

## Bundle Charity Committee 22 August 2024

### Agenda attachments

#### 00 Agenda CC 22 August 24

- 0 OPENING ITEMS
- 1 14:00 – Chair's welcome, apologies and confirmation of quorum
- 2 Declarations of Interest  
*Board Member Register of Interests-Updated 2024.05.14-Published.xlsx (nhs.wales)*
- 3 Minutes of Last Meeting – 4 April 2024  
Item 03 Draft Charity Committee Minutes April Meeting
- 4 Action Log and Matters Arising (including update on decisions/activities of the Corporate Trustee)  
Item 04 Action Log
- 4.1 ITEMS FOR APPROVAL, ASSURANCE AND DISCUSSION
- 5 14:10 – Bids Panel Lived Experience – Zen Rooms
- 6 14:40 – Charity Performance Report  
Item 06 Charity Performance Report
- 7 14:55 – Finance Update  
Item 07 Finance Update Report
- 7.1 15:10 – COMFORT BREAK
- 8 15:20 – Charity Resource Update  
Item 08 Charity Resourcing Charity Committee August 24
- 9 15:30 – Risk Management Report  
Item 09 Risk Management Report Charity Committee 220824
- 10 15:40 – Bids Panel AAA Reports – 12 April 2024 and 5 June 2024  
Item 10a Bids Panel AAA Highlight Report 120424 Final  
Item 10b Bids Panel AAA Highlight Report 050624
- 10.1 CONSENT ITEMS
- 11 Annual Report 2023/24 and Terms of Reference 2024/25  
Item 11a Charity Annual Report 2023-24  
Item 11b Charity Committee Terms of Reference 2024-25 – Approved by Trust Board 30052024
- 12 Committee Priorities and Cycle of Business Monitoring Report  
Item 12 Charity Committee Priorities and Cycle Monitoring Report  
Item 12a Charity Committee Cycle of Business 2024-25 – Monitoring Report  
Item 12b Cycle Notes Charity Committee Cycle of Business 2024-25 – Monitoring Report
- 13 Committee Highlight Report – 4 April meeting  
Item 13 – Charity Committee Highlight Report 4 April 2024
- 13.1 CLOSING ITEMS
- 14 15:55 – Key messages for the Corporate Trustee Board and Agreed Actions
- 15 Reflections on the Meeting
- 16 Any Other Business
- 17 Date and Time of Next Meeting: 8 October 2024



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Welsh Ambulance Services  
University NHS Trust

## MEETING OF THE CHARITY COMMITTEE

Held in **public on 22 August 2024 from 14:00 to 16:05**

Meeting held virtually via Microsoft Teams

Comfort break 10 minutes

### AGENDA

No.	Agenda Item	Purpose	Lead	Format	Time
<b>OPENING ITEMS</b>					
1.	Chair's welcome, apologies, and confirmation of quorum	Information	Ceri Jackson	Verbal	10 mins
2.	<a href="#">Declarations of Interest</a>	To State Conflicts	Ceri Jackson	Verbal	
3.	Minutes of Last Meeting: - 4 April 2024	Approval	Ceri Jackson	Paper	
4.	4.1 Action Log & 4.2 Matters Arising <i>(Including update on decisions / activities of the Corporate Trustee)</i>	Assurance	Ceri Jackson	Paper	
<b>ITEMS FOR APPROVAL, ASSURANCE AND DISCUSSION</b>					
5.	Bids Panel Lived Experience - Zen Rooms	Discussion	Julie Boalch Gill Pleming	Presentation	30 mins
6.	Charity Performance Report	Assurance	Estelle Hitchon	Paper	15 mins
7.	Finance Update	Assurance	Chris Turley	Paper	15 mins
<b>Comfort Break – 10 Minutes</b>					
8.	Charity Resource: Update on Recruitment	Assurance	Estelle Hitchon	Paper	10 mins
9.	Risk Management Report	Assurance	Julie Boalch	Paper	10 mins
10.	Bids Panel AAA Reports: 12 April 2024 05 June 2024	Assurance	Julie Boalch	Paper	15 mins



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University NHS Trust

No.	Agenda Item	Purpose	Lead	Format	Time
<b>CONSENT ITEMS</b>					
The items that follow are for information only. Should a member wish to discuss any of these items they are requested to notify the Chair so that time may be allocated to do so.					
11.	Committee Annual Report 2023/24 and Terms of Reference 2024/25	Information	Trish Mills	Paper	N/A
12.	Committee Priorities & Cycle of Business Monitoring Report	Information	Trish Mills	Paper	N/A
13.	Committee Highlight Report 4 April Meeting	Information	Trish Mills	Paper	N/A
<b>CLOSING ITEMS</b>					
14.	Key Messages for the Corporate Trustee and Agreed Actions	Discussion	Ceri Jackson	Verbal	10 mins
15.	Reflections on the Meeting	Discussion	Ceri Jackson	Verbal	
16.	Any Other Business	Discussion	Ceri Jackson	Verbal	
17.	Date & Time of Next Meeting: 8 October 2024	Information	Ceri Jackson	Verbal	

### Lead Presenters

Name	Position
Ceri Jackson	Non-Executive Director and Chair of Committee
Trish Mills	Director of Corporate Governance/Board Secretary
Chris Turley	Executive Director of Finance and Corporate Resources
Estelle Hitchon	Director of Partnerships and Engagement
Julie Boalch	Head of Risk/Deputy Board Secretary
Gill Fleming	Head of Service EMS Coordination

**UNCONFIRMED MINUTES OF THE MEETING OF THE CHARITY  
 COMMITTEE HELD ON 18 JANUARY 2024 VIA TEAMS**

**MEMBERS:**

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

**IN ATTENDANCE:**

Lee Brooks	Executive Director of Operations
Colin Dennis	Trust Chair
Jill Gill	Head of Financial Accounting
Estelle Hitchon	Director of Partnerships and Engagement
Caroline Jones	Corporate Governance Officer
Navin Kalia	Deputy Director of Finance and Corporate Resources
Olaide Kazeem	Financial Services Project Accountant
Jo Kelso	Head of Workforce Education and Development
Carolyn Lewis	Wellbeing Practitioner
Trish Mills	Director of Corporate Governance/Board Secretary
Hugh Parry	Trade Union Partner
Alex Payne	Corporate Governance Manager
Liz Rogers	Assistant Director of People and Culture
Andy Swinburn	Executive Director of Paramedicine
Chris Turley	Executive Director of Finance and Corporate Resources
Damon Turner	Trade Union Partner
Marcus Viggers	Trade Union Partner

**APOLOGIES:**

Julie Boalch	Head of Risk/Deputy Board Secretary
Hannah Rowan	Non-Executive Director

## **19/24 WELCOME AND APOLOGIES**

Ceri Jackson, Committee Chair, welcomed everyone to the meeting and noted that Colin Dennis was observing the meeting today.

Apologies were noted from Hannah Rowan and Julie Boalch.

## **20/24 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.**

## **21/24 MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting held on 18 January 2024 were approved as a correct record.

**RESOLVED: That the minutes of the meeting held on the 18 January 2024 were approved as a correct record.**

## **22/24 ACTION LOG**

The action log was considered, reviewed, and updated.

Actions 28/23, 06/24, 10/24 and 11/24 were all proposed and accepted for closure.

Action 35/23 was closed with the action being transferred to the forward plan to be revisited at the October meeting.

**RESOLVED: That action log was reviewed all actions were closed as set out above.**

## **23/24 BIDS PANEL LIVED EXPERIENCE**

Members received a presentation from Carolyn Lewis, the Trust's Wellbeing Practitioner, which explained the background to making the application for use of charitable funds through the Bids Panel in support of staff wellbeing at the Clinical Contact Centre (CCC) at Vantage Point House. Carolyn explained what the experience entailed and how members had considered whether to seek therapy through Reflexology, Reiki or Soundbath therapies, which would provide the best experience for staff.

The Soundbath therapy was chosen; a form of meditation using sound vibrations which can reduce stress and anxiety related symptoms, in addition to improving sleep.

The timing of the event allowed staff to be released on a rotational basis to allow up to eight staff to attend each session. Forty-eight members of staff enjoyed the experience with 16 staff providing feedback, which was all positive, with the downtime and relaxation being a huge benefit.

Members were keen to express their thanks for the support to staff within the CCC recognising that this was a challenging environment to work in. Carolyn expressed her thanks for the use of charitable funds to support this initiative and noted that a further application to the Bids Panel for sessions to be opened up Pan Wales and be accessible to all staff was being considered.

Members discussed the possibility of training staff to deliver in house sessions and the Ceri Jackson agreed as Chair of People and Culture Committee to discuss the possibilities with Angie Lewis, Director of People and Culture.

**RESOLVED: The positive impact of the Soundbath experience and the benefits to the CCC staff were noted through the delivery of the Bids Panel Lived Experience story, from Carolyn Lewis.**

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

The report presented by Estelle Hitchon detailed the grant income from NHS Charities Together and the expenditure against those funds. Estelle noted that this report is the first dedicated charity performance report from the point of view of the receipt of grant monies and their use.

### Development Grant

The Development Grant (£22,981) was awarded prior to the strategic review and the subsequent decisions to invest in leadership. An extension had been granted to utilise the fund by December 2024; however, with the Head of Charity post still vacant, Estelle Hitchon had agreed to take ownership of the development of branding as an interim arrangement.

### Stage 3 Recovery Grant

It was noted that the Stage 3 Recovery Grant (£88,000) was split into three projects:

- a) Volunteer Development Programme;
- b) Mind Over Mountains; and
- c) Welsh Ambulance Services University NHS Trust Sports

The sports element of the funding was on hold due to assurance needing to be gained on liability issues for the Charity in respect of any injuries sustained as a result of charity supported sports, and the potential requirement for indemnity.

#### Ambulance Grant

An updated contract had been requested for a start date of 1 December 2023 against the Ambulance Grant to allow time for the recruitment process. It had verbally been agreed with the Grants Officer; however, the updated contract was still awaited. It was asked that Estelle Hitchon follow up the contract position.

Key dates and risks were highlighted within the report. Members welcomed the first performance report and recognised it would be developed and refined over time.

#### **RESOLVED: That**

- 1) The Committee welcomed the first Performance report, noted the progress and key risks in the Charity Performance Report together with the mitigations in place to minimise the risks identified; and**
- 2) Estelle Hitchon would follow up the contract position relating to the Ambulance Grant.**

#### **25/24 CHARITY FUNDS FINANCE UPDATE**

Chris Turley highlighted to members the key points within the report which included:

- a) details of the fund balances as at the end of February 2024. The balance of funds on 29 February 2024 was £552K comprised of £301K unrestricted funds; £26K in designated funds; and £225K in restricted funds. 1,090.14 investment units in the Charity Investment Fund (COIF) are held at a market value of £276k. Whilst the market is quite volatile there were no issues requiring escalation to the Corporate Trustee.
- b) the COIF Charity Investment Fund and the continued increased monitoring;
- c) the potential for a full audit of the 2024/25 accounts and increased cost for this,
- d) a proposed update on the Financial Impact on New Strategic Direction – Year 1.

Chris Turley highlighted the original agreement to fund the agreed charity share of the new posts from both the National Fund and a small residual balance from the revaluation reserve. However, due to the volatility of the revaluations reserve, c£16k alternative funding had been identified within the NHS Charities Together grants which could be utilised. The Committee approved the allocation of the money from the grant funding in line with the recommendation from Chris Turley.

Chris Turley spoke of the possibility of now requiring a full audit for the 2023/24 accounts (and not just the 2024/25 accounts as flagged within the paper) as balances were close to the threshold of not being able to undertake an independent examination. Once it was known if a full audit would be required Chris confirmed that he would engage with Audit Wales at the earliest opportunity to ensure it could be carried out within the timeline available.

Members expressed their concerns around the delays that had occurred with the last full audit, which had resulted in a late filing of the Charity accounts, due to additional work and the timing of the delivery of this from Audit Wales. This was then compounded by the resulting qualified audit opinion at the time, which attracted additional work and associated costs within Audit Wales.

Ceri Jackson highlighted the importance of the costs of the full audit and was concerned that if the charity was only just over the full audit threshold that a proportion of the income would be spent on a full audit, as had been seen from the last full audit. Chris Turley assured the Committee that whilst the cost of a full audit was notably more than an independent audit, the figure would be less as some of the previous costs were attributed to enabling the qualified opinion to be issued, together with the number of previous years that had been reviewed by the auditors. However, representations would be made to Audit Wales to seek to ensure that any required full audit would be done at the lowest cost to the charity as possible

Estelle Hitchon made reference to a couple of legacies which had been left to the Trust, one of which was in discussion with solicitors to review the restrictions placed on it. She also noted the need for guidance around legacies.

**RESOLVED: That**

- 1) the contents of this finance update were noted; and**
- 2) the use of the c£16k contribution from its NHSCT Grants to support the funding of the two new posts was approved.**

**26/24 UPDATED POSITION ON RECRUITMENT TO HEAD OF CHARITY POST**

The Head of Charity post was due to be considered in the banding process at a meeting being held on 5 April 2024. The initial delay in progress was the result of the need to complete further paperwork and take advice on the content of the job description (JD) to meet the requirements of the process.

As a delay in recruitment for the Head of Charity post was anticipated, it was proposed by Estelle Hitchon to commit the equivalent of two days per week to charity matters as agreed with the Chief Executive.

The Trust's Communications Team would assume responsibility for branding, website development and marketing in order to utilise the grant funding in the most appropriate way and timescale. Branding would be commissioned externally for reasons of both expertise and timeliness.

It was recognised by Members that should any further delays in recruitment occur, then consideration would need to be given to the continued support of Estelle Hitchon, in order for there not to be an impact on business as usual for the Trust.

Members considered the possibility of the banding not being achieved. Estelle Hitchon agreed that there would be an opportunity later in the month to resubmit the JD with adjustments should it be necessary.

**RESOLVED: That the Committee gained assurance from the update report provided.**

## **27/24 RISK MANAGEMENT REPORT**

The report presented today provided Members with an update in respect of risks aligned to the Charity Committee. Work had progressed and continued to do so, to develop the Charity Governance Risk and Charity Accounts Reputation Risk.

Executive Leadership Team Members had discussed both the lack of internal processes, governance structures in place to support the application for grants and fund administration. They also considered the risk together with the reputational damage of the Trust's Charity and Trustees due to the late filing of the Annual Return and their recommendation was for the Charity Governance Risk to be included on the Charity Risk Register. The next report to Committee would describe the controls, assurances, and mitigating actions of the Charity Governance Risk.

Whilst the Charity Accounts Risk had been developed and worked through; the issue of the late filing of accounts no longer presented a risk to the Charity, and therefore this risk had been closed. It was included in the summary report for information. Members did agree that should a full audit of the accounts be required this year; the risk could be revisited if necessary.

Chris Turley said he was confident that the cause for the delay and qualification from the audit in 2021/22 should not reoccur, and he also noted that the Trust does not have an equivalent risk on its Corporate Risk Register for the Trust accounts.

The Committee noted that the risks to be developed include:

- a. Resource and capacity to manage the Charity.
- b. Trustees – skills, roles and responsibilities and training.

- c. Compliance with legal and regulatory framework.
- d. Governance and management of funds

**RESOLVED: That**

- 1) the contents of the report were considered and discussed;**
- 2) the inclusion of the Charity Governance Risk on the Charity Risk Register was approved; and**
- 3) the closure of the Charity Accounts Risk was approved.**

## **28/24 BIDS PANEL HIGHLIGHT REPORT – 19 MARCH 2024**

A comprehensive highlight report was provided for Members following the first meeting of the Bids Panel following its reinstatement in January 2024.

The Bids Panel gave assurance that the Healthcare Financial Management Association (HFMA) guidance on the use of charitable funds had been considered and applied when reviewing the applications.

The Bids Panel considered and approved three bids which included Mind over Mountains (£3,300), WISH blankets (£565) and a TV top box recorder (£47). Two applications were referred to the Executive Leadership Team as they were over the £5K threshold for the panel. The Committee were 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.

The Executive Leadership Team had been asked to look at options on how to utilise the Barmouth restricted fund for equipment, which would be fed back to the Panel.

Damon Turner referred to the highlight report and position regarding the sale of kayaks. Members discussed the position and recognised there were lessons to be learned and that the advice on liability would be critical going forward.

**RESOLVED: That the**

- 1) AAA report was received and the Committee gained assurance from the robust discussions held and that the HFMA guidance was applied.**

## **29/24 BURSARY PANEL UPDATE**

The Bursary Panel met on the 3 April 2024, following its reinstatement. The purpose was to review successful applications from last year, which were recommended by the Bursary Sub-Group for financial support. A verbal update was provided by the Panel Chair, Jo Kelso.

The Panel approved allocation of funding, within the funding previously identified for this round of the bursary scheme, to six applicants to a total value of £9,190, with a further two applications requiring further investigation to review what existing alternative funding routes could be accessed.

- ILM Level 5 Diploma in Leadership and Management (£650)
- Glyndwr University Minor Injuries and Management module (£500)
- Counselling Package Pro (£500)
- BSc (Hons) Acute and Critical Care (£1,200)
- Level 6 Diploma in Occupational Health and Safety Practice (£1,340)
- PG Dip Infection Control (£5,000)

In looking at opening up round one for this year, communication needed to be aligned to clarify for staff, what to apply for and when, to ensure the best outcome for staff and to identify if other funding streams were available. The funding source for future rounds of the Bursary Scheme, overseen by the Bursary Panel needed to be considered and brought back to the Committee for a decision, noting that if there was urgency to comply with academic year applications, a Chair's Action could be progressed.

The current process and the barriers this may present were discussed by the Sub-Group and they asked that the Bursary Panel explore potential alternative application formats for consideration.

**RESOLVED: that the**

- 1) progress of successful applications was noted; and**
- 2) funding options needed to be considered, and if necessary, a Chair's Action could be progressed.**

### **30/24 COMMITTEE CYCLE OF BUSINESS 2024/25 & MONITORING REPORT**

Updating of the cycle of business for the committee was the final step in the 2023/24 effectiveness reviews that were conducted in quarter four (Q4). Amendments to the Committee's terms of reference agreed in Q4 have been incorporated into this updated cycle of business.

The cycle has been developed with direct correlation to the duties in the terms of reference (indicated by the red text in the cycle of business). This would allow members to review the appropriateness of the proposed reports and their frequency.

The cycle for the Committee is a maturing document which will grow organically over the next 12 months. There were some areas of the cycle where reporting remained to be developed as the charity resourcing developments throughout 2024/25.

There were no matters to escalate to the Committee on the Cycle of Business Monitoring Report for quarter one.

**RESOLVED: That the**

- 1) Cycle of Business was reviewed and approved for 2024/25; and**
- 2) Cycle of Business monitoring document was noted.**

**31/24 MINUTES OF THE EXTRA ORDINARY BIDS PANEL HELD ON 4 OCTOBER 2023**

The minutes were received for information by the Committee.

**32/24 KEY MESSAGES FOR THE CORPORATE TRUSTEE BOARD AND AGREED ACTIONS**

Members noted the range of business discussed at the meeting, which would be included in the highlight report.

**33/24 ANY OTHER BUSINESS**

Trish Mills agreed to write a letter to Carolyn Lewis to thank her for sharing her experience with the Committee, recognising that it was unnerving to present to a Committee and quite often out of people's comfort zone.

Damon Turner raised the possibility of insufficient funds being available for Christmas dinners for staff this year. Chris Turley was confident that this would not be the case and agreed to speak to Damon Turner outside of the meeting.

**34/24 DATE OF NEXT MEETING**

The next meeting of the Committee is scheduled for 2 July 2024.

**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.	Trish Mills	2 July 2024	<b>Update for August meeting</b> - A verbal update will be provided at the meeting	Open
24b/24	4 April 2024	Charity Performance Report	An updated contract had been requested for a start date of 1 December 2023 against the Ambulance Grant to allow time for the recruitment process. It had verbally been agreed however the updated contract was still awaited. It was asked that Estelle follow up the contract position.	Estelle Hitchon	2 July 2024	<b>Update for August meeting</b> - Written confirmation has been received from NHSCT that the date of the grant has been adapted to a start date of 01/12/23. Action Closed	Complete
28a/24	4 April 2024	Bids Panel Lived Experience	The Committee discussed the potential to train our own staff in holistic therapies to deliver in house sessions to staff. Ceri Jackson as Chair of PCC agreed to discuss this with Angie Lewis to see if/ how this could be progressed.	Ceri Jackson	2 July 2024	<b>Update for August meeting</b> - Ceri Jackson discussed how learning could be captured from charity funded activity. Angela Lewis to discuss with Wellbeing Team. Action Closed	Complete
28b/24	4 April 2024	Bids Panel Lived Experience	Trish Mills to write a letter to Carolyn Lewis to thank her on behalf of the Chair for attending the Committee and sharing the Soundbath Experience.	Trish Mills	2 July 2024	<b>Update for August meeting</b> - Letter sent to Carolyn Lewis - Action Closed	Complete

<b>AGENDA ITEM No</b>	<b>6</b>
<b>OPEN</b>	<b>OPEN</b>
<b>No of ANNEXES ATTACHED</b>	<b>0</b>

## CHARITY PERFORMANCE REPORT

<b>MEETING</b>	Charity Committee
<b>DATE</b>	22 August 2024
<b>EXECUTIVE</b>	Estelle Hitchon, Director of Partnerships & Engagement
<b>AUTHOR</b>	Bernadette Mitchell, Finance Assistant – Charitable Funds
<b>CONTACT</b>	Bernadette.Mitchell2@wales.nhs.uk

<b>EXECUTIVE SUMMARY</b>
<p>1. To present to the Charity Committee with an update on the status of the following NHSCT grants as at 31<sup>st</sup> July 2024, notably:</p> <ul style="list-style-type: none"> <li>• Development Grant</li> <li>• Stage 3 Recovery Grant</li> <li>• Ambulance Grant</li> </ul> <p>2. Potential new grants from NHSCT</p>

<b>KEY ISSUES/IMPLICATIONS</b>
<p>3. Recommended that the Committee note the key risks in the attached paper and the mitigations in place to minimise any risks identified.</p>

<b>REPORT APPROVAL ROUTE</b>
Charity Committee – 22 August 2024

<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**

4. This short paper identifies grant income from NHS Charities Together and expenditure against it as at 31 July 2024.
5. The charity has had its first check-in with its NHS Charities Together grants officer to report on the progress of the below grants. NHSC are happy with the progress and the 2<sup>nd</sup> installments have been received for both the Ambulance grant and the Stage 3 grant.
6. Detailed below are tables outlining total grant value, expenditure to date, and remaining values of the grants.

**GRANTS**

**7. Development Grant**

Contract end date – 15th December 2024 (12-month extension on original date)

<b>Grant Award</b>	<b>Spend to date</b>	<b>Remaining</b>
£29,981	£11,522	£18,459

### Key Notes

The Director of Partnerships & Engagement is minimising the risk of having to give these funds back if not spent by the contract end date by working with Savage & Gray Design to develop a revised visual identity for the charity as soon as possible during the autumn of 2024, which will also allow the new Head of Charity to be involved in the process. Once this has been developed, funds within the grant for fundraising purposes can also be utilised, for example, to purchase branded promotional items and to develop a bespoke webpage dedicated to the Charity, with clear advice on how donations can be made.

## 8. Stage 3 Recovery Grant - £88,000

Contract dates – 15<sup>th</sup> December 2023 to 15<sup>th</sup> December 2025

Grant Award	Spend to date	Remaining
£88,000	£45,110	£42,890

### Key Dates

15 Nov 2024 – Interim report due to NHSCT.  
 15 May 2025 – Check in call with NHSCT grants officer.  
 15 Nov 2025 – Final report due to NHSCT.

The Stage 3 grant is split into three projects:

#### a) Volunteer Development Programme - Complete

#### b) Mind Over Mountains (MoM)

Three walks have now taken place with the fourth booked in for 16<sup>th</sup> November 2024

Below shows some detail of the feedback from participants who took part in the first two walks.



#### c) WAST Sports

This element of the grant funding is on hold until assurance is received on any liability issues for the Charity in respect of injuries incurred as a result of charity-supported sports and the potential requirement for indemnity. The Director of Corporate Governance together with the Director of Partnerships and Engagement have committed to seeking advice on the position as soon as practicable, in order not to incur further delay.

## 9. Ambulance Grant - £315,290

Contract dates: 1<sup>st</sup> December 2023 to 1<sup>st</sup> December 2025

Grant Award	Spend to date	Remaining
£315,290	£83,805	£231,485

### Key Dates

- 1 Nov 2024 – Interim report due to NHSCT.
- 1 May 2025 – Check in call with NHSCT grants officer.
- 1 Nov 2025 – Final report due to NHSCT.

## 10. Potential NHSCT Grants

NHS Charities Together have announced their intentions for future funding programmes. The value of these to the Welsh Ambulance Services NHS Trust Charity are not yet known, nor is it known when the applications will be open.

- **Community Resilience**

A new programme in partnership with the Association of Ambulance Chief Executives and NHS Ambulance Charities. This programme is initially being funded through the Omaze partnership.

The programme will focus on community access to defibrillation and raising public awareness of how to respond when someone suffers an out of hospital cardiac arrest (OHCA).

NHSCT are aiming to open applications mid to late September.

Early discussions are underway within WAST to understand how best such funding could be utilised, also involving colleagues from Welsh Government's Save A Life Cymru (SALC) programme.

- **Greener Communities Fund – Round 3**

This programme is delivered by NHSCT in partnership with Starbucks and Hubbub. The fund supports 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.

- **Workforce Wellbeing**

NHSCT launched the £16m programme at their annual conference in May. It is an ambitious three-year programme that aims to improve the health and wellbeing of NHS staff, in turn making sure patients are provided with the care they need. NHSCT will also be approaching Welsh Government requesting match funding towards the project.

## 11. Recommendations

Committee is asked to note the contents of this report.

<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 FUNDS FINANCE UPDATE

<b>MEETING</b>	Charity Committee
<b>DATE</b>	22 <sup>nd</sup> August 2024
<b>EXECUTIVE</b>	Chris Turley, Executive Director of Finance & Corporate Resources
<b>AUTHOR</b>	Jillian Gill, Interim Assistant Director of Finance 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. To present to the Charity Committee an update on the following:
  - Summary of Income & Expenditure for 2023/24
  - Summary of balances held year ending 31<sup>st</sup> March 2024
  - 2023/24 Charity Accounts – Audit / Independent Examination arrangements
  - Details of fund balances held at 31<sup>st</sup> July 2024
  - COIF Charity Investment Fund

### KEY ISSUES/IMPLICATIONS

- To present to the Charity Committee an update on the following
2. An updated plan to have an **Independent Examination** of the 2023/24 Charity accounts
  3. **Detail of Fund balances** of £605k held as at 31<sup>st</sup> July 2024
  4. **Update on COIF Charity Investment Fund.** Current percentage is 36%

### RECOMMENDATIONS

That the committee:

- **Notes** the contents of this finance report, including in particular the plan for an **Independent Examination of the 2023/24 Charity Accounts**, as previously agreed, if acceptable.

<b>REPORT APPROVAL ROUTE</b>
Charity Committee – 22 <sup>nd</sup> August 2024

<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 – AUGUST 2024**

**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 at 31<sup>st</sup> July 2024.
6. Also included is a summary of income and expenditure for 2023/24, along with a summary of fund balances held at 31<sup>st</sup> March 2024.

**BACKGROUND/ASSESSMENT**

**Summary of income and expenditure 2023/24 and balances held year ending 31<sup>st</sup> March 2024.**

7. Below is a summary of the income and expenditure for financial year 2023/24, along with a summary of fund balances held at 31<sup>st</sup> March 2024. Please note these are will now form the basis of the 2023/24 accounts and will therefore be subject to audit / independent examination later this year.

**Summary of income and expenditure for the year ended 31<sup>st</sup> March 2024**

	<b>Unrestricted (£)</b>	<b>Restricted (£)</b>	<b>Total (£)</b>
Income	41,234	226,515	267,749
Expenditure	(48,879)	(67,160)	(117,039)
Gains/(Losses)	30,715		30,715
Transfers	5,469	(5,469)	0
<b>Net Movement</b>	<b>27,539</b>	<b>153,886</b>	<b>181,425</b>

**Fund balances as at 31<sup>st</sup> March 2024**

	<b>Unrestricted (£)</b>	<b>Restricted (£)</b>	<b>Total (£)</b>
B/F 1 <sup>st</sup> April 2023	332,004	67,006	399,010
Movement 23/24	27,539	153,886	181,425
C/F 31 <sup>st</sup> March 2024	<b>359,543</b>	<b>220,892</b>	<b>580,435</b>

**Update on Audit / Independent Examination of 2023/24 accounts**

8. Further to the discussions held at previous Committee meetings in relation to this, following the closure of the financial year, these can now be confirmed.

Despite the in year income of the Charity tipping over £250k in the 2023/24 financial year, an Independent Examination (IE) of the Charity's 2023/24 accounts perfectly acceptable, following a further review of the current guidance and audit thresholds. These remain as follows, being an extract from the Government website as at 12<sup>th</sup> August 2024:

***How to check whether your charity can choose to have its accounts independently examined instead of audited***

*The trustees will usually be able to choose an independent examination instead of an audit if your charity's gross income is:*

- *more than £25,000, but not more than £1 million, provided that*
- *if its gross income is more than £250,000, its gross assets (fixed assets plus current assets) are £3.26 million or less*

9. Therefore, despite the income in year just exceeding one of the potential thresholds for a full audit, given that the gross assets of the Charity remain well below the £3.26m required, an IE is again an acceptable approach for the 2023/24 financial year. Given the previous agreement by the Committee and wider Corporate Trustee to seek an IE for the 2023/24 financial year (having only had a full audit of the Charity's accounts for the 2021/22 financial year) it is proposed therefore that we continue on this basis and arrangements will be made with Audit Wales now to undertake an IE, on the draft accounts, to be provided to them in September 2024.

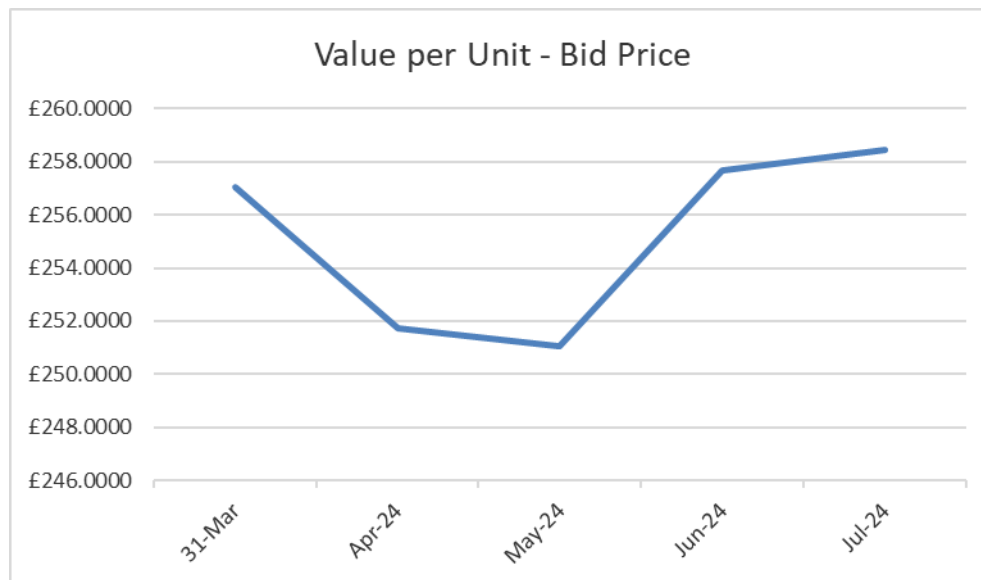
**Update on Fund Balances as at 31<sup>st</sup> July 2024**

10. The table on the following page is a detailed balance sheet at 31<sup>st</sup> July 2024:

<b>WAST Charity Balance Sheet as at 31st July 2024</b>							
			<b>UNRESTRICTED</b>	<b>DESIGNATED</b>	<b>RESTRICTED</b>	<b>TOTAL</b>	
<b>ASSETS</b>	INVESTMENTS	COIF Investment Fund	£265,933	£14,306	£0	£280,239	
	CASH & BANK	COIF Deposit	£0	£117,500	£358,992	£476,492	
		PayPal	£0	£0	£0	£0	
		HIB Account	£0	£32,550	£0	£32,550	
		Current Account	£0	£1,000	£0	£1,000	
	DEBTORS	Accrued Income	£0	£0	£0	£0	
		Prepayments	£500	£0	£227	£727	
<b>TOTAL ASSETS:</b>			<b>£266,433</b>	<b>£165,356</b>	<b>£359,219</b>	<b>£791,008</b>	
<b>LIABILITIES</b>	CREDITORS	Trade Creditors	£9,943	£0	£11,025	£20,968	
		Defferred Income	£0	£0	£119,776	£119,776	
		Accruals	£27,724	£16,326	£856	£44,906	
			£37,667	£16,326	£131,657	£185,650	
<b>TOTAL ASSETS LESS LIABILITIES:</b>			<b>£228,766</b>	<b>£149,031</b>	<b>£227,561</b>	<b>£605,358</b>	
<b>FUNDS (CAPITAL &amp; RESERVES)</b>	AMBU	NORTH FUNDS	£79,256			£79,319	
	AIRA		£63				
	GPCW	CENTRAL & WEST	£29,115			£29,606	
	TENP		£492				
	GPSE	SOUTHEAST	£6,338			£8,123	
	BARY		£1,427				
	CBLT		£359				
	GPHQ	NATIONAL	£35,957			£35,957	
	BYFR	CFR's		£548			
	CWFR			£1		£5,680	
	RESP			£5,132			
	WISH	WISH		£2,835		£2,835	
	BURS	BURSARY		£13,318		£13,318	
	CENT	CENTRAL SERVICES		£127,197		£127,197	
	EMSA	EMS AMBULANCE			£137	£137	
	HHPB	HOLYHEAD PATIENT BENEFIT			£5,000	£5,000	
	NHS2	NHSCT DEVELOPMENT GRANT			£0	£0	
	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			£1,867	£1,867	
	NHS4	NHSCT AMBULANCE GRANT			£4,803	£4,803	
	ADMI	2024-25 CENTRAL (COSTS)/INCOME TO BE APPORTIONED		-£3,590		-£3,590	
	INTR			£0			
	REVL	COIF INVESTMENT REVALUATION RESERVE		£79,350		£79,350	
	<b>TOTAL CAPITAL &amp; RESERVES:</b>			<b>£228,766</b>	<b>£149,031</b>	<b>£227,561</b>	<b>£605,358</b>
	<b>TOTAL LIABILITIES &amp; CAPITAL &amp; RESERVES</b>			<b>£266,433</b>	<b>£165,356</b>	<b>£359,219</b>	<b>£791,008</b>

## Update on COIF Investment Fund as at 31<sup>st</sup> July 2024

11. Since the beginning of the new financial year, and as at the end of July 2024, the unit price of the Charity's investments has increased by 0.53%, resulting in an overall gain of £1.5k. We currently hold 1,090.14 units at a unit price of £258.4339 giving a total market value of £281.7k.



12. 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:
  - **Notes** the contents of this finance report, including in particular the plan for an **Independent Examination of the 2023/24 Charity Accounts**, as previously agreed, if acceptable.



<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 RESOURCING: UPDATE ON RECRUITMENT**

<b>MEETING</b>	Charity Committee
<b>DATE</b>	22 August 2024
<b>EXECUTIVE</b>	Estelle Hitchon, Director of Partnerships and Engagement
<b>AUTHOR</b>	Estelle Hitchon, Director of Partnerships and Engagement
<b>CONTACT</b>	estelle.hitchon2@wales.nhs.uk

**EXECUTIVE SUMMARY**

Following a rigorous recruitment process, including participation from trade union colleagues, the new Head of Charity has now been appointed for an initial fixed term period of two years.

David Hopkins will join the Charity from National Youth Arts Wales, where he is currently Fundraising and Development Manager, in early October. A clear set of objectives will be set and are likely to evolve as work to review the charity, its opportunities and operations are reviewed by the incoming postholder.

The Fundraising Manager role will be developed by the Head of Charity over the autumn, with the aim of recruiting to that post as soon as practicable.

**KEY ISSUES/IMPLICATIONS**

**Committee is asked to note the successful appointment to the Head of Charity post for an initial fixed term period of two years from October 2024.**

**REPORT APPROVAL ROUTE**

Not applicable

**REPORT APPENDICES**

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	
Estate		Patient Safety/Safeguarding	
Ethical Matters	X	Risks (Inc. Reputational)	X
Health Improvement		Socio Economic Duty	
Health and Safety		TU Partner Consultation	X



GIG  
CYMRU  
NHS  
WALES

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

<b>AGENDA ITEM No</b>	<b>9</b>
<b>OPEN or CLOSED</b>	<b>Open</b>
<b>No of ANNEXES ATTACHED</b>	<b>1</b>

## RISK MANAGEMENT REPORT

<b>MEETING</b>	Charity Committee
<b>DATE</b>	22 August 2024
<b>EXECUTIVE</b>	Trish Mills, Director of Corporate Governance/Board Secretary
<b>AUTHOR</b>	Julie Boalch, Head of Risk, Deputy Board Secretary
<b>CONTACT</b>	<a href="mailto:Julie.Boalch@wales.nhs.uk">Julie.Boalch@wales.nhs.uk</a>

### EXECUTIVE SUMMARY

1. The purpose of the report is to provide an update to Members in respect of risks aligned to the Charity Committee.
2. Work has been undertaken to progress the development and management of the Charity Governance Risk which is described in Annex 1 of the report, and which is included on the Charity Risk Register.
3. The detail of the Charity Governance Risk has been articulated; however, work will be progressed by the Trust's new Head of Charity on commencement of post and will include the review and wider development of the controls, assurances, and mitigating actions associated with this risk.
4. Additionally, the charity risks described below will be progressed more fully by the new Head of Charity and Risk Officer and progress reported to Committee in due course.
5. Those risks to be developed include:
  - a. Resource and capacity to manage the Charity.
  - b. Trustees – skills, roles and responsibilities and training.
  - c. Compliance with legal and regulatory framework.
  - d. Governance and management of funds
6. There are several risk categories and themes to consider including governance, operational, financial, external and compliance with the law and regulation.

### RECOMMENDATION:

7. Members are asked to note the contents of the report.

KEY ISSUES/IMPLICATIONS
The key issues and implications are set out in the Executive Summary above.
REPORT APPROVAL ROUTE

REPORT ANNEXES
Annex 1 – Charity Risk Register Summary 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

**Annex 1 – Charity Risk Register Summary**

CHARITY RISK REGISTER				
RISK ID	NEW RISK TITLE	NEW SUMMARY DESCRIPTION	EXECUTIVE OWNER	RISK SCORE
TBC	Lack of internal processes and governance structures in place to support the application for grants and the subsequent administration of funds	<p><b>IF</b> there fails to be sufficient governance in place in respect of charity grants including monitoring, spend and reporting</p> <p><b>THEN</b> there is potential for the charity to be incorrectly handling grant funding applications</p> <p><b>RESULTING IN</b> damage to the Charity reputation and an inability to secure grants in the future.</p>	Director of Partnerships and Engagement	<b>12</b> <b>(4x3)</b>



## BIDS PANEL HIGHLIGHT REPORT FOR EXECUTIVE LEADERSHIP TEAM

<b>Bids Panel Meeting Date</b>	12 April 2024
<b>ELT Meeting Date</b>	08 May 2024
<b>Chair</b>	Julie Boalch, Head of Risk / Deputy Board Secretary

### KEY ESCALATION AND DISCUSSION POINTS

#### ALERT

(Alert the ELT to areas of escalation)

1. N/A

#### ADVISE

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

#### 2. Charity Funds Balances

The Charity funds balances will be updated once bids approved in March and April 2024 have been accounted for and funding for the Head of Charity has been finalised.

#### 3. Barmouth Restricted Funds

Bids Panel received feedback on the discussions that took place at ELT and the potential solutions offered, i.e. A joint venture (Trust funding and donated monies) to purchase defibrillators for the community and provide appropriate training, and livery on a new ambulance in Barmouth acknowledging the donor's legacy. Purchasing good quality stethoscopes was another potential option put forward by the Panel along with many others explored over a significant time period.

The TU Partners agreed to explain the wording of the will and the options put forward by the Trust to colleagues in Barmouth to ensure this matter is now resolved in a way that benefitting staff at the station and patients in the community and which recognised the legacy provided to the Trust.

#### 4. Blaenau Ffestiniog Kayaks

The Chair provided feedback from discussion at ELT and noted their acknowledgement and support for staff being able to participate in and enjoy activities that are likely to have a positive impact on their health and wellbeing.

The Partnerships and Engagement Team are now liaising with the Trust's Legal Team to obtain advice related to vicarious liability associated with bids for sporting equipment, kit and activities, and whether disclaimers could be introduced alongside the granting of bids panel applications for such activities.

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

Bid Description	Amount	Directorate	Outcome of Bids Panel
TV (Bangor Workshop)	£300.00	Finance & Capital Resources	<b>Approved [North Fund]</b> On the basis that any existing TV is disposed of appropriately.
TV in Crew Room (Withybush DAV)	£220.00	Operations	<b>Approved [C&amp;W Fund]</b> On the basis that the existing TV is disposed of appropriately.
TV (Maesteg)	£200.00	Operations	<b>Approved [C&amp;W Fund]</b> Confirmation that SMART TV connectors are in place priori to purchasing the TV.
Ninja Air Fryer	£250.00	Finance &	<b>Deferred</b> pending further information via

(Wrexham Workshop)		Capital Resources	Dobshill on value for money and the precedent being set.
Training Dummy with Airway Head (Llandudno CFRs)	£2,219.00	Operations	<b>Deferred</b> pending confirmation of access to equipment
Power Washer (Welshpool)	£100.00	Operations	<b>Not Approved</b> – Trust equipment
Coffee Machine (Welshpool)	£100.00	Operations	<b>Not Approved</b>

## 6. Purchase of TVs

The Trust ICT Department agreed to take a view on the most appropriate model to be purchased and coordinate approved requests via the Procurement Request option via the ICT Service Desk. This option is likely to be more expensive; however, they will be of good quality and likely to have a longer lifespan. Ordering multiple items may qualify for discounted prices providing increased value for money.

## ASSURE

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

7. The Bids Panel, when making decisions about charitable expenditure must have regard to the guidance on public benefit and will:
- Act within its powers.
  - Act honestly and with good intentions, and only in the charity's interest.
  - Be sufficiently informed, taking any necessary advice.
  - Take account of all relevant factors.
  - Ignore irrelevant factors.
  - Manage conflicts of interest.
  - Make a decision that is within a range of decisions that the panel could make.
8. 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.

9. Risks: N/A

## MEETING AGENDA ITEMS

Bids Panel Action Log	Feedback from ELT re: - Barmouth Restricted Fund - Blaenau Ffestiniog Kayaks	Fund Balances
Applications for Funding (x7)	Unaffordable Bids	Bids Panel AAA Highlight Report (190324) to ELT
Any Other Business: - Christmas Dinners		

	Attended
	Deputy attended
	Apologies received
	No longer member

**ATTENDANCE**

<b>Meeting Date:</b>	<b>19/03/24</b>	<b>12/04/2024</b>	<b>2024/25 Meeting Dates are being arranged</b>			
<b>Julie Boalch [Chair]</b>						
Lisa Trounce						
Lois Hough						
Bernadette Mitchell						
Julie Stokes						
Luke Watkins						
Olaide Kazeem						
Aled Williams						
Nicci Stephens						
Damon Turner						
Hugh Parry						



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

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

## BIDS PANEL HIGHLIGHT REPORT FOR EXECUTIVE LEADERSHIP TEAM

<b>Bids Panel Meeting Date</b>	05 June 2024
<b>ELT Meeting Date</b>	19 June 2024
<b>Chair</b>	Julie Boalch, Head of Risk / Deputy Board Secretary

### KEY ESCALATION AND DISCUSSION POINTS

#### ALERT

(Alert the ELT to areas of escalation)

##### 1. Flu Campaign Incentives (Bid 0724)

Greg Lloyd attended to present the detail of the application and reported that an additional 287 staff had engaged with completion of the survey because of incentivising the data collection through the completion of an MS form.

Members of the Bids Panel were divided on this bid and voted on the outcome with 5 votes for it and 4 against. The bid was approved.

The majority of the Bids Panel agreed it is important to collect the data to enable comparative analysis on previous year's data to help inform the targeted education and awareness raising on the flu vaccine, and in turn encourage an increased uptake of the vaccination.

#### 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 23rd May 2024). To be discussed in detail once bids approved in April and June 2024 have been accounted for and funding for the Head of Charity has been finalised.

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

Bid Description	Amount	Directorate	Outcome of Bids Panel
Bid 2723 – Ninja Air Fryer (Wrexham Fleet Workshop)	£250	Finance & Capital Resources	<b>Approved [North Fund]</b>
Bid 0224 – Training Dummy with Airway Head	£2,219	Operations (Volunteers)	<b>Approved [CFR North Fund]</b>
Bid 0624 - Replacement TV (Pontyclun Amb Stn)	Up to £450*	Operations (EMS)	<b>Approved [South East Fund]</b>
Bid 0724 - Flu Campaign Incentives	Up to £3,440	Clinical (Trust-wide)	<b>Approved [Split between all 3 regions]</b>
Bid 0824 – Specialist Skills CPD	Up to £4,500	Clinical (on behalf of clinical staff: SPs, APPs)	<b>Approved [Split between all 3 regions]</b> Course fees only to be funded, not travel and subsistence.
Bid 0924 – Memorial Bench	Up to £1,550	Operations (EMS)	<b>Approved [South East Fund]</b>
Bid 0424 - Wellbeing Days (x5 sessions)	£4,500	People and Culture	<b>Deferred</b>
Bid 0524 - Fitness Equipment (Ty Elwy)	£1,030	Operations (111 North)	<b>Not Approved</b>

\*ICT to create a catalogue of approved items that can be purchased via ICT Service Desk Procurement.

## ASSURE

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

4. 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.
5. 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 it's remit.
6. 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.
7. 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.

8. Risks: N/A

## MEETING AGENDA ITEMS

Bids Panel Action Log	Bids Panel Decision Log	Charitable Fund Balances (as at 23/05/2024)
Applications for Funding (x8 in total: x6 new & x2 resubmitted with additional information)	Liability <b>[Standing Agenda Item]</b>	Barmouth Restricted Fund <b>[Standing Agenda Item until matter resolved]</b>
Bids Panel AAA Highlight Report (120424) to ELT	Key Messages for Committee	Any Other Business

## ATTENDANCE

Meeting Date:	19/03/24	12/04/2024	05/06/2024	13/09/2024	12/12/2024	14/03/2024
Julie Boalch [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						

	Attended
	Deputy attended
	Apologies received
	No longer member



## **CHARITY COMMITTEE ANNUAL REPORT 2023/24**

### **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.
2. As the factors underpinning effective governance can change, for example as people leave, organisations restructure, or strategy shifts, regular reviews of Board Committees ensure governance remains fit for purpose.
3. Standing Orders, Committee terms of reference, and 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 18 January 2024 and reviewed its terms of reference, responses to questionnaires completed by members and attendees, and its operating arrangements. Discussions were also held with the Committee Chair and Executive Lead ahead of that meeting. This Annual Report reflects on the effectiveness of the Committee in 2023/24 and proposes changes to terms of reference.

### **PURPOSE OF THE COMMITTEE**

5. The purpose of the Committee set out in its terms of reference as amended 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 2023/24 and was quorate on each occasion.
- 7. The Committee is supported by the Chair and three Non-Executive Directors as members, and a number of core attendees. The chart below illustrates attendance of members and attendees as listed in the terms of reference for 2023/24. The Committee welcomed non prescribed attendees at various meetings as well as external guests.

COMMITTEE ATTENDANCE				
Name	5 April 2023	5 July 2023	9 October 2023	11 January 2024
Ceri Jackson				
Bethan Evans				
Prof Kevin Davies				
Hannah Rowan	Chair			
Chris Turley		Navin Kalia	Navin Kalia	
Lee Brooks				Judith Bryce
Estelle Hitchon				
Andy Swinburn		Jen Lloyd		
Liz Rogers				
Trish Mills				
Hugh Parry				
Damon Turner				
Marcus Viggers				
Julie Boalch				
Jo Kelso				

	Attended
	Deputy attended
	Apologies received
	No longer member/not member

- 8. No changes to membership are proposed at this stage however the new Head of Charity and Fundraising Officer will both be prescribed attendees when they are recruited.

## COMMITTEE'S VIEWS ON EFFECTIVENESS

9. The Committee's effectiveness was assessed through a review of its terms of reference, responses to a questionnaire, discussion with the Chair and Executive Lead, and discussions at the 18 January Committee meeting.
10. The questionnaires provided an opportunity to gauge opinion on areas of good practice and areas that require improvement. Seventeen questionnaires were sent out with 11 responses being returned (a 64.7% return rate which was better than last year's which was 47%).
11. Respondents were asked 27 questions and were encouraged to provide free text answers to explain or expand on their choices. The responses were reviewed by the Committee on 18 January against the same questions from last year. Whilst priorities were set and cycles of business were in place, there were a number of challenging discussions this year on the future direction, resourcing, and governance of the Charity. The Corporate Trustee similarly had stretching but helpful discussions on their role and how that differed to their role as members of the Trust Board. Meetings of both the Charity Committee and the Corporate Trustee in Quarter 3 clarified some of the issues here. Whilst no doubt the turbulence of the issues members faced this year is reflected in responses to questions, the appointment of a single executive lead and the recruitment in 2024 of a Head of Charity and thereafter a Fundraising Manager will provide the much-needed focus, skills, knowledge, and governance support the Charity needs to deliver the strategic direction it has set.
12. The challenge was felt to have been positive in shaping the future direction of the Charity as a strategic enabler and supporting its growth.
13. 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. The Committee's business in 2023/24 included:
  - (a) The charity commissioned a **strategic review** and Tarnside Consulting presented a series of options for consideration:
    - Option 1 – grass roots: Fundraising as a service function with modest growth in fundraised income;
    - Option 2 – strategic enabler: Fundraising as a strategic enabler with significant growth in fundraised income targeting larger charitable trusts and major giving from individuals; and

- Option 3 – enhanced strategic delivery: WAST as a fundraising organisation with significant growth in all income streams.

Option 2 was recommended to the Corporate Trustee and was approved.

- (b) At its July and October meetings the **resourcing of the Charity** was discussed in detail as were differing models to fund this. It was subsequently agreed at the November Corporate Trustee meeting to approve the recruitment of a Head of Charity and Charity Fundraising Officer for an initial period of two years with the contribution of support funding based on an apportionment of 70% Charity and 30% Trust in year one, and 85%/15 in year two.
- (c) A **Charity Governance Report** was presented to the Committee which members felt provided a level of both information on constitutional elements and assurance on Trustee duties. This paper was also presented to the November Corporate Trustee meeting.
- (d) **Lived experiences** from those who have benefited from charitable funds was a welcomed introduction this year as a result of the 2022/23 effectiveness review. The Committee heard from:
- Bron Rebelo and Angela Roberts who took part in **Mind Over Mountains** events funded by the charity, which offers our people professional mental health support, bringing together hill-walking, mindfulness and time with experienced coaches and counsellors in an unhurried, unpressured setting;
  - Laura Wilson, Learning and Development Manager. Laura is a paramedic who accessed the bursary to support her **Masters in leadership, management and research** which will enhance her role in the learning and education team;
  - The Hazardous Areas Response Team's (HART) about their application to the Bids Panel for a **memorial garden and staff welfare area**; and
  - Toni-Marie Norman spoke of her journey since starting with the Trust as an administration assistant, the bursary support allowed her to pursue the **Business Management degree**, which enabled her to undertake various secondments within WAST from project support to resource co-ordination. and Toni-Marie is currently working as a Deputy Business Manager within the Operations Directorate. Toni-Marie started a Master's in Technology and Management in October.

- (e) A **financial report** was received at each meeting setting out fund balances and investment units. Details of the ethical and responsible investment policy of the Charity Investment Fund was also received. The Charity was successful in its application for a number of **grants from NHS Charities Together** this year and the Committee reviewed these and will focus on the progress against set milestones for these grants in 2024/25. The Committee approved interim governance arrangements for grants at its July meeting, confirming they will be the forum at which grant applications are approved in the interim.
- (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.
- (g) The Committee approved the **Charitable Funds Investment Policy** in July.
- (h) A **charity risk register** was developed, and the Committee reviewed the articulation of risks related to governance and to reputational damage due to late filing of the annual return and accounts. Several other risks have been identified including resource and capacity to manage the Charity; Trustees – skills, roles and responsibilities and training; compliance with legal and regulatory frameworks; grants – administration, meeting conditions and evidence; governance and management of funds; and volunteer fundraising.
- (i) With respect to the risk related to volunteer fundraising, updates were provided on the **governance and fundraising of Community First Responders** (CFRs). The Volunteer Team are endeavoured to establish the fundraising landscape of CFRs with further proactive engagement with CFRs at the Volunteer’s Conferences. The Committee received a summary of this at their January 2024 meeting and agreed that this would be referred to the Executive Leadership Team to recommend a way forward given that CFRs come under the purview of the Trust rather than the charity.
- (j) Options for the examination of the charity accounts for 2022-23 were discussed and a recommendation for the charity to return to an **independent examination of the 2022-23 charity accounts** was made to the Corporate Trustees given that a full audit was carried out in 2021-22. Development of the 2022-23 annual report and annual return was steered by a Charity Annual Filings Task and Finish Group reporting to the Assistant Directors Leadership Team. The unamended and unqualified independent examination of the **financial accounts and the annual report 2022/23** were presented to the

Committee in January 2024. Both were recommended to the Corporate Trustee for approval ahead of their submission to the Charity Commission.

(k) Each meeting included a **reflections** session which was included a range of views on items before the members. These included *from the April meeting* - good attendance and quality of discussion; openness and honesty; succinct presentation on strategy but would have preferred it to be more directive with advice; good to hear of a lived experience if not somewhat operationally focused at times; *from the July meeting* - sense of momentum on the future direction of the charity; good quality and succinct reports; good discussion and debate; easy and comfortable to contribute; feels like we are covering the right content; diverse input; conversation reflects where we are on our journey as a charity and demonstrates the opportunities ahead of us; feeling of optimism and enthusiasm; *from the October meeting* - good and collegiate discussion, however members noted that the issue of resourcing had been discussed multiple times and there was a need to make a decision on this as soon as possible; charity is moving forward incrementally but in small steps without dedicated resourcing.

(l) The **charitable funds task and finish group** completed its work this year and details of its work are set out below.

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

(n) The **annual effectiveness review** was conducted in the January 2024 meeting.

14. 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 Board meeting by the Chair of the Committee.

## **SUB-COMMITTEES AND TASK AND FINISH GROUPS**

15. The Bids Panel and Bursary Panel are the established sub-committees of the Charity 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 Trustees on their work. The Panels were temporarily stood down in 2023 and then reinstated in January 2024, with the Bids Panel having a reduced threshold of £5k.

16. A Charitable Funds Task and Finish Group was established in 2022/23 to review various aspects of the charity's governance in parallel to the development of the

strategy for the charity. The group reported to the Committee at each meeting and closed their work in July noting progress against its work plan as follows:

- (a) Review options for the ways in which charitable funds are held: A number of options were explored and a helpful presentation on both the historic and current position of the funds was provided by the finance team. Whilst in principle the Group was in favour of centralising funds with a transition plan, much of this work depends upon the strategic direction of the Charity and it was felt that the Group had gone as far as it could go on reviewing the options pending this.
- (b) Review options to devolve authority to directorate fund managers: Linked to (a) the options to devolve authority to fund managers depends upon whether funds are held centrally or regionally, or in specific fund pots.
- (c) Consider the fundraising arrangements for Community First Responders: Due to a number of pressures on the volunteer team the Group were unable to progress this element of its work programme very far. Issues of CFR fundraising governance were discussed at the October Committee meeting as a standalone item.
- (d) Recommend a suite of policies and procedures for the charity: The revised Investment Policy was approved by the Charity Committee on 5 July 2023. The Group recommended policies to consider including a fundraising policy.
- (e) Develop a charity risk register: Risks were discussed by the Group leading to the papers on risk provided to the Committee and the development of the charity risk register.
- (f) Develop a charity compliance register: A charity governance reporting including the duties of trustees was presented to the October meeting as were the requirements and approach to the 2021-22 annual report and annual return.
- (g) Develop a Board development session on charity governance: An NHS Wales Board Secretaries session took place on 6 April facilitated by NWSSP Legal and Risk.

17. The Committee agreed that the Group had, as much as was possible at this stage, completed its work pending further work to be advanced on the charity's strategic direction by a dedicated charity leadership resource.

## PROPOSED CHANGES TO THE TERMS OF REFERENCE

18. Extensive changes to the Terms of Reference for this Committee were made during the effectiveness reviews held in 2022. The proposed changes for 2024/25 align to the governance discussions held this year on the purpose of the Committee, clarity on its connection to the Corporate Trustee, and the need to make decisions with public benefit in mind. The level of approvals for the use of charitable funds has been reduced in line with changes on delegations for the Bids Panel. The changes in the Terms of Reference are marked up in [Annex 1] and include and a reduction in the non-executive director membership of the Committee from four to three (including the Committee Chair).
19. In addition, there will be some changes to operating arrangements which include:
- (a) Ensure that all actions are closed off appropriately in meeting and on actions and decisions logs.
  - (b) A separate Trade Union Partner (TUP) session is planned with Committee Chairs regarding their role on Committees and the Board.
  - (c) Committee and Corporate Trustee development session to be arranged in 2024/25 when Head of Charity in post.
  - (d) The effectiveness survey questions for 2024/25 to be tailored to the Charity and relationship with Corporate Trustee.
  - (e) Separate Corporate Trustee meetings will be held at least twice a year, and the Charity Committee AAA report will be listed separately on Board agenda in between these meetings.
  - (f) Consideration for member visibility to be increased through a bespoke list of areas/teams to visit and bringing back a short report on that in addition to the lived experience, as well as consideration for a spotlight on the Charity at future roadshows.

## COMMITTEE PRIORITIES

20. The Committee received an update on progress against its priorities at each meeting and as can be seen below, progress on agreed priorities has been good:
- (a) Priority 1: To oversee implementation of the recommendations from the charity's strategic review, and to ensure that the Charitable Funds Task & Finish group remit and work plan is adjusted accordingly.  
As can be seen above, the focus of this year's work plan was on the strategic review which has resulted in a direction of travel agreed by the Corporate Trustee and a plan to resource the charity.

- (b) Priority 2: To continue discussions (through the Charitable Funds Task & Finish Group) regarding risks affecting the charity, and to ensure that the agreed risks are included on the WAST organisational Risk Register. As can be seen above, the Task and Finish Group discussed charity risks and a stand-alone report was brought through to the Committee and risks are now a standing item.
21. 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 2024/25:
- (a) Monitoring the recruitment of the Head of Charity and Fundraising Officer and their objectives.
  - (b) Ensure a development session is held at an agreed time with respect to duties and responsibilities of Trustees.
  - (c) 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.
22. Progress on priorities will be reported to the Committee quarterly and to the Board through its highlight report.

## **NEXT STEPS**

23. The next steps are as follows:
- (a) Ensure changes to operating arrangements agreed at paragraph 19 are cycled into the work programme for review in 2024/25
  - (b) Update the cycle of business with revised terms of reference

## **RECOMMENDATION**

24. The Corporate Trustee is requested to
- (a) Receive and note the contents of the Committee Annual Report for 2023/24 and analysis of its effectiveness; and
  - (b) Approve the changes to the Terms of Reference.

## 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.

<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>	22 August 2024
<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>

### 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 2023/24 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
<ul style="list-style-type: none"> <li>Monitoring the recruitment of the Head of Charity and Fundraising Officer and their objectives.</li> </ul>	<ul style="list-style-type: none"> <li>The Head of Charity has been appointed and is due to being in post in October 2024. The interviews were held in July and the Chair of the Committee sat on the interview panel. The Fundraising Officer role will be developed within six-nine months of start date of Head of Charity.</li> </ul>

	<ul style="list-style-type: none"> <li>- The Head of Charity’s objectives will be confirmed when the appointee takes up post to ensure the appointee has a stake in their development. Dependent on the appointee's early recommendations in relation to the charity, they may be subject to further iterations over the first six months.</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.</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).</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 2024/25.





**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	
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	
Lived experience Bids or Bursary Panel	Relevant Committee	Each Meeting					Relevant Chair	Assurance	Q1: Bursary Panel update was verbal.
Applications as appropriate from time to time [Note 2]	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	
<b>FUNDRAISING</b>									
Fundraising report [Note 3]	TBC	TBC					TBC	TBC	
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

**Key: Pre-agenda setting**  
 Cycled for each meeting  
 Ad hoc item - prompt for agenda setting  
 Reporting developing

**Key: Post-agenda setting**  
 Presented as cycled  
 Ah 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.

## 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>	30 May 2024
<b>Committee Meeting Date</b>	4 April 2024
<b>Chair</b>	Ceri Jackson

### KEY ESCALATION AND DISCUSSION POINTS

#### ALERT

(Alert the Trustees to areas of attention)

1. No alerts from this meeting

#### ADVISE

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

2. The Committee heard from Carolyn Lewis, Well-being Practitioner from the Trust's Well-being Team, regarding the **Bids Panel award for charitable funds which was used to provide a 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. Such therapies can reduce stress and anxiety related symptoms, as well as improving sleep. The feedback received from 16 of the 48 staff who experienced this therapy was extremely positive and there was appetite for future holistic therapy sessions. Carolyn expressed her thanks for the use of charitable funds to support this initiative. The Committee acknowledged the value of such activities for staff well-being, particularly for those in challenging operational roles. The Committee asked how this initiative could be expanded and the Chair (in her capacity as the Chair of the People and Culture Committee) committed to discuss the possibilities with the Director of People and Culture.
3. An update was given on the recruitment process for the **Head of Charity position**, which is currently undergoing job evaluation and banding. Due to this, there will be a delay in the recruitment timelines. To bridge this gap, the Director of Partnerships and Engagement will allocate two days per week to charity matters until the Head of Charity is hired. The Committee supported this approach on the basis that it was a short-term solution. Part of the funding for the new post for 24/25 was slated to come from the revaluation reserve (£16K) however given the volatility of the fund the Committee approved the allocation of £16K from the NHS Charities Together (NHSCT) Development Grant instead. The direction of travel for the charity has been communicated to the organisation and been well received.

4. The Committee acknowledged that in the upcoming fiscal year of 2024/25, the WAST Charity will see an increase in income close to the £250k audit threshold. This anticipated revenue boost is primarily attributed to three substantial NHSCT grants. Furthermore, potential additional funding from NHSCT initiatives, along with consistent annual donations averaging £20k and legacies averaging £60k, could potentially push the charity beyond the audit threshold. Consequently, such a scenario would require a **full audit**, projected to cost approximately up to £16k, in contrast to the c£2k cost of an independent examination. This variance would result in an additional expense of roughly £14k for the charity. The Executive Director of Finance and Corporate Resources is taking proactive steps by liaising with Audit Wales to ensure that all stakeholders are informed and to provide assurance regarding the audit's scheduling.
5. The Committee's **cycle of business** was approved for 2024/25 to align to the revised terms of reference.
6. Members **reflected** that it was a sign of the charity's maturity that this meeting received the first standalone performance report and first charity risk register. Members also appreciated the lived experience from Carolyn and the succinct nature of the papers.

## ASSURE

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

7. The **Charity Performance Report** was received showing performance against the NHSCT grants which include the Development Grant, Stage 3 Recovery Grant, and Ambulance Grant. All grants are being administered according to their conditions and there is nothing to escalate. It was noted that, in respect of the charity's support of sporting events, legal advice is being sought on issues of liability.
8. The **balance of funds** on 29 February 2024 is £552K comprised of £301K unrestricted funds; £26K in designated funds; and £225K in restricted funds. 1,090.14 investment units in the Charity Investment Fund (COIF) are held at a market value of £276k. Whilst the market is quite volatile there were no issues requiring escalation to the Corporate Trustee.
9. The **Bids Panel** considered and approved three bids which included Mind over Mountains (£3,300), WISH blankets (£565) and a TV top box recorder (£47). Two applications were referred to the Executive Leadership Team as they were over the £5K threshold for the panel. The Committee were 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. Lessons learned from the receipt of previous bids will be applied to future applications, e.g., where there are related health and safety considerations associated with activities which funds support.
10. The **Bursary Panel** verbal update was provided as the panel met just prior to this meeting. The following six applications were approved by the Panel, within the funding previously identified for this round of the bursary scheme:
  - ILM Level 5 Diploma in Leadership and Management (£650)
  - Glyndwr University Minor Injuries and Management module (£500)
  - Counselling Package Pro (£500)
  - BSc (Hons) Acute and Critical Care (£1,200)

- Level 6 Diploma in Occupational Health and Safety Practice (£1,340)
- PG Dip Infection Control (£5,000)

It was agreed that the funding source for future rounds of scheme overseen by the Bursary Panel will be brought back to the Committee for a decision, noting that if there was urgency given the need to comply with academic year application processes, it was agreed this would be done by way of Chair's Action.

## RISKS

**Risks Discussed:** The Committee received the first charity risk register at a high level as set out below. The charity governance risk full risk assessment, including the controls, assurances, gaps and mitigations will be presented for scrutiny at the next meeting, but members agreed the risk articulation and score. The risk related to the audit of accounts has entered the register as a closed risk. This is because the risk had been worked up but had been mitigated in the meantime to its target level. Notwithstanding this, the earlier discussion regarding the potential now for a full audit of the 2023/24, accounts, let alone anything beyond this, may require this to be further reviewed at a later stage.

### CHARITY RISK REGISTER

RISK ID	NEW RISK TITLE	NEW SUMMARY DESCRIPTION	EXECUTIVE OWNER	RISK SCORE
<b>NEW</b>	Lack of internal processes and governance structures in place to support the application for grants and the subsequent administration of funds	<p><b>IF</b> there fails to be sufficient governance in place in respect of charity grants including monitoring, spend and reporting</p> <p><b>THEN</b> there is potential for the charity to be incorrectly handling grant funding applications</p> <p><b>RESULTING IN</b> damage to the Charity reputation and an inability to secure grants in the future.</p>	Director of Partnerships and Engagement	<b>12</b> <b>(4x3)</b>
<b>CLOSED</b>	Reputational damage of the Trust's Charity and Trustees due to the late filing of the Annual Return	<p><b>IF</b> the Trust fails to submit its annual return and the Charity Accounts receive a qualified opinion from Audit Wales</p> <p><b>THEN</b> the public register of charities will show that the Trust's annual return has been filed late</p> <p><b>RESULTING IN</b> the Charity potentially being unable to attract funds because of perceived deficiencies in the Charity's reporting mechanisms.</p>	Director of Finance & Corporate Resources	<b>6</b> <b>(2x3)</b>

**New Risks Identified:** Other than those above no new risks were identified in the meeting.



GIG  
CYMRU  
NHS  
WALES

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

Bids Panel Lived Experience	Charity performance report	Finance update
Charity resource update	Risk management report	Bids Panel AAA report
Bursary Panel update	Committee cycle of business and monitoring report	

COMMITTEE ATTENDANCE				
Name	4 April 2024	4 July 2024	10 October 2024	16 January 2024
Ceri Jackson				
Bethan Evans				
Hannah Rowan				
Estelle Hitchon				
Chris Turley				
Lee Brooks				
Andy Swinburn				
Liz Rogers				
Trish Mills				
Hugh Parry				
Damon Turner				
Marcus Viggers				
Julie Boalch				
Jo Kelso				

	Attended
	Deputy attended
	Apologies received
	No longer member/not member