

Bundle Charity Committee 8 October 2024

Agenda attachments

- 00 Agenda October 2024
- 0 09:30 – OPENING ITEMS
- 1 Chair's Welcome, Apologies and Quorum
- 2 Declarations of Interest
 - Item 02 Board Member Register of Interests–Updated 2024–09–30–Published
- 3 Minutes of the Last Meeting: 22 August 2024
 - Item 03 Draft Charity Committee Minutes August Meeting
- 4 Action Log & Matters Arising
 - ITEM 04 Action Log
- 4.1 Committee Highlight Report – 22 August 2024 (Alert)
 - Item 04.1 – Charitable Funds Committee Highlight Report 22 August 2024
- 4.2 FOR APPROVAL, ASSURANCE AND DISCUSSION
- 5 09:35 – Introducing David Hopkins Head of Charity
- 6 09:55 – Charity Performance Update
 - Item 06 Charity Performance Report
 - ITEM 06a Annex 1 – NHSCT Community Resilience Grant Guidance
 - ITEM 06b Annex 2 – NHSCT Community Resilience Grant FAQ
- 7 10:15 – Finance Update
 - Item 07 Finance Update Report – Final
- 8 10:25 – Bids Panel Update (Verbal update from 7th October meeting)
- 8.1 CONSENT ITEMS
- 9 Cycle of Business Monitoring Report and Committee Priorities
 - ITEM 09 Charity Committee Priorities and Cycle Monitoring Report
 - ITEM 09a Charity Committee Cycle of Business 2024–25 – Monitoring Report
 - ITEM 09b Charity Committee Cycle of Business 2024–25 – Monitoring Report Notes
- 9.1 10:30 – CLOSING ITEMS
- 10 Reflections and Summary of Decisions/Actions
- 11 Any Other Business
- 12 Date and Time of Next Meeting: 14 January 2025 at 09:30

Length of Meeting	Agenda Status	8 OCTOBER 2024 - [OPEN] CHARITY COMMITTEE						Deadline for Papers: 27.09.24	
Time	Mins allotted	Agendum	Title	Item for	Item requested by	Format of Item	Paper prepared by	Item presented by	Colleagues to cc
OPENING ITEMS									
		1	Chair's Welcome, Apologies and Quorum	Information	Standing	n/a	n/a	Ceri Jackson	n/a
		2	Declarations of Interest	To State Conflicts	Standing	n/a	n/a	Ceri Jackson	n/a
09:30	00:05	3	Minutes of the Last Meeting: 22 August 2024	Approval	Standing	n/a	n/a	Ceri Jackson	n/a
		4	Action Log & Matters Arising	Discussion	Standing	n/a	n/a	Ceri Jackson	n/a
		4.1	Committee Highlight Report - 22 August 2024 (Alert)	Assurance	CoB	Paper	Gov	Ceri Jackson	n/a
FOR APPROVAL, ASSURANCE AND DISCUSSION									
09:35	00:20	5	Introducing David Hopkins, Head of Charity	Discussion	ad hoc	Verbal	Partnerships	Estelle Hitchon	n/a
09:55	00:20	6	Charity Performance Update	Assurance	CoB	Paper	Partnerships	Estelle Hitchon	Jill Gill, Bernie Mitchell
10:15	00:10	7	Finance Update	Assurance	CoB	Paper	FinCor	Chris Turley	Jill Gill, Bernie Mitchell
10:25	00:05	8	Bids Panel Update - 07 October 2024 (Verbal)	Assurance	CoB	Verbal	Gov	Julie Boach	n/a
CONSENT ITEMS									
10:30	00:00	9	Cycle of Business Monitoring Report and Committee Priorities	Assurance	CoB	Paper	Gov	Trish Mills	Alex Payne
CLOSING ITEMS									
		10	Reflections and Summary of Decisions/Actions	Discussion	Standing	n/a	n/a	Ceri Jackson	n/a
10:30	00:10	11	Any Other Business	Discussion	Standing	n/a	n/a	Ceri Jackson	n/a
		12	Date & Time of the Next Meeting: 14 January 2025	Information	Standing	n/a	n/a	Ceri Jackson	n/a
10:40	01:10	CLOSE							

LEAD PRESENTERS

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

Name	Position	Declaration	Interest Type	Date Interest Started	Date Interest Ended	Left Trust		
BEESLEE, Jayne	Non-Executive Director * Chair of the Finance and Performance Committee * Member of the Remuneration Committee	Employment for interim assignments via Public Sector Resourcing (an agency) regarding the review of major UK government programmes (remunerated net of tax via an Umbrella Company - Danbro Employment Umbrella Ltd)	Financial Interest	01 October 2023				
		Member Representative on the UK Civil Service Pension Board	Non-Financial Personal	01 October 2019				
		Governor on the Finance & General Purposes Committee of Cardiff and Vale Further Education College	Non-Financial Personal	01 February 2024				
		Fellow Chartered Institute of Personnel & Development	Non-Financial Personal	01 April 2006				
BROOKS, Lee	Executive Director of Operations	Partner employed by Welsh Ambulance Services NHS Trust	Any Other Interest	July 2019				
		Member of the Order of St John	Any Other Interest	01 March 2023				
		Volunteer – St John's Ambulance Cymru	Any Other Interest	06 April 2023				
		Council Member – St John's Ambulance Cymru Gwent Council	Any Other Interest	06 April 2023				
		Trustee of Action for Children [1097940]	Position in Charity or Voluntary Organisation	01 February 2021				
CURRAN, Peter	Non-Executive Director * Chair of the Audit Committee * Member of the Finance and Performance Committee * Member of the Remuneration Committee	Company Director - Action for Children [04764232]	Directorships	01 February 2021				
		Company Director - Action for Children (Wales) Ltd [10011497]	Directorships	05 April 2022				
		Trustee of National Youth Arts Wales [1170643]	Position in Charity or Voluntary Organisation	06 May 2021				
		Company Director - National Youth Arts Wales [10449512]	Directorships	06 May 2021				
		Non-Executive Director for Taff Housing	Position in Charity or Voluntary Organisation	01 May 2022				
		Company Director - Team Police Ltd [12518812]	Directorships	01 January 2022				
		Independent Board Member of the Project Board - National Contemporary Art Gallery for Wales	Any Other Interest	01 January 2024				
		Interim Finance Director for Torfaen Leisure Trust	Directorships	01 September 2023	29 February 2024			
		Interim Independent Member – Kaplan International Colleges UK Ltd [05268303]	Directorships	01 March 2024				
		Independent Member - Kaplan Open Learning (inc member of the Audit & Risk Committee)	Directorships	21 March 2024				
		DENNIS, Colin	Chair of Trust Board and Non-Executive Director * Chair of Remuneration Committee	Chair - Citizen Housing [Charity] (previously WM Housing Group)	Position in Charity or Voluntary Organisation	01 January 2015		
				Company Director - Citizen Treasury PLC (previously WM Housing Treasury Ltd)	Directorships	29 August 2017		
Company Director - Citizen Treasury Vehicle Ltd	Directorships			04 September 2017				
Chair - North Devon Homes	Position in Charity or Voluntary Organisation			01 October 2021				
Company Director - North Devon Homes	Directorships			01 April 2022				
Chair - Green Square Accord (Housing Association)	Position in Charity or Voluntary Organisation			26 March 2024				
Company Director - LowCarbonLiving Homes Ltd [04207671]	Directorships			26 March 2024				
Company Director - Green Square Estates Ltd [8719365]	Directorships			26 March 2024				
Managing Director (Employed) at My Choice Healthcare Limited.	Any Other Interest			01 June 2019				
Non-Executive Board Member at RHA (Social Housing Organisation - Community Benefit Society)	Position in Charity or Voluntary Organisation			01 November 2019				
EVANS, Bethan	Non-Executive Director * Chair of Quality, Patient Experience & Safety Committee * Member of Charity Committee * Member of Finance & Performance Committee * Member of People & Culture Committee * Member of Remuneration Committee	Company Director - My Choice Healthcare South Wales Limited	Directorships	11 March 2020				
		Company Director - Moorlands Rehabilitation (Staffordshire) Limited.	Directorships	20 December 2019				
		Company Director - Springfield (Bargoed) Limited.	Directorships	12 March 2020				
		Company Director - Homes of Excellence Limited	Directorships	19 March 2021				
		Company Director - Victoria House Care Property Limited	Directorships	05 March 2020				
		Company Director - My Choice Healthcare (Four) Limited	Directorships	27 April 2022				
		Company Director - Luk Ros Property Limited	Directorships	12 March 2020				
		<i>[Previously called Homes of Excellence Healthcare Limited, Company name changed 12.08.2022 - #12513139]</i>	Directorships	12 March 2020				
		Company Director - Hawthorn Court Property Limited	Directorships	27 April 2022				
		<i>[Previously called My Choice Healthcare (Three) Limited, Company name changed 12.08.2022 - #13371375]</i>	Directorships	27 April 2022				
		Company Director - Ocean Living Property Limited	Directorships	22 July 2022				
		Company Director - Hawthorn Court Care Limited	Directorships	22 July 2022				
		Company Director - Glyncomel Property Limited	Directorships	01 July 2022				
		Company Director - My Choice Healthcare (Two) Limited	Directorships	01 July 2022				
		Company Director - Carmarthen Care Limited	Directorships	02 January 2024				
		Company Director - Towy Castle Property Limited	Directorships	01 September 2023				
		HITCHON, Estelle	Director of Partnerships and Engagement	Member of Academi Wales Expert Panel	Position in Charity or Voluntary Organisation	15 July 2024		

Name	Position	Declaration	Interest Type	Date Interest Started	Date Interest Ended	Left Trust
JACKSON, Ceri	Non-Executive Director & Vice Chair of the Trust Board * Chair of Charity Committee * Chair of the People and Culture Committee * Member of Audit Committee * Member of Quality, Patient Experience & Safety Committee * Member of Remuneration Committee	Management Consultant primarily working in third sector	Interest in Companies and Securities	01 May 2019		
		Associate Director of SamKat Consulting Ltd in my capacity as self-employed management consultant	Directorships	01 June 2021		
		Charity Trustee - Stroke Association Trustee, Chair Wales Advisory Group.	Position in Charity or Voluntary Organisation	08 October 2020		
		Charitable Company - Stroke Association - Company Director	Directorships	08 October 2020		
KILLENS, Jason	Chief Executive	Honorary Professor - Swansea University	Personal or Departmental Sponsorship	2019		
		Member of the Order of St John	Any Other Interest	2009		
LEWIS, Angela	Director of Workforce and Organisational Development [12 September 2022]	Nil Declaration				
MARSH, Rachel	Executive Director of Strategy, Planning and Performance	Nil Declaration				
MILLS, Patricia (Trish)	Director of Corporate Governance/ Board Secretary	Nil Declaration				
PARRY, Hugh	Trade Union Partner	Nil Declaration				
ROWAN, Hannah	Non-Executive Director * Chair of Academic Partnership Committee * Member of Charity Committee * Member of People & Culture Committee * Member of Remuneration Committee	Director, St Martin's Associates (Business consulting and coaching)	Directorships	04 April 2022		
		Non -Executive Director Qualifications Wales (regulator for all non degree qualifications in Wales)	Any Other Interest	01 April 2021		
		Trustee MAE Cymru (Christian charity which champions gender equality in church of Wales)	Position in Charity or Voluntary Organisation	13 November 2021	November 2023	
		Elected member, The governing body of the church in Wales (Parliament of church in Wales - voting member)	Any Other Interest	01 April 2021		
		Relative (Parent) is a Non-Executive Director for Social Care Wales	Any Other Interest	01 April 2017		
SAMMUT, Jonathan (Jonny)	Director of Digital Services [appointed 26.09.2023]	Fellow of the British Computer Society – FBCS	Any Other Interest	04 March 2024		
		Panel Member of the UK CIO Advisory Panel – Digital Health	Any Other Interest	05 July 2023		
		Federation of Informatics Professionals - Leading Practitioner	Any Other Interest	25 April 2024		
		Strategic Advisor to College of Paramedics	Any Other Interest	01 January 2020		
TURLEY, Christopher	Executive Director of Finance and Corporate Resources	Treasurer of Royal Gwent Hospital League of Friends.	Position in Charity or Voluntary Organisation	01 February 2022		
TURNER, Damon	Trade Union Partner	Nil Declaration				
WILLIAMS, Liam	Executive Director of Quality and Nursing [from 01 August 2022]	Chair/Director - Thornbury Carnival Community Interest Company Voluntary	Position in Charity or Voluntary Organisation	01 August 2019		
		Member Royal College Nursing	Any Other Interest	01 August 2022		
		Committee member Royal College Nursing, Nurses in Management and Leadership Forum Steering Committee	Position in Charity or Voluntary Organisation	01 August 2022		



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UNCONFIRMED MINUTES OF THE MEETING OF THE CHARITY COMMITTEE HELD ON 22 AUGUST 2024 VIA TEAMS

MEMBERS:

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

IN ATTENDANCE:

Julie Boalch Head of Risk/Deputy Board Secretary
Lee Brooks Executive Director of Operations
Estelle Hitchon Director of Partnerships and Engagement
Caroline Jones Corporate Governance Officer
Trish Mills Director of Corporate Governance/Board Secretary
Hugh Parry Trade Union Partner
Hannah Rowan Non-Executive Director
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:

Jo Kelso Head of Workforce Education and Development

35/24 WELCOME AND APOLOGIES

Ceri Jackson, Committee Chair, welcomed everyone to the meeting and noted apologies from Jo Kelso.

36/24 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.

37/24 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 4 April 2024 were approved as a correct record subject to the amendment of the January date, which was incorrect at the top of the minutes.

RESOLVED: That the minutes of the meeting held on the 4 April 2024 were approved as a correct record subject to the amendment of updating the date at the top of the file.

38/24 ACTION LOG

The action log was considered, with a verbal update from Estelle Hitchon on action 24a/24, who spoke of her conversation with Jonathan Webb (Legal & Risk lawyer). The issue was regarding the potential liability for the Charity should a member of staff sustain a severe injury whilst playing in a sports team where kit had been provided by the Charity. The importance of this type of activity for colleagues' well-being was acknowledged, however.

Jonathan confirmed that the risk was extremely low but could not be completely eradicated. The likelihood of a successful claim against the Charity was low; however, the Charity could consider taking out an indemnity policy as a precautionary measure, at a cost of around £500-£600. He also advised ensuring documentation was clear when supporting sports groups to mitigate potential risks.

Estelle agreed to formalise the advice received and share with Committee Members. The action would remain open until the formal note had been received. Trish Mills suggested a further discussion take place outside of the meeting in relation to the potential risk to the Trust both reputationally and financially, appreciating this also small but could not be eradicated.

Actions 24b/24/ 28a/24 and 28b/24 were closed.

RESOLVED: That action log was reviewed and updated set out above.

39/24 BIDS PANEL LIVED EXPERIENCE

Julie Boalch introduced Gill Fleming who had agreed to talk to Members about the experience and process in applying for charitable funds for equipment for Zen Rooms across the Trust. Gill set out the benefits these have had on the wellbeing of staff, and ultimately how that had translated into benefit for patients.

Gill advised that the Zen Rooms provided a safe space for staff to decompress and reduce stress, especially after traumatic incidents; with positive feedback on the benefit of these on staff well-being.

The application process for the funds was straightforward and well received. The feedback as to why some items had not been approved in the bid was appreciated. Eleven thousand pounds was provided for Zen Rooms across the Trust.

Estelle Hitchon offered support to Gill, from colleagues in the Communications Team, to support the promotion of the Zen Rooms across the Trust, if required.

Members discussed the application and importance of staff consultation and evaluation. Members reflected that it would be helpful for those sharing their lived experience to have guidance, perhaps in the form of an evaluation template to support the discussion and the scrutiny requirement of the Committee. This was agreed to be a formal action.

RESOLVED: That

- 1) the feedback on the use of the zen rooms was positive overall with staff being encouraged to use the rooms to decompress and take some time for themselves; and**
- 2) a template evaluation form to be devised by the Chair of the Bids Panel to support the discussion and scrutiny requirement of the Committee for those sharing their lived experience.**

40/24 CHARITY PERFORMANCE REPORT

The Charity Performance Report was received showing performance against the NHS Charities Together (NHSCT) grants, which included the Development Grant, Stage 3 Recovery Grant, and Ambulance Grant as of 31 July 2024. All grants were being administered according to their conditions and there was nothing to escalate.

Committee were made aware of the development grant, applied for to support the promotion of the Charity and which funded the strategic review, with an understanding that the remainder of the funds would be used to support the visual identity work for the Charity. An extension to utilise these funds had been granted until December 2024, and a workshop would be held to progress this work in October 2024.

Also highlighted were the NHS Charities Together and Omaze campaign, which aimed to distribute proceeds equally among ambulance service charities. Further updates would be provided as more information becomes available.

RESOLVED: That the report was noted.

41/24 FINANCE UPDATE

The income and expenditure for the financial year 2023/24, and the fund balances as of 31 March 2024 were highlighted to Members and would form the basis of the 2023/24 accounts. Members were assured that, despite the in-year income of the Charity exceeding £250k in the 2023/24 financial year, an Independent Examination of the Charity's 2023/24 accounts was acceptable and in line with Government advice and would take place in the final quarter of 2024.

The balance of funds as at 31 July 2024 was £605,358 comprised of £228,766 unrestricted funds; £149,031 in designated funds; and £227,561 in restricted funds. 1,090.14 investment units in the Charity Investment Fund (COIF) are held at a market value of £281k which is a gain of £1.5K from the last reporting period. Whilst the market is quite volatile there were no issues requiring escalation to the Corporate Trustee. The Treasurer continued to keep a close eye on the investment fund for fluctuations and any action required.

Members commented on the healthy balances, but were also mindful of the need to see a reduction of balances through spend.

RESOLVED: That

- 1) the contents of the Finance Update Report were noted; and**
- 2) the confirmation that an independent examination of the accounts would be acceptable for 2023/2024 accounts.**

42/24 CHARITY RESOURCING

The report provided an update on the recruitment of the Head of Charity, a position which was agreed upon at the beginning of the year. David Hopkins, currently the Fundraising and Development Manager at National Youth Arts Wales, has been appointed starting with the Trust in this role from early October 2024.

An in-person meeting was suggested for the next meeting of the Committee to introduce David to members of the Trust. It was also recommended that David would attend the CEO Roadshows across Wales in the second week of October, to engage with colleagues and discuss the Charity's role and opportunities.

The process of developing the job description for the Fundraising Manager role would begin once David Hopkins was in post. His objectives would include aligning funding opportunities from charitable bids with organisational goals and exploring Trust and foundation funding. David will report to Estelle Hitchon.

David Hopkins' appointment to the Head of Charity was expected to bring strategic focus and operational efficiency. His initial plans and personal attributes were well-aligned with the charity's needs and goals.

RESOLVED: That the

- 1) appointment of David Hopkins as Head of Charity was welcomed; and**
- 2) the update was noted.**

43/24 RISK MANAGEMENT REPORT

The report described the work to date on the Charity governance risk with additional risks in development. These include resource and capacity, Corporate Trustee statutory duties, compliance and governance. Risks were articulated in an "if, then, resulting in" format, consistent with the Trust's risk articulation method.

The newly appointed Head of Charity would be involved in progressing these risks with colleagues in the Corporate Governance Team, and a more comprehensive update would be provided at the April 2025 meeting, where a comprehensive Risk Register was expected to be presented.

RESOLVED: That work on charity governance risk was ongoing with further updates and a risk register anticipated in April 2025.

44/24 BIDS PANEL HIGHLIGHT REPORT

Julie Boalch confirmed that three Bids Panel meetings had taken place since the last Committee meeting.

Four bids related to replacement TVs were submitted and assurance was provided that ICT had agreed to coordinate these to ensure best value, consistency and quality.

Additional bids were approved for a Training Dummy (£2,219 from CFR funds), the Flu Campaign incentives (£3,440), Specialist Skills CPD (£4,500) and a memorial bench (£1,550).

The flu campaign incentives bid had been received, discussed and approved by a narrow majority (5-4).

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.

Members thanked the Chair and members of the Bids Panel for their diligence in review and approval of bids.

RESOLVED: That the contents of the report were considered and discussed.

45/24 CONSENT ITEMS

Trish Mills confirmed the Committee Annual Report from 2023/24 and Terms of Reference for 2024/25 which were approved by the Trust Board in May 2024 had been included for Member's records. There was nothing to escalate from the Cycle of Business or the priorities.

RESOLVED: That the items were for information only.

46/24 KEY MESSAGES FOR THE CORPORATE TRUSTEE BOARD AND AGREED ACTIONS

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

47/24 ANY OTHER BUSINESS

None discussed.

48/24 DATE OF NEXT MEETING

The next meeting of the Committee is scheduled for 8 October 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.	Estelle Hitchon	2 July 2024	<p>Update for October meeting - a form of words has been developed to be tested with Legal and Risk for inclusion in bid/approval paperwork. A fuller note will be issued shortly.</p> <p>Update at August meeting - Estelle confirmed that not all risks of a claim could be eradicated, however it was a small risk to both the Trust and the Charity. Estelle agreed to draft and circulate a full note on this. The Committee asked for the action to remain open until it was formalised.</p> <p>Update for August meeting - A verbal update will be provided at the meeting.</p>	Open
42/24	22 August 2024	Charity Resourcing	Committee requested visibility at future roadshows to promote the Charity	Estelle Hitchon	8 October 2024	<p>Update for October meeting -The Head of Charity will attend all roadshows to speak with staff about the charity, gauge their levels of awareness and appetite to support/seek support. The CEO will highlight the Head of Charity during the roadshows and staff will have an opportunity to speak to him during the marketplace event.</p>	Complete
39/24	22 August 2024	Lived Experiences	Bids Panel were asked to design an evaluation template to provide guidance and a streamlined approach to presenting their experience of the application process, benefits of the monies and any lessons learned	Julie Boalch	8 October 2024	<p>Update for October meeting - This piece of work has been allocated and will be discussed at the next Bids Panel meeting on the 7 October 2024</p>	Open



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**CHARITY COMMITTEE
HIGHLIGHT REPORT TO CORPORATE TRUSTEE
AS PART OF THE ORDINARY TRUST BOARD MEETING**

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.

Corporate Trustee Meeting Date	26 September 2024
Committee Meeting Date	22 August 2024
Chair	Ceri Jackson

KEY ESCALATION AND DISCUSSION POINTS

ALERT

(Alert the Trustees to areas of attention)

1. This meeting had been scheduled in the calendar for 2 July but was **rescheduled** to 22 August because of the timing for the Head of Charity recruitment and reporting timetables.

ADVISE

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

2. **David Hopkins has been appointed as the new Head of Charity.** David currently works at the National Youth Arts Wales as the Fundraising and Development Manager. He will start at WAST in early October. A clear set of objectives will be set and are likely to evolve as work to review the charity progresses. 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.
3. A revised **visual identity for the charity** will be developed over the coming months, and Trustees will be updated on progress and final options in due course.
4. There are several **potential NHS Charities Together** grants that the charity is interested in pursuing which will open for applications in due course. The Committee discussed the importance of aligning charitable funding opportunities to WAST strategic priorities.

Lived Experience

5. The Committee heard from Gill Pleming, Head of Service EMSC, who shared her experience of bidding for the Zen Rooms in Vantage Point House, Ty Elwy, Snowdon House, Thanet House, Llangunnor and Llanfairfechan. Members heard of the benefits for our people and consequently how that translates into benefit for our patients.

Feedback on the use of the rooms is positive overall, with staff being able to use the rooms to

decompress and take some time for themselves, particularly because of a difficult incident at work, or stresses outside of work. Committee were advised that there is room for improvement in the use of the rooms and discussed the importance of staff consultation and evaluation. The rooms have a mix of massage chairs, bean bags, meditation cushions, VR headsets, and sand gardens. Efforts have been made to make them homely and a place where our people want to spend time. There are some challenges with access by all to the rooms, but it was encouraging to hear about upcoming estate reconfigurations and enhanced communication to ensure everyone feels welcome to use these facilities.

The application for charitable funds was a simple process, and the team appreciated the feedback they received where items were not approved and the reasons why. A total of £11,500 charitable funds were used on this venture. A survey of the room's use will be sought by the Bids Panel to inform future use of charitable funds.

Reflections

- Members reflected that it might be helpful for those sharing their lived experience to have guidance, perhaps in the form of an evaluation template to support the discussion and the scrutiny requirement of the committee. Members recognised that this was an assurance-heavy meeting, but that with the new Head of Charity starting in October the agenda would become more strategic, which was welcomed. Reports provided today were very clear and straight forward and authors commended for that.

ASSURE

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

Charity Performance

- The Charity Performance Report was received showing performance against the NHSCT grants which include the Development Grant, Stage 3 Recovery Grant, and Ambulance Grant as of 31 July 2024. 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 has been received with respect to liability related to these events.

Charitable Funds

- The income and expenditure for the financial year 2023/24, and the fund balances held as of 31 March 2024 are as below. They will form the basis of the 2023/24 accounts. Members were assured that, despite the in-year income of the Charity tipping over £250k in the 2023/24 financial year, **an Independent Examination of the Charity's 2023/24 accounts is acceptable and in line with Government advice.**

Summary of income and expenditure for the year ended 31st March 2024

	Unrestricted (£)	Restricted (£)	Total (£)
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
Net Movement	27,539	153,886	181,425

Fund balances as of 31st March 2024

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

9. The balance of funds on 31 July 2024 is £605,358 comprised of £228,766 unrestricted funds; £149,031 in designated funds; and £227,561 in restricted funds. 1,090.14 investment units in the Charity Investment Fund (COIF) are held at a market value of £281k which is a gain of £1.5K from the last reporting period. Whilst the market is quite volatile there were no issues requiring escalation to the Corporate Trustee. The Treasurer continues to keep a close eye on the investment fund for fluctuations and any action required.

Bids Panel

10. The Bids Panel considered and approved four bids for replacement TVs noting that the Trust's ICT service desk has agreed to coordinate these and future approved requests for TVs to ensure consistency, a good quality product is purchased that are likely to have a longer lifespan thus providing value for money. Additional bids were approved for a Training Dummy (£2,219 from CFR funds), the Flu Campaign incentives (£3,440), Specialist Skills CPD (£4,500) and a memorial bench (£1,550).
11. 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.
12. Members thanked the Chair and members of the Bids Panel for their diligence in review and approval of bids.

Governance

13. The Committee cycle of business monitoring report and update on Committee priorities, with nothing to escalate.

RISKS

Risks Discussed: The Committee were assured that work has taken place on the draft articulations of additional charity risks that are in development and that the Head of Risk will work with the newly

appointed Head of Charity from their appointment in October 2024 to finalise these and any other risks pertaining to the strategic risk of the Charity. A full Charity Risk Register will be presented at the meeting in April 2025 and 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.

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

COMMITTEE AGENDA FOR MEETING

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

COMMITTEE ATTENDANCE

Name	4 April 2024	22 August 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

AGENDA ITEM No	6
OPEN or CLOSED	OPEN
No of ANNEXES ATTACHED	2

Charity Performance Report

MEETING	Charity Committee
DATE	8 th October 2024
EXECUTIVE	Estelle Hitchon, Director of Partnerships & Engagement
AUTHOR	Bernadette Mitchell, Finance Assistant – Charitable Funds
CONTACT	Bernadette.Mitchell2@wales.nhs.uk

EXECUTIVE SUMMARY

1. To present to the Charity Committee with an update on the status of the following NHSCT grants as of 30th September 2024, notably:
 - Development Grant
 - Stage 3 Recovery Grant
 - Ambulance Grant
2. Potential new grants from NHSCT

KEY ISSUES/IMPLICATIONS

3. Recommended that the Committee note the key risks in the attached paper and the mitigations in place to minimise any risks identified.

REPORT APPROVAL ROUTE

Charity Committee – 8th October 2024

REPORT APPENDICES

Annex 1 – NHSCT Community Resilience Grant Guidance
Annex 2 – NHSCT Community Resilience Grant FAQ

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)		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 of 30th September 2024.
5. Interim reports for both the Stage 3 and Ambulance grants are due mid-November 2024. Information is currently being collated to ensure the charity meets the deadline and minimises any risk of not receiving the 3rd payment installments from NHSCT.
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)

Grant Award	Spend to date	Remaining
£29,981	£11,522	£18,459

Key Notes
A workshop with some key stakeholders of the charity will take place on the afternoon of 8 th October 2024 so that Savage and Gray can commence works on creating the visual identity. This will minimise the risk of having to give any unspent funds back. Once this has been developed, funds within the grant for fundraising purposes can also be utilised.

8. Stage 3 Recovery Grant - £88,000

Contract dates – 15th December 2023 to 15th December 2025

Grant Award	Spend to date	Remaining
£88,000	£46,156	£41,844

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.

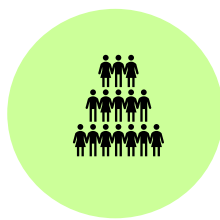
The Stage 3 grant is split into three projects:

a) Volunteer Development Programme – All funds spent

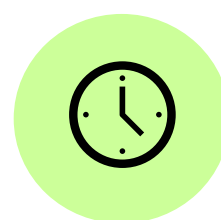
Below shows some of the outcomes the grant has made so far.



**New updated
training kit
purchased**



**136 newly
trained CFR's**



**19,584
CFR volunteer
hours given to
the Trust**

b) Mind Over Mountains (MoM)

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

Below shows some detail of the feedback from participants who took part in the first three walks and some outcomes in numbers.



**27 people
expressing
interest**



**15 people
attended
walks**



**75% of
people said
they felt
better**

While the experience of participating staff is positive, uptake remains low. Discussions are taking place as to whether to continue with this project into year 2 or whether to request an adaptation to the original application to use the funds for something that will be of more value for money and benefit higher numbers of WAST staff and volunteers.

c) WAST Sports

This element of the grant funding had been put on hold until assurances regarding liability from any injuries incurred had been received. The Director of Corporate Governance together with the Director of Partnerships and Engagement have now received advice from Legal and Risk. Subject to the agreement of appropriate clauses in the relevant paperwork, the charity will soon be inviting applications from staff and volunteers of WAST in its first round of funding.

9. Ambulance Grant - £315,290

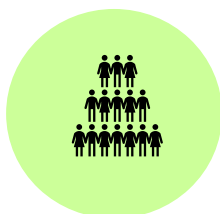
Contract dates: 1st December 2023 to 1st December 2025

Grant Award	Spend to date	Remaining
£315,290	£110,565	£204,725

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.

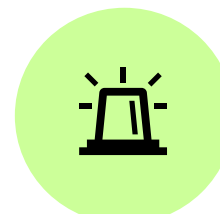
Below shows some of the outcomes from the grant so far.



**78 newly
trained
CWR's**



**368 patients
have been
attended to**



**137
reductions in
blue light
transport**

10. Potential NHSCT Grants

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

Open grants:

- **Community Resilience**

Applications for this grant opened on 12th September 2024 and will remain open until 29th August 2025. Projects must last no longer than 3-years from date of grant awarded or 31st March 2025, whichever is sooner. Each NHSCT member ambulance charity has been allocated £142,000 (£129,091 for service delivery) from the initial £1.85m NHSCT fund, raised

through their partnership with Omaze.

The overarching outcomes expected are; improved individual capability, improved community preparedness, and improved organisational system capacity. Further details can be found in **Annex 1**, section 3 "Grant details and criteria".

Discussions are underway within WAST to understand how best such funding could be utilised. For general queries on the grant please see **Annex 2** "NHSCT Community Resilience Grant FAQ".

Future grants:

- **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 announced 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

Recommended that the Committee note the key risks in the attached paper and the mitigations in place to minimise any risks identified.



**Guidance for the Community Resilience
Grants Fund 2024**

NHS Charities Together
communityresilience@anhsc.org.uk



Contents

1. Introduction	3
2. Context	4
3. Grant details and criteria	5
4. Pre-application advice and support	8
5. Applying for Funding	9
6. Assessment and decision-making	10
7. Outcomes monitoring for the fund	11
8. Grant Reporting and Instalments	12
9. Timeline	13

1. Introduction

This document provides information on how eligible organisations (Ambulance Service charities who are currently full members of NHS Charities Together) can apply for funding through the **Community Resilience Grants Fund**.

Thanks to a successful partnership with Omaze, £1.85m in funding is available to NHS ambulance charities across the UK. The grants fund invites applications that support the ambulance service with community resilience, in particular targeting areas that experience health and healthcare inequality.

For the purpose of the grants fund, we are defining community resilience as:

Approaches that empower people and communities to help themselves in the event of a health emergency or crisis. This can include response or prevention.

Each ambulance service charity will be able to apply for a non-recurrent grant of £142,000. This is an equal allocation and recognises that whilst populations may differ in size, there are a range of factors that ambulance services need to consider, for example issues associated with rurality.

The grants fund has been designed with the principles set out in our [Grants Approach 2024-2028](#). As part of this approach, we are continuously striving to improve member charities' experience of applying for and receiving grants from NHS Charities Together.

Once the grants fund is launched, a senior member of our Grants team will be in touch with you to introduce themselves as your Community Resilience Facilitator and to discuss your proposal.



2. Context

This grants fund forms the first part of a wider **Community Resilience Programme** which will be developed and delivered in partnership with a range of organisations. The programme will consider how people and communities can mobilise to improve health, respond to or mitigate crisis or reduce pressure on NHS services.

For the purposes of this wider programme of work, community resilience is defined as:

Approaches that unlock the power of people and communities to create health, respond to, avoid or mitigate crisis and in doing so reduce pressures facing NHS services.

It is important to note that the wider programme (beyond this initial fund) will have a scope covering a range of NHS provision, given the power of people and communities to support a whole range of NHS services, e.g. emergency departments, discharge etc.

The wider programme aligns with our commitment as part of our strategy to tackle the drivers of avoidable demand on NHS services and to help tackle health and healthcare inequalities.



3. Grant details and criteria

This £1.85m grants fund seeks to support initiatives that promote community resilience - approaches that empower people and communities to help themselves in the event of a health emergency or crisis.

We want this funding to increase community preparedness to **respond** in the event of a health emergency, increase community capacity to **prevent or avoid** crisis occurring, and **reduce** pressure on NHS services.

The overarching **outcomes** that we aim to achieve through this grants fund are:

- Improved individual capability.
 - This outcome is about making a difference to individuals – improving things like their knowledge & understanding, confidence, awareness, willingness to respond or interest in a career in health and social care. We will refine these indicators based on the projects we fund.
- Improved community preparedness.
 - This outcome is about making a difference to communities – ensuring that they are able to respond in the event of an emergency. The outcome centres on access – for example, access to training, access to equipment, or access to resources. Indicators here will also be refined based on projects.
- Improved organisational system capacity.
 - This outcome is about change in the system within organisations. This may look like changes in policies or processes, changes in governance, changes in approaches, or changes in partnerships. As with other outcomes, indicators will be refined based on the projects we fund.

Whilst contributing to these outcomes we would anticipate applications to:

- respond to locally identified need.
- build on learning and good practice, including ambulance grants previously distributed by NHS Charities Together.
- consider those who experience health and healthcare inequalities.

Applications will be required to focus on at least one of the identified outcomes for the grants fund and we will agree an appropriate approach to collecting evidence in relation to these outcomes with ambulance charities. As part of this work tools and support will be provided by NHS Charities Together's Evaluation, Learning and Insight Team.

Applications should also highlight any other outcomes that applicants believe will be impacted because of the proposed intervention.

Given that ambulance charities will subsequently provide allocated funding to their host trust or other organisations in the form of a grant, applications will require approval from an accountable executive from within the ambulance trust. If projects are delivered in partnership with other organisations outside of the NHS, applications will need to detail which organisations your charity will be working with.

Example Projects

Ambulance services already have a comprehensive understanding of community resilience. However below is a non-exhaustive list of example projects that could be supported through this funding;

- Activities that improve the availability and knowledge of CPADs, especially in communities where access is limited, and to encourage communities to 'take ownership' of local equipment.
- Activities that increase the role of bystander CPR when responding to an out-of-hospital cardiac arrest.
- The work of Community First Responder groups dealing with life threatening incidents prior to the arrival of an ambulance, including in underserved communities.
- Activity to recruit, diversify and retain volunteers to build community resilience to support the ambulance service.
- Activities that enhance community support for Ambulance Service Frequent Callers and reduce the demand on the Ambulance Service and Emergency Departments.
- Awareness-raising in areas of disadvantage and with communities where English is not a first language.
- The expansion of current successful models to other/new areas.

Fund details

- Each ambulance service charity can apply for a maximum allocation of £142,000 in a single application.
- Applicants are encouraged to apply for funds to support one overarching project or funding theme within their application.
- Any funds unclaimed by the fund closing date will be ring-fenced for activity relating to community resilience, but not necessarily within the geography where it has not been claimed.
- In the event that more than one ambulance charity wants to collaborate across a combined geography an application should come from a lead charity with endorsement from all partners. In this event the total amount available will be relative to the number of charities involved, i.e. 2 charities - £284,000. The lead charity would be responsible for receiving, distributing and reporting on the total grant award.
- Charities will be unable to submit an individual application in addition to a combined application.
- Applicants are encouraged to consider key partnerships critical to the success of their project. In particular, organisations that are well connected to communities and well placed to respond to the challenges presented by inequality.
- Applications will be invited on a rolling basis between September 2024 and late August 2025 with pre-application support available from the NHS Charities Together Grants team during this time.
- Projects must last no longer than three years or end by 31st March 2028 whichever is sooner.

Project Costs

A range of costs can be applied for as part of this Grants fund including:

- Staff costs.
- Equipment.
- Venue hire.
- Volunteer expenses.
- Marketing and publicity.
- Training.
- Direct project delivery costs not covered above.
- Indirect costs relating to the management of the grant and project.

If you have any questions relating to the eligibility of costs these should be discussed with your Community Resilience Facilitator prior to submitting your application.

Members are also encouraged in the event of multi-year projects to consider the impact of inflation and also to build in a contingency appropriate to the size of the project (usually not more than 5%).

Exclusions

The following are not eligible for funding through this Grants fund:

- Services and equipment for which there is a statutory requirement or expectation to provide.
- Existing staff costs not directly related to project delivery or management.
- Increasing the charity's free reserves.
- Costs incurred prior to confirmation of an award.
- Duplication or replacement of committed or restricted funding.
- General capital appeals or large capital projects.
- Grants and gifts to individuals.
- Activities and services that are not free at the point of delivery to beneficiaries.
- VAT that can be reclaimed from another source.
- Political activity, direct lobbying or promotion of religion.
- Payments towards loans, endowments and interest.

4. Pre-application advice and support

As noted above, the grants fund aligns with the principles, set out in our [Grants Approach 2024-2028](#), which states that our grant-making will be impactful, developmental, collaborative, innovative, inclusive, co-designed, and transparent.

On that basis, we are keen to discuss project ideas ahead of submission and to offer support as applications are developed.

We plan to use the existing Ambulance Special Interest Group (SIG) as a forum for discussing ideas and sharing knowledge during the application window of this grants fund. We are keen to work with the SIG Co-Chairs in the development of our approach to support in this phase.

We also plan to host optional drop-in sessions for applicants which will allow additional support from facilitators and fellow applicants with ad hoc queries during the pre-application phase. These will be in addition to the one-to-one support provided by your Community Resilience Facilitator.

We will discuss the desired frequency of these drop-in sessions at the grants fund launch webinar and will follow up afterwards with proposed dates.

For any members unable to attend the launch webinar, the session will be recorded, and you are encouraged to submit any queries that you may have in advance via our dedicated fund inbox - communityresilience@anhsc.org.uk.



5. Applying for Funding

Applications (no more than one per member) are welcomed on a rolling basis from Thursday 12th September 2024 – 29th August 2025.

You will be asked to complete your application via MS Word, a template version of which can be found on the Community Resilience landing page on [Member Connect](#). The application should respond to relevant feedback provided at the pre-application stage.

Applications are to be submitted in Word format to communityresilience@anhsc.org.uk marking the subject of the email 'Community Resilience Application [Charity name]' in the subject line.

Mandatory supporting documents

A budget and project timetable should be supplied as supporting documents via email attachment alongside your application form, so that scheduling and financial data is clear.

Your budget should:

- Clearly state the amount requested - the fund will award grants of up to £142,000 (or more in response to joint applications). Please round up to the nearest £1.
- Itemise the expenditure for the project, including a description of each cost (for example Project Manager, 0.5FTE for 12 months).
- Factor in a total of up to 5% to cover:
 - inflation (to meet any cost increases during delivery) and contingency (to help manage unforeseen costs).
- Explain how the 'indirect costs' you are applying for relate to the management of the grant / project.
- Consider costing in appropriate resource and capacity to support with successful project delivery within the three-year grant period e.g. cost of a project manager or admin support.
- Outline income for the project, including our grant, from other funders (specifying whether it is applied for or secured), monetary contributions from your Trust/Health Board, and monetary contributions from your own funds or endowments. Please do not include in-kind contributions (e.g. existing staff time, volunteer time, venues) in the budget, but you can mention them, as we will consider this as match funding.
- Factor in appropriate costs for data collection, monitoring and grant reporting.

Your timetable should include:

- All relevant aspects of project delivery, including key milestones, staff recruitment and grant reporting.
- Who will take the lead in delivering these milestones.
- At what points partners will be involved and the activities they will be supporting delivery of.

We may ask further questions about your budget and project timetable at assessment stage.

6. Assessment and decision-making

NHS Charities Together will convene an advisory panel of internal staff / trustees and external partners with appropriate insight and expertise to review each application and consider the following:

- How well the project meets the aims, outcomes, and criteria of the grants fund, outlined in Section 3 of this document.
- Whether the indicative budget appears realistic.
- The level of risk associated with delivering the project.

The advisory panel will make recommendations to our Impact Committee, which will take final decisions on whether to award a grant.

Decisions will be communicated from late November/early December 2024 to October 2025 and your Community Resilience Facilitator will be able to advise you on the best time to submit your application ahead of the next panel meeting.

Please note that NHS Charities Together reserves the right to reject (or defer a decision on) an application and to encourage a revised application with support from the Community Resilience Facilitators.



7. Outcomes monitoring for the fund

As part of this funding ambulance charities will be required to evidence the difference that projects are making through collection of data – this is what we refer to as outcomes monitoring.

We need to understand whether the programme is making a difference, and having a positive impact on those that it reaches. Charities will be engaged in the design of an outcomes tool based on the fund outcomes outlined in Section 3, which will then be rolled out across all projects.

Data from the tool will be collected centrally by NHS Charities Together and will be shared back with individual charities in an aggregated way once there has been a minimum of 10 responses from that charity received. Not only will this help NHS Charities Together to tell the story of impact at the fund level, but it will also give charities an individual evidence base about the difference their projects are making.

Further details regarding the development of data collection processes will be shared in due course. You will be closely supported by the Evaluation, Learning & Insights and Grants teams.

Our intention with the approach is that 'traditional' ways of reporting to us can be refined and replaced with a more relational approach to discussing progress and developments, including what has and hasn't worked.

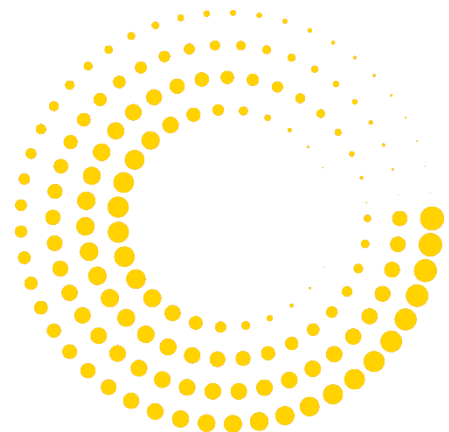
Overall, we believe that adopting this new approach will reduce burden on charities and enable us all to tell a better story of the impact that the NHS charity sector has.

You can read more about M&E in our toolkit here:

<https://connect.nhscharitiestogether.co.uk/t/monitoring-and-evaluation-toolkit-and-webinar-q-a-document/3564>

We also encourage you to review the Monitoring, Evaluation and Learning page on Member Connect, where there's useful and supportive discussion on M&E:

[Latest Monitoring, Evaluation & Learning \(MEL\) topics - NHS Charities Together Connect](#)



8. Grant Reporting and Instalments

Instalments:

Once awarded, the grant will be paid into your nominated bank account in two instalments:

- Instalment 1: 80% advance of total grant following receipt of the signed Terms and Conditions;
- Instalment two: 20% at the halfway point of your project, linked to a progress update.

Grant reporting:

Reporting to NHS Charities Together should be easy for you and valuable to both of us. We have been reflecting on our reporting practices and we are committed to only asking for information that we need and will use.

- At the mid-point of your project, you will be asked to report on the progress of your work which will either be a virtual conversation or in-person meeting with your Grants Officer. Ideally this update will include engagement to date with partners (if applicable) and beneficiaries, progress towards agreed project outcomes, discussion on both the successes and challenges of delivery to date as well as any learnings. We are interested to hear how you will utilise this learning and knowledge to support with the ongoing delivery of your grant. A progress template will be made available to ambulance charities to support with mid-point reporting and the aim is for this to be completed collaboratively.
- Following the completion of your project you will be asked to provide a final end-of-grant report. We will provide prompts for what this final report should include e.g. how many people and partners you have engaged with throughout delivery. However, we are happy for this report to be submitted in a format which is convenient for you, for example an impact report to your trustee board or a report that you have put together for another funder.

Please note that you have a dedicated Grants Officer to support and advise you throughout the course of project delivery and not just at the touch points outlined above. As a flexible funder we acknowledge that sometimes plans change and we encourage all members to reach out to discuss significant challenges or the need for material changes to the grant at your earliest convenience.

In addition to the above reporting requirements, we are asking participating charities to support NHS Charities Together steward the partnership with Omaze. This may include asks for case studies, photos, video footage or support with delivery of PR moments. Please ensure that any resources collated have the relevant permissions and could be shared with Omaze and their channels. You may also be asked to support the partnership by facilitating site visits, volunteering opportunities and other reasonable stewardship requests. We are committed to liaising with ambulance charities to understand which opportunities are best suited to your projects.

9. Timeline

The full timeline is as follows:

- **4th September 2024:** Fund resources launch via Member Connect.
- **10th September 2024:** Announcement of programme to wider membership.
- **11th September 2024:** Grants Fund Webinar, Q&A and application form goes live.
- **12th September 2024 – 29th August 2025:** Application window.
- **Late November/ Early December 2024 – October 2025:** Decisions communicated with members.
- **31st March 2028:** Final project delivery date.
- **28th April 2028:** All project reporting for this fund to have been received.

All resources relating to the fund can be found on [Member Connect](#).

Please contact us via communityresilience@anhsc.org.uk for general queries or reach out to your Community Resilience Facilitator directly if you would like to discuss your project proposal. Community Resilience Facilitators, senior and established members of the Grants Team, have been allocated to members for this fund as follows:

Ciara Johnston, Grants Manager	North East Ambulance Service Trust Fund	ciaraj@anhsc.org.uk
	West Midlands Ambulance Service NHS Trust General Charity	
	London Ambulance Service Trust Fund	
	South Western Ambulance Service Trust Fund	
	Welsh Ambulance Services NHS Trust Charity (WAST)	
Olivia Hall, Grants Manager	Scottish Ambulance Service Charity	olivia.hall@anhsc.org.uk
	North West Ambulance Service Trust Charitable Fund	
	Yorkshire Ambulance Service NHS Trust Charities (YAS)	
	South Central Ambulance Charity	
Sukhy Gill, Senior Grants Officer	Northern Ireland Ambulance Service	sukhy@anhsc.org.uk
	East Midlands Ambulance Service NHS Trust Charitable Fund	
	East of England Ambulance Service NHS Trust Charitable Fund	
	South East Coast Ambulance Service Charitable Fund	

We look forward to receiving your application.



Community Resilience Grants Fund

communityresilience@anhsc.org.uk

Application FAQs (2024)

General Queries

Q: Who is eligible to apply?

A: Ambulance Service charities who are full members (at the time of application) of NHS Charities Together are eligible to apply for a non-recurrent grant of up to £142,000.

Q: Will this funding round be competitive?

A: No, this is an equal allocation and recognises that whilst populations may differ in size, there is a range of factors that ambulance services need to consider, for example issues associated with rurality.

Q: As an Ambulance Service Charity, am I guaranteed to receive the amount allocated to me as part of the Community Resilience Grants Fund?

A: No, you will be required to submit an application that demonstrates alignment with the aims of the Grants fund, puts forward eligible project activities with a realistic budget, suitable timetable for delivery and provides an appropriate assessment of associated risks. Please note, NHS Charities Together reserves the right to reject (or defer a decision on) an application and to encourage a revised application with support from the Grants team.

Q: What if we are not in a position to apply at this time?

A: Applications will be invited on a rolling basis between September 2024 and late August 2025 with pre-application support available from the NHS Charities Together Grants team during this time.

Q: If our application is successful, how long do we have to spend the grant?

A: Projects must last no longer than three years or end by 31st March 2028 whichever is sooner.

Q: What is the budget for this Grants Fund?

A: Thanks to a successful partnership with Omaze, £1.85m in funding is available to NHS ambulance charities across the UK.

About the Application Process

Q: What am I responsible for if I am the lead charity for a joint application?

A: In the event that more than one ambulance charity wants to collaborate across a combined geography an application should come from a lead charity with endorsement from all partners. In this event the total amount available will be relative to the number of charities involved, i.e. 2 charities - £284,000. The lead charity would be responsible for receiving, distributing and reporting on the total grant award.

Q: Can I submit a joint application as well as an individual application for funding?

A: Charities will be unable to submit an individual application in addition to a combined application.

Q: Who would be considered an accountable executive from within my Trust to co-sign the application form alongside the lead applicant?

A: An executive member of the Trust's board.

Q: Can we apply for a project that lasts less than three years (e.g. one year)?

A: Yes, you can apply for a project that is less than three years in duration.

Q: When is the latest date that our charity can submit an application?

A: The latest submission date for applications to this grants fund is 29th August 2025 and we would expect to communicate a decision on applications to this deadline in late October 2025.

Q: What happens after we submit our application and supporting documents?

A: Your application form and supporting documents will initially undergo an assessment by a Community Resilience Facilitator (a senior and established member of the Grants Team), who will produce a project review for our Advisory Panel.

The advisory panel will make recommendations to our Impact Committee, which will take final decisions on whether to award a grant.

Please note that NHS Charities Together reserves the right to reject (or defer a decision on) an application and to encourage a revised application with support from the Community Resilience Facilitators.

Q: Will we receive feedback on our application?

A: Applicants will be provided with honest feedback from their Community Resilience Facilitator throughout the pre-application phase to support with project development.

Once you have decided that your application is ready for submission and it has gone through the assessment and review process, all applicants will receive an outcome as well as any headline feedback from the Advisory Panel.

Project Queries

Q: Does our project need to achieve all three of the fund outcomes outlined in Section 3 of the guidance?

A: No, applications will be required to focus on a minimum of one of the three suggested outcomes for the grants fund and NHS Charities Together will agree an appropriate approach to collecting evidence in relation to these outcomes with ambulance charities.

Can we extend or expand an existing project already being delivered?

A: Yes, as long as extensions to pre-existing work meet the aims and criteria of the grants fund and will achieve at least one of the three overarching outcomes. We would expect applications for pre-existing projects to build on learning and good practise from elsewhere as appropriate,

Budget Queries

Q: What costs can I cover as overheads? What do you mean by “indirect costs relating to the management of the grant and project”?

A: Specific costs involved for the charity (as opposed to related Trusts) in managing the grant / project – this might include some finance/admin costs, and a proportionate contribution to the Charity’s general overheads and running costs. The appropriate amount to include will depend on how your Charity – and its relationship with its partner Trust – is organised; please discuss this with your Community Resilience Facilitator.

Q: Can we include a contingency in the budget costs?

A: Yes, a contingency for unforeseen costs (including inflation) can be included in your budget at a maximum 5% of your total project costs.

Q: Can the funding be used to cover retrospective costs?

A: No, costs associated with developing a project ahead of receiving a decision on a full proposal will not be considered eligible expenditure.

.....

Advice & Support

Q: Who can we contact if I have any questions or technical issues?

A: If you have any queries after reading these FAQs and the guidance document, or while completing the Application Form, please email the NHS Charities Together Grants team via communityresilience@anhsc.org.uk

Q: Who are the Community Resilience Facilitators?

A: Your Community Resilience Facilitators are Ciara Johnston, Olivia Hall and Sukhy Gill, all senior and established members of the NHS Charities Together grants team. They are a dedicated working group whose role is to provide pre-application support to ambulance service charities, both on an individual level and via optional group drop-in sessions. Ultimately their role is to support you to submit a successful application to the Community Resilience Grants Fund.

Q: Who will support me with ongoing grants management post award?

A: All successful applicants post grant award will be provided with on-going support from their dedicated Grants Officer, this member of staff may be different from your Community Resilience Facilitator but will be given a handover on the grant. Your Grants Officer will be your primary point of contact for onwards delivery of the grant including grant reporting.

.....

Omaze Funding Queries

Q: Will non ambulance members be able to benefit from this campaign?

A: This specific fund with Omaze is ringfenced to the ambulance service. However, the aim will be to work with Omaze again in future, as well as our other corporate partners, to benefit the wider membership.

Q: Why was the ambulance service chosen as the recipient of Omaze’s donation?

A: NHS Charities Together worked with the preferences and motivations of Omaze and Omaze’s customers, which also aligned with discussions taking place with the Association of Ambulance Chief Executives and engagement with NHS ambulance charities. Insights have also been gathered from

NHS and voluntary partners working across the emergency response sector, informed by a report and roundtable event.

Q: How can members get involved in future campaigns?

A: This programme is just one of the areas being developed within our ongoing strategy and has been developed in response to priority needs within the health system while working closely with NHS charities and partners.

We welcome recommendations from across the membership regarding other potential programmes and opportunities for us to collaborate together, to help us have greater impact for staff, patients and communities.

Q: What is the expectation for ambulance charities applying for this fund regarding Omaze?

A: In addition to the grant reporting requirements, we are asking participating charities to support NHS Charities Together steward the partnership with Omaze. This may include asks for case studies, photos, video footage or support with delivery of PR moments. Please ensure that any resources collated have the relevant permissions and could be shared with Omaze and their channels. You may also be asked to support the partnership by facilitating site visits, volunteering opportunities and other reasonable stewardship requests. We are committed to liaising with ambulance charities to understand which opportunities are best suited to your projects.

Further information about how Omaze and NHS Charities Together will need to be acknowledged with regards to funding will be included within the Terms and Conditions for this grant.

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AGENDA ITEM No	7
OPEN or CLOSED	OPEN
No of ANNEXES ATTACHED	0

Charity Funds Finance Update

MEETING	Charity Committee
DATE	8 th October 2024
EXECUTIVE	Chris Turley, Executive Director of Finance & Corporate Resources
AUTHOR	Jillian Gill, Interim Assistant Director of Finance Bernadette Mitchell, Finance Assistant – Charitable Funds
CONTACT	Chris Turley, 01633 626201, Chris.Turley2@wales.nhs.uk

EXECUTIVE SUMMARY

1. To present to the Charity Committee an update on the following:
 - Summary of Income & Expenditure for April - September 2024
 - Details of fund balances held as of 30th September 2024
 - COIF Charity Investment Fund

KEY ISSUES/IMPLICATIONS

- To present to the Charity Committee an update on the following
2. **Detail of Fund balances** of £606k held as of 30th September 2024
 3. **Update on COIF Charity Investment Fund.** Current percentage is 36%

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

REPORT APPROVAL ROUTE

Charity Committee – 8th October 2024

REPORT APPENDICES	
NA	

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

WELSH AMBULANCE SERVICES UNIVERSITY NHS TRUST
CHARITY COMMITTEE
FINANCE UPDATE – OCTOBER 2024

INTRODUCTION

4. This report provides the Committee with an update on fund balances held, along with an update on the COIF Charity Investment Fund Accumulation Units held by the charity, including a valuation as of 30th September 2024.
5. Also included is a summary of income and expenditure for April-September 2024.

BACKGROUND/ASSESSMENT

Summary of income and expenditure for Q1 & Q2 of 2024/25 (Apr-Sep 2024)

6. Below is a summary of the income and expenditure for the period between 1st April to 30th September 2024.

Summary of income and expenditure for 1st April to 30th September 2024

	Unrestricted £	Restricted £	Total £
Income:			
Donations	7,300		7,300
Legacies	30,000		30,000
Grant income		89,453	89,453
Interest Rec'd	5,871		5,871
TOTAL INCOME	43,171	89,453	132,619
Expenditure:			
Charitable activities	34,001		34,001
Grant expenditure		79,448	79,448
Admin	5,391		5,391
TOTAL EXPENDITURE	39,392	79,448	118,840
Gains/(Losses)	1,603		1,603
Transfers	10,005	(10,005)	0
NET MOVEMENT	13,784	0	13,784

Update on Fund Balances as of 30th September 2024

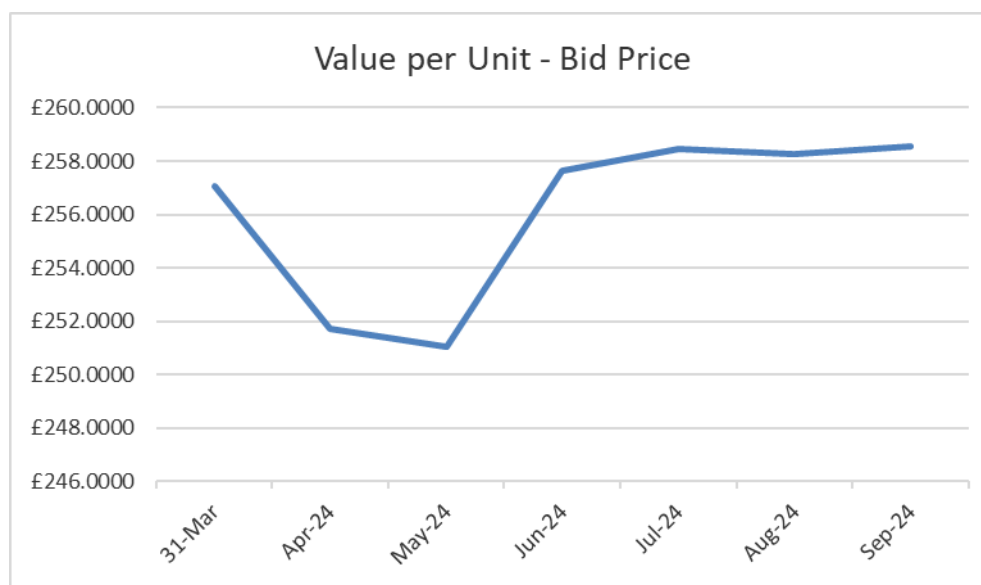
7. The table on the following page is a detailed balance sheet as at 30th September

2024:

WAST Charity Balance Sheet as at 30th September 2024							
			UNRESTRICTED	DESIGNATED	RESTRICTED	TOTAL	
ASSETS	INVESTMENTS	COIF Investment Fund	£261,222	£19,016	£0	£280,239	
	CASH & BANK	COIF Deposit	£0	£131,999	£349,471	£481,470	
		PayPal	£0	£0	£0	£0	
		HIB Account	£0	£13,245	£0	£13,245	
		Current Account	£0	£1,140	£0	£1,140	
	DEBTORS	Accrued Income	£0	£0	£0	£0	
Prepayments		£318	£0	£170	£488		
TOTAL ASSETS:			£261,541	£165,401	£349,641	£776,582	
LIABILITIES	CREDITORS	Trade Creditors	£7,590	£0	£25,920	£33,510	
		Deffered Income	£0	£0	£91,968	£91,968	
		Accruals	£32,703	£11,326	£856	£44,885	
				£40,293	£11,326	£118,744	£170,363
TOTAL ASSETS LESS LIABILITIES:			£221,247	£154,075	£230,896	£606,219	
FUNDS (CAPITAL & RESERVES)	AMBU	NORTH FUNDS	£70,803			£70,803	
	AIRA		£66			£70,869	
	GPCW	CENTRAL & WEST	£24,663			£24,663	
	TENP		£518			£25,182	
	GPSE	SOUTHEAST	£5,686			£5,686	
	BARY		£1,504			£7,190	
	CBLT		£378			£7,569	
	GPHQ	NATIONAL	£43,668			£43,668	
	BYFR	CFR's		£578		£578	
	CWFR			£1		£589	
	RESP			£5,884		£6,473	
	WISH	WISH		£3,710		£3,710	
	BURS	BURSARY		£13,318		£13,318	
	CENT	CENTRAL SERVICES		£130,585		£130,585	
	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			£2,801	£2,801	
	NHS4	NHSCT AMBULANCE GRANT			£7,204	£7,204	
	ADMI	2024-25 CENTRAL (COSTS)/INCOME TO BE APPORTIONED	-£5,391			-£5,391	
	INTR		£0			£0	
	REVL	COIF INVESTMENT REVALUATION RESERVE	£79,350			£79,350	
	TOTAL CAPITAL & RESERVES:			£221,247	£154,075	£230,896	£606,219
	TOTAL LIABILITIES & CAPITAL & RESERVES			£261,541	£165,401	£349,641	£776,582

Update on COIF Investment Fund as of 30th September 2024

8. Since the beginning of the new financial year, and as at the end of September 2024, the unit price of the Charity's investments has increased by 0.57%, resulting in an overall gain of £1.6k. We currently hold 1,090.14 units at a unit price of £258.5371 giving a total market value of £281.8k.



9. 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.



GIG
CYMRU
NHS
WALES

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

AGENDA ITEM No	9
OPEN or CLOSED	Open
No of ANNEXES	1

Committee Priorities and Cycle Monitoring Report

MEETING	Charity Committee
DATE	08 October 2024
EXECUTIVE	Trish Mills, Director of Corporate Governance/Board Secretary
AUTHOR	Trish Mills, Director of Corporate Governance/Board Secretary Alex Payne, Corporate Governance Manager
CONTACT	Trish.mills@wales.nhs.uk

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

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

COMMITTEE PRIORITIES FOR 2024/25 AND CYCLE MONITORING REPORT

SITUATION

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

BACKGROUND

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

ASSESSMENT

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

Priority	Progress
<ul style="list-style-type: none"> Monitoring the recruitment of the Head of Charity and Fundraising Officer and their objectives. 	<ul style="list-style-type: none"> The Head of Charity started in post on the 07 October 2024 and will attend the Committee meeting. The recruitment for the Fundraising Officer will begin in the coming weeks and be led by the Head of Charity.

	<ul style="list-style-type: none"> - 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. - 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.
<ul style="list-style-type: none"> • Ensure a development session is held at an agreed time with respect to duties and responsibilities of Trustees. 	<ul style="list-style-type: none"> - 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.
<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> - The timing and approach will be discussed with the Head of Charity when in post (which will be October 2024).




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
CHARITY COMMITTEE - CYCLE OF BUSINESS MONITORING REPORT 2024/25									
STRATEGY									
Initial strategy review and periodic reviews	ELT/Trustees	TBC					DPE	Endorsement	
Strategy implementation [Note 1]	TBC	TBC					DPE	Endorsement	Q3: Agreed to receive introduction from Head of Charity. Strategy discussions to progress in remainder of 24/25.
IMTP exception reporting	STB	Ad Hoc					DPE	Assurance	
CHARITABLE FUNDS AND INVESTMENT									
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									
Template required: see note 7	Relevant Committee	Each Meeting					Relevant Chair	Assurance	Q1: Bursary Panel update was verbal; Q2: Bursary Panel rec'd. Q3: Agreed no appropriate exp for Oct 2024 mtg.
Applications as appropriate from time to time [Note 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	
FUNDRAISING									
Fundraising report [Note 3]	TBC	TBC					TBC	TBC	
Board Assurance Framework	Trustees	Each meeting					DCG	Assurance	Sept' 24 Update: CC on 22/08/24 agreed to return with full Charity Risk Register at its meeting in April 2025 (25/26).
Corporate Risk Register - Charitable Funds	Trustees	Each meeting					DCG	Assurance	Sept' 24 Update: CC on 22/08/24 agreed to return with full Charity Risk Register at its meeting in April 2025 (25/26).
Audit Recommendation Tracker	ADLT	Each meeting					DCG	Assurance	
Audits within purview of Committee	Audit Committee	Ad Hoc					Relevant Director	Assurance	
GOVERNANCE									
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	
PROMPTS									
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

Charity strategy implementation	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.
Investment Strategy	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
Fundraising	Fundraising strategy may be formed as part of the overall charity strategy. This reporting will mature during the 24/25 year.
Promote the charity within the Trust	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.
Approval of expenditure	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
General	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.
Lived Experience	It was agreed in the October Committee agenda setting meeting that it was necessary to develop a template for the lived experience items so that contributors understand what is required. Additionally, it was agreed that if it isn't possible for an appropriate experience to be agreed then it wouldn't be programmed; alternating meetings would be acceptable.