

## Bundle Charity Committee 2 April 2025

### Agenda attachments

- 00 Charity Committee Agenda April 2025
- 0 09:30 – OPENING ITEMS
- 1 Chair's Welcome, Apologies and Quorum
- 2 Declarations of Interest
  - \_Updated 20250108-Board Member Register of Interests.xlsx
  - Item 02 Board Member Register of Interests Updated 20250108
- 3 Minutes of the Previous Meeting – 14 January 2025
  - Item 03 Draft Charity Committee Minutes 14 January 2025 Meeting
- 3.1 Highlight Report 14 January 2025
  - Item 03.1 Charity Committee Highlight Report 14 January 2025
- 4 Action Log and Matters Arising
  - Item 04 Actions and Decisions Log – Charity Committee (Open)
- 4.1 Feedback from Corporate Trustee meeting from Chair (January 2025)
- 4.2 FOR APPROVAL, ASSURANCE AND DISCUSSION
- 5 09:35 – Charity Strategy Update
  - Item 05 SBAR Charity Strategy Update\_2 April 2025
  - Item 05a Appendix 1\_Charity Strategy Update\_2 April 2025
- 6 10:05 – Charity Performance Report
  - Item 06 SBAR Charity Performance Report\_2 April 2025
- 7 10:15 – Charity Funds Finance Report
  - Item 07 SBAR Finance Update Report
- 8 10:25 – Draft 2025/26 Fundraising Targets and Expenditure Budgets [TO FOLLOW]
  - Item 08 Charity Committee\_Financial Plans 2025–28\_2 April 2025\_FINAL
  - Item 08a – Appendix 1 – Charity Financial Plans 2025–28
- 8.1 10:40 – Comfort Break
- 9 10:55 – Charity Risk Register (Verbal)
- 10 11:15 – 24/25 Committee Effectiveness Review – Follow Up
  - Committee Annual Report 2024/25 (Approval)*
  - Terms of Reference Review 2025/26 (Endorsement)*
  - Committee Priorities 2025/26 and Cycle of Business 2025/26 (Approval)*
  - Item 10 Effectiveness Review SBAR Charity Committee 2 April 2025
  - Item 10a Annex 1 Charity Committee Annual Report 2024–25
  - Item 10b Annex 2 Charity Committee Terms of Reference 2025–26 (clean) for endorsement by CC in April 2025
  - Item 10ci Annex 3 Charity Committee Cycle of Business 2025–26 for approval by CC in April 2025
  - Item 10cii Annex 3 Charity Committee Cycle of Business 2025–26 for approval by CC in April 2025
- 11 11:25 – Bids Panel Highlight Report (to include review of Terms of Reference)
  - Item 11 Bids Panel AAA Highlight Report 240225 and 060325
  - Item 11a Bids Panel TOR 2025–26 (DRAFT – 060325)
- 12 11:40 – Bursary Panel Highlight Report (to include review of Terms of Reference)
  - Item 12 Bursary Panel AAA – 13.01.2025
- 12.1 11:55 – CLOSING ITEMS
- 13 Reflections and Summary of Decisions/Actions
- 14 Any Other Business
- 15 Date of Next Meeting: 3 July 2025

Length of Meeting: 02:35		Agenda Status:		2 April 2025 - [OPEN] CHARITY COMMITTEE					Deadline for Papers: 24 March 2025	
Time	Mins allotted	Agendum	Title	Item for	Item requested by	Format of Item	Paper prepared by	Item presented by	Colleagues to cc	
<b>OPENING ITEMS</b>										
09:30	00:05	1	Chair's Welcome, Apologies and Quorum	Information	Standing	n/a	n/a	Peter Curran	n/a	
		2	Declarations of Interest	To State Conflicts	Standing	n/a	n/a	Peter Curran	n/a	
		3	Minutes of the Last Meeting: 14 January 2025 3.1 Highlight Report: 14 January 2025 meeting	Approval	Standing	n/a	n/a	Peter Curran	Alex Payne	
		4	4.1 Action Log & Matters Arising 4.2 Feedback from Corporate Trustee meeting from Chair (January 2025)	Discussion	Standing	n/a	n/a	Peter Curran	n/a	
<b>FOR APPROVAL, ASSURANCE AND DISCUSSION</b>										
09:35	00:30	5	Charity Strategy Update	Endorsement	Ad hoc	Presentation	Partnerships	Estelle Hitchon	David Hopkins	
10:05	00:10	6	Charity Performance Report	Assurance	CoB	Paper	Partnerships	Estelle Hitchon	David Hopkins	
10:15	00:10	7	Charity Funds Finance Report	Assurance	CoB	Paper	FinCor	Chris Turley	Jess Price, Bernie Mitchell	
10:25	00:15	8	Draft 2025/26 Fundraising Targets and Expenditure Budgets	Approval	Ad hoc	Paper	Partnerships	David Hopkins	Jess Price, Bernie Mitchell	
10:40	00:15	Comfort Break								
10:55	00:20	9	Charity Risk Register	Assurance	CoB	Verbal	Gov	Julie Boalch	Marinela Stoichechi	
11:15	00:10	10	24/25 Committee Effectiveness Review - Follow Up: *Committee Annual Report 2024/25 (Approval) * Terms of Reference Review 2025/26 (Endorsement) *Committee Priorities 2025/26 and Cycle of Business 2025/26 (Approval)	Approval	CoB	Paper	Gov	Trish Mills	Alex Payne	
11:25	00:15	11	Bids Panel Highlight Report (to include review of Terms of Reference)	Approval	CoB	Paper	Gov	Julie Boalch	Lisa Trounce	
11:40	00:15	12	Bursary Panel Highlight Report (to include review of Terms of Reference)	Assurance	CoB	Paper	People	Jo Kelso	n/a	
<b>CLOSING ITEMS</b>										
11:55	00:10	13	Reflections and Summary of Decisions/Actions	Discussion	Standing	n/a	n/a	Peter Curran	n/a	
		14	Any Other Business	Discussion	Standing	n/a	n/a	Peter Curran	n/a	
		15	Date & Time of the Next Meeting: 3 July 2025	Information	Standing	n/a	n/a	Peter Curran	n/a	
12:05	02:35	<b>CLOSE</b>								

#### LEAD PRESENTERS

Name	Position
Peter Curran	Non-Executive Director and Committee Chair
Julie Boalch	Assistant Director of Corporate Governance/ Risk, Chair of Bids Panel
Estelle Hitchon	Director of Partnerships & Engagement
David Hopkins	Head of Charity
Jo Kelso	Head of Workforce Education and Development, Chair of Bursary Panel
Trish Mills	Director of Corporate Governance/Board Secretary
Chris Turley	Executive Director of Finance and Corporate Resources

Name	Position	Declaration	Interest Type	Date Interest Started	Date Interest Ended	Left Trust
BEAUMONT-WOOD, Rhiannon	<b>Non-Executive Director</b> * Member of the Remuneration Committee * Member of the Audit, Risk and Assurance Committee * Member of the Quality, Patient Experience and Safety Committee	Dorset Integrated Care Board (NHS Dorset), Non-Executive Director	Financial Interest	May 2023		
		Nursing and Midwifery Council (NMC), Designated Council Member for Wales	Financial Interest	June 2024		
		RBW Executive and Professional Coaching Ltd, Company Director (Company No 14938585) and Shareholder	Financial Interest	June 2023		
		Currently on coaching framework with Health Education and Improvement Wales	Financial Interest	June 2024		
		Registered Nurse (NMC)	Non-Financial Professional	January 1995		
		Registered Specialist Community Public Health Nurse	Non-Financial Professional	September 1996		
		Member of the Royal College of Nursing	Non-Financial Professional	2007		
BEESLEE, Jayne	<b>Non-Executive Director</b> * Chair of the Finance and Performance Committee * Member of the Remuneration Committee * Member of the Academic Partnership 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	<b>Executive Director of Operations</b>	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		
CURRAN, Peter	<b>Non-Executive Director</b> * Chair of the Audit, Risk and Assurance Committee * Chair of the Charity Committee * Member of the Finance and Performance Committee * Member of the Remuneration Committee	Trustee of Action for Children [1097940]	Position in Charity or Voluntary Organisation	01 February 2021		
		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	31 October 2024	
		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		
		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				
EVANS, Bethan	<b>Non-Executive Director</b> * Chair of Quality, Patient Experience & Safety Committee * Member of Finance & Performance Committee * Member of People & Culture Committee * Member of Remuneration Committee	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		
		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		
		HUTCHINGS, Hayley	<b>Non-Executive Director</b> * Member of the Remuneration Committee * Member of the Academic Partnership Committee * Member of the People and Culture Committee	Employed at Swansea University, Professor of Health Services Research	Financial Interest	17 June 1995
HITCHON, Estelle	<b>Director of Partnerships and Engagement</b>	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	<b>Non-Executive Director &amp; Vice Chair of the Trust Board</b> * Chair of the People and Culture Committee * Member of the Charity 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	<b>Chief Executive</b>	Honorary Professor - Swansea University	Personal or Departmental Sponsorship	2019		
		Chairperson - Association of Ambulance Chief Executives (AACE)	Non-Financial Professional	September 2024		
		Company Director of the Association of Ambulance Chief Executives (AACE), Co No. (07761209)	Directorships	September 2024		
		Officer of the Order of St John	Any Other Interest	January 2024		
		Member of the Order of St John	Any Other Interest	2009	2024	
KNEESHAW, Carl	<b>Director of People</b>	Chartered Fellow of Chartered Institute of Personnel and Development	Personal or Departmental Sponsorship	April 2020		
		Fellow of Institute of Leadership	Personal or Departmental Sponsorship	October 2020		
		Safeguarding Lead for local outreach charity, Brunstad Christian Church - Huntworth, Bridgwater, Somerset	Position in Charity or Voluntary Organisation	September 2018		
LEWIS, Angela	<b>Director of Culture Change</b>	Nil Declaration				
MARSH, Rachel	<b>Executive Director of Strategy, Planning and Performance</b>	Nil Declaration				
MILLS, Patricia (Trish)	<b>Director of Corporate Governance/ Board Secretary</b>	Nil Declaration				
PARRY, Hugh	<b>Trade Union Partner</b>	Nil Declaration				
ROWAN, Hannah	<b>Non-Executive Director</b> * 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)	<b>Director of Digital Services [appointed 26.09.2023]</b>	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	<b>Executive Director of Finance and Corporate Resources</b>	Treasurer of Royal Gwent Hospital League of Friends.	Position in Charity or Voluntary Organisation	01 February 2022	05 November 2024	
TURNER, Damon	<b>Trade Union Partner</b>	Nil Declaration				
WILLIAMS, Liam	<b>Executive Director of Quality and Nursing [from 01 August 2022]</b>	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		

**MINUTES OF THE MEETING OF THE CHARITY  
 COMMITTEE HELD ON 14 JANUARY 2025 VIA TEAMS**

**MEMBERS:**

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

**IN ATTENDANCE:**

Jayne Beeslee	Non-Executive Director
Lee Brooks	Executive Director of Operations
Jill Gill	Head of Financial Technical Projects
Estelle Hitchon	Director of Partnerships and Engagement
David Hopkins	Head of Charity
Hayley Hutchings	Non-Executive Director
Caroline Jones	Corporate Governance Officer
Jo Kelso	Head of Workforce Education and Development
Trish Mills	Director of Corporate Governance/Board Secretary
Hugh Parry	Trade Union Partner
Alex Payne	Corporate Governance Manager
Jess Price	Head of Financial Accounting
Liz Rogers	Deputy Director of People and Culture Directorate
Andy Swinburn	Executive Director of Paramedicine
Yvonne Thomas	Audit Wales (left after item 66/24)
Chris Turley	Executive Director of Finance and Corporate Resources
Damon Turner	Trade Union Partner
Marcus Viggers	Trade Union Partner

**APOLOGIES:**

Julie Boalch	Assistant Director of Corporate Governance & Risk
Peter Curran	Non-Executive Director (Committee Chair)

## **62/24 WELCOME AND APOLOGIES**

Ceri Jackson welcomed everyone to the meeting and noted apologies from Peter Curran and Julie Boalch. Ceri welcomed Yvonne Thomas from Audit Wales, Hayley Hutchings, and Jayne Beeslee; two new Non-Executive Directors on the Trust Board who were attending as part of their induction.

## **63/24 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.**

## **64/24 MINUTES OF PREVIOUS MEETING AND CHAIR'S ACTIONS**

The Minutes of the meeting held on 8 October 2024 were approved as a correct record. Additionally, there were two matters of business which required decision by the Committee which were dealt with via Chair's Action in November 2024, due to the need to transact the business before January 2025. These decisions were both approved by Chair's Action on the 20 November 2024 and were before the Committee for ratification. These were: -

### Recommendation of Charity Visual Identity to Corporate Trustee

The request was for the endorsement of the preferred visual identify for recommendation to the Corporate Trustee for approval (at its meeting on the 29 November). The request was that the Committee endorsed the adoption of the 'HOOPS/CIRCLES CONCEPT 2' as the charity's new visual identity. The Committee endorsed the preferred visual identify and recommended it for approval to the Corporate Trustee on the 20 November 2024. This decision made by Chair's Action was ratified by the Committee.

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

The request was for the approval of expenditure, following the recommendation made from Bids Panel, for the costs associated with the Christmas dinners/hampers (bid 1324) to the value of £18, 700. This request was in line with the Committee Terms of Reference (which requires approval over a threshold of £5, 000. The Committee approved this bid for charitable funds expenditure on the 20 November 2024. This decision made by Chair's Action was ratified by the Committee.

Estelle Hitchon noted the approval of Christmas dinner spending and suggested exploring alternative ways of funding Christmas dinners in the future. Estelle emphasised the importance of seeking sponsorship income or donations from local outlets to reduce the reliance on charity funds. Although acknowledged that while there was no guarantee of securing such sponsorship, it was worth investigating to continue offering the Christmas dinners without significantly impacting the Charity's budget.

**RESOLVED:**

- 1) That the minutes of the meeting held on the 8 October 2024 were approved as a correct record; and**
- 2) The Committee ratified both the decisions made by Chair's action. Both the recommendation of the Charity's visual identity to the Corporate Trustee and the expenditure for Christmas dinners, were issued via email on the 15 November 2024 and approved as requested. The confirmation of the decision for each item was confirmed via email on the 20 November 2024 and ratified by the Committee**

**65/24 ACTION LOG**

The Action Log was considered, and action 24a/24 – the wording agreed with NHS Wales's Legal and Risk team and used as part of the Terms and Conditions of the Sports Grant Applications, had been circulated to members and the action was closed.

Action 54/24 relating to confirmation of milestone dates associated with the Ambulance Grant had been confirmed with NHS Charities Together and updated in the Charity Performance Report. The action was closed.

Lee Brooks raised a concern about ensuring clarity on the position regarding industrial injury claims. He mentioned that although there had been some claims, none had been supported to date. Lee emphasised the importance of having a clear understanding of the position on industrial injury within all areas and suggested triangulating this information with People Services.

Estelle Hitchon added that participation in these activities was voluntary and not linked to official duties. She referenced ongoing discussions about overall indemnity for the Charity, referencing advice from Jonathan Webb and future plans for David Hopkins to reach out to Velindre NHS Trust for further understanding which would be brought back to the Committee. This would likely be in quarter two of 2025/26.

Damon Turner raised a question about the need for clear guidance for staff participating in activities to raise money for the charity. He highlighted the importance of staff being aware of the risks involved, whether they were participating in sports or other fundraising activities, to ensure they understood the liability implications. Estelle Hitchon and David Hopkins agreed to provide guidance for staff wishing to undertake charitable fundraising activities.

Ceri Jackson responded to this comment by stating that insurance should be in place for non WAST external fundraising events. Ceri emphasised that Estelle Hitchon and David Hopkins would keep the liability issues under review, particularly for specific projects and activities, to ensure there were no gaps. Ceri also noted that the Committee should take confidence in the clear legal advice already received.

**RESOLVED: That**

- 1) The action log was reviewed and updated as set out above;**
- 2) The highlight report from the 08 October 2024 was noted;**
- 3) Estelle Hitchon and David Hopkins agreed to keep the liability issues under review, particularly for specific projects and activities;**
- 4) Estelle Hitchon and David Hopkins agreed to provide clear guidance for staff who wished to undertake charitable fundraising activities, ensuring they were aware of any risks and the context in which these activities should take place. This guidance would be disseminated through appropriate channels, including the Trade Union Partners.**

**66/24 CHARITY ACCOUNTS AND ANNUAL REPORT 2023/24**

Chris Turley presented the Charity accounts and noted that the key nuance in preparing the accounts for the 2023-2024 year was the recognition of some of the grant income. He explained that charity accounting standards differed slightly from Trust account standards, particularly in recognising income, deferring income, and accounting for liabilities.

During the year income exceeded expenditure by c£517k, gains on investments were recorded at c. £31,000; total fund balances increased by c.£548,000 and the fund balance as at the 31 March 2024 was c.£947,000. These balances included restricted funds amounting to c.£544,000.

It was noted that a technical review of income received was undertaken during the preparation of the final draft accounts. As a result of this further scrutiny, grant income amounting to £354k, which had been awarded prior to 31 March 2024 by NHS Charities Together, but remained unutilised as at 31 March 2024 had been fully recognised as income within the year. This was in accordance with guidance as per the Charities SORP.

The respective Teams involved were commended on the preparation of the Accounts and the Annual Report, which were clear and provided an excellent overview of the significant work of the Charity during 2023/24.

Trish Mills presented the Annual Report and noted that her Team had spent considerable time last year updating the template and had built on it further this year. She highlighted the involvement of David Hopkins in the Task and Finish Group, which helped draw out areas not previously covered.

Trish emphasised that the report now showed a broader range of spending, including patient education and welfare, while ensuring that the funds were used for the relief of sick patients. She also noted that the Report provided an idea of what was planned within the charity for 2024/25.

Estelle Hitchon thanked Trish Mills and Chris Turley for their work on the Accounts and Annual Report and noted significant improvements and the involvement of David Hopkins as the new Head of Charity. Ceri Jackson appreciated the clear and succinct reporting provided and acknowledged that the Report is helpful in demonstrating the Charity's impact and ambition.

#### 5.1 Independent Examination Report from Audit Wales for 2023/24

Yvonne Thomas from Audit Wales attended to present the Independent Examination of the Annual Report and Accounts for 2023/24. Yvonne explained that the Charity had requested an Independent Examination for 2023/24, as the Charity's gross income and asset values fell within the relevant thresholds. She clarified that an Independent Examination provides assurance that the charity's funds have been properly accounted for and that accounting records have been kept; but it does not involve forming an opinion on whether the accounts are true and fair.

Yvonne confirmed that the examination was completed without identifying any issues, and no amendments were required in the draft accounts. It was noted that subject to approval by the Corporate Trustee, the Auditor General for Wales will certify the accounts on 30 January which would allow the documents to be filed with the Charity Commission by the deadline of 31 January. Yvonne thanked the staff who assisted with the examination process. The Committee was asked to endorse the accounts and report for approval by the Corporate Trustee following the update from Audit Wales.

Following this discussion and the presentation of the Audit Wales Report, the Committee endorsed the Charity Annual Report and Accounts for 2023/24 and recommended them for approval to the Corporate Trustee. The Committee noted that these documents would be presented to the Trustee for approval

ahead of submission to the Charity Commission at its meeting on the 30 January 2025.

**RESOLVED: That the Charity Accounts and Annual Report 2023/24 were endorsed and recommended for approval by the Corporate Trustees at their meeting on 30 January 2025.**

## **67/24 CHARITY STRATEGY UPDATE**

Estelle Hitchon introduced the Charity Strategy Update and acknowledged the significant progress made since the appointment of David Hopkins and his joining the Trust in October 2024. She highlighted that the paper was divided into two parts: what David had accomplished in his first 15 weeks, including the approval of the Charity visual identity, and the foundational work he has begun.

The second part of the update focused on the future direction of the Charity, building on previous work by Tarnside. Estelle emphasised that the presentation was a first look at a potential strategic direction and objectives, which sought Committee input on whether these were on the right track, potential alternatives, and any missed opportunities. The goal was to refine these ideas into clear priorities and objectives.

David Hopkins provided an overview of his first three months. He highlighted the significant progress on foundational issues and the visual identity rollout (with completion expected by the end of March). He referenced the formation of a Volunteer Fundraising Task and Finish Group to develop guidance for volunteering, which aims to mitigate risks for the Trust and Charity. He also noted the awarding of nearly £12,000 of funds through the sports fund.

David identified key themes from his initial weeks, such as the need to increase staff awareness of the Charity and improve the management of restricted and unrestricted funds. He proposed priorities for the next 12-15 months, including developing a strategy, increasing staff engagement, and consulting on funding distribution methods, potentially introducing Fund Managers for low-level approvals.

David also emphasised the importance of adhering to the Public Benefit Test for charitable activities and noted the benchmarking activity he is undertaking against other NHS ambulance charities to inform the development of the Charity strategy. Related to this, David presented a draft Theory of Change model, which outlined potential actions and projects for the next five to ten years.

While supporting staff welfare, the ultimate goal was to improve patient experience, ensuring alignment of charitable expenditure in line with the Public Benefit requirements. David recognised that this was a first discussion item, with

further consultation planned over the next few months to finalise the model by April, ahead of a full strategy discussion later on in the year.

David sought feedback on whether the proposed direction and actions were appropriate and aligned with the Charity's goals. The Committee discussed the Theory of Change model to drive the direction of travel of the Charity's Strategy which focused on the following outcomes:

- Patients benefit through more resilient local communities, able to support each other during medical emergencies;
- Patients benefit through a healthier, happier and more experienced workforce; and
- Patients benefit by receiving tailored care personalised to their needs.

Lee Brooks enquired about the rationale behind selecting end-of-life care as a strategic focus. David explained that the inclusion of the Wish Ambulance and end-of-life care in the strategy was partly driven by existing work and the desire to continue supporting it. David acknowledged the importance of sense-checking whether this aligned with the Charity's strategic priorities, however.

Lee also questioned how the Charity's ambitions aligned with those of St John Ambulance, particularly in areas like community resilience, falls, and youth volunteering. David emphasised the need to collaborate rather than compete with St John. He agreed on the importance of ensuring that the Charity's efforts were unique and complementary to those of St John, particularly in areas where St John already has expertise.

David provided a high-level overview of the consultation process he undertook in preparing the Theory of Change model. He advised that he had spoken to various teams, including Operations, People and Culture, and Workplace Well-Being; as well as those leading existing projects. He has also benchmarked against other organisations. David emphasised that at the current stage it was important to identify priorities and determine what would make the most impact, seeking the Committee's collective steer on what should be the focus for the Charity.

Trish Mills suggested that conducting an Equality Impact Assessment (EqIA) now may help address concerns related to inequality. Trish proposed that beginning the EqIA process could help identify and incorporate any necessary considerations into the Charity's strategy. It was confirmed that completion of the associated EqIA would be required for the strategy's approval, in any case.

Ceri Jackson expressed support for the approach and the progress made by David since his appointment. She highlighted the importance of being clear on the strategic priorities and outcomes before considering the specifics of the Theory of Change approach. Ceri recommended ensuring that the strategic

priorities were well-defined and agreed upon, which would help streamline decision-making within the Charity, in addition to the need for a clear vision and strategic priorities to guide the Charity's work effectively.

Estelle Hitchon added that she felt that the strategic priorities were clear, but that there may be differences in terminology, acknowledging the importance of refining the priorities. Estelle acknowledged the need for further consultation and engagement with various stakeholders, including the Executive Leadership Team and Trade Union colleagues, to ensure broad support and clarity of direction.

Members noted that the Corporate Trustee would approve the strategic priorities later in the year, once the Committee were content with the final iteration.

Trish Mills supported the notion of moving to Fund Managers as suggested by David, albeit with appropriate governance in place, and acknowledged the significant time commitment required by the Bids Panel. Trish stressed the importance of reviewing the related governance arrangements, as previously committed to the Corporate Trustee.

Members commended the excellent progress since David's appointment in Autumn 2024 on the improvements in the Charity. This included the approval of the new visual identify for the Charity and focused approach to fundraising. The Committee expressed its thanks to David.

**RESOLVED:**

- 1) That the Committee endorsed the key milestones and approvals; and**
- 2) These are added as ad hoc items to the Committee's cycle of business for 2025/26.**

**68/24 CHARITY PERFORMANCE UPDATE**

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

A Red, Amber Green (RAG) system had been introduced to track progress of specific targets. He highlighted the following:

Mind Over Mountains Project: Discussions with Mind Over Mountains and NHS Charities Together indicated a preference to continue the project with revised targets for staff engagement based on feedback from year one.

WAST Sports Grants: Progress has been made, with recent grants issued through the Bids Panel. A second round of funding was planned in the next few months.

Future Opportunities: Emphasis on the Community Resilience Grant, which required decisions on its use for community benefit. David noted the importance

of strategic engagement with Executive Leads to determine the best route for this funding.

Lee Brooks commented on the Charity Performance Update, emphasising two main points:

Non-Charity Resources: He highlighted the importance of being conscious of the impact on non-charity resources when developing applications for funding, as it inevitably created additional work.

Greener Communities: He mentioned that there were already several gardens and green spaces across the estate, funded through the Bids Panel and other sources, indicating that there are existing spaces that could be utilised for greener community initiatives.

David Hopkins acknowledged concerns raised by Liz Rogers around accessibility issues relating to the Mind Over Mountains walks. He shared her concerns about the project's accessibility. He suggested that the project might continue to its natural conclusion and then be evaluated for its value and accessibility.

David indicated that consideration would need to be given to how such projects are funded in the future. He also acknowledged having heard anecdotal evidence regarding repeated participation but noted that the registration figures he received from Mind Over Mountains were anonymous; therefore, he did not have definitive data. This is an area of activity that David will continue to monitor.

Additionally, David provided updates regarding future grant funds available from NHS Charities Together. These funds include the Community Resilience Fund, the Innovation Challenge, Work Wellbeing, and Greener Communities fund.

Ceri Jackson noted the funding for the Head of Charity and the position previously agreed by the Corporate Trustee, with the intention that the role will ultimately be financially sustainable from charitable funds. Ceri noted that in her experience it was common for charities to include a percentage of overhead costs in grant applications.

**RESOLVED:**

- 1) That the Committee received the Charity Performance Report with the progress of the Charity's active grants and noted the key risks and mitigations in place; and**
- 2) The Committee noted the intention of the Charity to apply for the NHS Charities Together Community Resilience Fund in 2025.**

## **69/24 CHARITY FUNDS FINANCE UPDATE**

The balance of funds, £823,000, held as of 31 December 2024 comprised of £245,004 unrestricted funds; £186,108 in designated funds; and £422,392 in restricted funds. Since December the charity's investments value had increased by 1.38% resulting in a gain of c.£3,900.

The charity currently holds 1,090.14 investment units in the Charity Investment Fund (COIF) at a market value of £284,100. The Committee noted that the Trust Charity has enhanced its scrutiny of these longer-term investments, which includes monitoring of the market value on a weekly basis.

There were no issues requiring escalation to the Corporate Trustee. The investment returns showed a small upward trend this year, despite some volatility.

The reporting on grant income had been realigned to be consistent with the way the income was treated in the accounts. This included recognising the full grant upfront and then reducing it as it is spent over subsequent years.

**RESOLVED: That the report was noted, and no issues were raised.**

## **70/24 COMMITTEE ANNUAL EFFECTIVENESS REVIEW 2024/25**

The Committee's Annual Effectiveness Review was held, with a revised approach taken across all committees. A discussion was facilitated to consider what changes and improvements could be made to the Committee's operations. The draft Annual Report was reviewed, however the final report for submission to Corporate Trustee and the revised Terms of Reference for 2025/26 would be circulated for approval by Chair's Action after the meeting.

The Committee Cycle of Business monitoring report and update on committee priorities was received with nothing to escalate. The Committee noted that there were two areas of reporting which were in development; the Investment Strategy and the Fundraising Report. These areas of reporting would be considered for 2025/26 with the review of the Cycle of Business for the Committee.

Key points from the discussion included:

- 1) Aims to continuously improve the Committee's effectiveness, considering the significant calls on members' time.
- 2) This year's approach involved looking at whether the Committee was focusing on the right things, ensuring the delegation was comprehensive, and considering any additions, combinations, or removals of responsibilities.

- 3) Common Issues such as the volume of papers being unmanageable, meetings taking too long, and the time spent generating reports.
- 4) Trish emphasised the need for clarity in reporting, ensuring it provided the right level of assurance for what was delegated to the Committee.
- 5) Trish mentioned the importance of guiding and monitoring the strategic direction within the Committee's remit, particularly with the evolving nature of the Charity.
- 6) She proposed developing reporting for strategic development and implementation, with a focus on the theory of change and the strategy to be reviewed in Q1 and Q2 of the next year, respectively.

Ceri Jackson supported the idea of biannual reporting on the Charity strategy's implementation and highlighted the need to distinguish between strategic and operational matters. Ceri added that the Theory of Change model would aid with this distinction, ensuring the committee does not get into operational details that are not within its remit. The committee agreed to receive a one-off strategy report and biannual updates on its implementation and acknowledged the role of the Corporate Trustee in approving strategic plans.

It was proposed that the following elements were no longer appropriate and be removed from the terms of reference. There were no objections to this proposal. The Chair supported this request. These elements for removal were:

- Ensure strong leadership of the Charity; and
- Promote the Charity.

Trish Mills discussed the fundraising elements of the Committee's terms of reference, highlighting the following points:

- The fundraising plan to align with the Charity Strategy, with a one-off report on the fundraising plan expected in Q2.
- Assurance on the implementation of the fundraising plan would come through various reports, primarily from the Executive Lead.
- Ensuring that systems and processes were in place would be covered through both the fundraising report and the development of policies and procedures.

Estelle Hitchon discussed the approach to reporting on fundraising and strategy and suggested that at this stage, it could be more logical to combine reports on fundraising and performance rather than disaggregating them, to avoid having too many individual reports. Estelle noted that as fundraising grew and became more complex, it could require a separate report. Members supported this view.

Trish Mills discussed the charitable funds section of the Committee's terms of reference which included:

- Reporting on compliance with the Declaration of Trust covered through the

Annual Report, annual filings, and auditor reviews. Additional assurance would come from David Hopkins' work on governance.

- Assurance on robust systems was provided through the auditor's report on the accounts, regular updates on income and expenditure, and the charity performance report.

There would also be a Charitable Funds Policy coming through. Trish asked for thoughts on whether the current reporting was sufficient or if any additional reporting was needed. Reporting on compliance with the declaration of trust, robust systems, and regular finance updates were deemed sufficient. The committee would continue to monitor the need for additional reporting as funds grow. Members confirmed that they were comfortable with what was currently being received and no changes to be made to the reporting to the committee.

Trish Mills addressed the sub-committees' terms of reference and reporting; those of the Bids Panel and Bursary Panel. It was noted that both Panels would be reviewing their terms of referencing in the coming months. Additionally, there will be discussions during the year on the potential to provide delegated authority for charitable expenditure to Fund Managers. Finally, discussions had begun on the sustainability of Bursary Panel funding. Trish clarified that these were initial discussions to address the need for a sustainable funding source for the Bursary Panel.

It was noted that no internal audits relevant to the Charity had been undertaken whilst acknowledging there could be a need for internal audit in future. The committee discussed the approval threshold for expenditure, and it was suggested that it could be appropriate to consider increasing it from £5,000 to £10,000, as the Charity grows.

The committee used Mentimeter to gather feedback on report writing, what worked well, and potential improvements. Key points included the need for clear and concise reporting, representation from volunteers, and ensuring an equality, diversity and inclusion lens within its discussions.

#### **RESOLVED:**

- 1) Members assessed whether the committee's remit, as outlined and in its terms of reference, remained appropriate for 2025/26. Consideration was given to any desired amendments, additions, or removals, as well as any areas that might be better addressed by another committee;**
- 2) Members evaluated the cycle of business, reflected on the hallmarks of effective assurance reporting, members also proposed potential improvements to enhance the strength and efficiency of assurance processes for the committee, including any individual reports; and**

- 3) The Committee reviewed the draft Annual Report and shared comments ahead of it being finalised and circulated for email approval by Chair's Action.**

#### **71/24 BIDS PANEL UPDATES**

David Hopkins provided an update on the Bids Panel meeting held on 2 January 2025, which focused on the Sports grant applications. Key points included: Seven grants were approved for staff and volunteer sports teams and small staff and volunteer technologies.

A second round of funding is planned for later in the year. Discussions were ongoing about who will take over as chair of the Bids Panel, as David's role is more focused on charity assurance rather than chairing the Panel.

No alerts were indicated from the Bids Panel on the 02 January 2025 and there were no bids which required approval by the Committee. A total of 10 bids were approved by the Panel at their meeting, including a number related to the NHS Charities Together Sports Fund for a number of WAST sports teams. Additionally, charitable funds were utilised for pressure washers, furniture, and televisions in stations.

Trish Mills noted that in the combined AAA report of August and October, paragraph seven incorrectly stated that there was no requirement for the Charity Committee to approve any of the bids. She clarified that the Christmas dinners had to be approved by chair's action as detailed earlier in the minutes. (A verbal update on these meetings had been provided to the last committee meeting).

**RESOLVED: That the Bids Panel update, relating to the meeting on 2 January 2025, was noted.**

#### **72/24 BURSARY PANEL UPDATE**

The Bursary Panel met prior to this meeting and there was a verbal update provided. The bursary window opened in late November for three weeks; with 12 applications received. Eight of which were unfortunately non-compliant due to statutory and mandatory requirements.

Two applications were successful, one of which will require Committee approval at a later date, as the funding amount exceeded the Bursary Panel's delegated authority. Further detail is required on the other application as checks need to be undertaken to see if there were any alternative funding routes which would cover 100% of the cost.

Jo Kelso, Chair of the Bursary Panel, recognised the need for improved communication and understanding of why compliance is necessary for future applicants to ensure efficiency within the application and approval process.

**RESOLVED: That**

**1) the Committee noted the position, following the opening of the Bursary window for a short period in November 2024; and the non-compliance of applications needed to be reviewed and improved communication on the matter.**

**73/24 COMMITTEE PRIORITIES AND CYCLE OF BUSINESS MONITORING REPORT**

The Committee Priorities and Cycle of Business Monitoring Report was noted.

**74/24 COMMITTEE HIGHLIGHT REPORT: 8 OCTOBER 2024**

The Highlight Report from the 08 October 2024 was received.

**75/24 REFLECTIONS AND SUMMARY OF DECISIONS/ACTIONS**

No reflections were given due to time constraints; however, feedback was welcomed by Ceri Jackson from members after the meeting, should that be desirable.

**76/24 ANY OTHER BUSINESS**

This was the last meeting of the Chair of this Committee for Ceri Jackson. Peter Curran will take the Chair from the next meeting with Ceri remaining as a Non-Executive Director member of the committee.

**77/24 DATE OF NEXT MEETING**

The next meeting of the Committee is scheduled for 2 April 2025.

**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 January 2025
<b>Committee Meeting Date</b>	14 January 2025
<b>Chair</b>	Ceri Jackson ( <i>in lieu</i> of Peter Curran)

**KEY ESCALATION AND DISCUSSION POINTS**

**ALERT**

(Alert the Trustees to areas of attention)

**Charity Annual Report and Accounts 2023/24**

1. The Committee endorsed the Charity Annual Report and Accounts for 2023/24 and recommend them for approval by the Corporate Trustee. These documents are presented to the Trustee at its meeting on the 30 January 2025.
2. During the financial year the Charity's income exceeded expenditure by c.£517, 000; gains on investments were recorded at c. £31,000; total fund balances increased by c.£548,000 and the fund balance as at the 31 March 2024 was c.£947,000. These balances include restricted funds amounting to c.£544,000.
3. Audit Wales attended to present their Independent Examination of the Annual Report and Accounts for 2023/24. There were no significant findings or issues to report. The work did not identify any amendments required to the draft accounts. Subject to approval by the Corporate Trustee on 30 January 2025 the accounts will be certified by the Auditor General for Wales. The Charity Annual Return, which includes submission of the Annual Report and Accounts, will be made to the Charity Commission no later than the 31 January 2025.
4. The teams were commended on the preparation of the accounts and the annual report which were clear and provided an excellent overview of the significant work of the charity this year.

**Charity Strategy**

5. The Committee held a discussion on the theory of change to drive the direction of travel of the charity's strategy which focused on the following outcomes:
  - Patients benefit through more resilient local communities, able to support each other during medical emergencies
  - Patients benefit through a healthier, happier and more experienced workforce

- Patients benefit by receiving tailored care personalised to their needs
6. The theory of change will be socialised more broadly with further detail to come to the May meeting of the Corporate Trustee ahead of the Charity Strategy and Fundraising Plan being presented for approval in Q2.

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

**Reflections**

7. This was the last meeting of the Chair of this Committee, Ceri Jackson. Peter Curran will take the Chair from the next meeting with Ceri retaining membership of the committee. Regrettably, time constraints prevented members from expressing their gratitude to Ceri for guiding the Charity through challenging times and offering the clarity of thought that has enabled the Charity to make great strides in its strategic direction.

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

**Charity Performance**

1. The Charity Performance Report was received showing performance against the NHS Charity Together (NHSCT) grants as of the 31 December 2024. This included the Development Grant, Stage 3 Recovery Grant, and Ambulance Grant. All grants are being administered according to their conditions and there was nothing to escalate at this stage. Any key risks against the grants will be reported by exception.

2. Updates were received regarding future grant funds available from NHS Charities Together. These funds include the Community Resilience Fund, the Innovation Challenge, Work Wellbeing, and Greener Communities fund.

3. An update was provided on achievements in **the first 100 days for the Head of Charity** and members commended the excellent progress, including the new visual identify for the charity and focused fundraising. The key priorities of the Charity Team over the next 15 months were endorsed, including the following key priorities for 2025/26:

- Defining our purpose
- Demonstrating our impact
- Improving staff engagement
- Making it easier to donate
- Reviewing our Governance

## Charity Finance Update

4. The balance of funds held as of 31 December 2024 is £823,000 comprised of £245,004 unrestricted funds; £186,108 in designated funds; and £422,392 in restricted funds. Since December the charity's investments value has increased by 1.38% resulting in a gain of c.£3,900.
5. The charity currently holds 1,090.14 investment units in the Charity Investment Fund (COIF) at a market value of £284,100. The Committee noted that the Trust charity has enhanced its scrutiny of these longer-term investments, which includes monitoring of the market value on a weekly basis. There were no issues requiring escalation to the Corporate Trustee.

## Bids and Bursary Panels

6. The AAA reports from Bids Panels held on the 05 August 2024 and 07 October 2024 were received (noting that a verbal update had been provided to the last committee meeting). Christmas dinners/hampers were agreed by the committee by way of Chair's Action following recommendation by the Bids Panel and the Executive Leadership Team. That decision was ratified at this meeting.
7. No alerts were indicated from the Bids Panel on the 02 January 2025 and there were no bids which required approval by the Committee. A total of 10 bids were approved by the Panel at their meeting, including a number related to the NHS Charities Together Sports Fund for a number of WAST sports teams. Additionally, charitable funds were utilised for pressure washers, furniture, and televisions in stations.
8. The Bursary Panel met just prior to this meeting and there was a verbal update provided. The bursary window opened in late November for three weeks, with 12 applications received. The majority were unfortunately non-compliant due to statutory and mandatory requirements. Further detail is required on other applications and any over the £3,000 panel delegated limit will return to the committee for approval.

## Committee Annual Effectiveness Review for 2024/25

9. The Committee's annual effectiveness review was held, with a revised approach taken across all committees. A discussion was facilitated to consider what changes and improvements could be made to the Committee's operations. The draft Annual Report was reviewed, however the final Report for submission to Corporate Trustee and the revised Terms of Reference for 2025/26 will be circulated for approval by Chair's Action after the meeting.
10. The Committee Cycle of Business monitoring report and update on Committee priorities was received with nothing to escalate. The Committee noted that there are two areas of reporting which are in development; the Investment Strategy and the Fundraising Report. These areas of reporting will be considered for 2025/26 with the review of the Cycle of Business for the Committee.

## RISKS

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



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

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

2025.

COMMITTEE AGENDA FOR MEETING		
Annual Report and Accounts 23/24, and Audit Wales Report	Charity Strategy Update	Charity Performance Report/Finance Update
Annual Effectiveness Review	Bids and Bursary Panel Updates	Committee Cycle of Business Monitoring Report/Priorities

COMMITTEE ATTENDANCE				
Name	4 April 2024	22 August 2024	08 October 2024	14 January 2024
Ceri Jackson	Attended	Attended	Attended	Attended
Peter Curran	No longer member/not member	No longer member/not member	No longer member/not member	Apologies received
Bethan Evans	Attended	Attended	Attended	No longer member/not member
Hannah Rowan	Apologies received	Attended	Attended	Attended
Estelle Hitchon	Attended	Attended	Attended	Attended
Chris Turley	Attended	Attended	Attended	Attended
Lee Brooks	Attended	Attended	Apologies received	Attended
Andy Swinburn	Attended	Attended	Attended	Attended
Liz Rogers	Attended	Apologies received	Attended	Attended
Trish Mills	Attended	Attended	Deputy attended	Attended
Hugh Parry	Attended	Attended	Attended	Attended
Damon Turner	Attended	Attended	Attended	Attended
Marcus Viggers	Attended	Attended	Attended	Attended
Julie Boalch	Apologies received	Attended	Attended	Apologies received
Jo Kelso	Attended	Apologies received	Attended	Attended

Attended
Deputy attended
Apologies received
No longer member/not member

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

Minute Ref	Date	Agenda Item	Action Note	Responsible	Due Date	Progress/Comment	Status
65/24a	14 January 2025	Action Log	Estelle and David would follow up on the conversation with Velindre regarding overall indemnity for the charity and bring back information to the committee, likely in the next financial year, around quarter two 2025/26.	Estelle Hitchon David Hopkins	1 October 2025	<b>Update for April Meeting</b> - The Head of Charity has had initial conversations with Velindre, with other NHS Wales charities, and with the Trust's solicitor, regarding indemnity and risk for the charity, and for staff undertaking charitable activities. These conversations are ongoing, and over the next few months a short guidance document will be drafted to summarise the key information for staff.	Not Due
65/24b	14 January 2025	Action Log	Estelle Hitchon and David Hopkins to provide clear guidance for staff who undertake charitable fundraising activities, ensuring they are aware of any risks and the context in which these activities should take place.	Estelle Hitchon David Hopkins	TBC	<b>Update for April meeting</b> - The Head of Charity has had initial conversations with Velindre, with other NHS Wales charities, and with the Trust's solicitor, regarding indemnity and risk for the charity, and for staff undertaking charitable activities. These conversations are ongoing, and over the next few months a short guidance document will be drafted to summarise the key information for staff.	Not Due

<b>AGENDA ITEM No</b>	<b>05</b>
<b>OPEN or CLOSED</b>	<b>OPEN</b>
<b>No of ANNEXES ATTACHED</b>	<b>1</b>

<b>Charity Strategy Update</b>
--------------------------------

<b>MEETING</b>	Charity Committee
<b>DATE</b>	2 April 2025
<b>EXECUTIVE</b>	Estelle Hitchon, Director of Partnerships & Engagement
<b>AUTHOR</b>	David Hopkins, Head of Charity
<b>CONTACT</b>	<a href="mailto:David.Hopkins4@wales.nhs.uk">David.Hopkins4@wales.nhs.uk</a>

<b>EXECUTIVE SUMMARY</b>
<ol style="list-style-type: none"> <li>1. The purpose of this report is to present Charity Committee with:               <ol style="list-style-type: none"> <li>a. An update on progress against the Charity's workplan, since the last report</li> <li>b. A final draft Theory of Change and set of Strategic Objectives and Enablers, for endorsement.</li> </ol> </li> <li>2. It is recommended that the Committee <b>endorses</b> the Charity's Strategic Objectives and Enablers, and the Theory of Change.</li> <li>3. It is recommended that the Committee <b>notes</b> the contents of the update report.</li> </ol>

<b>KEY ISSUES/IMPLICATIONS</b>
None

<b>REPORT APPROVAL ROUTE</b>
Charity Committee – 2 April 2025 Corporate Trustee – 29 May 2025

## REPORT APPENDICES

Appendix 1 – Theory of Change, Strategic Objectives and Enablers

## REPORT CHECKLIST

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

## SITUATION / BACKGROUND

1. A final draft of the Charity's Strategic Objectives, Enablers and Theory of Change is tabled for endorsement. These drafts have been developed through informal discussions with ELT, TU partners, members of Charity Committee, operational and corporate staff.
2. This report is also intended to update on progress against the Charity's workplan since the January Charity Committee meeting.

## ASSESSMENT

### Theory of Change & Strategic Objectives

3. Charity Committee was presented with a draft Theory of Change at its January meeting. Since then, based on feedback from colleagues, this work has been refined to focus on three Strategic Objectives, and the enabling factors which will help the Charity to achieve its Objectives.
4. Instead of acting as a standalone document, the simplified Theory of Change (Appendix 1) intends to demonstrate:
  - a. How the Strategic Objectives fit into the Trust's strategic ambition, and the Charity's vision
  - b. How the Strategic Objectives could be achieved through overarching project themes
5. There are three draft Strategic Objectives for the Charity:

The Charity will help WAST to support the wellbeing and training of its staff and volunteers, resulting in a healthier, happier and more experienced workforce

The Charity will support WAST to build community resilience throughout Wales

The Charity will support WAST to provide enhanced patient care, through additional projects and/or capital investment, and through testing new models of delivery

6. There are also five accompanying Strategic Enablers (Appendix 1), designed to help the Charity to achieve its objectives through improved processes, procedures and resource.

7. If endorsed by the Committee, the Strategic Objectives and Enablers, and Theory of Change, will go to Corporate Trustee for approval. This will then form the basis of a fuller, formal strategy document to be endorsed by Charity Committee, and then approved by Corporate Trustee, in the coming months.

Progress against Charity workplan

8. Since the last meeting, the Charity has made progress against the following workplan priorities:

Recruitment of Fundraising and Communications Officer	<ul style="list-style-type: none"> <li>• A job description has been approved by the Job Evaluation panel, at AfC Band 6, and the role will be advertised as soon as possible.</li> <li>• It is hoped that the successful candidate will start in post by July.</li> </ul>
Launch of new visual identity, merchandise, digital branding	<ul style="list-style-type: none"> <li>• Work has been ongoing, with merchandise and assets funded by the NHSCT Development grant.</li> <li>• The identity is beginning to be rolled out into digital documents and assets, and physical branded assets will be first used at the CEO Roadshows in April.</li> <li>• A launch of the brand on external platforms is provisionally scheduled for 1 May</li> </ul>
Launching Challenge Fundraising campaign	<ul style="list-style-type: none"> <li>• 21 staff members have formally signed up to take part in this year's Wrexham 10K, Cardiff Half Marathon and CDF 10K.</li> <li>• These places have been funded by the NHSCT Development Grant, as an initiative investment towards the Charity's unrestricted fundraising.</li> <li>• If all minimum fundraising targets are met, this will generate unrestricted donations (inc Gift Aid) of £6,500</li> <li>• The Charity has obtained a London Marathon Silver Bond, meaning it will have two places each year between 2026-2029. Applications to take part will be launched later in April.</li> <li>• Once the Fundraising and Communications Officer is in post, they will be responsible for developing a nationwide series of events for staff and the general public, with a target to reach 50 participants in 2026-27.</li> </ul>
Review of existing restricted and designated funds	<ul style="list-style-type: none"> <li>• Proposals are currently being considered by Bids Panel for the Barmouth restricted legacy</li> <li>• Further work ongoing to review other restricted and designated funds.</li> </ul>

9. In the next six months, the Charity's workplan will include:

Strategic Enablers	Charity Workplan
Proactive fundraising strategy that reflects the needs of WAST and enhances its work strategically	<ul style="list-style-type: none"> <li>• Developing Charity Strategy and Fundraising Plan 2026-2029</li> <li>• NHSCT application for Community Resilience fund</li> <li>• Developing "in memory" fundraising materials for families and funeral directors</li> <li>• Working with ELT to agree approval route for external grant applications to trusts and foundations</li> </ul>
Strong Bids Panel and Bursary Panel processes that are clear and accessible to all colleagues	<ul style="list-style-type: none"> <li>• Review of guidance documents, processes and procedures</li> <li>• Further information on panels added to Siren</li> </ul>
Colleagues are empowered to apply for funding, contribute towards strategy, fundraise for the Charity and act as ambassadors	<ul style="list-style-type: none"> <li>• Launch of Sports Funds round 2</li> <li>• Continue Challenge Fundraising campaign for staff</li> <li>• Charity stand at CEO Roadshows in April</li> <li>• Improving Charity's Siren pages</li> </ul>
Good communications and evaluation strategy that demonstrate impact and support future fundraising	<ul style="list-style-type: none"> <li>• Developing case studies from previously funded projects</li> <li>• Improving Charity's external website page</li> </ul>
Robust governance and sustainable financial position that enable the Charity to expand its work	<ul style="list-style-type: none"> <li>• Further work on Charity risk management</li> <li>• Contributing towards Volunteer Fundraising TFG</li> <li>• Consultation on introduction of Fund Managers, and updating the Charity's Scheme of Delegation</li> <li>• Review of Charity Commission listing and governance documents</li> </ul>

## RECOMMENDATIONS

10. It is recommended that the Committee **endorses** the Charity's Strategic Objectives and Enablers, and the Theory of Change

11. It is recommended that the Committee **notes** the contents of the update report



**ELUSEN**

Gwasanaeth Ambiwlans Cymru

Welsh Ambulance Service

**CHARITY**

# Strategic Objectives and Enablers

## Theory of Change

Charity Committee

Wednesday 2 April



# Draft Objectives and Enablers

## Strategic Objectives

The Charity will help WAST to support the wellbeing and training of its staff and volunteers, resulting in a healthier, happier and more experienced workforce

The Charity will support WAST to build community resilience throughout Wales

The Charity will support WAST to provide enhanced patient care, through additional projects and/or capital investment, and through testing new models of delivery



# Theory of Change – Final Draft



<b>AGENDA ITEM No</b>	<b>06</b>
<b>OPEN or CLOSED</b>	<b>OPEN</b>
<b>No of ANNEXES ATTACHED</b>	<b>0</b>

## Charity Performance Report

<b>MEETING</b>	Charity Committee
<b>DATE</b>	2 April 2025
<b>EXECUTIVE</b>	Estelle Hitchon, Director of Partnerships & Engagement
<b>AUTHOR</b>	David Hopkins, Head of Charity
<b>CONTACT</b>	<a href="mailto:David.Hopkins4@wales.nhs.uk">David.Hopkins4@wales.nhs.uk</a>

### EXECUTIVE SUMMARY

1. To present to the Charity Committee with an update on the Charity's three active NHSCT grants:
  - Development Grant
  - Stage 3 Recovery Grant
  - Ambulance Grant
2. To present an update on grant opportunities in 2025, including the NHSCT Community Resilience Fund.

### KEY ISSUES/IMPLICATIONS

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

### REPORT APPROVAL ROUTE

Charity Committee – 2 April 2025

<b>REPORT APPENDICES</b>
None

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

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

**DEVELOPMENT GRANT**

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

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

<b>Grant award</b>	Total awarded	£29,981
	Spend to 28 February 2025	£17,435
	Remaining spend	£12,546

5. The figures above show spend to 28 February 2025. Since that date, the remaining funds have been allocated and spent according to the terms of the grant.
6. Around half of the funds were allocated towards the costs of the Tarnside strategy consultancy, and the Savage and Gray visual identity design. The rest of the funds have now been spent on further fundraising and marketing costs.

7. The funding has enabled the Charity to buy marketing assets and merchandise to promote the new visual identity, which included:
  - Secure collection buckets and static collection boxes for public fundraising
  - Roller banners, T-shirts, tablecloths and outdoor flags
  - Branded merchandise, including pin badges, stylus pens for operational teams, and stress balls
  
8. The project also supported the initial set-up costs of a challenge fundraising campaign. This included:
  - The initial costs of joining the Outrun an Ambulance campaign, a joint fundraising campaign with several NHS ambulance charities in England.
  - The first year’s costs of a London Marathon Silver Bond
  - Charity-funded places in the Cardiff Half Marathon, Wrexham 10K and CDF10K
  - A stock of branded technical running tops for runners who fundraise for the Charity

### **STAGE 3 RECOVERY GRANT**

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

<b>Grant award</b>	Total awarded	£88,000
	Spend to 28 February 2025	£60,798
	Remaining spend	£27,202

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

### **Volunteer Development Programme**

<b>Targets</b>	Recruit 200 new CFR volunteers between Sept 2023 and Sept 2025	187 CFRs recruited (Sept 2023 – Mar 2024)	
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11. All funds connected to this element of the project have been spent on providing Volunteer Training Kits, which have supported the volunteering team to deliver in-person training courses to new CFR volunteers.

12. This kit will be maintained in order to continue to support Volunteer Training for at least the next 3 years.

### **Mind over Mountains**

<b>Targets</b>	To hold 8 walks over 2 years	4 in Year 1, with 5 planned for Year 2	
	To reach 60 staff*  *This new target, down from 144, has been proposed to NHSCT – currently awaiting confirmation from NHSCT	19 in first 4 walks	

13. There are five walks planned in the coming months, as part of the second year of this project:

<b>Date</b>	<b>Location</b>	<b>Walk Grading</b>
Saturday 5 April	Llyn Padarn, Llanberis	Easy
Tuesday 3 June	South Wales (Route location TBC)	Easy
July (exact date TBC)	West Wales	TBC
Sunday 28th September	North Wales (Route location TBC)	Moderate
Saturday 11th October	South Wales (Route location TBC)	Moderate

14. The walks have been planned to remain accessible to as many staff and volunteers as possible, with consideration of both location and walk grading.

15. Following discussions with NHSCT, the Charity has proposed a new target of 60 participants across all 9 walks. We will continue to consult with NHSCT about the qualitative and quantitative outcomes of the project.

16. There remains a risk that the new target will not be reached, however, it is felt that the new target is more achievable, and current sign-up rates to the walk in April are positive.

## **WAST Sports**

<b>Targets</b>	To award £20,700 to 10 groups	£8,873 awarded to 5 groups in Round 1	
	To reach 150-200 staff and volunteers	Data collection ongoing	

17. Since the last report, two funding awards have had to be withdrawn:
- One award was withdrawn due to a conflict of interest identified during the procurement process
  - The other was withdrawn as no appropriate storage could be identified for the proposed equipment, which was a condition of funding.
  - This funding will be reallocated to new bids through subsequent funding rounds. Application forms have also been amended to mitigate against similar issues in future rounds.
18. Round 2 of the Sports Fund is due to open by the end of March. Applications will close on 19 May, and awards will be made at Bids Panel meeting in June.
19. In order to encourage more applications from new teams, internal comms for Round 2 will focus on some positive case studies from teams funded in Round 1.
20. There remains a potential risk that there will not be enough appropriate applications to spend all allocated money by the project deadline. To mitigate this, the Head of Charity will focus on reaching new contacts that weren't reached in Round 1, and will work with colleagues across WAST to help promote the fund further.

## **AMBULANCE GRANT**

<b>Targets</b>	Recruit, onboard and train 400 new CWR volunteers by December 2025	235 recruited to date  124 trained / responding to calls	
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<b>Key dates</b>	Check-in call with NHSCT	May 2025
	End of project	1 December 2025
	Final report	1 January 2026

<b>Grant award</b>	Total awarded	£315,290
	Spend to 28 February 2025	£185,788
	Remaining spend	£129,502

21. This grant has supported the recruitment of 4 Volunteer Support Officers, to deliver the Trust’s Community Welfare Responder initiative.
22. The initial target was to recruit, onboard and train a total of 600 CWRs, 300 of which would be “partner CWRs” supported by additional funding. As additional funding has not been pledged, the target has been amended to 400 by December 2025. Assurances have been received from colleagues in Volunteering that, now that the VSOs are recruited and embedded within the team, that the target of 400 is achievable.
23. As of 21 March 2025, there were:
- A total of 235 CWRs recruited by the team
  - 124 live and active within communities
  - 53 onboarded and awaiting training / completion before being activated
  - 58 pending processing through the application process

## **NHS CHARITIES TOGETHER – FURTHER GRANT OPPORTUNITIES FOR 2025**

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

24. This fund aims to support ambulance service charities with projects improving community resilience, particularly targeting areas facing healthcare inequalities. Cardiac arrest survival rates have been cited as a major priority for the fund. 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.
25. Applications for this grant will remain open until 29 August 2025. Projects must last no longer than 3 years from date of grant awarded or 31 March 2028 whichever is sooner.
26. Due to recent announcements regarding Save a Life Cymru’s transfer into WAST – a key potential partner in any future project - work on producing an application has been delayed. **The Head of Charity will continue to consult with colleagues and will present an application for approval by July.**

### **Innovation Challenge – currently open**

27. This fund reopened in March, and the Head of Charity attended a briefing on the new fund criteria. The priorities are supporting children and young people with mental health problems, particularly those experience healthcare inequalities, and supporting them to “wait well” whilst on the waiting list for CAMHS.

28. The Expression of Interest process requires an existing project that could be scaled up, or a detailed Theory of Change that demonstrates an idea that could be tested.
29. The application process is likely to be oversubscribed and is a competitive process. The deadline for Expressions of Interest is Tuesday 6 May.
30. Discussions are ongoing with the Trust's Clinical Lead for Mental Health but it is not currently anticipated that the Charity will apply for the opportunity.

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

31. NHSCT are currently in discussions with Welsh Government about developing a set of criteria for this fund, as this fund has been developed with each devolved nation separately. Charities have been kept up to date with progress on this through the NHS Wales Charities group. There is currently no timeline for when this fund might launch in Wales.
32. The expected range of funding for the England-only round is between £25,000 and £200,000 per project, and it is expected that this would remain consistent in future rounds funded by devolved governments.

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

33. This fund will reopen in Q2 2025/26 to support projects that create and improve green spaces across the UK to benefit the health and wellbeing of NHS patients, staff and local communities. Through the first and second round grants between £29,400 and £200,000 were awarded to 28 NHS Charities.
34. In order to apply for this, appropriate potential green space would need to be identified in advance. The Head of Charity will have conversations over the next few months to try to identify any suitable locations for the project.

### **RECOMMENDATIONS**

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

<b>AGENDA ITEM No</b>	<b>07</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>	2 <sup>nd</sup> April 2025
<b>EXECUTIVE</b>	Chris Turley, Executive Director of Finance & Corporate Resources
<b>AUTHOR</b>	Jessica Price, Head of Financial Accounting 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 April 2024 - February 2025
  - Details of fund balances held as of 28<sup>th</sup> February 2025
  - COIF Charity Investment Fund

### KEY ISSUES/IMPLICATIONS

- To present to the Charity Committee an update on the following
2. **Detail of Fund balances** of £784k held as of 28<sup>th</sup> February 2025
  3. **Update on COIF Charity Investment Fund.** Current percentage is 38%

### RECOMMENDATION

4. That the committee **Notes** the contents of this finance report.

### REPORT APPROVAL ROUTE

Charity Committee – 2<sup>nd</sup> April 2025

<b>REPORT APPENDICES</b>
NA

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

**WELSH AMBULANCE SERVICES UNIVERSITY NHS TRUST**  
**CHARITY COMMITTEE**  
**FINANCE UPDATE – FEBRUARY 2025**

**INTRODUCTION**

5. This report provides the Committee with an update on fund balances held, along with an update on the COIF Charity Investment Fund Accumulation Units held by the charity, including a valuation as of 28<sup>th</sup> February 2025.
6. Also included is a summary of income and expenditure for April 2024 -February 2025.

**BACKGROUND/ASSESSMENT**

**Summary of income and expenditure for Apr 2024 - Feb 2025**

7. Below is a summary of the income and expenditure for the period between 1<sup>st</sup> April to 28<sup>th</sup> February 2025.

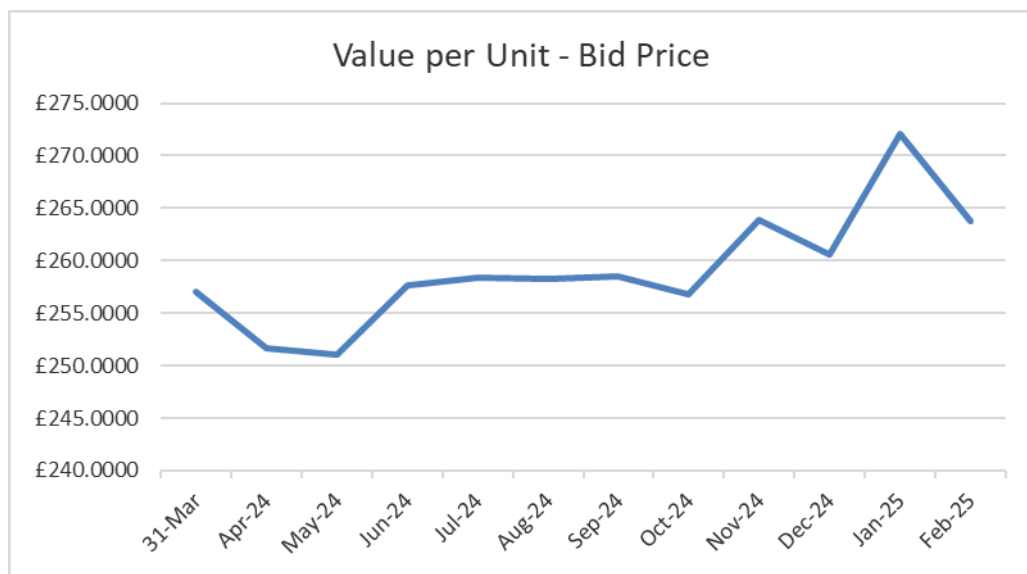
**Summary of income and expenditure for 1<sup>st</sup> April 2024 to 28<sup>th</sup> February 2025**

	Unrestricted £	Designated £	Restricted £	Total £
<b>Income:</b>				
Donations	8,548	3,144	0	11,692
Legacies	30,000	0	0	30,000
Grant income	0	0	0	0
Interest Rec'd	17,327	0	0	17,327
<b>TOTAL INCOME</b>	<b>55,875</b>	<b>3,144</b>	<b>0</b>	<b>59,019</b>
<b>Expenditure:</b>				
Charitable activities	31,201	26,848	0	58,049
Grant expenditure	0	0	154,018	154,018
Admin	9,874	0	0	9,874
<b>TOTAL EXPENDITURE</b>	<b>41,075</b>	<b>26,848</b>	<b>154,018</b>	<b>221,941</b>
Gains/(Losses)				
Transfers				
<b>NET MOVEMENT</b>	<b>14,800</b>	<b>(23,704)</b>	<b>(154,018)</b>	<b>(162,922)</b>



## Update on COIF Investment Fund as of 28<sup>th</sup> February 2025

9. Between 1<sup>st</sup> April 2024 to 28<sup>th</sup> February 2025, the unit price of the Charity's investments has increased by 2.61%, resulting in an overall gain of c£7.3k. We currently hold 1,090.14 units at a unit price of £263.7826, giving a total market value of £287.5k.



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

## RECOMMENDATIONS

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



<b>AGENDA ITEM No</b>	<b>8</b>
<b>OPEN or CLOSED</b>	<b>Open</b>
<b>No of ANNEXES ATTACHED</b>	<b>1</b>

**CHARITY FINANCIAL PLANS 2025-2028**

<b>MEETING</b>	Charity Committee
<b>DATE</b>	2 April 2025
<b>EXECUTIVE</b>	Estelle Hitchon, Director of Partnerships and Engagement Chris Turley, Executive Director of Finance and Corporate Resources
<b>AUTHOR</b>	David Hopkins, Head of Charity
<b>CONTACT</b>	<a href="mailto:David.Hopkins4@wales.nhs.uk">David.Hopkins4@wales.nhs.uk</a>

**EXECUTIVE SUMMARY**

1. As part of the Charity’s ongoing strategic development, Charity Committee is asked to approve:
  - The Charity’s expenditure plans for 2025-2026
  - The Charity’s income forecasts for 2025-2028
  - A 2025-26 budget of £13,580 towards core fundraising costs, delegated to the Head of Charity
2. The aim of these income forecasts is to demonstrate how the Charity’s additional investment in staffing will grow the Charity’s projected income from community and voluntary fundraising, and from trusts and foundations.
3. It is recommended that Charity Committee **approves** the Charity’s financial plans for 2025-28.

**KEY ISSUES/IMPLICATIONS**

4. Through its investment in staff resourcing, the Charity is able to project significant growth over the next three years from community and voluntary fundraising, and from trusts and foundations.
5. Despite projected growth in these areas, the total income forecast is not projected to exceed the Charity’s highest income to date, in 2023/2024 (£622,200). This is because the Charity’s recent financial performance has been heavily skewed by exceptional and unpredictable income streams.



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6. The Charity’s financial plans show a projected **in year** deficit for 2025-26, required to start to spend some of the cumulative balances brought forward, which are currently estimated to be in the region of £750k at the outset of the financial year.

Specifically for 2025-26, this is largely due to two reasons:

- a) the planned spending of existing restricted reserves, such as from the Barmouth and Colwyn Bay restricted funds
- b) the spending of NHSCT grants where the projects are due to conclude during 2025-26, and the income has already been recognised in previous financial years

**REPORT APPROVAL ROUTE**

ELT – 26 March 2025 (endorsed)  
Charity Committee – 2 April 2025

**REPORT APPENDICES**

Appendix 1 – Charity Financial Plans 2025-2028

**REPORT CHECKLIST**

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



## SITUATION

1. One of the key priorities for the Charity's 2025/26 workplan is to develop a sustainable financial plan, including a more strategic budgeting process, and diversification of income streams.
2. It is proposed that the Charity will have a financial plan approved annually, outlining projected income targets and an expenditure budget.
3. In future years, this financial plan will be tabled for approval earlier in the cycle of business, at the Q4 Charity Committee meeting.

## BACKGROUND

4. The Charity's financial income has varied considerably in recent years – however, its core unrestricted income from voluntary fundraising has remained relatively stable in recent years. The highest point was in 2020/2021 during the height of the Covid pandemic.

	18/19	19/20	20/21	21/22	22/23	23/24
Voluntary Donations / Fundraising	28,000	26,000	59,000	17,999	14,882	19,435
NHS Charities Together	0	0	110,000	625	10,566	427,080
Legacies	3,000	0	188,000	16,719	5,000	164,886
External Trusts and Foundations	0	0	0	0	0	0
Bank interest, investment income, other	2,000	2,000	1,000	0	4,158	10,799
<b>TOTAL INCOME</b>	<b>33,000</b>	<b>28,000</b>	<b>358,000</b>	<b>35,343</b>	<b>34,606</b>	<b>622,200</b>

5. There have been two factors that have contributed to variations in financial performance in recent years: income from legacies, and income from NHS Charities Together. Neither of these factors can be predicted with any certainty in this financial forecast, for different reasons.
6. **Income from legacies (gifts-in-wills)** is inherently variable, and sometimes boosted by one-off, restricted legacies of between £50,000-£150,000+. It is impossible for a small charity to predict this income, particularly as donors often do not inform a charity before leaving a gift in their will. The Charity is proposing to invest time in improvements to its legacy fundraising campaigns, but this will not result in a demonstrable increase in income for many years, due to the nature of gifts-in-wills.
7. **NHS Charities Together** grants have in recent years been supported through donations made during the first few months of the Covid pandemic. The Covid-19 Urgent Appeal raised more than £162 million, of which more than 90% has now been spent. This means that NHS Charities Together is changing



its grant-giving model in future years, with smaller grants awarded on a competitive basis, rather than pre-allocating funds to charities. Whilst NHSCT will continue to be a key partner and a major funder, its income cannot be relied upon - and the Charity plans to diversify income sources in order to create a more reliable and sustainable financial model.

8. It is important to note that investment income and bank interest in recent years has increased, due to the Charity holding large amounts of restricted reserves. As reserves are spent, this return is likely to decrease.
9. It has previously been agreed that the Head of Charity role, and Fundraising and Communications Officer role, would be employed by the Trust on an initial fixed-term contract of 2 years. The Charity is recharged for 70% of staffing costs in Year 1, and 85% in Year 2. It is hoped that these roles can be sustained if the Charity can reach a more sustainable financial model.

## ASSESSMENT

10. The financial plan for 2025-2026 outlines:
  - a. **A projected income of £270,813** – of which £188,637 is restricted
  - b. **A projected income from NHS Charities Together of £172,000** - £142,000 of which is from the Community Resilience Fund, which has been pre-allocated to the Charity
  - c. **An overall projected in year deficit of £209,324** – of which £113,067 is due to planned expenditure of restricted funds, such as the Barmouth and Colwyn Bay legacies, and existing NHSCT grants
11. Income projections for the next three financial years have been included. These are estimates based on the financial models outlined in the Tarnside consultancy report in 2023, and have been adapted based on the proposed model of fundraising.
12. It is important to note that the Tarnside projections were generic and were done at a time when NHS Charities were still reaping the benefits of pandemic support. Time has moved on, and the fundraising and trust and foundation environment is significantly more challenging than it was. On that basis this paper aims to provide a balanced analysis between securing return of investment while remaining cautious and conservative in its initial income projections, recognising that this will be the first full financial year with any dedicated charity leadership and that much remains to be done to professionalise the way the charity operates.
13. It is important to note that whilst the Charity's overall income levels are projected to remain static, and reserves projected to decrease, this is due to the nature of the changing financial model, and reducing reliance on NHS



Charities Together and gifts-in-wills. The nature of this proposed model means that the Charity has more agency to choose how it proposes to spend its funds, and can therefore act in a more strategic manner to benefit patients, staff and volunteers.

### Income forecasts

14. With the appointment of a Fundraising and Communications Officer (which the Charity hopes to have in post by July 2025), income from voluntary donations and fundraising is indicatively projected to increase to £151,875 by 2027-28. This income is largely unrestricted, allowing greater choice for how the Charity can spend this income.
15. The NHS Charities Together have pre-allocated £142,000 towards a Community Resilience project, which has been included in 2025-26. A nominal sum of £40,000 per year has been assumed in additional grants, although these will be competitive funding rounds, and the grant priorities for beyond 2025 have not yet been announced.
16. A modest, nominal figure of £10,000 has been included from legacies, rising to £15,000 in subsequent years. This could be substantially more, however, if the Charity was informed of large unexpected legacies.
17. A modest trusts and foundations figure of £30,000 has been included in 2025-26, rising to £75,000 in 2026-27 and £125,000 in 2027-28. This will be dependent on the projects for which the Charity wishes to fundraise, and will depend on close collaboration with Trust directorates.
18. It is important to note that trusts can take 6-9 months to make awards following application, therefore the figures reflect the fact that we may only be informed of the outcome of 2025-26 applications during 2026-27.
19. It is assumed that income from bank interest and investment income will decrease, as the Charity's restricted reserves are spent through charitable activity.

### Expenditure on charitable activity in 2025-26

20. An estimated £40,000 will be awarded through Bids Panel during 2025-26.
21. It is proposed that, for the first time, Bursary Panel be awarded a fixed budget of £15,000 per annum, funded from unrestricted income, as opposed to the current system where gains on investments are realised in order to fund Bursary Panel awards.



22. An estimated £17,000 will be spent through designated funds approved jointly by Fund Managers and the Head of Charity. A full proposal will be brought to Charity Committee later in the year to amend the Charity’s Scheme of Delegation, to include a limited number of fund managers who are given the ability to spend small amounts of money (up to c. £2000) without having to apply to Bids Panel. This is a model that has been used successfully with other NHS charities. For example, in the case of WISH Ambulance, expenditure would be authorised jointly by the Head of Charity and the Assistant Director of Operations, Ambulance Care.
23. An estimated £301,704 would be spent on charitable activity from restricted funds – this includes NHSCT grants due to end by March 2026, plus the planned spending of the longstanding Barmouth and Colwyn Bay legacies.

Central services and core costs

24. It is recommended that £13,580 from the Charity’s designated central costs budget is delegated to the Head of Charity to cover core fundraising and marketing costs:

<b>2025-26 direct fundraising/marketing costs</b>	
Costs of London Marathon places	1,000
Costs of other challenge fundraising places	4,000
NHSCT annual membership	2,580
Other fundraising and marketing spend	5,000
Outrun an Ambulance - ongoing costs	1,000

25. Expenditure on central services is expected to increase in future years, as the Charity increases its contribution towards staff costs to 85% in Year 2. The 2025-26 central services budget includes a Fundraising and Communications Officer for 9 months, as it is expected the role will start by July 2025.
26. The Charity can demonstrate a return on investment on its core expenditure. For example, in 2025-26, for every £1 spent on central services and core costs, £2.54 could be raised based on the income forecasts. This is broadly comparable with other charities where voluntary donations and community fundraising forms a large proportion of projected income.

	<b>2025 / 2026</b>	<b>2026 / 2027</b>	<b>2027 / 2028</b>
<b>TOTAL PROJECTED INCOME</b>	<b>270,813</b>	<b>242,938</b>	<b>341,875</b>
<b>TOTAL ON CENTRAL SERVICES</b>	<b>106,432</b>	<b>147,676</b>	<b>175,659</b>
<b>ROI (TOTAL INCOME / CENTRAL SERVICES)</b>	<b>2.54</b>	<b>1.65</b>	<b>1.95</b>



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27. Some of the central costs of the Charity can be covered by a 10% management charge (2025-26: £18,363), included as part of restricted projects funded by NHSCT or by external trusts and foundations. It is also proposed that bank interest is designated to cover central costs (2025-26: £15,000). For 2025-26, there is a projected central services deficit of £73,069 which can be funded through the existing central services designated fund. Further discussions will be required to decide how central costs should be funded in future years, including through the possible use of unrestricted funds.

## RECOMMENDATION

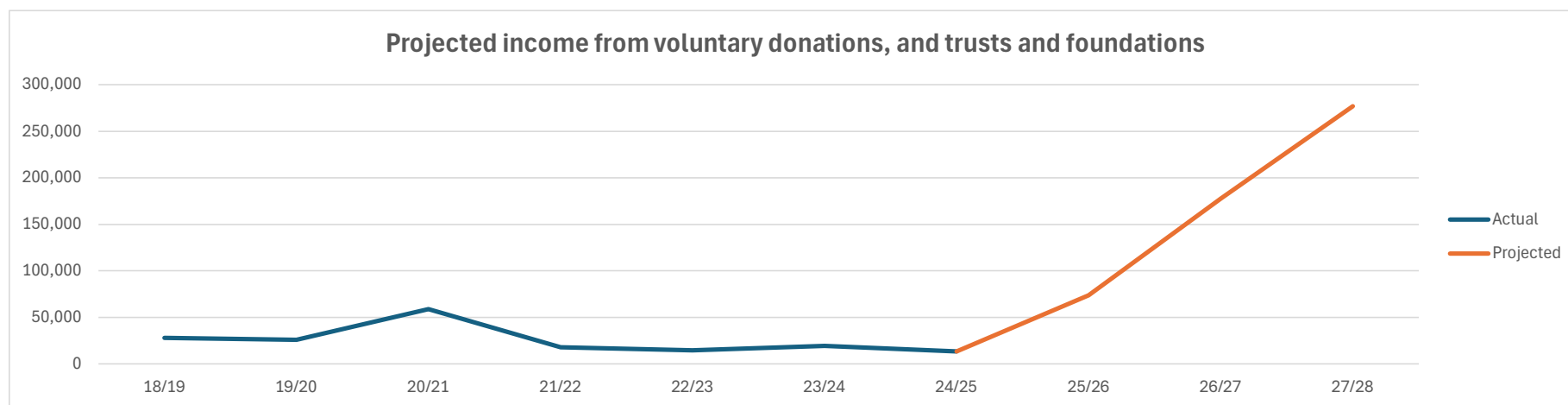
28. It is recommended that Charity Committee:
- a. **approves** the Charity's expenditure plans for 2025-2026
  - b. **approves** the Charity's income forecasts for 2025-2028
  - c. **approves** the delegation to the Head of Charity of a core fundraising costs budget (£13,580 in 2025-26)
  - d. **notes** that income projections are estimates and there is limited certainty around their achievement, recognising that best efforts will be made to secure them.

## Appendix 1 - Charity Financial Plans 2025-2028

### Page 1 - summary of income projections

	Actuals						Estimate	Forecasts		
	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28
Voluntary Donations / Fundraising	28,000	26,000	59,000	17,999	14,882	19,435	13,421	43,813	102,938	151,875
NHS Charities Together	0	0	110,000	625	10,566	427,080	0	172,000	40,000	40,000
Legacies	3,000	0	188,000	16,719	5,000	164,886	30,000	10,000	15,000	15,000
External Trusts and Foundations	0	0	0	0	0	0	0	30,000	75,000	125,000
Bank interest / investment income / other	2,000	2,000	1,000	0	4,158	10,799	22,694	15,000	10,000	10,000
<b>TOTAL INCOME</b>	<b>33,000</b>	<b>28,000</b>	<b>358,000</b>	<b>35,343</b>	<b>34,606</b>	<b>622,200</b>	<b>66,115</b>	<b>270,813</b>	<b>242,938</b>	<b>341,875</b>

Income from voluntary donations and Trusts and Foundations	28,000	26,000	59,000	17,999	14,882	19,435	13,421	73,813	177,938	276,875
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**Page 2 - Detailed 2025-28 income targets**

	2025 / 2026	2026 / 2027	2027 / 2028	Income projections are based on Tarnside "strategic enabler" financial model
Individual Donations from Public	5,000	10,000	12,500	Includes donations made by cash and online, or through PECCI - unconnected to any other fundraising activity
Individual Donations - WISH	2,500	5,000	10,000	Where donor has explicitly requested donations must be used for WISH ambulance
In memory giving	5,000	15,000	20,000	Online platforms (eg Much Loved) or direct from funeral directors
Community Events / Staff Fundraising	7,500	12,500	15,000	Organised sponsored events, supported by Fundraising and Communications Officer
Challenge Fundraising - London Marathon	2,000	4,000	4,000	Two places confirmed each April 2026-2029. Assumes 50% of target (£2000 per place) falls before 31 March each year.
Challenge Fundraising - other races	7,500	15,000	21,000	Based on c. £300 per runner - 25 runners in Y1, 50 runners in Y2, 70 runners in Y3
Regular Giving / Staff Lottery	0	15,000	30,000	Based on £5/month - Y1 0 staff, Y2 250 staff, Y3 500 staff
Volunteer Fundraising - new	5,000	10,000	12,500	Where WAST volunteers fundraise - either for the general fund or a volunteering fund.
Volunteers - transfer of existing funds	5,000	0	0	Transfer of existing volunteer fundraising into volunteer funds within the WAST Charity
Corporate Giving / CSR	0	7,500	15,000	Based on corporate giving plan targeting SMEs
Gift Aid	4,313	8,938	11,875	Based on 50% of voluntary donations being eligible for Gift Aid
<b>Voluntary Donations / Fundraising</b>	<b>43,813</b>	<b>102,938</b>	<b>151,875</b>	
<b>NHSCCT</b>				
NHSCCT - Community Resilience	142,000			Based on successful application during 2025-26. Amount pre-allocated to Charity.
NHSCCT - Workplace Wellbeing	30,000			Estimate - no guarantee. Competitive bid round.
NHSCCT - other grants available		40,000	40,000	Estimate - no guarantee of this income coming in. Grant giving strategy beyond 2025 has not been announced.
<b>NHS Charities Together</b>	<b>172,000</b>	<b>40,000</b>	<b>40,000</b>	
<b>Legacies</b>				
Legacies	10,000	15,000	15,000	Modest estimate - no ability to forecast gifts-in-wills. Very unlikely that any fundraising activity will have an impact within 7 years
<b>External Trusts and Foundations</b>	<b>30,000</b>	<b>75,000</b>	<b>125,000</b>	More ambitious than the Tarnside model - untapped resource with further opportunities identified for growth
<b>Bank Interest</b>	<b>15,000</b>	<b>10,000</b>	<b>10,000</b>	Reduced due to planned spend of reserves generating lower interest income
<b>TOTAL INCOME</b>	<b>270,813</b>	<b>242,938</b>	<b>341,875</b>	
<b>Direct costs of raising income</b>				
Direct costs of raising income	13,580	22,000	29,500	Includes - est costs of lottery prizes & admin (40% of gross), costs of running places, Outrun an Ambulance, budget for other costs
Recharges for Head of Charity	56,338	72,566	81,820	Assumes AfC pay award of 3% 25-26   2% 26-27   2% 27-28
Recharges for Officer	26,514	43,110	54,339	As above. Assumes start date of July 2025.
Other Trust recharges	10,000	10,000	10,000	
<b>TOTAL ON CENTRAL SERVICES</b>	<b>106,432</b>	<b>147,676</b>	<b>175,659</b>	
<b>ROI (TOTAL INCOME / CENTRAL SERVICES)</b>				
<b>ROI (TOTAL INCOME / CENTRAL SERVICES)</b>	<b>2.54</b>	<b>1.65</b>	<b>1.95</b>	

Page 3 - Summary of 2025-2026 income and expenditure plan

	2025-2026				
	Unrestricted	Central Services	Designated	Restricted	TOTAL
Individual Donations from Public	5,000	0	0	0	5,000
Individual Donations - WISH	0	0	2,500	0	2,500
In memory giving	5,000	0	0	0	5,000
Community Events / Staff Fundraising	7,500	0	0	0	7,500
Challenge Fundraising - London Marathon	2,000	0	0	0	2,000
Challenge Fundraising - other races	7,500	0	0	0	7,500
Regular Giving / Staff Lottery	0	0	0	0	0
Volunteer Fundraising - new	5,000	0	0	0	5,000
Volunteers - transfer of existing funds	0	0	5,000	0	5,000
Legacies	5,000	0	0	5,000	10,000
Corporate Giving / CSR	0	0	0	0	0
Gift Aid	4,313	0	0	0	4,313
NHSCT - Community Resilience	0	12,909	0	129,091	142,000
NHSCT - Workplace Wellbeing	0	2,727	0	27,273	30,000
External Trusts and Foundations	0	2,727	0	27,273	30,000
Bank interest	0	15,000	0	0	15,000
Transfer - Bursary Fund	-15,000	0	15,000	0	0
<b>TOTAL INCOME</b>	<b>26,313</b>	<b>33,363</b>	<b>22,500</b>	<b>188,637</b>	<b>270,813</b>
Bids Panel	40,000		0	0	40,000
Bursary Panel	0		15,000	0	15,000
Fund Managers	0		17,000	0	17,000
New strategic projects (restricted)	0		0	20,000	20,000
NHSCT - existing planned spend	0		0	156,704	156,704
NHSCT - Community Resilience project	0		0	50,000	50,000
NHSCT - Workplace Wellbeing project	0		0	15,000	15,000
Planned restricted legacy spend	0		0	60,000	60,000
<b>TOTAL ON CHARITABLE ACTIVITY</b>	<b>40,000</b>	<b>0</b>	<b>32,000</b>	<b>301,704</b>	<b>373,704</b>
Costs of London Marathon places		1,000			1,000
Costs of other challenge fundraising places		4,000			4,000
NHSCT annual membership		2,580			2,580
Other fundraising and marketing spend		5,000			5,000
Outrun an Ambulance- ongoing costs		1,000			1,000
Recharges for Head of Charity		56,338			56,338
Recharges for Officer		26,514			26,514
Other Trust recharges		10,000			10,000
<b>TOTAL ON OPERATIONAL COSTS</b>	<b>0</b>	<b>106,432</b>	<b>0</b>	<b>0</b>	<b>106,432</b>
<b>SURPLUS / (DEFICIT)</b>	<b>-13,688</b>	<b>-73,069</b>	<b>-9,500</b>	<b>-113,067</b>	<b>-209,324</b>

Based on estimated expenditure of £40K  
 Introducing regular annual budget of £15K  
 Estimate - depending on proposals put forward (may be higher or lower, limited to £2000 per transaction)  
 Estimate - depending on proposals put forward  
 Spending down of existing grants due to end by March 2026  
 Estimate - depends on spending profile of grant (may be higher or lower)  
 Estimate - depends on spending profile of grant (may be higher or lower)  
 Estimate - depending on proposals put forward for Barmouth/Colwyn Bay during 2025/26

Budget delegated to Head of Charity  
 Budget delegated to Head of Charity  
 Budget delegated to Head of Charity  
 Budget delegated to Head of Charity  
 Budget delegated to Head of Charity  
 Assumes AfC pay award of 3%.  
 Assumes AfC pay award of 3%. Assumes start date of July 2025.

<b>AGENDA ITEM No</b>	<b>10</b>
<b>OPEN or CLOSED</b>	<b>Open</b>
<b>No of ANNEXES ATTACHED</b>	<b>4</b>

<b>2024/25 COMMITTEE EFFECTIVENESS REVIEW</b>
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<b>MEETING</b>	Charity Committee
<b>DATE</b>	2 April 2025
<b>EXECUTIVE</b>	Trish Mills, Director of Corporate Governance/Board Secretary
<b>AUTHOR</b>	Trish Mills, Director of Corporate Governance/Board Secretary
<b>CONTACT</b>	<a href="mailto:Trish.mills@wales.nhs.uk">Trish.mills@wales.nhs.uk</a>

<b>EXECUTIVE SUMMARY</b>
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1. The committee discussed its effectiveness on 14 January 2025. The results of that discussion and the committee’s review of terms of reference and cycle of business have been incorporated into the committee’s annual report for 2024/25 at **Annex 1**.
2. The changes to the terms of reference that were agreed have been made and a clean version of that document is at **Annex 2**.
3. To streamline meeting materials, a 'reading room' has been established in Ibabs. This digital space hosts documents for additional information, not essential for scrutiny or decision-making. Both the marked up version of the terms of reference with recent amendments and the results from the Mentimeter survey conducted on 14 January 2025 are available here. Access to the reading room is through the documents/shared folder in Ibabs' main menu. Documents in the reading room will not be posted on the Trust’s website with committee papers; however, copies can be provided upon request.
4. The committee will wish to consider the priorities it sets for 2025/26. These may include the revision of terms of reference and operating arrangements for the Bids Panel and Bursary Panel.
5. The cycle of business for the committee has been amended in line with the adjusted terms of reference. Reporting frequency was discussed in the January meeting and has been reflected in the cycle of business for 2025/26 which is at **Annex 3**.

6. The Audit, Risk, and Assurance Committee (ARAC) will review the proposed amendments to the committee's terms of reference, its annual report, and operational changes at its meeting on 1 May 2025. ARAC will then submit these for board approval on 29 May 2025

**RECOMMENDATION**

7. Members are asked to:

- (a) Approve the annual report at Annex 1 including the changes to operating arrangements set out therein, noting that the agreed priorities will be included in the final version
- (b) Approve changes to the terms of reference at Annex 2.
- (c) Approve the 2025/26 cycle of business at Annex 3.
- (d) Discuss and agree committee priorities for 2025/26.

**KEY ISSUES/IMPLICATIONS**

As set out above

**REPORT APPROVAL ROUTE**

Committee meeting on 14 January 2025

**REPORT APPENDICES**

Annex 1 – Committee annual report for 2024/25  
 Annex 2 – Amended terms of reference for 2025/26  
 Annex 3 – Committee cycle of business for 2025/26

Reading Room in Ibabs  
 Marked up version of the terms of reference  
 Menti survey results from 14 January meeting

**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



**ELUSEN**  
Gwasanaeth Ambiwylans Cymru  
Welsh Ambulance Service  
**CHARITY**

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

### **INTRODUCTION**

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

### **PURPOSE OF THE COMMITTEE**

5. The purpose of the committee as set out in its terms of reference is to:
  - Contribute to the development of the charity's strategy and monitor its implementation.

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

## MEMBERSHIP AND ATTENDANCE

- The Committee met four times as scheduled in 2024/25, was well attended and quorate on each occasion.
- The Committee is supported by the Chair and two Non-Executive Directors. The Director of Partnerships and Engagement is the executive lead, and the Executive Director of Finance and Corporate Resources is the charity Treasurer. Attendance in 2024/25 was excellent as is illustrated below, and in addition the Committee welcomed guests and observers at various meetings.

COMMITTEE ATTENDANCE				
Name	4 April 2024	22 August 2024	08 October 2024	14 January 2024
Ceri Jackson				
Peter Curran				
Bethan Evans				
Hannah Rowan				
Estelle Hitchon				
Chris Turley				
Lee Brooks				
Andy Swinburn				
Liz Rogers				
Trish Mills			Julie Boalch	
Hugh Parry				
Damon Turner				
Marcus Viggers				
Julie Boalch				
Jo Kelso				

	Attended
	Deputy attended
	Apologies received
	No longer member/not member

- The membership of the committee was revised effective quarter four of 2024/25 in response to changes to the Non-Executive Director membership of the Trust Board. Peter Curran will chair the committee from April 2025/26. Additionally, the Head of Charity was in post from early October 2024 and was therefore added as a prescribed attendee from

quarter three. The Fundraising Officer, once appointed, will also be a prescribed attendee for the committee.

## **COMMITTEE'S VIEWS ON EFFECTIVENESS**

### Feedback from membership

9. The committee's effectiveness was assessed through a facilitated discussion held at the 14 January 2025 meeting, which included a review of its terms of reference and cycle of business. The key views from the committee on its effectiveness were as follows: -

#### **Enhancing Report Writing and Assurance**

- To improve reporting, clear and concise papers with strong executive summaries are essential. Consistency in format should be maintained, with only annual adjustments to avoid unnecessary tweaks. Reports should clearly align with strategic plans and include evaluations of expected outcomes.
- Reports should use simple language, state clear objectives and outcomes, and highlight expected and unexpected benefits transparently. Assurance processes should reflect both patient care improvements and staff wellness initiatives while considering long-term impacts, such as the Wellbeing of Future Generations Act.

#### **Strengths of the Committee**

- The committee is well chaired, allowing for open discussions and an opportunity to share views in a safe, respectful space.
- The committee effectively balances strategic direction and governance, with robust discussions, focused agendas, and realistic meeting durations. Progress on the strategic direction has been evident in discussions and approach, with executive commitment and strong support for charity work.
- Succinct, high-level reporting provides clear risk identification, milestone tracking, and key approvals. The committee's evolution aligns with the charity's growth, ensuring engagement remains flexible and impactful. The committee has a manageable scope.

#### **Areas for Improvement**

- The committee should showcase a broader range of charitable impacts beyond staff benefits, incorporating lived experiences. A continued focus on strategy is needed, building on recent discussions.
- Equality, diversity and inclusion considerations should be embedded in decision-making and our strategic direction.

- More hybrid and in-person discussions could enhance engagement. Consideration of volunteer and commercial team membership to enhance discussion in 2025.
- Reporting should include tangible examples of how funds have benefited patients and staff. Meetings should stay strategic and avoid unnecessary detail, with task-and-finish groups handling specific deep dives.

### Management of the committee's work programme

10. The Committee has a cycle of business that is aligned to its terms of reference. All matters scheduled for oversight and review have been brought to the committee and in this respect, it has discharged its responsibilities in providing assurance to the board and also to the corporate trustee. To ensure real-time effectiveness at each meeting the committee receives a monitoring report against the cycle of business which escalates matters for the attention of the Committee. The Committee's business in 2024/25 included:

- (a) Following the commitment to resourcing the Charity given in 2023/24 the committee received regular updates regarding the **recruitment for the Head of Charity** position. This appointment was made in Summer 2024 and David Hopkins started in post on the 07 October 2024 and attended his first meeting of the committee in October
- (b) At its meeting on 14 January 2025 an update was provided on achievements in the **first 100 days for the Head of Charity** and members commended the excellent progress, including the new visual identity for the charity and focused fundraising. The key priorities of the charity team over the next 15 months were endorsed, including the following key priorities for 2025/26:
  - Defining our purpose
  - Demonstrating our impact
  - Improving staff engagement
  - Making it easier to donate
  - Reviewing our Governance
- (c) **Lived experiences** from those who have benefited from charitable funds were received in year, a change implemented in 2023/24 as a result of the 2022/23 effectiveness review. The committee heard from two colleagues regarding their experiences:
  - Carolyn Lewis, a well-being practitioner from the Trust's Well-being Team spoke to the committee regarding funds used to **provide holistic therapy** for Clinical Contact Centre colleagues based in Vantage Point House. The therapy chosen was a 'gong bath' (otherwise known as 'sound baths'), which is a form of meditation

using sound vibrations. The feedback received from colleagues who benefitted from this therapy was overwhelmingly positive.

- Gill Pleming, Head of Service for EMSC, shared her experience of funds used for **Zen Rooms** for colleagues based in Vantage Point House, Ty Elwy, Snowdon House, Thanet House, Llangunnor and Llanfairfechan. The Zen Rooms were used by colleagues to decompress and take time for themselves, particularly in response to difficult or stressful incidents at work. Again, the feedback from colleagues who benefitted was very positive. With this story, the committee heard about the process for applying for funds, which was understood to be straight forward.
- (d) A **financial report and a separate Charity performance report** was received at each meeting setting out fund balances and investment units, and the position with grants received and related expenditure, respectively. The performance report included updates against the NHS Charities Together grants, which included the Development Grant, Stage 3 Recovery Grant, and Ambulance Grant.
- (e) There were additional **NHS Charities Together grants** that were pursued by the Charity throughout the year and the importance of aligning charitable funding opportunities with the Trust's strategic priorities was acknowledged. The Committee noted that legal advice was received by the Trust regarding issues of liability for the charity's support of sporting events through charitable funds.
- (f) Throughout 2024/25 the committee discussed and developed **the visual identity for the Charity** for consideration by the corporate trustee. After the meeting of the committee in October, members attended a workshop with the appointed design agency Savage and Grey, where the options for the visual identity were discussed. The preferred option for the Charity's branding was presented to and approved by the corporate trustee in November 2024.
- (g) In January the committee held a discussion on the charity's strategic direction using the **theory of change** model. The theory of change will be socialised more widely and brought back to the committee later in 2025. The charity's strategy is focused on the following outcomes:
- Patients benefit through more resilient local communities, able to support each other during medical emergencies.
  - Patients benefit through a healthier, happier and more experienced workforce.
  - Patients benefit by receiving tailored care personalised to their needs.
- (h) The **Bids Panel** and the **Bursary Panel** reported on the applications it reviewed and approved. Each of these were reported to the corporate trustee by way of the committee AAA report after each meeting. The committee approved one request for

charitable funds over £5K in year for Christmas dinners which was approved by Chair's Action.

- (i) A **Charity Risk Register** was developed, the first iteration of which was received in April 2024. The Charity governance risk full risk assessment, which included controls, assurances, gaps and mitigations was received for consideration in August. At the August meeting the committee were assured on the work undertaken to articulate and finalise the risks.
- (j) In line with the approach to the examination of the Charity accounts undertaken for the 2022/23 financial year, it was confirmed that for the **2023/24 financial year an Independent Examination** would be appropriate. The Committee acknowledged that in 2024/25 the Charity income would likely require a full audit for 2024/25. This revenue boost for 2024/25 was attributed to the receipt of three substantial NHS Charities Together grants.
- (k) Development of the **2023/24 Annual Report and Accounts** was steered by a Charity Annual Filings Task and Finish Group, which reported to the Assistant Directors' Leadership Team. The unamended and unqualified independent examination of the Annual Report and Accounts for 2023/24 were presented to the committee in January 2025. Both were recommended to the corporate trustee for approval, ahead of their submission to the Charity Commission at the end of January 2025.
- (l) Each meeting included a **reflections** session which was included a range of views on items before the members. These included:

*From the April meeting:*

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

*From the August meeting:*

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

*From the October meeting:*

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

*From the January meeting:*

- It was noted that this was the last meeting of the committee with Ceri Jackson as Chair of the committee and it was noted that this would be moving to Peter Curran. Regrettably, time constraints prevented members from expressing their gratitude to Ceri for guiding the Charity through challenging times and offering the clarity of thought that has enabled the Charity to make great strides in its strategic direction.

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

(n) The **annual effectiveness review** was conducted on 14 January 2025 meeting with a revised approach taken across all committees. A discussion was facilitated to consider what changes and improvements could be made to the Committee's operations. The draft annual report was reviewed, however the final Report for submission to Corporate Trustee and the revised terms of reference for 2025/26 will be discussed at the April 2025 committee meeting.

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

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

12. The Bids Panel and Bursary Panel are the established sub-committees of the committee. As set out above, they report to the committee by way of a AAA report and the committee in turn reports to the corporate trustee on their work. The panels have an authority level of £5k.

13. The Bids Panel and Bursary Panel demonstrate the application of the Healthcare Financial Management Association (HFMA) guidance on the use of NHS Charitable Funds.

14. The Bids Panel has held 7 meetings in 2024/25. The Bursary Panel usually meets twice a year, however due to uncertainty as to funding of bursaries they only met once in 2024/25.

15. The terms of reference of both panels are out of date and they will be reviewed in 2025.

## PROPOSED CHANGES TO THE TERMS OF REFERENCE

16. The proposed changes to terms of reference for this committee for 2024/25 are in **Annex 1** and includes:
- 16.1. Given the fact that there is now executive leadership of the charity and a Head of Charity in post, it was agreed to remove 3.2: *Ensure there is clear, consistent strategic direction, strong leadership, and transparent lines of accountability*. This was a committee priority in 2024/25.
  - 16.2. Removal of 3.3 to *promote the charity within the Trust* as this was not a committee responsibility, however it was agreed that members and Corporate Trustees would individually and collectively support the charity. This includes by way of lived experiences at the committee, and focus at CEO roadshows etc. The requirement to 'raise the profile and reputation of the charity' is set out in the purpose section of the terms of reference in any event.
  - 16.3. The fundraising section has been moved to just after strategy development and delivery given the close connection to the charity's strategic approach.
  - 16.4. No change has been made to the policy section of the terms of reference, however the priorities presented by the Head of Charity in January outlined those in the pipeline.
  - 16.5. The committee previously had the authority to 'approve' strategies and plans, however in keeping with other board committees, this has been amended to 'endorse' for approval by the Corporate Trustee.
  - 16.6. The distinction between 'members' and 'prescribed attendees' has been removed. Quorum of board committees is determined by the Non-Executive Director membership (as per our Standing Orders). To strengthen scrutiny and oversight across all board committees it is proposed that the quorum for meetings is three Non-Executive Directors, as opposed to two which is the current quorum. This will be considered by the Audit, Risk and Assurance Committee (ARAC) at its 1 May meeting.
17. The cycle of business for the committee has been amended in line with the adjustments to the terms of reference. Reporting frequency was discussed in the January meeting and

has been reflected in the cycle of business for 2025/26 which was approved at the April 2025 meeting.

## **PROPOSED CHANGES TO THE OPERATING ARRANGEMENTS**

18. Proposed changes to operating arrangements for this committee are set out below. Some are relevant to arrangements across other committees also and they include:
  - 18.1. Lived experience to demonstrate on new proforma the charitable impacts beyond staff benefits.
  - 18.2. Committee to maintain a strong focus on equality, diversity and inclusion in its strategic direction.
  - 18.3. Where possible in 2025/26 the introduction of more hybrid meetings.
  - 18.4. A reduction in the reporting against the audit tracker is being considered by ARAC in an attempt to reduce volume for committees and increase assurance. More detail on this will come back to the committee in due course.
  - 18.5. New report front covers and SBAR templates have been developed. They include a short form report which includes a requirement to set out purpose of report and alignment to strategic objectives, wellbeing objectives and health and care quality standards. This will be accompanied by writing guidance and presentation guidance.
  - 18.6. Writing guidance will set out the purpose of executive summaries in an attempt to ensure they are reflective of the comments received by members of this and other committees.
  - 18.7. Feedback following meetings on reports – both positive and where there are areas of improvement – are encouraged from committee membership. This will ensure we are working towards a continuous improvement in paper length and assurance.
  - 18.8. A 'reading room' will be established in Ibabs for documents that members may wish to review for further information, but which are not vital for scrutiny and oversight.

18.9. A further development session to be considered for Corporate Trustees in 2025/26 on trustee responsibilities.

## **COMMITTEE PRIORITIES**

### Priorities for 2024/25

19. The Committee received an update on progress against its 2024/25 priorities at each meeting and as can be seen below, progress on agreed priorities has been good:
- (a) Priority 1: Monitoring the recruitment of the Head of Charity and the charity's strategic objectives and outcomes.
    - The Head of Charity started in post in early October 2024 and the recruitment for the Fundraising Officer will commence in 2025. The charity's strategy and associated strategic objectives will develop throughout 2025, with the Committee having received a substantive update at its meeting in January 2025.
  - (b) Priority 2: Ensure a development session is held at an agreed time with respective to duties and responsibilities of the Corporate Trustee.
    - The progress of this session was dependent on the appointment of the Head of Charity and will be progressed throughout 2025.
  - (c) Priority 3: Ensure that the work of the Charity and its governance arrangements and those involved in the Charity's leadership and decision-making, are more visible internally and externally.
    - The progress of this priority was somewhat dependent on the appointment of the Head of Charity. The Head of Charity did facilitate 'carousels' at the October 2024 Chief Executive Roadshows, however the more detailed approach requires further discussion.

### Priorities for 2025/26

20. It is good practice for Committees to set priorities for the forthcoming year when they review their effectiveness. The committee will do so at its April 2025 meeting, and these will be provided to the board at its May meeting.
21. Progress on priorities will be reported to the Committee quarterly and to the Board through its highlight report.



## CHARITY COMMITTEE

### TERMS OF REFERENCE AND OPERATING ARRANGEMENTS 2025/26

#### 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, 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 Committee plays an important role in supporting the Corporate Trustee 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 Charity's objectives;
- carrying out specific responsibilities on the Corporate Trustee's behalf; and
- providing a forum where ideas can be explored in greater detail than Corporate Trustee meetings are able to allow, providing time and space to consider issues in greater depth.

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

#### 2 CONSTITUTION AND PURPOSE



- 2.1 The Welsh Ambulance Services NHS Trust Charity (registration number 1050084) is registered as a charity with the Charity Commission for England and Wales.
- 2.2 The 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 University 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 When acting as Corporate Trustee the board must recognise that the charitable funds they are managing are distinct from exchequer monies and they have distinct responsibilities for their administration. This extends to this Committee.
- 2.4 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.
- 2.5 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.
- 2.6 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.

### 3 DELEGATED POWERS AND AUTHORITY

#### **Strategic Development and Delivery**

- 3.1 Oversee and contribute to the development of the Charity's long term strategy
- 3.2 Receive assurance on the implementation of the strategy.

#### **Fundraising**

- 3.3 Approve and regularly review the fundraising plan for the charity, ensuring its compliance with Charity Commission legislation and guidance, and all other relevant regulatory requirements.
- 3.4 Receive assurance on the implementation of the fundraising plan.
- 3.5 Ensure systems, processes and communication are in place around fundraising, staff engagement and funding commitments.

#### **Charitable Funds**

- 3.6 Ensure the management of charitable funds is carried out within the terms of its Declaration of Trust and relevant legislation, including any Charity Commission regulations.
- 3.7 Be aware of and have regard to the guidance on public benefit (see 4.2 below).
- 3.8 Ensure systems and processes are in place to receive, account for, deploy and invest charitable funds, and review periodic income and expenditure statements.
- 3.9 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.



- 3.10 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.
- 3.11 Receive and endorse the annual report, annual return and financial accounts, and consider the annual report from the auditors before submission to the Corporate Trustee for approval.

### **Investment**

- 3.12 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.
- 3.13 Consider the appointment of external investment advisors and operational fund managers.
- 3.14 Review the performance of investments on a regular basis (with the external investments advisors where appointed) to ensure the optimum return from surplus funds.

### **Policy**

- 3.15 Approve the policies for the utilisation and investment of charitable funds, including but not limited to the Reserves Policy and Charitable Funds Investment Policy.

### **Corporate Risks and Audits**

- 3.16 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.
- 3.17 The Committee will receive and gain assurance from internal and external audits in their remit. It will receive assurance that management actions to address recommendations are in place via the audit tracker receive appropriate reporting as agreed by the Audit, Risk and Assurance Committee.



This committee will, where appropriate, scrutinise the impact of actions in response to audit recommendations.

## 4 AUTHORITY

4.1 The Committee is authorised by the Corporate Trustee to:

- (a) Approve charitable expenditure over £5,000;
- (b) Endorse the charity strategy and related plans, including those related to fundraising (for approval by the Corporate Trustee);
- (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 budgetary and other requirements;
- (f) by giving reasonable notice, require the attendance of any of the officers or employees and auditors 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 or Corporate Trustee.)

4.2 When making decisions about charitable expenditure members and the Corporate Trustee 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 grants or bids.

4.4 In these circumstances, the Chair, and the Lead Executive, supported by the Director of Corporate Governance/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 Director of Corporate Governance/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**

5.1 The Trust's Standing Orders at 3.3.5 and 3.3.6 provide the rules around committee membership. That includes that the designation of Chair, definition of member roles and powers and terms and conditions of appointment are determined by the board, based on the recommendation of the Trust Chair. Executive Directors and other Trust officers cannot be appointed as committee Chairs, nor should they be appointed to serve as 'members' on any Committee set up to review the exercise of functions delegated to them. They may however be 'in attendance' as appropriate.

5.2 The application of these provisions means that the designation of 'members' in NHS Wales committees is applied to Non-Executive Directors. This ensures there is independent scrutiny, support and challenge, and is a relevant for quorum (see below) and – where it is required – for voting.



- 5.3 Notwithstanding the above, the 'members' and 'prescribed attendees' listed below are often referred to collectively as members or membership.

### **Committee Membership**

- 5.4 The membership of the Committee will comprise:

Members:

- Three Non-Executive Directors (and Trustees), one of whom will be designated as Chair

Prescribed attendees:

- Executive Director of Finance and Corporate Resources (Treasurer)
- Director of Partnerships and Engagement (Executive Lead)
- 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
- Fundraising Officer (when appointed)

- 5.5 The Committee may also co-opt additional independent external members from outside the organisation to provide specialist skills, knowledge, and expertise.
- 5.6 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 Director of Corporate Governance/Board Secretary before the day of the meeting that they are unable to attend and the name of the member who will attend as the substitute.
- 5.7 The Chair of the Trust Board/Corporate Trustee and the Chief Executive have a standing invitation to attend meetings. In addition, the committee Chair may invite the others (either Trust staff or persons outside the Trust) to attend all or part of a meeting to assist it with its discussions on any particular matter.



## Member Appointments

- 5.8 The membership of the Committee shall be determined by the Corporate Trustee, 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.
- 5.9 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.
- 5.10 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

- 5.11 The Director of Corporate Governance/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.

## 6 COMMITTEE MEETINGS

### Quorum

- 6.1 Three Non-Executive Director members must be present to achieve a quorum. Where a named Non-Executive Director is unable to attend, they may ask



another Non-Executive Director to attend in their place. 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 Board and 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 and Corporate Trustee 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 on the Committee's work. This may include, where appropriate, a separate meeting with the Corporate Trustee, however reporting to the Board in the absence of a Corporate Trustee meeting will be sufficient.
- 8.2 The Director of Corporate Governance/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 6

## **10 REVIEW**

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

PAPER	PRE or POST-C'EE FORUM	FREQUENCY	Q1	Q2	Q3	Q4	LEAD	PURPOSE	COMMENT/COMPLIANCE
<b>CHARITY COMMITTEE - CYCLE OF BUSINESS 2025-26</b>									
TERMS OF REFERENCE NOTED IN RED TEXT									
<b>STRATEGY DEVELOPMENT AND DELIVERY</b>									
3.1 Oversee and contribute to the development of the Charity's long term strategy									
3.2 Receive assurance on the implementation of the strategy									
Initial strategy	ELT/Trustees	One-Off					DPE	Endorsement	Committee will oversee initial strategy development and periodic reviews of strategy. First strategy due in Q2 2025.
Strategy implementation	ELT/Trustees	Bi-annually from Q4					DPE	Assurance	Reporting to be developed in 2025/26 from Q4 but thereafter bi-annually in 2026/27
<b>FUNDRAISING</b>									
3.3 Approve and regularly review the fundraising plan for the charity, ensuring its compliance with Charity Commission legislation and guidance, and all other relevant regulatory requirements.									
3.4 Receive assurance on the implementation of the fundraising plan									
3.5 Ensure systems, processes and communication are in place around fundraising, staff engagement and funding commitments. (NB: This will be apparent in fundraising and charitable funds reporting; audited accounts; policies and audits)									
Fundraising plan	ELT/Trustees	One-Off					DPE	TBC	Fundraising plan to align to charity strategy and first plan due in Q2 2025
Fundraising implementation	ELT/Trustees	Each Meeting from Q3					DPE	Assurance	Reporting will be <b>combined with charity performance report</b> from Q3 2025/26 (not separate report) and re-evaluate in 2026/27
<b>CHARITABLE FUNDS AND INVESTMENT</b>									
3.6/3.7 Ensure the management of charitable funds is carried out within the terms of its Declaration of Trust and relevant legislation including any Charity Commission regulations; be aware of and have regard to the guidance on public benefit									
3.11 Receive and endorse annual report, annual return and financial accounts and consider the annual report from the auditors before submission to the Corporate Trustee for their approval									
Financial accounts and annual report	ELT/Trustees	Annually					EDOF	Endorsement	For final submission to Charities Commission by 31 January each year.
Auditors report on accounts	ELT/Trustees	Annually					Auditors	Assurance	Independent examination by Audit Wales
3.8 Ensure systems and processes are in place to receive, account for, deploy and invest charitable funds and review periodic income and expenditure statements (NB this will also be apparent from Audit Wales report on accounts; policies; internal audits)									
3.14 Review the performance of investments on a regular basis (with the external investments advisors where appointed) to ensure the optimum return from surplus funds									
Finance Update	ELT	Each Meeting					EDOF	Assurance	Includes income and expenditure, and investment performance
Charity Performance Update	ELT	Each Meeting					DPE	Assurance	To include grants and reporting on fundraising as above
3.9 Receive assurance from any panels or sub-committees established by the Committee on the use of charitable funds in accordance with their terms of reference to ensure that any such use is in accordance with the aims and purpose of the charitable fund or donation. <b>NB:</b> see note 2 re demonstrating adherence to the guidance on public benefit									
Sub-committee highlight (AAA) reports	Relevant Committee	Each Meeting					Relevant Chair	Assurance/Escalation	Bids Panel and Bursary Panel
Lived experience Bids or Bursary Panel	Relevant Committee	Each Meeting					Relevant Chair	Assurance	Template required: see note 3
3.10 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									
<b>Treasurer:</b> <b>NB:</b> see note 5 re demonstrating adherence to the guidance on public benefit									
Applications as appropriate from time to time	Bids/Bursary Panel	Ad Hoc					Relevant Director	Approval	See note 3 re demonstrating adherence to guidance on public benefit
3.12 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.									
3.13 Consider the appointment of external investment advisors and operational fund managers									
Investment strategy	ELT/Trustees	Annually					EDOF	Approval	As charity strategy develops an investment strategy to be developed also, together with appointment of external fund managers. Review this in 2026/27. In the interim the finance report serves as an update on the investment
Investment report	TBC	Each Meeting					EDOF	Assurance	Report encompassed in finance report for 2025/26 as above
<b>POLICY</b>									
3.15 Approve the policies for the utilisation and investment of charitable funds, including but not limited to the Reserves Policy and Charitable Funds Investment Policy									
Set reserves policy annually	N/A	Annually					EDOF	Approval	Reserves policy should be set annually. This is not an actual policy document, but a policy position on reserves.
Policies for review and approval	Policy Group/ELT	Ad Hoc					Relevant Director	Approval	To include fundraising policy, investment policy, etc
<b>RISK AND AUDIT</b>									
3.16/17 Corporate Risks are identified and appropriately managed; CRR and BAF risks for their remit are presented and Committee is assured on progress and ratings; Audit Recommendation Trackers monitored									
Charity Risk Register	Trustees	Each meeting					DCG	Assurance	
Audit tracker reporting	ADLT	Each meeting					DCG	Assurance	Only where charity audits are in place
Audits within purview of Committee	Audit Committee	Ad Hoc					Relevant Director	Assurance	
<b>GOVERNANCE</b>									
Committee effectiveness review annual report	Audit/Board	Annually					DCG	Approval	
Review of Terms of Reference	Audit/Board	Annually					DCG	Approval	
Committee Cycle of Business	N/A	Annually					DCG	Approval	
Committee Cycle of Business Monitoring	N/A	Each Meeting					DCG	Approval	
Committee Review of Annual Priorities	None	Quarterly					DCG	Assurance	
<b>PROMPTS</b>									
External Reports	n/a	As required					TBC	TBC	

EDOF = Executive Director of Finance

DPE = Director of Partnerships and Engagement

DCG = Director of Corporate Governance/Board Secretary

  Cycled for each meeting

  Ad hoc item - prompt for agenda setting

  Reporting developing

<b>General</b>	These cycles are developed with reference to the specific lines of the TOR for this Committee. This methodology seeks to ensure that all responsibilities in the TOR are discharged by the Committee on behalf of the Board.
<b>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>Lived Experience</b>	It was agreed in the October Committee agenda setting meeting that it was necessary to develop a template for the lived experience items so that contributors understand what is required. Additionally, it was agreed that if it isn't possible for an appropriate experience to be agreed then it wouldn't be programmed; alternating meetings would be acceptable.



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

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

## **BIDS PANEL**

### **HIGHLIGHT REPORT FOR CHARITY COMMITTEE**

<b>Charity Committee Meeting Date</b>	2 April 2025
<b>Bids Panel Meeting Dates</b>	24 February 2025 and 6 March 2025 (combined)
<b>Bids Panel Meeting Chair</b>	Julie Boalch, Assistant Director of Corporate Governance & Risk

#### **KEY ESCALATION AND DISCUSSION POINTS**

##### **ALERT**

(Alert the ELT to areas of escalation)

1. There were no alerts for this meeting.

##### **ADVISE**

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

1. The **Bids Panel Terms of Reference** (Appendix A) were reviewed and amended to align more closely with those of the Trust's Charity Committee. The revisions ensure appropriate membership and consistency with local and national guidance, as well as Charity Commission regulations. **The Charity Committee are asked to approve these.**
2. The current Chair of the Panel, Julie Boalch, is set to assume the role of Board Secretary for Charity Committee from May 2025 and will need to stand down to maintain independence and ensure no conflicts of interest. Leanne Smith, Assistant Director of Digital – Data and Analytics, and currently a member of the Assistant Directors Leadership Team (ADLT), has agreed to take on the role of Chair of Bids Panel effective from May 2025.
3. Hugh Parry, Trade Union Partner, made a **Declaration of Interest** in relation to Bid Ref: 2504 - Staff Memento re: Bryn Tirion Relocation and abstained from the Bids Panel decision.
4. The Bids Panel received feedback from the previous Charity Committee meeting, which included an update on the 'Lived Experience' agenda item. It had been agreed that future **'Lived Experience' presentations to Charity Committee** should be proportionate to the funding allocation. For the upcoming Charity Committee meeting in July 2025, the NHS Charities Together Sports Grants will be presented.
5. **WAST Charity Fund Account Balances (as of 31/01/2025)**  
The Bids Panel noted an overall fund balance of c. £800K available as at 31/01/2025.

<b>Total Available Funds (as at 31/01/2025) = c.£800K</b>		
Unrestricted	c.£212K	Balance, less REVL = c.£140K available for allocation
Designated	c.£188K	Includes Charity posts and Bursary monies

Restricted	c.£400K	£200K NHSCT Grants, leaving balance of c.£220K
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6. **Outcome of Applications Considered by Bids Panel**

Bid Description	Amount	Directorate	Outcome of Bids Panel
Bid 2501 – Replacement TV * (Tenby Ambulance Station)	c.500*	Operations	<b>Approved</b> [C&W fund]
Bid 2502 – Mastering Diversity Conference & Awards	£4,000	People and Culture	<b>Rejected</b> – Bids Panel is keen to support the ED&I agenda but felt this particular bid was not appropriate for Charitable Funds
Bid 2503 – Replacement TV * (Knighton Ambulance Station)	c.£500*	Operations	<b>Approved</b> [C&W fund]
Bid 2504 – Staff Memento (i.e. crystal paperweight) re: Bryn Tirion Relocation	c.£2,000	Operations	<b>Deferred</b> – Bids Panel invited submission of an alternative bid (i.e. an item staff would use on a daily basis, e.g. thermos mug) or a welcome pack to focus on the positive aspects of the move.
Bid 2505 – Replacement TV * (Ferndale Ambulance Station)	c.£500*	Operations	<b>Approved</b> [South East fund]
Bid 2506 – Replacement TV * Barmouth Ambulance Station)	c.£500*	Operations	<b>Approved</b> [North fund]

\* Requesters asked to advise ICT whether a wall bracket is also required, and if so Estates to be contacted by local team to arrange for this to be affixed to wall.

\*\* Bids Panel approved reasonable funding above £500 if required (to be determined by ICT's equipment catalogue) to enable purchase of a good quality product with appropriate warranty.

**Total amount of funding awarded to approved new bids = £2,000**

7. The discussion regarding **Colwyn Bay Restricted Fund** was deferred until the next extraordinary meeting scheduled to take place on 2 April 2025. It is proposed that the same approach be adopted as that used to resolve the Barmouth Restricted Funds and involving staff in the process.

**ASSURE**

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

8. **Outstanding Grants** - A review of the Charitable Account financial records revealed that some awarded funds had either been underspent or not utilised. The Head of Charity and Finance Officer for Charitable Funds are engaging with the relevant recipients to determine whether the funding is still required, if costs had been covered by directorates and need to be recharged, or if the funds can possibly be released back to the Charity Account balance.

To address these findings, the Bids Panel agreed that a quarterly report will be presented to ensure effective monitoring. Additionally, details of funding awarded each meeting, will be added as a separate worksheet on the Bids Panel Action Log. The Bids Application Form will be revised to include a stipulation that awarded funds must be spent within 12 months of allocation.

9. Greg Lloyd (Assistant Director of Clinical Delivery) and Jo Kelso (Head of Education and Training) attended the meeting on 6 March 2025 to support the discussion regarding proposed options for use of the **Barmouth Restricted Fund**. A shortlist of appropriate items was agreed (listed below), which will now be costed to assess affordability:

- Quality Adult and Paediatric Mannequin
- Cannulation Arm
- Front of neck (plus skins)
- Digital stethoscopes (for x2 staff with impaired hearing)
- AED and External AED cabinet
- Digitalised CPD Materials

Enquiries will also be made with Estates Department to determine if there is potential to modify the station building to create a suitable space for the Education and Training Team to attend and provide training and support to staff on site.

A final decision regarding expenditure will be made at the next extraordinary Bids Panel Meeting on 2 April 2025, by which time costs and feedback from staff at Barmouth Ambulance Station regarding their preferred priorities will be available.

10. **Liability** remains a standing item on the Bids Panel agenda. The purchase of paddleboards was recently approved through the NHS Charities Together Sports Grants. However, it has come to light that any equipment stored on Trust premises means that the organisation becomes responsible for its maintenance. The Panel agreed to retrospectively reject the award on that basis. The Head of Charity was working with the staff involved to explore alternative options.

Additionally, the Head of Charity has met with the Trust's Solicitor to agree on a statement to be provided to recipients of grants for sports-related activities. The statement will outline that activities are undertaken at the users' own risk, in their own time, and that teams or individuals are encouraged to arrange their own insurance indemnity. Guidance is being developed to support this, which will be reviewed and approved by both the Trust's Solicitor and the Welsh Risk Pool, and will accompany the revised Charitable Bid Application Form.

11. The Bids Panel acknowledges the health and wellbeing benefits of sporting activities; however, in light of liability concerns raised, the organisation is unable to assume this risk. As a result, the Bids Panel has determined that the **Blaenau Ffestiniog kayaks**, which were purchased with charitable funds several

years ago but are not maintained, should be removed from Trust premises. It has been proposed that the kayaks be donated to a local water sports centre, where appropriate health and safety checks and maintenance can be carried out. In return, the centre would provide a number of free or discounted taster sessions for staff in that area.

12. The Bids Panel had requested clarification from the Estates Department regarding responsibility for the **purchasing, maintenance and repair of equipment** at ambulance stations. Feedback from staff during previous CEO Roadshows highlighted confusion over this matter, with a clear need for further work to distinguish between standard issue equipment versus additional provisions. The Head of Charity will collaborate with Estates colleagues to clarify roles and responsibilities, and will work towards preparing communication in the form of a Directorate Notice, which will be posted on Siren.
13. There is no requirement on the Charity Committee to approve 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.
14. Committee can be assured that the Bids Panel, when making decisions about charitable expenditure has given due regard to the guidance on public benefit and applied it when approving bids within its remit.
15. 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.
16. 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.

#### 17. Risks:

- 18.1 **Unspent funding awards** – risk identified and treatments in progress to mitigate risk
- 18.2 **Blaenau Ffestiniog Kayaks** – risk identified and action being taken to resolve the risk.
- 18.3 **NHSCT Grant: Paddleboards** – risk identified and application rejected retrospectively, with alternative options being explored.

## APPENDICES

APPENDIX 'A'

Bids Panel Terms of Reference - DRAFT (060325)


## MEETING AGENDA ITEMS

Dashboard: Review Action Log & Decision Log	Feedback from ELT and Charity Committee	Review of Updated Bids Panel Terms of Reference
Clarification from Estates re: Equipment on Stations	Outstanding Grants (approved bids where funding not utilised)	Charitable Funds Account Balances
New Bid Applications (x6 new bids - Bid Refs: 2501-2506 incl.)	Liability [Standing agenda item]	Blaenau Ffestiniog Kayaks
Barmouth Restricted Fund [Standing agenda item]	Colwyn Bay Restricted Fund	Bids Panel AAA Report to Charity Committee 220125
Note of Thanks & Photo from Staff re: Approved Bid Ref: 1724	Key Messages for Committee	Any Other Business
Dates and Times of Future Meetings (2025/26 schedule)		

ATTENDANCE						
Meeting Date:	05/08/2024	07/10/2024	02/01/2024	22/01/2025	24/02/2025	06/03/2025 [Ex-ord]
<b>Julie Boalch [Chair]</b>						
Lisa Trounce						
Lois Hough	*	*				
Bernadette Mitchell				(Until 11am)		
Karen Jones	*					
Luke Watkins		*				Replaced by Elliot Miller Feb25
Elliot Miller	Joined Feb25					
Aled Williams						
Nicci Stephens		*	Replaced by Kataya Miura Dec24			
Kataya Miura	Joined Dec24					
Damon Turner						
Hugh Parry						
David Hopkins	Joined Nov24					
OTHER ATTENDEES						
Greg Lloyd						Barmouth Restricted Fund
Jo Kelso						Barmouth Restricted Fund
Ceri Jackson (IM)		CC Chair Obs.				
Rusna Begum		GMT Observing				

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

	Attended
	Deputy Attended
	Apologies Received

 No longer member

## BIDS PANEL TERMS OF REFERENCE

**DUE TO BE APPROVED BY CHARITY COMMITTEE ON 02 APRIL 2025**

### 1 BACKGROUND

- 1.1. The Bids Panel (“the Panel”) is a formal group established by the Charity Committee to consider applications in respect of the Trust’s charitable funds.
- 1.2. The Panel will ensure that there is a consistent and equitable approach to the approval of applications, the types of applications received and to the funds awarded.
- 1.3. It will ensure that all funding decisions align with local and national charity fund guidance by applying the Healthcare Financial Management Association (HFMA) guidance [Using NHS Charitable Funds](#), and the HFMA guidance on [Charitable Expenditure on Staff](#), when making decisions on applications and allocation of funding.
- 1.4. The Panel must comply with the Charity Commission requirements and regulations to ensure good governance is adhered to and that activity is appropriate, fair, and consistent in fund distribution.
- 1.5. The Panel will operate within the approved Scheme of Delegation, ensuring that funding decisions are made at the appropriate level of authority. It should escalate bids exceeding delegated financial limits of £5,000 to the Executive Leadership Team (ELT) for endorsement and the Charity Committee for final approval.

### 2 ROLE AND REMIT

The primary purpose of the Bids Panel is to:

- 2.1 **Review and Assess Funding Applications** – The Panel is responsible for evaluating bids for charitable funding, ensuring they align with the charity's objectives, funding priorities, and any legal or regulatory requirements. Applications should be assessed based on appropriateness, impact, feasibility, and value for money.
- 2.2 **Decision-Making and Allocation of Funds** – The Panel will make recommendations or decisions on the approval and allocation of funds, ensuring a fair and transparent

process. It must maintain appropriate governance, avoid conflicts of interest, and ensure funds are used effectively to support charitable aims.

- 2.3 **Budget Management and Financial Oversight** – The Panel will ensure that funding allocations align with available budgets and financial sustainability, preventing overspending or misallocation of resources. It will review and monitor income and consider any donations that are made for specific purposes or come with restrictive conditions.
- 2.4 **Compliance with Governance and Ethical Standards** – The Panel must ensure that all funding decisions comply with legal, regulatory, and ethical standards, including Charity Commission guidelines and internal governance policies.
- 2.5 **Stakeholder Engagement and Transparency** – The Panel should maintain open communication with applicants, stakeholders, and beneficiaries, providing clear guidelines on the bidding process and feedback on decisions made.
- 2.6 **Monitoring and Evaluation of Funded Projects** – The Panel will oversee the progress of successful bids, ensuring funds are used as intended and receive updates on projects and whether they delivered the expected outcomes. This may include requesting reports, financial statements, or sharing lived experiences at the Charity Committee.
- 2.7 **Continuous Improvement and Policy Development** – The Panel should regularly review and refine the bidding process, ensuring it remains effective, fair, and aligned with the charity's evolving priorities and strategic goals.
- 2.8 **Provide assurances and updates to the Charity Committee** - on the use of and application of the charitable funds. The Panel will monitor and report progress on how new processes are working and recommend to the Committee any required changes to procedures and guidance.

### 3. MEMBERSHIP

- 3.1. The Panel membership will comprise of:
  - A member of the Assistant Directors Leadership Team (Chair)
  - Head of Charity
  - Finance Officer - Charitable Funds
  - Assistant Director of Digital - ICT
  - Operations Support Manager
  - Deputy Head of People Services
  - Head of Communications (External)

- Facilities Manager
- Trade Union Partners

Representatives from other directorates to be co-opted as appropriate.

- 3.2. Members may send deputies in their absence who will act with their full authority. All deputies must be notified to the Chair in advance of the meeting. The Chair will appoint another member to chair meetings when they are absent.
- 3.3. Invitations may be extended to others to attend all or part of a meeting, both from within or outside the organisation, to assist with its discussions on any particular matter. The Chair must be notified of any such invitations in advance of the meeting.

## 4. OPERATING ARRANGEMENTS

- 4.1. The Chair and at least 3 members must be present to achieve a quorum.
- 4.2. Meetings will be held quarterly or as otherwise directed by the Chair.
- 4.3. The agenda and papers for the meeting will be uploaded to the Teams site at least 3 working days before the meeting. Any papers submitted past that day will only be added with the approval of the Chair.
- 4.4. The Bids Panel will be supported administratively by the Chair's directorate support team and will:
  - (a) Arrange meetings and coordinate meeting logistics including providing invitations to members.
  - (b) Collaborate with the Chair to develop the agenda.
  - (c) Call for, collate, and distribute meeting papers.
  - (d) Maintain a Bids Panel Teams channel including an up to date repository of the terms of reference, actions and decisions logs, and meeting papers which are accessible to all members.
  - (e) Serve as a point of contact for members.
  - (f) Notify the Chair ahead of a meeting of attendees (including that of non-members) and apologies received.
  - (g) Maintain an actions and decision log ensuring that all actions are updated ahead of meetings.
  - (h) Maintain the register of bid applications and outcomes.
  - (i) Prepare correspondence to inform bidders of the outcome of decisions by the Panel.

- (j) Preparing Alert, Advise and Assure (AAA) Reports for submission to the Charity Committee.

NB: Formal minutes are not necessary for the Panel.

## 5. REPORTING

5.1 The Bids Panel shall report to the Charity Committee by way of an Alert, Advise, Assure (AAA) highlight report after each meeting prepared by the Chair. Guidance on the use of the AAA report can be found here [AAA Report Guidance \(April 2024\)](#)

5.2 The Chair must ensure appropriate escalation arrangements are in place to alert the Executive Leadership Team of matters in the remit of this group.

## 6. REVIEW

6.1. These Terms of Reference and operating arrangements shall be reviewed annually.

## BURSARY PANEL REPORT TO CHARITY COMMITTEE

<b>Charitable Funds Meeting Date</b>	02 April 2025
<b>Bursary Panel Meeting Date</b>	13 January 2025
<b>Chair</b>	Jo Kelso, Head of Workforce Education & Development

### KEY ESCALATION AND DISCUSSION POINTS

#### ALERT

(Alert the Committee to areas of escalation)

1. No items to Alert

#### ADVISE

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

2. The Bursary Panel was convened to review, assess and score applications submitted in response to the opening of the Bursary round in December 2024. Following scoring the results are shown below.
3. The Bursary Panel is able to approve funding up to the value of £3,000 using its devolved authority. Successful submissions over that amount require underwriting by the Charity Committee. There are no successful submissions that exceed the value of £3,000 in this round.
4. The Panel approved allocation of funding to 2 recommended applications, to a total value of £5,412 and highlighted in the green shaded cells below.

Bursary Request Description	Amount requested	Directorate	Outcome of Bursary Panel
BA Hons (Business Management)	£1,312	FinCorp	This submission failed to meet the required threshold. Not approved
Advanced Life Support	£3,600	Operations - BCU	This opportunity is already provided by the Trust.
MSc module – Professional Practice (Leadership in Emergency Services)	£800	Operations – C&V	This submission failed to meet the required threshold. Not approved
ILM – Level 2 (Team leading)	£1,575	Operations - AB	This submission failed to meet the required threshold. Not approved
BSc Hons (Acute and Critical Care) modules	£2,200	Operations - HDd	This submission failed to meet the required threshold. Not approved
Leadership & Innovation	£1,100	Clinical	Application directed to the Intensive Learning Academy to source this as a no cost option.



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ILM – Level 5 (Leadership & Management)	£1,075	Operations - AB	This submission failed to meet the required threshold. Not approved
MSc – Advanced Clinical Practice	£9,250	Operations - IC	Part supported by Bursary £3,000; part funded by HEIW ACP 2024/25 allocation £5,000; balance to be funded by applicant
Pre-Hospital Trauma Life Support (PHTLS)	£495	Operations - BCU	This submission failed to meet the required threshold. The content of the opportunity is delivered within the Trust. Not approved
Resus Council – Paediatric and Neonatal Life Support (2 courses)	£600	Operations – SB	The content of the opportunity is delivered within the Trust, to the same standard as the external provider. Not supported
MSc (Prevention, Population Health & Leadership)	£9,250	Operations – 111	This submission failed to meet the required threshold. Not approved
MSc (Professional Practice)	£3,600	QSPE	Part supported by Bursary to the sum of £1,188

5. Most of the submissions failed to meet the requirement to be fully compliant with all statutory and mandatory learning/CPD requirements. This is communicated clearly in the application process. Feedback will be provided to all applicants who submitted applications stating they were fully compliant with this base requirement to draw their attention to the need for such claims to be evidencable.

## ASSURE

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

6. There is no requirement on the Charity Committee to approve or discuss in detail any of the bursary requests highlighted in this report given they are all within the Bursary Panel approved expenditure limits as set out in its Terms of Reference.
7. Committee can be assured that the Bursary 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.
8. The Bursary 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.
9. The panel applied the HFMA guidance to each application to assure itself that the bursary request was



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being considered in relation to benefits such as for the relief of sick patients as well as staff and patient benefit.

## RISKS

10. Risks Discussed: None

11. New Risks Identified: None

## PANEL AGENDA FOR XX APRIL 2025 MEETING

- |   |                                  |
|---|----------------------------------|
| 1. Confirmation of round 1 for FY 2025/26 | 2. Discussion around application |
| 3. Terms of Reference                     | 4.                               |

Name	28.04.23	Interim funding arrangements in place whilst Trust Charity is revised	03.04.2024	13.01.2025				
Jo Kelso								
Judith Bryce								
Jill Gill								
Bernie Mitchell								
Jessica Price								
James Gough								
Kerry Robertshaw								
Hannah Lowther								
Faz Tahir								
Hugh Parry								
Damon Turner								
Marcus Viggers								
Claire West								
Sian Jones								
Luke Watkins								
Andrew Morgan								
Martin Mulholland								
David Hopkins					In attendance			

	Attended
	Deputy attended
	Apologies received
	No longer member