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

MINUTES OF THE MEETING OF THE CHARITY COMMITTEE (PUBLIC) HELD ON 2 APRIL 2026 REMOTELY VIA TEAMS

The meeting started at 09:00

MEMBERS:

Ceri Jackson	Non-Executive Director and Acting Chair *(deputising for Peter Curran)*
Hayley Hutchings	Non-Executive Director
Hannah Rowan	Non-Executive Director

PRESCRIBED ATTENDEES:

Julie Boalch	Assistant Director of Corporate Governance and Risk/Committee Secretary
Andrew Cotton	Fundraising and Communications Officer
Matt Dugdale	Assistant Director of Commercial Development
Jackie Hatton-Bell	Volunteer Steering Group Member
Estelle Hitchon	Director of Partnerships and Engagement
David Hopkins	Head of Charity
Hugh Parry	Trade Union Partner *(from item 5)*
Leanne Smith	Assistant Director of Digital, Chair of Bids Panel
Chris Turley	Executive Director of Finance & Corporate Resources
Marcus Viggers	Trade Union Partner

ATTENDEES:

Alex Payne	Corporate Governance Manager
Ed Roberts	Assistant Director of Finance *(for item 6 only)*
AnnaMaria Williams	Corporate Governance Officer

APOLOGIES:

Lee Brooks	Executive Director of Operations
Peter Curran	Non-Executive Director and Chair
Jo Kelso	Head of Workforce Development and Chair of Bursary Panel
Trish Mills	Director of Corporate Governance/Board Secretary
Liz Rogers	Deputy Director of People and Culture

OPENING ITEMS

1. CHAIR'S WELCOME, APOLOGIES AND QUORUM

1.1 Apologies were received as set out above. Quorum was confirmed.

2. DECLARATIONS OF INTEREST

2.1 There were no other declarations recorded.

3.1 MINUTES OF PREVIOUS MEETING HELD ON 13 JANUARY 2026

3.1.1 The minutes of the public meeting held on 13 January 2026 were received and approved.

3.2 HIGHLIGHT REPORT FROM MEETING HELD ON 13 JANUARY 2026

3.2.1 The highlight report from the public meeting held on 13 January 2026 was received and approved.

4.1 ACTION LOG AND MATTERS ARISING

4.1.1 The Action Log was reviewed and discussed with updates added to the log.

4.2 FEEDBACK FROM CORPORATE TRUSTEE 29 JANUARY 2026

4.2.1 The Chair shared an overview of the meeting held.

ITEMS FOR ASSURANCE, DISCUSSION OR APPROVAL

5. CHARITY PERFORMANCE UPDATE

The papers for this item are in the committee pack in iBabs and on the Trust's website, therefore detail of the content is not repeated here.

5.1 The committee received a report updating on the performance of the charity and its fundraising activities, as well as an End of Project Report for the NHS Charities Together (NHSCT) Covid-19 Recovery Grant. Members were advised that this was a formal closure report for the recovery grant, describing how the funds have been used and reflecting on successes and learnings.

5.2 Members discussed the report and appreciated its focus on impact, positive plans and noted the significance of staff engagement. Members asked about costs to the charity associated with individual fundraising activities and were advised that there are some costs associated with fundraising, such as branded running tops and the cost of individual race places, and that many of these have been funded through a previous NHS Charities Together development grant. The charity applies an internal threshold (around £100 of fundraising) before providing such items to individual fundraisers. Fundraising targets are set to reflect these overheads, with an aim of achieving a return on investment of around 3:1 or better, in line with common charity practice.

5.3 The Chair asked for more information about the Workplace Wellbeing Programme and was advised that NHSCT had previously operated an open grant process, supported by match funding from NHS England, with Welsh charities expecting a similar process, however this did not materialise. Following discussions between Welsh Government and NHSCT, a decision was taken to pursue a single, directive "One Wales" workplace wellbeing project which should still deliver benefits to NHS and social care staff; details for this are still being developed. The Chair commented that the situation appeared inequitable compared to the process in England but accepted that this was not within the committee's control and emphasised the importance of equitable access for NHS staff in Wales to those in England. The committee was reassured that the charity still receives significant funding from NHSCT and that equity issues continue to be raised in discussions at a national level.

The committee received assurance on the Charity Performance Update, and from mitigations in place to manage the key risks for the Charity's active NHSCT grants.

6. CHARITY FUNDS FINANCE UPDATE

The papers for this item are in the committee pack in iBabs and on the Trust's website, therefore detail of the content is not repeated here.

6.1 The committee received the charity's finance update, with an overview provided by Chris Turley. Members noted that the balance of funds held as at 28 February 2026 was £816,835, comprised of £218,503 in unrestricted funds, £172,437 in designated funds and £425,895 in restricted funds.

6.2 Members were alerted to a recent downturn in the charity's investment fund. Between 01 April 2025 and 28 February 2026, the unit price of the charity's investments had increased by 1.14% resulting in an overall small gain of £3.1k, however recent global market volatility resulted in an in-year loss of approximately £15.6k. The committee was assured that the investment portfolio is low risk, with less than half the total charity funds invested. However, potential options that are available to further mitigate these risks are regularly considered, noting that any investment is not without risk and needs to be considered as a medium to long term position. To sell any held units now would only crystallise current losses, with the expectation of market recovery in the medium term.

6.3 Members discussed the risks associated with the volatility of the charity's investments. Julie Boalch agreed to liaise with Chris Turley on how to reflect these risks in the charity's risk register and would report back on this at the next meeting.

6.4 The committee asked for more detail on what is included in the £32k detailed under Charitable Activities (unrestricted funds) in the Income and Expenditure table. Chris Turley and Ed Roberts agreed to provide more detail on this at the next meeting and confirm whether it includes Bids Panel funds.

6.5 The Chair asked about the level of confidence in the charity's performance for the year ahead, and in the charity securing the agreed income. Chris Turley gave assurance that, while the external environment has become more challenging, there is no immediate financial risk to the charity and no concerns about the charity's financial sustainability. Ambitions for growth may need to be kept under review however, with the charity unlikely to achieve the upper end of the income range in the financial plan.

6.6 Members discussed further funding opportunities, including those from trusts and foundations, noting that that these may be based on endowments and impacted by market performance which may lead to reduced grant availability. The charity's ability to secure funding is therefore dependent on it having clear, ready-made projects that align with funders' strategic priorities. While strategic objectives and a Theory of Change are in place for the charity, further work is required to translate these into deliverable projects, which remains a key dependency for meeting income targets in the year ahead.

6.7 The committee received and noted the new Charitable Cash and Donation Handling procedure, which has been developed to strengthen and improve cash and donation handling on behalf of the charity.

7. OPTIONS FOR APPOINTMENT OF EXTERNAL LOTTERY MANAGER

The paper for this item is in the committee pack in iBabs and on the Trust's website, therefore detail of the content is not repeated here.

7.1 David Hopkins presented the committee with an overview of options for the charity to appoint an External Lottery Manager, noting that launching a lottery features in the Charity Delivery and Fundraising Plan with the intention of generating a regular, unrestricted income stream.

7.2 Members were advised that different options for this provision have been explored, including an in-house option which would require a level of staffing and structure that would not be practical for the charity at this time. The NHS Wales Shared Services Procurement team have been consulted and have advised on the relevant and necessary processes involved in making any appointments.

7.3 Members asked how providers would manage lottery users' data and were advised that this would form part of the procurement process and that a full Data Protection Impact Assessment would be completed as part of this work. It was noted that no provider had been appointed at this stage and that committee were being asked to approve the direction of travel to pursue the process of appointment.

7.4 David Hopkins agreed to ensure than an Equality Impact Assessment (EqIA) is completed, liaising with the Equality, Diversity and Inclusion (EDI) team for guidance relating to equality considerations, as the work on the External Lottery Manager proposal progresses.

7.5 Hannah Rowan abstained from the approval of the proposal, explaining that this was due to a personal position on gambling, but was not a criticism of the proposal. The Chair acknowledged this and proceeded to confirm approval from the remaining members.

The committee approved the recommendation to appoint an External Lottery Manager through a quotation process and received assurance that all ethical and legal matters regarding the operation of a charitable lottery had been considered.

8. RISK MANAGEMENT REPORT AND BOARD ASSURANCE FRAMEWORK

The papers for this item are in the committee pack in iBabs and on the Trust's website, therefore detail of the content is not repeated here.

8.1 The committee received the Charity Risk Register and was assured that actions were being progressed to mitigate the risks, with no material changes this period. Members were advised that a draft assurance framework is in development and will form part of the risk report at the next meeting.

9. 2025/26 QUALITY GOVERNANCE REVIEWS

The papers for this item are in the committee pack in iBabs and on the Trust's website, therefore detail of the content is not repeated here.

9.1 The committee received the Quality Governance Review for 2025/26, including the Committee Annual Report 2025/26 and the Committee Cycle of Business 2026/27, which will be presented at the Corporate Trustee meeting in May 2026 for approval.

9.2 Julie Boalch explained that the terms of reference were approved by the Corporate Trustee in January 2026, with one minor amendment to remove the Executive Director of Paramedicine from the membership of the committee.

9.3 The review concluded that there was strong engagement from members, who were content with the focus and effectiveness of the committee and had suggested improvements to streamline operational discussion, enabling the committee to remain focused on strategic priorities. Julie highlighted a proposal in the review for project leads to be invited to future meetings, particularly to showcase work on volunteering and staff wellbeing.

9.4 Members discussed options for additional meeting attendees for specific project-based items and noted the importance of support and input to the charity from senior colleagues in the Operations Directorate and Director of Paramedicine Directorate for charity pipeline and innovation opportunities. No further changes were sought to the terms of reference however it was agreed that Estelle Hitchon would follow up on this point with Trish Mills for discussion.

The committee approved the draft Committee Annual Report for 2025/26 and the draft Committee Cycle of Business for 2026/27.

10. BIDS PANEL AAA HIGHLIGHT REPORT 6 MARCH 2026

The paper for this item is in the committee pack in iBabs and on the Trust's website, therefore detail of the content is not repeated here.

10.1 The committee received the highlight report presented by Leanne Smith, Chair of the Bids Panel, and noted that five bids were approved by the

Panel relating to three replacement televisions, baby loss awareness memory trees and a BLS instructor course, with the total awarded being £2,295. It was noted that all bids made were within the panel's approved expenditure limits as set out in its Terms of Reference, therefore no approvals from the committee were needed.

10.2 The committee was alerted to a year end position of £5k underspend against the annual allocated budget, noting that agreement had been reached on the Trust's approach to funding station furniture the total value of deferred sofa-related bids would have exceeded the remaining budget.

10.3 Members asked if a timeline is in place for the delivery of the furniture, noting that this is important for staff wellbeing and comfort; they were advised that conversations about the Trust's approach to this are ongoing and it is hoped there will be a solution within the next few months. Leanne Smith gave assurance that although the attendance at the meeting was low, attendance is usually good and the meeting was quorate.

11. BURSARY PANEL AAA HIGHLIGHT REPORT 8 JANUARY 2026

The paper for this item is in the committee pack in iBabs and on the Trust's website, therefore detail of the content is not repeated here.

11.1 The committee received the highlight report, which Julie Boalch advised was a full reflection of the verbal update given by Jo Kelso, Chair of the Bursary Panel, at the January 2026 meeting. Members noted the low attendance at that meeting.

11.2 Members asked if a list of courses eligible for funding is available and were advised that this is currently being reviewed, with updated guidance for applicants coming to the committee for approval once finalised.

CONSENT ITEMS

There were no consent items

CLOSING ITEMS

12. REFLECTIONS AND SUMMARY OF DECISIONS/ACTIONS

12.1 Members reflected that the papers were of a high quality, structured well and clear. It was reflected that the quality of reports to the committee enables members to have meaningful and productive discussions, which in turn supports good decision-making.

13. ANY OTHER BUSINESS

13.1 There was no other business discussed.

14. DATE AND TIME OF THE NEXT MEETING

14.1 The next meeting will be held on 7 July 2026 at 2pm.

The meeting closed at 10:31