partner Consultation	

**WELSH AMBULANCE SERVICES UNIVERSITY NHS TRUST  
CHARITY COMMITTEE  
PERFORMANCE REPORT**

**DEVELOPMENT GRANT**

<b>Targets</b>	To complete visual identity rebranding project	On track	
	To spend grant by deadline (31 March)	On track	

<b>Key dates</b>	End of project	16 December 2024
	Final report	16 January 2025
	Extended spending deadline	31 March 2025

<b>Grant award</b>	Total awarded	£29,981
	Spend to 31 Dec 2024	£14,772
	Remaining spend	£15,209

5. The Corporate Trustee approved the new visual identity for the Charity on 29 November. This followed an exploratory phase and shortlisting process, including members of Charity Committee, TU partners, and professional leads in the communications team.

6. Work is now progressing at pace to roll-out the new visual identity on digital and physical assets - including the Trust's website, internal communications, online fundraising platforms, merchandise, banners and fundraising buckets. Work is to be completed by April 2025. Given this timeline, NHSCT has confirmed that spending can be extended to 31 March 2025, in order to complete this work.
7. Some of the original budget was allocated towards fundraising campaigns. This will be spent on charity-funded places for events such as Cardiff Half Marathon and Anglesey Half Marathon / 10K in 2025, and on London Marathon in 2026. The Charity is also intending to join other ambulance charities in the national Outrun an Ambulance campaign, which has a modest sign-up fee to cover the initial costs of the campaign.

### STAGE 3 RECOVERY GRANT

<b>Key dates</b>	Check-in call with NHSCT	May 2025
	End of project	15 December 2025
	Final report	15 January 2026

<b>Grant award</b>	Total awarded	£88,000
	Spend to 31 Dec 2024	£51,806
	Remaining spend	£36,194

8. Since the last report, an interim progress report has been submitted and approved by NHSCT, releasing the third of four grant payments.
9. The Stage 3 grant is split into three projects:
  - Volunteer Development Programme
  - Mind over Mountains
  - WAST Sports

### Volunteer Development Programme

<b>Targets</b>	Recruit 200 new CFR volunteers between Sept 2023 and Sept 2025	187 CFRs recruited (Sept 2023 – Dec 2024)	
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10. All funds connected to this element of the project have been spent on providing Volunteer Training Kits, which have supported the volunteering team to deliver in-person training courses to new CFR volunteers.
11. This kit will be maintained in order to continue to support Volunteer Training for at least the next 3 years.

12. There are now 409 active CFR volunteers, contributing on average 6,544 hours per month.

### **Mind over Mountains**

<b>Targets</b>	To hold 8 walks over 2 years	4 in Year 1, with 5 planned for Year 2	
	To reach 144 staff (18 per walk) <i>(target to be revised in conjunction with NHSCT)</i>	19 in first 4 walks	

13. Four walks took place between March and November 2024, with locations including Llanberis, Brecon Beacons and Elan Valley. The walks are organised and delivered by Mind over Mountains, an external charity specialising in combining walking and hiking with trained mental health support.

14. Feedback from participants is overwhelmingly positive. Each participant is asked to complete a survey before and after the walk, which includes a WEMWBS score to assess the participant’s current mental wellbeing.

- 75% of respondents demonstrated a significant improvement in their mental wellbeing following the walk.
- 92% of respondents felt the walk helped them to feel connected to other people
- ***“I felt I could unburden myself with people who could help me with my emotions and...show me ways to cope.”***
- ***“My sleep quality immediately after the walk improved and I had a restful nights sleep”***

15. While the experience of participating staff is positive, uptake remains low. It is now not possible to reach the original target, which was based on reaching the maximum number of participants at all eight walks.

16. Following discussions with NHSCT, who are keen for us to continue the project, a forward-planning meeting with the MOM team focused on ways to mitigate and remove some of the barriers to participation, and to improve communications to staff. It has been agreed to produce a programme of gentler walks more suitable for beginners. We will consult with NHSCT about amending the target to a more achievable engagement number, whilst also focusing on ensuring value for money.

17. We have also agreed to stop providing transport to and from the walk, because of very low take-up from staff. This money will now be invested in providing a fifth walk in Year 2. Colleagues will be encouraged to take public transport and/or lift share with other colleagues during the pre-walk session with the MOM team.

### **WAST Sports**

<b>Targets</b>	To award £20,700 to 10 groups	£11,978 awarded to 7 groups in Round 1	
	To reach 150-200 staff and volunteers	Data to be collected from January 2025	

18. Round 1 of the Sports Fund opened to staff and volunteers in November. Staff- and volunteer-led groups could apply for up to £2,000 towards group sports and physical activities that would improve their mental and physical wellbeing.

19. Prior to applications opening, assurance was received on injury liability and a form of words was included within the application form to ensure that liability remained with the applicant.

20. 8 applications were received in Round 1, with a total value of £13,978. A Bids Panel meeting was held on 2 January to approve the applications, with 7 grants totaling £11,978 approved by the Panel.

21. Teams will be asked to collect quantitative data to assess how many staff are benefitting from the project, as well as participating in wellbeing questionnaires to assess how participating has supported staff with their health and wellbeing.

22. A second round is due to open later in the spring, where the remaining funds allocated to this project will be awarded. In order to encourage more applications from new teams, internal comms for Round 2 will focus on some positive case studies from teams funded in Round 1.

23. There is a potential risk that there will not be enough appropriate applications to spend all allocated money by the project deadline. To mitigate this, the Head of Charity will focus on reaching new contacts that weren't reached in Round 1, and will work with colleagues across WAST to help promote the fund further.

## AMBULANCE GRANT

<b>Targets</b>	Recruit, onboard and train 400 new CWR volunteers by December 2025	215 recruited to date  106 trained / responding to calls	
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<b>Key dates</b>	Check-in call with NHSCT	May 2025
	End of project	1 December 2025
	Final report	1 January 2026

<b>Grant award</b>	Total awarded	£315,290
	Spend to 31 Dec 2024	£165,193
	Remaining spend	£150,097

24. Since the last report, an interim progress report has been submitted and approved by NHSCT, releasing the third of four grant payments. Following previous concerns over discrepancies on reporting dates, future milestones have since been confirmed with NHSCT.

25. This grant has helped support the recruitment of 4 Volunteer Support Officers, to deliver the Trust's new Community Welfare Responder initiative.

26. The initial target was to recruit, onboard and train a total of 600 CWRs, 300 of which would be "partner CWRs" supported by additional funding. As additional funding has not been pledged, the target has been amended to 400 by December 2025. Assurances have been received that, now that the VSOs are recruited and embedded within the team, that the target of 400 is achievable.

27. As of 31 December 2024, there were:

- A total of 215 CWRs recruited by the team
- 106 live and active within communities
- 42 onboarded and awaiting training / completion before being activated
- 67 pending processing through the application process

## NHS CHARITIES TOGETHER GRANT OPPORTUNITIES IN 2025

28. In December, NHS Charities Together held a webinar to confirm their plans for grant funding in 2025. In most funding strands, grant awards will move away from pre-allocating funding to NHS charities, and will instead allocate funding through

a competitive model. Three of the four programmes below are currently unconfirmed for NHS Wales charities, and the potential value for grants is unknown.

29. It should be noted that NHSCT grants received by the Charity in recent years have been mostly funded through one-off public donations to NHSCT in the initial months of the Covid-19 emergency appeal, which is now largely spent. For this reason, it is recommended that any future strategy includes a range of grant-makers, and is not too reliant on any one individual funder.

### **Community Resilience Fund – currently open**

30. This fund aims to support ambulance service charities with projects boosting community resilience, particularly targeting areas facing healthcare inequalities. Each NHSCT member ambulance charity has been allocated £142,000 (£129,091 for service delivery) from the initial £1.85m NHSCT fund, raised through their partnership with Omaze.

31. Applications for this grant opened on 12 September 2024 and will remain open until 29 August 2025. Projects must last no longer than 3 years from date of grant awarded or 31 March 2028 whichever is sooner.

32. Examples of grants that are already being developed by other ambulance services include:

- Using data on cardiac arrests to install defibrillators in communities where they are most needed, helping to address health inequalities
- Supporting volunteer services with capital investment in community response vehicles, or “Train the Trainer” models for disseminating life-saving skills in the community
- Staff capacity to coordinate additional community engagement with marginalized communities, or engaging with communities to ensure defibrillators are registered on the circuit and appropriately maintained by guardians
- Specific training on life-saving skills for young people and local communities, particularly in areas of high deprivation

33. The Head of Charity has met with the lead grant officer at NHSCT to talk through initial project ideas, which were well received. Once a project concept has been drafted, pre-application support is available from NHSCT.

**34. The Head of Charity will continue to consult with colleagues on the best approach for utilising this funding allocation, aiming for a draft funding application to be tabled for approval by Charity Committee in Q1 2025/26.**

### **Innovation Challenge – due to reopen by March 2025**

35. This fund will reopen by March 2025, supporting innovative projects that support

children and young people experiencing healthcare inequalities. Once an Expression of Interest is accepted, shortlisted project ideas are further developed through a support and development programme led by NHSCT, leading to a more thorough application process.

36. This is the first time that this fund will be open to Welsh charities. No discussions have yet been had within the Trust to establish whether any potential projects would be eligible for this grant opportunity.

### **Workplace Wellbeing – due to open in Wales during 2025**

37. NHSCT announced this £16m programme for England at their annual conference in May 2024, which has been joint-funded by NHS England and NHS Charities Together. This is expected to launch for English NHS charities by March 2025.

38. NHSCT are currently in discussions with the devolved governments in Wales, Scotland and Northern Ireland about developing similar funds – it is likely to follow similar guidance to the England-only fund, meaning WAST could begin to explore initial ideas based on this guidance before the fund officially launches.

39. The expected range of funding for the England-only round is between £25,000 and £200,000 per project, and it is expected that this would remain consistent in future rounds funded by devolved governments.

### **Greener Communities Fund – due to reopen in Q2 2025/26**

40. This fund will reopen in Q2 2025/26 to support projects that create and improve green spaces across the UK to benefit the health and wellbeing of NHS patients, staff and local communities. Through the first and second round grants between £29,400 and £200,000 were awarded to 28 NHS Charities.

41. In order to apply for this, appropriate potential green space would need to be identified in advance. All examples in previous rounds have focused on hospital sites and mental health trusts, and it is not clear whether WAST has any suitable sites for development.

### **RECOMMENDATIONS**

42. It is recommended that the Committee **notes** the progress of the Charity's active grants, and notes the key risks and mitigations in place

43. It is recommended that the Committee **notes** that the Charity intends to apply for the NHSCT Community Resilience Fund in 2025

<b>AGENDA ITEM No</b>	<b>8</b>
<b>OPEN or CLOSED</b>	<b>OPEN</b>
<b>No of ANNEXES ATTACHED</b>	<b>0</b>

## Charity Funds Finance Update

<b>MEETING</b>	Charity Committee
<b>DATE</b>	14 <sup>th</sup> January 2025
<b>EXECUTIVE</b>	Chris Turley, Executive Director of Finance & Corporate Resources
<b>AUTHOR</b>	Jillian Gill, Finance Directorate Bernadette Mitchell, Finance Assistant – Charitable Funds
<b>CONTACT</b>	Chris Turley, 01633 626201, <a href="mailto:Chris.Turley2@wales.nhs.uk">Chris.Turley2@wales.nhs.uk</a>

<b>EXECUTIVE SUMMARY</b>
<p>1. To present to the Charity Committee an update on the following:</p> <ul style="list-style-type: none"> <li>• Summary of Income &amp; Expenditure for April - December 2024</li> <li>• Details of fund balances held as of 31<sup>st</sup> December 2024</li> <li>• COIF Charity Investment Fund</li> </ul>

<b>KEY ISSUES/IMPLICATIONS</b>
<p>To present to the Charity Committee an update on the following</p> <ol style="list-style-type: none"> <li>2. <b>Detail of Fund balances</b> of £823k held as of 31<sup>st</sup> December 2024</li> <li>3. <b>Update on COIF Charity Investment Fund.</b> Current percentage is 34%</li> <li>4. <b>RECOMMENDATION</b> That the committee: <b>Notes</b> the contents of this finance report.</li> </ol>

<b>REPORT APPROVAL ROUTE</b>
Charity Committee – 14 <sup>th</sup> January 2025

<b>REPORT APPENDICES</b>
NA

<b>REPORT CHECKLIST</b>			
<b>Confirm that the issues below have been considered and addressed</b>		<b>Confirm that the issues below have been considered and addressed</b>	
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 UNIVERSITY NHS TRUST**  
**CHARITY COMMITTEE**  
**FINANCE UPDATE – JANUARY 2025**

**INTRODUCTION**

5. This report provides the Committee with an update on fund balances held, along with an update on the COIF Charity Investment Fund Accumulation Units held by the charity, including a valuation as of 31<sup>st</sup> December 2024.
6. Also included is a summary of income and expenditure for April-December 2024.

**BACKGROUND/ASSESSMENT**

**Summary of income and expenditure for Apr-Dec 2024**

7. Below is a summary of the income and expenditure for the period between 1<sup>st</sup> April to 31<sup>st</sup> December 2024.

**Summary of income and expenditure for 1<sup>st</sup> April to 31<sup>st</sup> December 2024**

	<b>Unrestricted £</b>	<b>Designated £</b>	<b>Restricted £</b>	<b>Total £</b>
<b>Income:</b>				
Donations	7,277	3,124	0	10,401
Legacies	30,000	0	0	30,000
Grant income	0	0	0	0
Interest Rec'd	11,826	0	0	11,826
<b>TOTAL INCOME</b>	<b>49,103</b>	<b>3,124</b>	<b>0</b>	<b>52,227</b>
<b>Expenditure:</b>				
Charitable activities	31,179	14,649	0	45,828
Grant expenditure	0	0	121,767	121,767
Admin	8,082	0	0	8,082
<b>TOTAL EXPENDITURE</b>	<b>39,261</b>	<b>14,649</b>	<b>121,767</b>	<b>175,677</b>
Gains/(Losses)				
Transfers				
<b>NET MOVEMENT</b>	<b>9,842</b>	<b>(11,525)</b>	<b>(121,767)</b>	<b>(123,450)</b>

**Update on Fund Balances as of 31<sup>st</sup> December 2024**

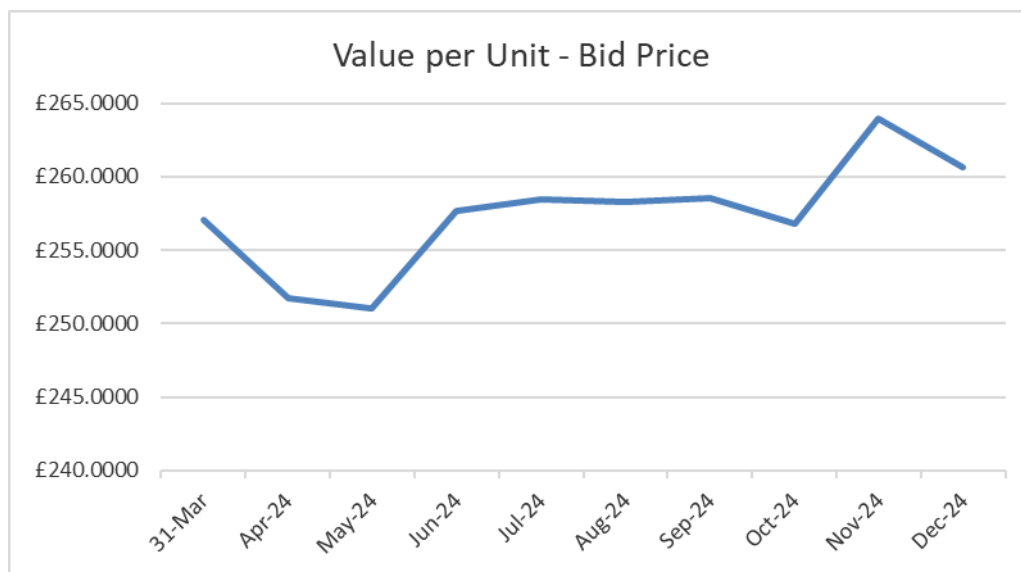
8. The table on the following page is a detailed balance sheet as at 31<sup>st</sup> December

2024:

<b>WAST Charity Balance Sheet as at 31st December 2024</b>							
			<b>UNRESTRICTED</b>	<b>DESIGNATED</b>	<b>RESTRICTED</b>	<b>TOTAL</b>	
<b>ASSETS</b>	INVESTMENTS	COIF Investment Fund	£244,816	£35,423	£0	£280,239	
	CASH & BANK	COIF Deposit	£0	£171,054	£261,189	£432,243	
		PayPal	£0	£0	£0	£0	
		HIB Account	£0	£0	£107,622	£107,622	
		Current Account	£0	£0	£1,000	£1,000	
	DEBTORS	Accrued Income	£0	£0	£86,724	£86,724	
Prepayments		£188	£0	£0	£188		
<b>TOTAL ASSETS:</b>			<b>£245,004</b>	<b>£206,477</b>	<b>£456,535</b>	<b>£908,015</b>	
<b>LIABILITIES</b>	CREDITORS	Trade Creditors	£3,156	£8,183	£31,697	£43,036	
		Deffered Income	£0	£0	£0	£0	
		Accruals	£26,910	£12,187	£2,446	£41,543	
				£30,066	£20,369	£34,143	£84,579
<b>TOTAL ASSETS LESS LIABILITIES:</b>			<b>£214,937</b>	<b>£186,108</b>	<b>£422,392</b>	<b>£823,437</b>	
<b>FUNDS (CAPITAL &amp; RESERVES)</b>	AMBU	NORTH FUNDS	£70,787			£70,787	
	AIRA		£66			£70,853	
	GPCW	CENTRAL & WEST	£24,715			£24,715	
	TENP		£518			£25,234	
	GPSE	SOUTHEAST	£5,684			£5,684	
	BARY		£1,504			£7,188	
	CBLT		£378			£7,566	
	GPHQ	NATIONAL	£40,017			£40,017	
	BYFR	CFR's		£578		£578	
	CWFR			£1		£5,804	
	RESP			£5,226			
	WISH	WISH		£5,660		£5,660	
	BURS	BURSARY		£13,318		£13,318	
	CENT	CENTRAL SERVICES		£161,325		£161,325	
	EMSA	EMS AMBULANCE			£137	£137	
	HHPB	HOLYHEAD PATIENT BENEFIT			£5,000	£5,000	
	NHS2	NHSCT DEVELOPMENT GRANT			£15,209	£15,209	
	HRTV	HEART ATTACK VICTIMS			£13,336	£13,336	
	AMBF	BARMOUTH AMBULANCE EQUIPMENT			£53,533	£53,533	
	CBAY	COLWYN BAY STATION			£148,886	£148,886	
	NHS3	NHSCT STAGE 3			£36,194	£36,194	
	NHS4	NHSCT AMBULANCE GRANT			£150,097	£150,097	
	ADMI	2024-25 CENTRAL (COSTS)/INCOME TO BE APPORTIONED	-£8,082			-£8,082	
	INTR		£0				
	REVL	COIF INVESTMENT REVALUATION RESERVE	£79,350			£79,350	
	<b>TOTAL CAPITAL &amp; RESERVES:</b>			<b>£214,937</b>	<b>£186,108</b>	<b>£422,392</b>	<b>£823,437</b>
	<b>TOTAL LIABILITIES &amp; CAPITAL &amp; RESERVES</b>			<b>£245,004</b>	<b>£206,477</b>	<b>£456,535</b>	<b>£908,015</b>

## Update on COIF Investment Fund as of 31<sup>st</sup> December 2024

9. Since the beginning of the new financial year, and as at the end of December 2024, the unit price of the Charity's investments has increased by 1.38%, resulting in an overall gain of c£3.9k. We currently hold 1,090.14 units at a unit price of £260.6156 giving a total market value of £284.1k.



10. As noted in previous Charity Committee meetings, we have further enhanced our scrutiny of these longer-term investments, which includes monitoring the market value on a weekly basis and the frequency with which the fund is updated.

## RECOMMENDATIONS

9. That the committee:  
11. **Notes** the contents of this finance report.

<b>AGENDA ITEM No</b>	<b>09</b>
<b>OPEN or CLOSED</b>	<b>Open</b>
<b>No of ANNEXES ATTACHED</b>	<b>4</b>

<b>2024/25 COMMITTEE EFFECTIVENESS REVIEW</b>
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<b>MEETING</b>	Charity Committee
<b>DATE</b>	14 January 2025
<b>EXECUTIVE</b>	Trish Mills, Director of Corporate Governance/Board Secretary
<b>AUTHOR</b>	Trish Mills, Director of Corporate Governance/Board Secretary
<b>CONTACT</b>	<a href="mailto:Trish.mills@wales.nhs.uk">Trish.mills@wales.nhs.uk</a>

<b>EXECUTIVE SUMMARY</b>
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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 approach for the 2023/24 effectiveness review for this committee is a move away from the lengthy questionnaires of the past, and a focus on its delegated remit and the assurance reporting in particular that it receives on a regular basis.
3. The board has established this committee to support it in discharging its responsibilities effectively. The operating arrangements of this committee should allow it to spend time to delve deeper into issues within its remit, identify assurance gaps, and set the necessary context for informed decision-making. It is vital therefore that that time is spent effectively and that the delegated remit is both appropriate and manageable. Essential to this is a clear work programme and robust reporting.
4. A presentation will accompany this paper in committee; however, members are requested to review the committee's remit (summarised below and in full in the current attached terms of reference) and its cycle of business ahead of the meeting.

**RECOMMENDATION**

5. Members are invited to assess whether the committee's remit, as outlined below and in its terms of reference, remains appropriate for 2025/26. Consideration should be given to any desired amendments, additions, or removals, as well as any areas that might be better addressed by another committee.

6. Members are invited to evaluate the cycle of business included in this pack. Reflecting on the hallmarks of effective assurance reporting, members are asked to propose potential improvements to enhance the strength and efficiency of assurance processes for the committee, including any individual reports.
7. Additionally, members are asked to take part in a short Mentimeter quiz during the meeting to answer the following questions:
  - (a) What would help you as report writers/reviewers/receivers of assurance
  - (b) What works well in this committee
  - (c) What improvements could we make in this committee
8. The Committee is requested to review the draft Annual Report and provide any comments ahead of it being finalised and circulated for email approval by Chair's Action.

#### KEY ISSUES/IMPLICATIONS

As set out above

#### REPORT APPROVAL ROUTE

Terms of reference and final annual report to be approved by way of Chair's Action following this meeting and presented to ARAC and the board thereafter.

#### REPORT APPENDICES

Annex 1 – Committee remits for 2024/25  
 Annex 2 – Committee terms of reference for 2024/25  
 Annex 3 – Committee cycle of business for 2024/25  
 Annex 4 – Draft committee annual report

#### 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

NA

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

# 2024/25 COMMITTEE EFFECTIVENESS REVIEW

## SITUATION

1. Annual effectiveness reviews are designed to evaluate the efficacy of the committee, review operating arrangements, and propose changes to improve its support, challenge, scrutiny and oversight responsibilities.
2. Whilst our commitment to the duty means we adopt a continuous improvement methodology throughout the year, this annual effectiveness review is an opportunity to formally review this committee's remit and membership, consider the reports it receives, and look back at the work of the Committee in 2023/24.

## BACKGROUND

### Role of the Board and its Committees

3. The Trust Board in its capacity as Corporate Trustee of the WAST Charity, is accountable for governance, risk management and internal controls. It focuses on the following key areas:
  - Developing the **strategy, vision, and purpose** of the Charity. Identifying priorities, establishing goals and objectives, applying resources, understanding risks to the achievement of objectives, and allocating funds to support the decisions that need to be made around strategic planning.
  - Shaping the **culture** of the Trust and the Charity in several ways, including the way in which it engages with our people, our patients and stakeholders, the way it manages its agenda, by the nature of its discussions and the relative emphasis given to different performance criteria, by the visibility of its members and trustees in the organisation, and by where it chooses to invest time and resources. Board and committee members must live up to the highest ethical standards of integrity and probity and abide by the Nolan Principles.
  - Setting organisation wide expectations and accountability for high performance and compliance with the **duty of quality** and the **duty of candour** as set out in the Health and Care (Quality and Engagement) (Wales) Act 2020. Ensuring that all staff understand their role in the effective and high-quality provision of care in a governance framework that ensures a balance between trust, constructive debate, and effective challenge in a culture of openness and learning.

- Ensuring there is a robust system of **risk management and internal controls** in place, and that the corporate trustee are sighted on the mitigations in place for the principal risks to the delivery of the strategy.
  - **Holding to account**, and being held to account, for the delivery of the strategy in accordance with the strategic and performance frameworks developed by the Board.
4. Under the Trust's Standing Orders several committees are established to support it in discharging its responsibilities effectively. These committees are designed to undertake the detailed work required to provide robust assurance, explore risks and performance issues, and examine key matters within their specific remits. By doing this 'heavy lifting,' they have the capacity to delve deeper into issues, identify assurance gaps, and set the necessary context for informed decision-making. Attached at **Annex 1** is a snapshot of the remits of all six committees of the Trust Board, and the Corporate Trustee framework.
  5. Committees meet for extended periods, allowing them to afford the time and attention to critical matters that the full board cannot. This structure ensures that items are thoroughly examined and discussed, enabling a more expert understanding of their implications. Following each meeting, committees report back to the board and corporate trustee on the assurance they have received and escalate any significant issues or concerns for further consideration. This approach ensures that the board is well-informed and able to focus on strategic oversight.

### Effectiveness

6. The Trust's Standing Orders, committee terms of reference, and codes of governance provide that boards should routinely assess the effectiveness of their governance arrangements, of which this committee forms an integral part. Each committee is required to submit an annual report to the board (or corporate trustee in the case of this committee) setting out its activities during the year and a review of its performance.
7. In 2022/23 and in 2023/24 these reviews consisted of a lengthy questionnaire completed by members, and a pre-review of the terms of reference and questionnaire responses by the committee Chair, Executive Lead and Corporate Governance Team. These were then presented to the committee with proposed changes to both the remit and operating arrangements. The survey and the presentation of results in the committee meeting garnered waning engagement as reviews progressed through the seven committees. This was in part because of

the time of year these were undertaken (which was during the busy winter period for the Trust), and because there is duplicative membership across several committees.

8. In April 2024 the Audit, Risk and Compliance Committee (ARAC) agreed a different approach to these reviews for the 2024/25 year to gain further engagement of members.
9. The new approach for committees other than ARAC<sup>1</sup> centres on discussion in the meeting on the delegated remit of the committee and assurance reporting. The pre-submitted questionnaire will be replaced by a few simple questions for the interactive committee session on best practice and improvements that could be made.

## **ASSESSMENT**

10. This committee's terms of reference are attached at **Annex 2**.

### The Remit of this Committee

11. The terms of reference set out its purpose, membership, operating arrangements, members' commitment to the duty of quality, and its delegated duties and remit. The duties of this committee can be summarised as follows:

#### **Strategic Direction:**

- Oversee and contribute to strategic development
- Assurance on its implementation
- Ensure strong leadership of the charity
- Promote the charity

#### **Fundraising:**

- Develop a fundraising strategy
- Assurance on its implementation
- Ensure systems, processes and communication are in place around fundraising, staff engagement and funding commitments.

#### **Charitable Funds:**

- Compliance with the Declaration of Trust, legislation and regulation;
- Review and endorse the annual filings and report from auditors
- Robust systems in place to receive, account for, deploy and invest charitable funds
- Receipt of income and expenditure statements
- Bids and Bursary Panels operating within delegations

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<sup>1</sup> ARAC follows the National Audit Office questionnaires as best practice

- Approve charitable expenditure over £5,000 having due regard to the guidance on public benefit
- Approve policies

**Investment:**

- Consider investment strategies
- Assurance on investment performance
- Consider appointing external investment advisors

**Risk and Audit:**

- Monitor principal risks
- Assurance from internal and external audits

The Work Programme of this Committee

12. The terms of reference are accompanied by a cycle of business (otherwise known as a work programme) for each committee. This committee's cycle is attached at **Annex 3**. The text in red is a direct lift from the terms of reference narrative and what follows then is the reporting that has been agreed will provide the necessary assurance and/or opportunities for scrutiny and challenge on the duties delegated to this committee by the board. This cycle of business and its accompanying notes were approved by the committee on 04 April 2024.
13. Cycles of business play a pivotal role in the effectiveness and efficiency of the committee. They are the basis upon which agenda are drafted to inform a fulsome commissioning of papers. The notes section contains context added from a number of sources including audit reports, directions from the committee, agreed approaches or policy positions.
14. The cycle of business should aim to cover 90% of the items expected to come before the committee. This framework enables directors and their teams to plan the internal governance pathways that each report should follow before reaching the committee.
15. The cycle of business is accompanied by a detailed schedule of submission deadlines, ensuring papers are lodged with the Corporate Governance Team in a timely manner for each committee meeting and published in line with the Trust's Standing Orders.

Internal Governance and Flows of Assurance

16. Other than the Charity Committee and the reporting of Welsh Ambulance Service Partnership Team (WASPT) to the People and Culture Committee, the board has not established sub-committees to report to board committees. Instead, the

Trust has implemented internal governance structures that serve as integral components of the broader governance framework. These structures link operational management activities with the strategic oversight provided by the board and its committees. Importantly, these forums (outlined below) do not report directly to any board committee:

- **Organisational Governance**  
Includes governance forums reporting to the Executive Leadership Team (ELT), along with their sub-committees and task-and-finish groups.
- **Strategy Development and Delivery**  
Encompasses the Strategic Transformation Board, its sub-committees, and working groups.
- **Directorate Governance**  
Refers to governance structures established by individual directors within their directorates.

17. These forums enable directors to:

- Address specific portfolio areas effectively;
- Foster a collaborative approach across the Trust;
- Establish robust monitoring and assurance processes;
- Escalate issues for resolution as needed;
- Formulate assurance reports to meet their accountability responsibilities to the board and relevant committees.

A well-defined cycle of business for the committee is essential to support directors in creating appropriate forums, providing clarity to report writers, and ensuring the smooth flow of reporting.

18. The cycle of business will guide the type of reporting needed; however, all assurance reporting must meet high standards to support effective decision-making. The hallmarks of a good board or committee paper include:

- Clarity and accessibility, ensuring the paper is:
  - free from jargon and accessible to all board and committee members, regardless of technical expertise;
  - presented with a clear, logical structure and relevant headings;
  - focused on key issues within the committee's remit, avoiding unnecessary detail;
  - complimented by an executive summary highlighting key points for quick reference; and
  - not duplicative.

- Strategically aligned and clearly identifies key risks, their potential impact, and how these risks are managed or mitigated.
- Evidence-based and balanced, ensuring it:
  - Is drawn from robust, reliable data and evidence;
  - provides a balanced view by presenting both positive and negative findings; and
  - includes trends and comparisons (e.g., performance over time or against benchmarks).
- Offers actionable recommendations for addressing issues or enhancing performance, clearly defining next steps and responsibility for implementation.
- Uses visual aids (e.g., charts, graphs, dashboards) to present data clearly.
- Highlights the implications of findings for patients and other key stakeholders.
- Demonstrates learning from incidents, audits, and external inspections, showing how findings contribute to a culture of improvement and excellence.

By adhering to these principles, the Trust can ensure that assurance reports effectively supports the board and its committees in making informed and strategic decisions.

19. While it is essential to define the bulk of the work to be received by a board committee through the cycle of business, it is equally important to recognise that not all items received by the committee serve as assurance. Some reports provide valuable context for complex issues or deliver information that, while not strictly assurance, supports a broader understanding of the Trust's operations and strategic priorities.
20. Assurance itself extends beyond formal reporting. It includes qualitative inputs such as patient and staff stories, which bring a human perspective to the committee's work. Additionally, the triangulation that occurs during board visits - when members engage directly with our people and patients - provides invaluable insights that complement formal assurance processes. Together, these elements enrich the committee's ability to make informed and well-rounded decisions.
21. Bearing the above in mind, members are invited to consider the reporting that the committee receives on a regular basis in particular and reflect on and suggest improvements that may be made to strengthen and/or streamline assurance to the committee.

## Annual Report

22. The committee's annual report has been prepared in draft and is attached at **Annex 4**. The report provides assurance to the board on the discharge of the committee's responsibilities through the year, progress against priorities, and membership/quorum.
23. Following this committee meeting, any amendments to the terms of reference and feedback from members on its effectiveness will be incorporated into a revised draft, which will be circulated to members for review.

## **Next Steps**

24. ARAC, at its April 2025 meeting, will review the committee's annual report and its effectiveness evaluation, as well as any proposed changes to its terms of reference and operating arrangements. ARAC will be asked to assure the board at its May 2025 meeting that the arrangements the board and the corporate trustee has in place for its committee structure and spread of delegations is appropriate and manageable into 2025/26.
25. The next meeting of this committee falls after the April 2025 ARAC meeting, therefore any changes to the terms of reference and the annual report will be circulated to the committee for email approval by Chair's Action following this meeting. The Committee Chair will also propose priorities for 2025/26 as result of the discussions from today's meeting.

## **RECOMMENDATION**

26. Members are invited to assess whether the committee's remit, as outlined below, remains appropriate for 2025/26. Consideration should be given to any necessary amendments, additions, or removals, as well as any areas that might be better addressed by another committee.
27. Members are invited to evaluate the cycle of business included in this pack. Reflecting on the hallmarks of effective assurance reporting, members are asked to propose potential improvements to enhance the strength and efficiency of assurance processes for the committee.
28. Members are asked to take part in a short Mentimeter quiz in the meeting answering the following questions:
  - (d) What would help you as report writers/reviewers/receivers of assurance
  - (e) What works well in this committee
  - (f) What improvements could we make in this committee

29. The Committee is requested to review the draft Annual Report and provide any comments ahead of it being finalised and circulated for email approval by Chair's Action.

# WAST BOARD COMMITTEE REMITS – 2024/25

## Quality, Patient Experience and Safety Committee

- Duty of Quality and Duty of Candour
- KPIs in remit
- Clinical & quality plans
- Health and Care Quality Standards
- Quality Impact Assessment
- Mental health
- Infection prevention and control
- Safeguarding
- Continual quality improvements
- Learning
- Mortality reviews
- Putting Things Right
- Clinical negligence & personal injury
- Clinical effectiveness
- Clinical audit
- Citizens voice & patient experience
- Clinical and quality governance
- Risks, audits, policies in remit

## People and Culture Committee

- People & Culture plan and metrics
  - KPIs in remit
  - Trust Behaviours
  - Health and wellbeing
  - Staff & volunteer experience
  - Speaking up safely
  - Equality, diversity, and inclusion
  - Recruitment and retention
  - Trade Union relationships
  - Leadership & development
  - Succession plans
  - Welsh language
  - Health and safety
  - Health and Care Standards in remit
  - Registration and revalidation
  - Partnerships and engagement
  - Risks, audits, policies in remit
- Advisory Group (WASPT) reports to this Committee with onward reporting to Board via the AAA

## Finance and Performance Committee

- Long term strategic direction
- Long term financial direction
- Capital and revenue monitoring
- Financial sustainability
- Business cases and PIRs
- Compliance with statutory duties
- IMTP endorsement and delivery
- Value based healthcare
- Performance against targets set by Commissioners and Welsh Gov.
- Quality & Performance Management Framework (QPMF) outcomes
- Trust wide KPIs (MIQPR)
- Recovery plans for performance
- Demand and capacity
- Estates
- Fleet
- Environment and sustainability
- Digital systems
- Digital plan direction
- Information governance
- Information security
- Major Incident Plan and Business Continuity Plan
- Cyber resilience & security
- Risks, audits, policies in remit

## Audit, Risk and Assurance Committee

- Governance and assurance
- Effective systems of good governance, risk management and internal control
- Board Assurance Framework
- Annual Report
- Audited financial accounts
- Standing Orders and SFIs
- Accounting policies
- Assurance processes
- Policies for reg. compliance
- Schedule of losses & special payments
- Single tender actions
- Internal audit (inc annual plan; reports; HOIA Opinion)
- Audit Wales (inc annual plan; ISA260; structured assessment; reports;
- QPMF implementation
- Audit management responses
- Local Counter Fraud Service
- Standards of business conduct
- Whistleblowing processes
- Patient's property
- Policies in remit

## Remuneration Committee

- Contractual arrangements for staff
- Appointment, termination, remuneration, terms of service and appraisal for Chief Executive; Executive Directors (including interim); Very Senior Managers
- Redundancy, VERs, Settlement settlements

## Academic Partnerships Committee

- Strategic collaboration with education providers and commercial partners
- Collaboration with partners in health, social care, local authority and third sector
- Partnership arrangements
- University Trust Status
- Plans to build capacity of whole workforce
- Research governance framework
- Risks, audits, policies in remit

## Charity Committee (Corporate Trustees)

- Charity strategic direction
- Charitable funds monitoring including systems and processes
- Review by Audit Wales of accounts
- Fundraising
- Bursary Panel
- Promote the charity
- Annual Report and Financial Accounts
- Approve expenditure over £5,000
- Bids Panel
- Risks, audits, policies in remit



## CHARITY COMMITTEE

### TERMS OF REFERENCE AND OPERATING ARRANGEMENTS 2024/25

#### 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 which covers charitable funds and that is known as the **Charity Committee** "the Committee". The detailed terms of reference and operating arrangements set by the Board in respect of this committee are set out below.
- 1.3. The Board Committees play an important role in supporting the Board in fulfilling its responsibilities by:
- providing advice on strategic development and performance within the terms of reference;
  - undertaking scrutiny and gaining assurance on key aspects of organisational performance, and supporting achievement of the Trust's strategic goals;
  - carrying out specific responsibilities on the Board's behalf; and
  - providing a forum where ideas can be explored in greater detail than Board meetings are able to allow, providing time and space to consider issues in greater depth.

Regular and timely reporting and escalations to the Board on the issues within the Committee's remit allow for more focused discussions by the Board.

#### 2. CONSTITUTION AND PURPOSE

- 2.1 The Welsh Ambulance Services NHS Trust Charity<sup>1</sup> (registration number 1050084) is registered as a charity with the Charity Commission for England and Wales.
- 2.2 The governing body of NHS bodies act as the corporate trustee in administration of charitable funds. The members of the governing body are not themselves individual trustees, therefore, for the WAST Charity the Welsh Ambulance Services NHS Trust is the corporate trustee. The Trust's Standing Orders at section A (iii) state that all business shall be conducted in the name of Welsh Ambulance Services National Health Service Trust, and all funds received in trust shall be held in the name of the Trust as a corporate Trustee.
- 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 Corporate Trustee that charitable funds are accounted for, deployed, and invested in line with legal and statutory requirements, taking account of the public benefit guidance.
  - (c) Consider and endorse the annual report and accounts for approval by the Corporate Trustees.
  - (d) Raise the profile and reputation of the charity within the Trust.
- 2.4 The committee shall, in carrying out its functions and responsibilities, consider how their decisions secure an improvement in the quality of health services (the duty of quality) as outlined in The Health and Social Care (Quality and Engagement) (Wales) Act 2020. This includes but is not limited to ensuring the provision of high-quality, safe, and effective healthcare services that meet the needs of patients, service users, and their families.
- 2.5 The committee shall demonstrate the duty of quality through its own operating arrangements, ensuring that its processes, procedures, and decision-making mechanisms uphold the highest standards of transparency, accountability, and governance. It shall regularly review and refine its operating procedures to align with best practices and legal requirements, fostering an environment of continuous improvement. Furthermore, the committee shall monitor, assess, and report on the implementation of Health and Care Quality Standards, outcomes, and performance indicators where relevant within their remit.

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<sup>1</sup> Noting that a change of name is required in line with the Trust receiving University Trust Status on 1 April 2024

## 2. DELEGATED POWERS AND AUTHORITY

### Strategy

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

### Charitable Funds

- 3.4 Ensure the management of the charitable funds is carried out within the terms of its Declaration of Trust and relevant legislation; ensure statutory compliance with the Charity Commission regulations; be aware of and have regard to the guidance on public benefit.
- 3.5 Ensure systems and processes are in place to receive, account for, deploy and invest charitable funds in accordance with relevant legislation.
- 3.6 Receive assurance from any panels or sub-committees established by the Committee 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.
- 3.7 Consider and authorise expenditure with a value above £5,000, subject to a recommendation from the Executive Leadership Team. Any recommendation should have the support of the Director of Partnerships and Engagement as Executive lead and the Executive Director of Finance and Corporate Resources as Treasurer.
- 3.8 Receive periodic income and expenditure statements.
- 3.9 Receive and endorse the annual report and accounts and consider the annual report from the auditors before submission to the Corporate Trustee for their approval.
- 3.10 Approve the policies for the utilisation and investment of charitable funds, including but not limited to the Reserves Policy and Charitable Funds Investment Policy.

## Investment

- 3.11 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.
- 3.12 Consider the appointment of external investment advisors and operational fund managers.
- 3.13 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

- 3.14 Approve and regularly review the fundraising strategy for the charity, ensuring its compliance with Charity Commission legislation and guidance, and all other relevant regulatory requirements.
- 3.15 Monitor the implementation of the fundraising strategy.
- 3.16 Ensure systems, processes and communication are in place around fundraising, staff engagement and funding commitments.

## Corporate Risks and Audit Recommendation Tracker

- 3.17 The Committee will monitor the principal risks relevant to its remit and consider the controls and mitigations of related risks and provide assurance to the Board that such risks are being effectively controlled and managed.
- 3.18 The Committee will receive and gain assurance from internal and external audits in their remit. It will also monitor management actions to address recommendations via the audit tracker and where appropriate scrutinise the impact of actions in response to audit recommendations.

## 4. AUTHORITY

4.1 The Committee is authorised by the Board of Trustees to:

- (a) Approve charitable expenditure over £5,000;
- (b) Approve plans and strategies that complement 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.)

4.2 When making decisions about charitable expenditure trustees must have regard to the guidance on public benefit and should:

- (a) Act within its powers
- (b) Act honestly and with good intentions, and only in the charity's interest
- (c) Be sufficiently informed, taking any necessary advice
- (d) Take account of all relevant factors
- (e) Ignore irrelevant factors
- (f) Manage conflicts of interest
- (g) Make a decision that is within a range of decisions that a reasonable trustee could make

### **Chair's Action**

4.3 There may, occasionally, be circumstances where decisions which would normally be made by the Committee need to be taken between scheduled meetings, and it is not practicable to call a meeting of the Committee. This is most likely, but not exclusively, to arise with respect to approval of policies particularly given the current backlog.

4.4 In these circumstances, the Chair, and the Lead Executive, supported by the Board Secretary as appropriate, may deal with the matter on behalf of the Committee after first consulting with at least two other Members (Non-Executive Directors).

4.5 The Board Secretary must ensure that any such action is formally recorded and reported to the next meeting of the Committee for consideration and ratification.

## 5. MEMBERSHIP

### Members

5.1 The membership of the Committee will comprise:

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

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

5.3 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.

### Prescribed Attendees

5.4 The core membership will be supported by the attendance of the following at each meeting:

- Executive Director of Finance and Corporate Resources (Treasurer)
- Director of Partnerships and Engagement
- Deputy Director of People and Culture
- Executive Director of Operations
- Executive Director of Paramedicine
- Director of Corporate Governance/Board Secretary
- Trade Union Partners (x3)
- Chairs of the Sub-Committees
- Head of Charity (when appointed)
- Fundraising Officer (when appointed)

## By Invitation

- 5.5 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/Corporate Trustee
  - any other Trust officials
  - any others from within or outside the Trust
  - the Chief Executive (Accountable Officer)
- 5.6 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

- 5.7 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.
- 5.8 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.
- 5.9 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

- 5.10 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 People and Culture.

## 6. COMMITTEE MEETINGS

### Quorum

- 6.1 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

- 6.2 Meetings shall be held quarterly and otherwise as the Committee Chair deems necessary - consistent with the Trust's annual schedule of Board Business.

### Withdrawal of individuals in attendance

- 6.3 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.

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

- 7.1 The Committee is directly accountable to the Corporate Trustee for its performance in exercising the functions set out in these terms of reference.
- 7.2 The Committee, through its Chair and members, shall work closely with the Trust 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.

- 7.3 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,
- 7.4 The Committee shall embed the Trust's corporate standards, priorities and requirements, e.g., equality and human rights through the conduct of its business.

## 8. REPORTING AND ASSURANCE ARRANGEMENTS

- 8.1 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 Corporate Trustee.
- 8.2 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.

## 9. APPLICABILITY OF STANDING ORDERS TO COMMITTEE BUSINESS

- 9.1 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

## 10. REVIEW

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

PAPER	PRE or POST-C'EE FORUM	FREQUENCY	Q1	Q2	Q3	Q4	LEAD	PURPOSE	COMMENT/COMPLIANCE
<b>CHARITY COMMITTEE - CYCLE OF BUSINESS 2024/25</b>									
TERMS OF REFERENCE NOTED IN RED TEXT									
<b>STRATEGY</b>									
3.1 Oversee and contribute to the development of the Charity's strategies and plans and monitor their implementation									
3.2 Ensure there is clear, consistent strategic direction, strong leadership, and transparent lines of accountability									
3.3 Promote the Charity within the Trust - See Note 4									
Initial strategy review and periodic reviews	ELT/Trustees	TBC					DPE	Endorsement	Committee will oversee initial strategy development and periodic reviews of strategy
Strategy implementation	TBC	TBC					DPE	Endorsement	See Note 1 - reporting to be developed on implementation later in 2024/25 with new HoC in place.
IMTP exception reporting	STB	Ad Hoc					DPE	Assurance	If monitored via IMTP, exception reports to Committee where appropriate by Director or by F&P request where required
<b>CHARITABLE FUNDS AND INVESTMENT</b>									
3.4 Ensure the management of the charitable funds is carried out within the terms of its Declaration of Trust and relevant legislation; ensure statutory compliance with the Charity Commission regulations; be aware of and have regard to the guidance on public benefit.									
3.5 Ensure systems and processes are in place to receive, account for, deploy and invest charitable funds in accordance with relevant legislation.									
3.9 Receive and endorse annual report and accounts and consider the annual report from the auditors before submission to the Corporate Trustee for their approval									
Financial accounts and annual report	ELT/Trustees	Annually					EDOF	Endorsement	For final submission to Charities Commission by 31 January each year.
Auditors report on accounts	ELT/Trustees	Annually					Auditors	Assurance	Independent examination by Audit Wales
3.8 Receive periodic income and expenditure statements									
3.13 Review the performance of investments on a regular basis (with the external investments advisors where appointed) to ensure the optimum return from surplus funds									
Finance Update	ELT	Each Meeting					EDOF	Assurance	Includes income and expenditure, and investment performance
Charity Performance Update	ELT	Each Meeting					DPE	Assurance	To include grants
3.6 Receive assurance from any panels or sub-committees established by the Committee 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 purpose of the charitable fund or donation. <b>NB:</b> see note 5 re demonstrating adherence to the guidance on public benefit									
Sub-committee highlight (AAA) reports	Relevant Committee	Each Meeting					Relevant Chair	Assurance/Escalation	Bids Panel and Bursary Panel
Lived experience Bids or Bursary Panel	Relevant Committee	Each Meeting					Relevant Chair	Assurance	
3.7 Consider and authorise expenditure with a value above £5,000 subject to a recommendation from the Executive Leadership Team. Any recommendation should have the support of the Director of Partnerships and Engagement as Executive Lead and the Executive Director of Finance and Corporate Resources Treasurer. <b>NB:</b> see note 5 re demonstrating adherence to the guidance on public benefit									
Applications as appropriate from time to time	Bids Panel	Ad Hoc					Relevant Director	Approval	See note 5 re demonstrating adherence to guidance on public benefit
3.10 Approve the policies for the utilisation and investment of charitable funds, including but not limited to the Reserves Policy and Charitable Funds Investment Policy									
Report from Policy Group	Policy Group	Annually					DCG	Assurance	Annual report to illustrate the policies within the remit of the committee are in date and there is full policy coverage assurance
Set reserves policy annually	N/A	Annually					EDOF	Approval	Reserves policy should be set annually. This is not an actual policy document, but a policy position on reserves.
Policies for review and approval	Policy Group/ELT	Ad Hoc					Relevant Director	Approval	To include fundraising policy, investment policy, etc
3.11 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.									
3.12 Consider the appointment of external investment advisors and operational fund managers									
Investment strategy	ELT/Trustees	Annually					EDOF	Approval	
Investment report	TBC	Each Meeting					EDOF	Assurance	Report encompassed in finance report for 2024/25 - see note 2
<b>FUNDRAISING</b>									
3.14 Approve and regularly review the fundraising strategy for the charity, ensuring its compliance with Charity Commission legislation and guidance, and all other relevant regulatory requirements.									
3.15 Monitor the implementation of the fundraising strategy									
3.16 Ensure systems, processes and communication are in place around fundraising, staff engagement and funding commitments.									
Fundraising report	TBC	TBC					TBC	TBC	See Note 3 - reporting developing in 2024/25
3.17 Corporate Risks are identified and appropriately managed; CRR and BAF risks for their remit are presented and Committee is assured on progress and ratings; Audit Reco									
Board Assurance Framework	Trustees	Each meeting					DCG	Assurance	
Corporate Risk Register - Charitable Funds	Trustees	Each meeting					DCG	Assurance	
Audit Recommendation Tracker	ADLT	Each meeting					DCG	Assurance	
Audits within purview of Committee	Audit Committee	Ad Hoc					Relevant Director	Assurance	
<b>GOVERNANCE</b>									
Committee effectiveness review annual report	Audit/Board	Annually					DCG	Approval	
Review of Terms of Reference	Audit/Board	Annually					DCG	Approval	
Committee Cycle of Business	N/A	Annually					DCG	Approval	
Committee Cycle of Business Monitoring	N/A	Each Meeting					DCG	Approval	
Committee Review of Annual Priorities	None	Quarterly					DCG	Assurance	
<b>PROMPTS</b>									
External Reports	n/a	As required					TBC	TBC	

EDOF = Executive Director of Finance

DPE = Director of Partnerships and Engagement

DCG = Director of Corporate Governance/Board Secretary

Cycled for each meeting

Ad hoc item - prompt for agenda setting

Reporting developing

<b>Charity strategy implementation</b>	If the strategy is implemented as part of the IMTP then annual reviews of IMTP elements to Charity Committee. If that is not appropriate, monitoring of implementation - particularly for 2024/25 by Head of Charity is required. This is unlikely to occur until later in the year.
<b>Investment Strategy</b>	As the charity strategy develops and the funds increase, and investment strategy to be developed also, together with appointment of external fund managers. Review this in 2024/25. In the interim the finance report serves as an update on the investment
<b>Fundraising</b>	Fundraising strategy may be formed as part of the overall charity strategy. This reporting will mature during the 24/25 year.
<b>Promote the charity within the Trust</b>	As the charity and fundraising strategy develops, members will have opportunities to promote the charity and this will also be carried out when reporting to the Trustees.
<b>Approval of expenditure</b>	When making decisions about charitable expenditure Bids Panel, Bursary Panel, CC and Trustees must have regard to the guidance on public benefit and be able to demonstrate that in decisions - see TOR 4.2
<b>General</b>	These cycles are developed with reference to the specific lines of the TOR for this Committee. This methodology seeks to ensure that all responsibilities in the TOR are discharged by the Committee on behalf of the Board.
<b>Lived Experience</b>	It was agreed in the October Committee agenda setting meeting that it was necessary to develop a template for the lived experience items so that contributors understand what is required. Additionally, it was agreed that if it isn't possible for an appropriate experience to be agreed then it wouldn't be programmed; alternating meetings would be acceptable.



## **CHARITY COMMITTEE ANNUAL REPORT 2024/25**

### **INTRODUCTION**

1. The Trust's Standing Orders and Committee Terms of Reference require that Board Committees evaluate their effectiveness annually and present an annual report to the Trust Board/Corporate Trustee.
2. As the factors underpinning effective governance can change, for example as people leave, organisations restructure, or strategy shifts, regular reviews of Committees ensure governance remains fit for purpose.
3. Standing Orders, committee terms of reference, and codes of governance provide that boards should routinely assess the effectiveness of their governance arrangements, of which the Board's Committees form an integral part.
4. The Committee met on 14 January 2025 and through a facilitated discussion reviewed its effectiveness, its terms of reference, and its operating arrangements. This Annual Report reflects on the effectiveness of the Committee in 2024/25 and proposes changes to terms of reference.

### **PURPOSE OF THE COMMITTEE**

5. The purpose of the Committee set out in its terms of reference is to:
  - (a) Contribute to the development of the charity's strategy and monitor its implementation.
  - (b) Assure the Corporate Trustee that charitable funds are accounted for, deployed, and invested in line with legal and statutory requirements, taking account of the public benefit guidance.

- (c) Consider and endorse the annual report and accounts for approval by the Corporate Trustees; and
- (d) Raise the profile and reputation of the charity within the Trust.

## MEMBERSHIP AND ATTENDANCE

6. The Committee met four times as scheduled in 2024/25 and was quorate on each occasion.

7. The Committee is supported by the Chair and two Non-Executive Directors as members, and a number of prescribed attendees. The chart below illustrates attendance of members and attendees as listed in the terms of reference for 2024/25. The Committee welcomed non prescribed attendees at various meetings.

COMMITTEE ATTENDANCE				
Name	4 April 2024	22 August 2024	08 October 2024	16 January 2024
Ceri Jackson	Attended	Attended	Attended	Attended
Bethan Evans	Attended	Attended	Attended	Attended
Hannah Rowan	Apologies received	Attended	Attended	Attended
Estelle Hitchon	Attended	Attended	Attended	Attended
Chris Turley	Attended	Attended	Attended	Attended
Lee Brooks	Attended	Attended	Apologies received	Attended
Andy Swinburn	Attended	Attended	Attended	Attended
Liz Rogers	Attended	Apologies received	Attended	Attended
Trish Mills	Attended	Attended	Deputy attended (Julie Boalch)	Attended
Hugh Parry	Attended	Attended	Attended	Attended
Damon Turner	Attended	Attended	Attended	Attended
Marcus Viggers	Attended	Attended	Attended	Attended
Julie Boalch	Apologies received	Attended	Attended	Attended
Jo Kelso	Attended	Apologies received	Attended	Attended

Attended	Attended
Deputy attended	Deputy attended
Apologies received	Apologies received
No longer member/not member	No longer member/not member

8. The membership of the committee was revised effective quarter four of 2024/25 in response to changes to the Non-Executive Director membership of the Trust Board. Additionally, the Head of Charity was in post from early October 2024 and was therefore added as a prescribed attendee from quarter three. The Fundraising Officer, once appointed, will also be a prescribed attendee for the committee.

## COMMITTEE'S VIEWS ON EFFECTIVENESS

9. The Committee's effectiveness was assessed through a facilitated discussion held at the meeting on the 14 January 2025, which included a review of its terms of reference and cycle of business.

[insert here following the 14 January meeting the views of the members on the effectiveness of the committee]

10. The Committee has a cycle of business that is aligned to its terms of reference. All matters scheduled for oversight and review have been brought to the committee and in this respect, it has discharged its responsibilities in providing assurance to the board and also to the corporate trustee. At each meeting the committee receives a monitoring report against the cycle of business which escalates matters for the attention of the Committee. The Committee's business in 2024/25 included:
- (a) Following the commitment to resourcing the Charity given in 2023/24 the committee received regular updates regarding the **recruitment for the Head of Charity** position. This appointment was made in Summer 2024 and David Hopkins started in post on the 07 October 2024.
  - (b) **Lived experiences** from those who have benefited from charitable funds were received in year, a change implemented in 2023/24 as a result of the 2022/23 effectiveness review. The committee heard from two colleagues regarding their experiences:
    - Carolyn Lewis, a well-being practitioner from the Trust's Well-being Team spoke to the committee regarding funds used to **provide holistic therapy** for Clinical Contact Centre colleagues based in Vantage Point House. The therapy chosen was a 'gong bath' (otherwise known as 'sound baths'), which is a form of meditation using sound vibrations. The feedback received from colleagues who benefitted from this therapy was overwhelmingly positive.
    - Gill Pleming, Head of Service for EMSC, shared her experience of funds used for **Zen Rooms** for colleagues based in Vantage Point House, Ty Elwy, Snowdon House, Thanet House, Llangunnor and Llanfairfechan. The Zen Rooms were used by colleagues to decompress and take time for themselves, particularly in response to difficult or stressful incidents at work. Again, the feedback from colleagues who benefitted was very

positive. With this story, the committee heard about the process for applying for funds, which was understood to be straight forward.

- (c) A **financial report and a separate Charity performance report** was received at each meeting setting out fund balances and investment units, and the position with grants received and related expenditure, respectively. The performance report included updates against the NHS Charities Together grants, which included the Development Grant, Stage 3 Recovery Grant, and Ambulance Grant.
- (d) There were additional NHS Charities Together grants that were pursued by the Charity throughout the year and the importance of aligning charitable funding opportunities with the Trust's strategic priorities was acknowledged. The Committee noted that legal advice was received by the Trust regarding issues of liability for the charity's support of sporting events through charitable funds.
- (e) Throughout 2024/25 the committee discussed and developed **the visual identity for the Charity** for consideration by the corporate trustee. After the meeting of the committee in October, members attended a workshop with the appointed design agency 'Savage and Grey', where the options for the visual identity were discussed. The preferred option for the Charity's branding was presented to and approved by the corporate trustee in November 2024.
- (f) The **Bids Panel** and the **Bursary Panel** reported on the applications it reviewed and approved. Each of these were reported to the corporate trustee by way of the committee AAA report after each meeting. The committee approved one request for charitable funds over £5K in year for Christmas dinners which was approved by Chair's Action.
- (g) A **Charity Risk Register** was developed, the first iteration of which was received in April 2024. The Charity governance risk full risk assessment, which included controls, assurances, gaps and mitigations was received for consideration in August. At the August meeting the committee were assured on the work undertaken to articulate and finalise the risks. The completed Charity Risk Register will be taken to the committee in April 2025.
- (h) In line with the approach to the examination of the Charity accounts undertaken for the 2022/23 financial year, it was confirmed that for the **2023/24 financial year an Independent Examination** would be appropriate. The Committee acknowledged that in 2024/25 the Charity income would likely

require a full audit for 2024/25. This revenue boost for 2024/25 was attributed to the receipt of three substantial NHS Charities Together grants.

(i) Development of the **2023/24 Annual Report and Accounts** was steered by a Charity Annual Filings Task and Finish Group, which reported to the Assistant Directors' Leadership Team. The unamended and unqualified independent examination of the Annual Report and Accounts for 2023/24 were presented to the committee in January 2025. Both were recommended to the corporate trustee for approval, ahead of their submission to the Charity Commission at the end of January 2025.

(j) Each meeting included a **reflections** session which was included a range of views on items before the members. These included:

*From the April meeting:*

- the maturation of the Charity with the receipt of standalone Performance Reports and a dedicated Risk Register;
- the welcome receipt of the lived experience;

*From the August meeting:*

- that it would be helpful to have a lived experience form template to inform the presentations given by colleagues and that the updates given at the meeting were clear and the assurances given from management were robust;

*From the October meeting:*

- that the Charity had matured over the last year, particularly with the appointment of the Head of Charity.
- there was a sense of optimism and enthusiasm for the future and that the lived experiences would be received at every other meeting of the committee.

(k) The Committee **cycle of business** was approved.

(l) The **annual effectiveness review** was conducted in the January 2025 meeting.

11. The board/corporate trustee received a AAA highlight report from this Committee by email circulation following each meeting which included alerts, advice, and areas of assurance. This was also presented to the next public meeting by the Chair of the committee.

## SUB-COMMITTEES AND TASK AND FINISH GROUPS

12. The Bids Panel and Bursary Panel are the established sub-committees of the committee. As set out above, they report to the committee by way of a AAA report and the committee in turn reports to the corporate trustee on their work. The panels have an authority level of £5k.
13. The Bids Panel and Bursary Panel demonstrate the application of the Healthcare Financial Management Association (HFMA) guidance on the use of NHS Charitable Funds.
14. The Bids Panel has held 7 meetings in 2024/25. The Bursary Panel usually meets twice a year, however due to uncertainty as to funding of bursaries they only met once in 2024/25.
15. The terms of reference of both panels are out of date. The Bids Panel will review their terms of reference in January 2025 and Bursary Panel in quarter one of 2025/26.

## PROPOSED CHANGES TO THE TERMS OF REFERENCE

16. The proposed changes to terms of reference for this committee for 2024/25 are marked up in [Annex 1] and include XXX.

[to be completed following the 14 January meeting]

17. In addition, there will be some changes to operating arrangements which include:

[to be completed following the 14 January meeting]

## COMMITTEE PRIORITIES

18. The Committee received an update on progress against its 2024/25 priorities at each meeting and as can be seen below, progress on agreed priorities has been good:
  - (a) Priority 1: Monitoring the recruitment of the Head of Charity and the charity's strategic objectives and outcomes.
    - The Head of Charity started in post in early October 2024 and the recruitment for the Fundraising Officer will commence in 2025. The charity's strategy and associated strategic objectives will develop

throughout 2025, with the Committee having received a substantive update at its meeting in January 2025.

- (b) Priority 2: Ensure a development session is held at an agreed time with respect to duties and responsibilities of the Corporate Trustee.
  - The progress of this session was dependent on the appointment of the Head of Charity and will be progressed throughout 2025.
- (c) Priority 3: Ensure that the work of the Charity and its governance arrangements and those involved in the Charity's leadership and decision-making, are more visible internally and externally.
  - The progress of this priority was somewhat dependent on the appointment of the Head of Charity. The Head of Charity did facilitate 'carousels' at the October 2024 Chief Executive Roadshows, however the more detailed approach requires further discussion.

19. It is good practice for Committees to set priorities for the forthcoming year when they review their effectiveness. Accordingly, the Committee has agreed the following priorities for 2025/26:

[to be completed following the 14 January meeting]

20. Progress on priorities will be reported to the Committee quarterly and to the Board through its highlight report.

## NEXT STEPS

21. The next steps are as follows:

- (a) Ensure changes to operating arrangements agreed at paragraph 17 are cycled into the work programme for review in 2025/26
- (b) Update the cycle of business with revised terms of reference

## RECOMMENDATION

22. The Corporate Trustee is requested to

- (a) Receive and note the contents of the Committee Annual Report for 2024/25 and analysis of its effectiveness; and
- (b) Approve the changes to the Terms of Reference.



**GIG**  
CYMRU  
**NHS**  
WALES

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

## BIDS PANEL HIGHLIGHT REPORT FOR EXECUTIVE LEADERSHIP TEAM

<b>ELT Meeting Date</b>	23 October 2024
<b>Bids Panel Meeting Date</b>	05 August 2024 and 07 October 2024
<b>Bids Panel Meeting Chair</b>	Julie Boalch, Assistant Director of Corporate Governance & Risk

### KEY ESCALATION AND DISCUSSION POINTS

#### ALERT

(Alert the ELT to areas of escalation)

1. There were no alerts for this meeting.

#### ADVISE

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

#### 2. Charity Funds Balances

The Bids Panel received a summary of Charity Funds balances (as at 30<sup>th</sup> September 2024) Fund balances to be considered in more detail once the Head of Charity take up post in October 2024.

#### 3. Outcome of Applications Considered by Bids Panel

Bid Description	Amount	Directorate	Outcome of Bids Panel
Bid 1124 – New Football Kit & Sports Insurance	Up to £800	Various (C&W)	Approved [C&W fund]
Bid 1224 – Replacement TV (Tumble Amb Station #)	£400 *	Operations (EMS)	Approved [C&W fund]
Bid 1324 – Christmas Dinners /Hampers (Trust-wide)	£18,700	Operations	Approved [Split between all 3 regions]
Bid 1423 – Zoll Training Defibrillator	£534 (+ VAT)	Operations (Vols)	Approved [CFR fund]
Bid 1524 – Remembrance Day Wreaths (Trust-wide)	£620 **	People & Culture	Approved [Split between all 3 regions]
Bid 0424 – Wellbeing Days (x5 sessions)	£4,500	People & Culture	Not Approved. Several queries raised – invited to resubmit in future with more information.
Bid 1024 - Leadership Development Away Day (Powys EMS LMT)	£1,765 (+VAT)	Operations (EMS)	Not Approved. Requester redirected to People & Culture OD managers.

# This bid highlighted some estates issues (i.e. roof leak and wall damage requiring redecoration) which are being addressed prior to the new TV being supplied and affixed to the wall.

\* Bids Panel approved reasonable funding above £400 if required (to be determined by ICT's equipment framework) to enable purchase of a good quality product with appropriate warranty.

\*\* Bids Panel approved funding above £620 if requests received from additional stations (to be discussed with Finance prior to purchase)

## ASSURE

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

### 4. **Barmouth Restricted Fund**

To bring this longstanding issue to a conclusion, a memo containing relevant information and guidance has been sent to the Locality Manager of Barmouth Ambulance Station c/o the nominated Trade Union Partner. The TU partner has agreed to meet with colleagues based at the station to discuss options and collate suggestions for expenditure. Feedback from the local team will be presented to Bids Panel at its scheduled meeting on 13 December 2024, where a proposal will be developed to ensure utilisation of the legacy monies by the end of the 24-25 financial year.

### 5. **Liability Associated with Funded Equipment/Activities**

Advice sought from legal counsel clarified that the Trust's Charity is a 'sponsor' of the sporting activity / equipment so is unlikely to be held liable for any potential injury sustained. There is also the option of the Trust Charity taking out an indemnity policy which would cost c.£200 per annum. Bids Panel documentation will be amended to clearly state that the Trust Charity does not accept any liability associated with funded equipment/activities – this will be discussed with the new Head of Charity. A form of words will be provided by L&RS Jonathan Webb to include on the Trust's documentation.

### 6. **Benefits Evaluation**

A proforma and guidance is being developed to capture the benefits realised and provide assurance regarding value for money – to be provided by the Requester of each approved charitable funds application. The intention is for the benefits evaluation form to act as a summary and guide the conversation when Requesters are asked to present their 'Lived Experience' to Charity Committee.

7. There is no requirement on the Charity Committee to approve or discuss in detail any of the bids highlighted in this report given they are all within the Bids Panel approved expenditure limits as set out in its Terms of Reference.

8. Committee can be assured that the Bids Panel, when making decisions about charitable expenditure has given due regard to the guidance on public benefit and applied it when approving bids within its remit.

9. The Bids Panel continues to:

- a. Act within its powers.
- b. Act honestly and with good intentions, and only in the charity's interest.
- c. Be sufficiently informed, taking any necessary advice.
- d. Take account of all relevant factors.
- e. Ignore irrelevant factors.
- f. Manage conflicts of interest.
- g. Make a decision that is within a range of decisions that the panel could make.

10. The panel applied the HFMA guidance to each application to assure itself that the bid was being considered in relation to benefits such as for the relief of sick patients as well as staff and patient benefit.

11. **Risks:** None

## MEETING AGENDA ITEMS

Bids Panel Action Log	Bids Panel Decision Log	Charitable Fund Balances
Applications for Funding (x7)	Liability <b>[Standing Agenda Item]</b>	Barmouth Restricted Fund <b>[Standing Agenda Item]</b>
Bids Panel AAA Highlight Report (050624) to ELT	Key Messages for Committee	Any Other Business

ATTENDANCE						
Meeting Date:	19/03/24	12/04/2024	05/06/2024	05/08/2024	07/10/2024	13/12/2024
<b>Julie Boalch</b> [Chair]						
Lisa Trounce						
Lois Hough				*	*	
Bernadette Mitchell						
Julie Stokes			Replaced by Karen Jones with effect from Jun24			
Karen Jones	Replaced Julie Stokes from Jun24			*		
Luke Watkins					*	
Olaide Kazeem						
Aled Williams						
Nicci Stephens		*			*	
Damon Turner						
Hugh Parry						
OTHER ATTENDEES						
Ceri Jackson (IM)					CC Chair Observing	
Rusna Begum					Grad Mngt Trainee Observing	

\* Indicates where members who were unable to attend the meeting considered the bids submitted and provided comments in advance of the meeting.

	Attended
	Deputy Attended
	Apologies Received
	No longer member

<b>AGENDA ITEM No</b>	<b>12</b>
<b>OPEN or CLOSED</b>	<b>Open</b>
<b>No of ANNEXES</b>	<b>1</b>

## Committee Priorities and Cycle Monitoring Report

<b>MEETING</b>	Charity Committee
<b>DATE</b>	14 January 2024
<b>EXECUTIVE</b>	Trish Mills, Director of Corporate Governance/Board Secretary
<b>AUTHOR</b>	Trish Mills, Director of Corporate Governance/Board Secretary Alex Payne, Corporate Governance Manager
<b>CONTACT</b>	<a href="mailto:Trish.mills@wales.nhs.uk">Trish.mills@wales.nhs.uk</a>

### EXECUTIVE SUMMARY

1. This report updates the Committee on progress against the priorities it set for 2024/25 and progress against the agreed Cycle of Business for the Committee. There are no matters to escalate with respect to the Priorities.

**RECOMMENDATION: -**

2. **The Committee is asked to note the update.**

### KEY ISSUES/IMPLICATIONS

No issues to raise.

### REPORT APPROVAL ROUTE

Not applicable

### REPORT APPENDICES

Annex 1 – Charity Committee Cycle of Business Monitoring Report

<b>REPORT CHECKLIST</b>			
<b>Confirm that the issues below have been considered and addressed</b>		<b>Confirm that the issues below have been considered and addressed</b>	
EQIA (Inc. Welsh language)	Yes	Financial Implications	N/A
Environmental/Sustainability	N/A	Legal Implications	N/A
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 PRIORITIES FOR 2024/25 AND CYCLE MONITORING REPORT

### SITUATION

3. This report updates the Committee on progress against the priorities it set for 2024/25 and progress against the agreed Cycle of business. There are no matters to escalate with respect to the Priorities.

### BACKGROUND

4. During the course of the effectiveness reviews, it was agreed that it is good practice for Committees to set priorities for the forthcoming year. The Committee's priorities, which are set out below, were agreed by the Trust Board in May 2024 and will be tracked quarterly.
5. The Committee's cycle of business was approved by the Committee in April 2024. The agenda is set with reference to that cycle, together with the forward planner, action log and highest rated principal risks.
6. The monitoring report is at Annex 1. The 'pre-agenda setting' key indicates that items in green show where they are cycled for a particular meeting. Items in beige indicate they are a prompt at agenda setting as they may be ad hoc items such as business cases or external reports.
7. The 'post-agenda setting' key indicates that items in blue were either on the agenda as scheduled or is an *ad hoc* item which was discussed in agenda setting and scheduled. The orange indicates where an item was programmed for receipt but has been deferred to a future meeting.

### ASSESSMENT

8. The Committee priorities for 2024/25 and progress against them is as follows:

Priority	Progress
Monitoring the recruitment of the Head of Charity and the charity's strategic objectives and outcomes.	- The Head of Charity began in post on the 07 October 2024 and attended the Committee meeting on the 08 October 2024. The recruitment for the Fundraising Officer will begin in the coming weeks and be led by the Head of Charity.

	<ul style="list-style-type: none"> <li>- At the January 2025 Committee meeting the Committee will receive an update regarding the development of the charity’s strategy, which will include details of the associated work programme and development of the charity’s strategic objectives.</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure a development session is held at an agreed time with respect to duties and responsibilities of Trustees.</li> </ul>	<ul style="list-style-type: none"> <li>- The timing of this session will be discussed with the Head of Charity when they are in post, but it is likely to be planned for early 2025/26. The fuller update will be included in the charity strategy update at the January 2025 meeting.</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure that the work of the Charity and its governance arrangements and those involved in the Charity’s leadership and decision-making, are more visible internally and externally.</li> </ul>	<ul style="list-style-type: none"> <li>- The timing and approach will be discussed with the Head of Charity when in post (which will be October 2024). However, it is noted that the Head of Charity facilitated a ‘carousel’ at all of the October 2024 Chief Executive Roadshows. The fuller update will be included in the charity strategy update at the January 2025 meeting.</li> </ul>

9. It is noted that there are two areas of reporting to the Committee which are marked on the Cycle of Business as ‘developing’; the Investment Strategy and the Fundraising Report. These prompts will inform agenda setting throughout 2025 as the reporting develops, however there will be related updates included in the respective charity performance (regarding fundraising) and finance updates (regarding the investment strategy) for quarter four.

**RECOMMENDATION: -**

**10. The Committee is asked to note the update.**

PAPER	PRE or POST-C'EE FORUM	FREQUENCY	Q1	Q2	Q3	Q4	LEAD	PURPOSE	COMMENTS
<b>CHARITY COMMITTEE - CYCLE OF BUSINESS MONITORING REPORT 2024/25</b>									
<b>STRATEGY</b>									
Initial strategy review and periodic reviews	ELT/Trustees	TBC					DPE	Endorsement	
Strategy implementation [Note 1]	TBC	TBC					DPE	Endorsement	Q3: Agreed to receive introduction from Head of Charity. Strategy discussions to progress in remainder of 24/25.
IMTP exception reporting	STB	Ad Hoc					DPE	Assurance	
<b>CHARITABLE FUNDS AND INVESTMENT</b>									
Financial accounts and annual report	ELT/Trustees	Annually					EDOF	Endorsement	
Auditors report on accounts	ELT/Trustees	Annually					Auditors	Assurance	
Finance Update	ELT	Each Meeting					EDOF	Assurance	
Charity Performance Update	ELT	Each Meeting					DPE	Assurance	
Sub-committee highlight (AAA) reports	Relevant Committee	Each Meeting					Relevant Chair	Assurance/Escalation	Q4: Additional 'Charity Strategy Update' position paper included on the agenda; EH/DH to prepare
Lived experience Bids or Bursary Panel <i>Template required: see note 7</i>	Relevant Committee	Each Meeting					Relevant Chair	Assurance	Q1: Bursary Panel update was verbal; Q2: Bursary Panel rec'd. Q3: Agreed no appropriate exp for Oct 2024 mtg.
Applications as appropriate from time to time [Note]	Bids Panel	Ad Hoc					Relevant Director	Approval	
Report from Policy Group	Policy Group	Annually					DCG	Assurance	
Set reserves policy annually	N/A	Annually					EDOF	Approval	The Reserves Policy statement was included in the 22/23 Charity Annual Report & Accounts.
Policies for review and approval	Policy Group/ELT	Ad Hoc					Relevant Director	Approval	
Investment strategy	ELT/Trustees	Annually					EDOF	Approval	
Investment report [Note 2]	TBC	Each Meeting					EDOF	Assurance	Q4: Position on investments will be included in the Finance Report.
<b>FUNDRAISING</b>									
Fundraising report [Note 3]	TBC	TBC					TBC	TBC	Q4: Agreed that fundraising update / position to be included in the separate 'Charity Strategy Update' paper commissioned.
Board Assurance Framework	Trustees	Each meeting					DCG	Assurance	Sept' 24 Update: CC on 22/08/24 agreed to return with full Charity Risk Register at its meeting in April 2025 (25/26).
Corporate Risk Register - Charitable Funds	Trustees	Each meeting					DCG	Assurance	Sept' 24 Update: CC on 22/08/24 agreed to return with full Charity Risk Register at its meeting in April 2025 (25/26).
Audit Recommendation Tracker	ADLT	Each meeting					DCG	Assurance	
Audits within purview of Committee	Audit Committee	Ad Hoc					Relevant Director	Assurance	
<b>GOVERNANCE</b>									
Committee effectiveness review annual report	Audit/Board	Annually					DCG	Approval	
Review of Terms of Reference	Audit/Board	Annually					DCG	Approval	
Committee Cycle of Business	N/A	Annually					DCG	Approval	
Committee Cycle of Business Monitoring	N/A	Each Meeting					DCG	Approval	
Committee Review of Annual Priorities	None	Quarterly					DCG	Assurance	
<b>PROMPTS</b>									
External Reports	n/a	As required					TBC	TBC	

EDOF = Executive Director of Finance  
DPE = Director of Partnerships and Engagement  
DCG = Director of Corporate Governance/Board Secretary

**Key: Pre-agenda setting**

- Cycled for each meeting
- Ad hoc item - prompt for agenda setting
- Reporting developing

**Key: Post-agenda setting**

- Presented as cycled
- Ad hoc / item considered - not programmed
- Item deferred
- Reporting developing

<b>Charity strategy implementation</b>	If the strategy is implemented as part of the IMTP then annual reviews of IMTP elements to Charity Committee. If that is not appropriate, monitoring of implementation - particularly for 2024/25 by Head of Charity is required. This is unlikely to occur until later in the year.
<b>Investment Strategy</b>	As the charity strategy develops and the funds increase, and investment strategy to be developed also, together with appointment of external fund managers. Review this in 2024/25. In the interim the finance report serves as an update on the investment
<b>Fundraising</b>	Fundraising strategy may be formed as part of the overall charity strategy. This reporting will mature during the 24/25 year.
<b>Promote the charity within the Trust</b>	As the charity and fundraising strategy develops, members will have opportunities to promote the charity and this will also be carried out when reporting to the Trustees.
<b>Approval of expenditure</b>	When making decisions about charitable expenditure Bids Panel, Bursary Panel, CC and Trustees must have regard to the guidance on public benefit and be able to demonstrate that in decisions - see TOR 4.2
<b>General</b>	These cycles are developed with reference to the specific lines of the TOR for this Committee. This methodology seeks to ensure that all responsibilities in the TOR are discharged by the Committee on behalf of the Board.
<b>Lived Experience</b>	It was agreed in the October Committee agenda setting meeting that it was necessary to develop a template for the lived experience items so that contributors understand what is required. Additionally, it was agreed that if it isn't possible for an appropriate experience to be agreed then it wouldn't be programmed; alternating meetings would be acceptable.



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## CHARITY COMMITTEE HIGHLIGHT REPORT TO CORPORATE TRUSTEE

This report provides the Trustees with key escalation and discussion points at the last Committee meeting. A full list of items discussed appears at the end of the report to enable members to raise any questions to the Chair which have not been drawn out in the report.

<b>Corporate Trustee Meeting Date</b>	29 November 2024
<b>Committee Meeting Date</b>	08 October 2024
<b>Chair</b>	Ceri Jackson

### KEY ESCALATION AND DISCUSSION POINTS

#### ALERT

(Alert the Trustees to areas of attention)

There were no alerts from this meeting.

#### ADVISE

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

1. David Hopkins has been appointed as the **new Head of Charity** commencing in post on 07 October 2024. David previously worked at the National Youth Arts Wales as the Fundraising and Marketing Manager. A clear set of objectives will be established which are likely to evolve as work to review the charity progresses. David will attend the CEO Roadshows and begin the listening exercise at an operational and strategic level to inform priorities over the coming months. The Fundraising Manager role will be developed by the Head of Charity over the autumn, with the aim of recruiting as soon as practicable.
2. Members of the Committee, with other relevant stakeholders, attended a workshop after the Committee on the 08 October to discuss the **visual identity for the charity**. Graphic design agency Savage and Grey led a workshop session on the development of the Charity's visual identity. It was an interactive session which will inform the development of the Charity's visual identity, work on which will now begin in earnest, and which will be completed by the end of this calendar year. The approval/decision-making process is currently being worked through.

#### Reflections

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

## ASSURE

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

### Charity Performance

4. The Charity Performance Report was received showing performance against the **NHS Charity Together (NHSCT) grants** as of the 30 September 2024. This included the Development Grant, Stage 3 Recovery Grant, and Ambulance Grant. Interim reports for both the Stage 3 and Ambulance Grants are due November 2024. All grants are being administered according to their conditions and there was nothing to escalate at this stage. Any key risks against the grants will be reported by exception.
5. Work on creating the **visual identity of the Charity** will commence utilising funds within the development grant. **Additional grants** are available through the NHSCT and their partnership with Omaze which will be explored ensuring alignment to the priorities of the Charity.

### Charity Finance Update

6. The **balance of funds** held as of 30 September 2024 is £606,000 comprised of £261,541 unrestricted funds; £165,401 in designated funds; and £349,641 in restricted funds. 1,090.14 investment units in the Charity Investment Fund (COIF) are held at a market value of £281,800 which is a gain of £1.6k from the last reporting period. There were no issues requiring escalation to the Corporate Trustee.
7. The Committee was reminded that Audit Wales will undertake **an Independent Examination (IE) of the 2023/24 charity accounts** as opposed to a full audit, as the threshold for such an approach is not met, therefore a full audit is not required. The Trust has agreed the examination schedule with Audit Wales and the draft accounts will be available in late November 2024. It was noted that a meeting had been held with Audit Wales the previous day, where the timeline for the completion of the IE was confirmed. There was one outstanding item within the draft accounts to be resolved, that related to the treatment of funds flow in relation to one or two of the NHSCT grants referenced above, which will be confirmed in the next couple of weeks ahead of when the draft accounts need to be with Audit Wales. The final 2023/24 Annual Report and Accounts will then be presented to the Committee for endorsement in January 2025.

### Bids Panel

8. A meeting of the **Bids Panel** was held on Monday 07 October 2024 and so it was not possible to provide a written report ahead of this Committee. Julie Boalch, Chair of the Bids Panel, provided a verbal update for the Committee's assurance noting that two bids were received and approved which included a CFR training defibrillator (£600) and Remembrance Day wreaths (£600). The Committee was assured that the Bids Panel had applied the Healthcare Financial Management Association guidance for use of charitable funds in the NHS when considering applications, to ensure that the bids were considered in relation to the Charity's objects and the public benefit requirements.

### Governance

9. The Committee Cycle of Business monitoring report and update on Committee priorities was received with nothing to escalate. It was noted that one of the priorities relates to the appointment of the Head of Charity and Fundraising Officer, and their respective objectives.



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## RISKS

**New Risks Identified:** No new or extant risks were discussed in this meeting. The Cycle of Business Monitoring Report update noted that the full Charity Risk Register will be scheduled for receipt in April 2025.

### COMMITTEE AGENDA FOR MEETING

Charity performance report	Finance update	Bids Panel update
Committee cycle of business and monitoring report		

### COMMITTEE ATTENDANCE

Name	4 April 2024	22 August 2024	08 October 2024	16 January 2024
Ceri Jackson	Attended	Attended	Attended	
Bethan Evans	Attended	Attended	Attended	
Hannah Rowan	Apologies received	Attended	Attended	
Estelle Hitchon	Attended	Attended	Attended	
Chris Turley	Attended	Attended	Attended	
Lee Brooks	Attended	Attended	Apologies received	
Andy Swinburn	Attended	Attended	Attended	
Liz Rogers	Attended	Apologies received	Attended	
Trish Mills	Attended	Attended	Deputy attended	
Hugh Parry	Attended	Attended	Attended	
Damon Turner	Attended	Attended	Attended	
Marcus Viggers	Attended	Attended	Attended	
Julie Boalch	Apologies received	Attended	Attended	
Jo Kelso	Attended	Apologies received	Attended	

Attended
Deputy attended
Apologies received
No longer member/not member