

## CONFIRMED MINUTES OF THE MEETING OF THE CHARITY COMMITTEE HELD ON 5 JULY 2023 VIA TEAMS

### MEMBERS:

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

### IN ATTENDANCE:

Julie Boalch	Head of Risk/Deputy Board Secretary
Jill Gill	Head of Financial Accounting
Estelle Hitchon	Director of Partnerships and Engagement
Caroline Jones	Corporate Governance Officer
Navin Kalia	Deputy Director of Finance and Corporate Resources
Olaide Kazeem	Financial Services Project Accountant
Jo Kelso	Head of Workforce Education and Development
Jen Lloyd	Business Manager (Clinical Directorate)
Trish Mills	Board Secretary
Hugh Parry	Trade Union Partner
Alex Payne	Corporate Governance Manager
Liz Rogers	Assistant Director of People and Culture
Marinela Stoicheci	Risk Officer
Lisa Trounce	Business Manager - Corporate Services

### APOLOGIES:

Lee Brooks	Executive Director of Operations
Kevin Davies	Non-Executive Director & Committee Member
Bethan Evans	Non-Executive Director & Committee Member
Andy Swinburn	Director of Paramedicine
Chris Turley	Executive Director of Finance and Corporate Resources
Damon Turner	Trade Union Partner
Marcus Viggers	Trade Union Partner

## 23/23 WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting and noted that Marinela Stoicheci and Lisa Trounce were both new members of the Corporate Governance Team who would be observing the meeting. It was also noted that Jen Lloyd was in

attendance on behalf of Andy Swinburn with Navin Kalia in attendance on behalf of Chris Turley.

## **24/23 DECLARATIONS OF INTEREST**

There were no additional declarations to those already recorded on the Trust register.

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

## **25/23 MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting held on 5 April 2023 were approved as a correct record.

The Committee ratified a Chair's Action which took place on 28 June. The Chair's Action was required as a decision was needed prior to the end of June to take advantage of a Stage 3 Covid Recovery Grant from NHS Charities Together (NHSCT) for the sum of £88K.

This grant application will fund the following projects aimed at improving the mental wellbeing of our employees and volunteers and the recovery of our volunteers following the pandemic:

- Launch of volunteer development programme
- WAST sports provision
- Mind over mountains

**RESOLVED: That the**

- 1) minutes of the meeting held on the 05 April 2023 were approved as a correct record; and**
- 2) Ratification of the Chair's Action for the submission of the NHS Charities Together grant submission, was recorded.**

## **26/23 ACTION LOG**

The action log was considered, reviewed, and updated. It was noted that a paper would be presented to and reviewed by the Executive Management Team relating to action 08/23b which would result in a future application to the Bids Panel if necessary. The item was closed.

Actions Qu09/02/23 and 14/23 were closed. Action 15/23 would remain open with the Director of Partnerships and Engagement sharing findings with members at a later date.

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

## **27/23 BURSARY PANEL LIVED EXPERIENCE –**

The Head of Workforce Education and Development introduced Laura Wilson, a member of the Education Team who had accessed a bursary for a nonclinical specialism which showed the Trust's commitment to professions across the Trust being enhanced.

Laura was grateful for the opportunity to continue her education with support from the Bursary Panel, having just completed year one of her Masters in leadership, management, and research; something she was passionate about.

She went on to explain how simple she had found the application process overall and had seen the message put out to the organisation via Siren. Initially, Laura had to complete an online form to express her thoughts on why it was important to her, together with the benefit to the Trust. Laura was fully supported by her team during this process.

Hugh Parry confirmed he was a member on the Bursary Panel and asked if anything further could be done to support applications in the goal and outcome areas, as this was a field that staff seemed to have most difficulty in articulating. It was suggested that staff would benefit from reading the strategies and vision documents to align their approach. A prospective applicants forum was also discussed, which members thought was a good suggestion.

Members discussed bursary funding and the fine line between what is beneficial to the organisation and what is in line with the Charitable purpose. It was agreed that this formed part of the maturity journey for the charity.

## **28/23 INTERIM GOVERNANCE ARRANGEMENTS**

The Director of Partnerships and Engagement confirmed that the Board of Trustees was due to receive a paper for decision on the arrangements for substantive leadership for the charity at its meeting at the end of July.

As the charity begins to develop and opportunities for grant applications expand, it has become clear that interim governance arrangements in relation to grant applications are required. This is to ensure proper oversight of grant applications and that they have been subject to appropriate governance procedures prior to application for funds.

There are a number of external sources of funding available to support the activities of the Trust's charity, and by extension the wider Trust. Whilst some funding available from NHSCT is ring-fenced to the charity, bids still needed to

be made for it to be drawn down. Funding can also be available on a competitive bidding basis from a range of potential funders, including charitable trusts and foundations.

While the Bids Panel has a limit of £50k, it is felt to be more appropriate for the Executive Management Team to review draft bids for submission, followed by review and sign off from the Charity Committee as opposed to the Bids Panel.

The recommendation in the paper proposes this revised interim arrangement for the review and sign-off of bids for charitable funds, until further notice. It was noted that this process would be reviewed once the Head of Charity was in post. A communications piece would be published to advise Trust colleagues of the new process.

Members were keen to avoid future Chair's Actions for such business and agreed an extraordinary meeting of the Committee would be more appropriate if it did not fall within the meeting schedule (in line with the new arrangements) Members were also keen to ensure that grants should be utilised appropriately to avoid reputational damage, which could hinder future applications.

Members suggested that grant applications for lower sums of money could be reviewed by a smaller group of Executive colleagues, instead of a full meeting of the Executive Management Team. Estelle Hitchon stated that she would discuss this with Trish Mills and Navin Kalia, and feedback accordingly.

**RESOLVED: That**

**1) The Charity Committee supported the proposed interim governance process for grant submissions as outlined above until further notice; and**

**2) The Charity Committee supported the issuing of an internal communication to alert WAST colleagues to the revised process.**

**29/23 PROPOSAL FOR THE FUTURE MANAGEMENT ARRANGEMENTS FOR THE WAST CHARITY**

The Chair gave a brief update of the discussion at a recent Board Development session, by way of background for those who were not in attendance.

Members received a proposal for the future management arrangements of the Trust charity to enable it to further increase its activities and fundraising capability. This would include the establishment and appointment of a Head of Charity and a Fundraising Officer initially on two-year fixed term contracts.

The intention is that this model will provide additional support to the Trust's employees and volunteers, while also having the potential to deliver additional discretionary services to provide better care for our service users.

The Chair noted that salary may be pitched too low, and that in order to attract someone with sufficient experience this may need to be reconsidered. The Members noted that the internal communications in respect of the use of charitable funds would be important. The Committee reviewed the proposal and endorsed for submission to the Board of Trustees at the end of the month.

**RESOLVED: That**

**1) The proposed ambition that, over time, the charity becomes a Strategic Enabler in supporting the Trust's overall ambition be supported;**

**2) The Committee supported the establishment and appointment of a Head of Charity at band 8a and Fundraising Officer at band 6 (subject to job evaluation) on the basis of an initial two-year fixed term contract be supported; and**

**3) The indicative Head of Charity role objectives be endorsed.**

**30/23 CHARITY FUNDS FINANCE UPDATE**

The Deputy Director of Finance and Corporate Resources spoke about the key issues within the report. The funds balance was reported as £402K as at 31st May with 1,090.14 investment units at a market value of £249k which was only a marginal increase from February.

Whilst currently the long-term investments exceed the total cash funds held by 3%, a large legacy is due to be received which will counter that, therefore it is not intended to sell any units held.

The Committee approved the request to seek an extension for the NHS Charities Together (NHSCT) Development Grant of £35k to enable the Trust to utilise the funds by the end of the calendar year.

A grant for the amount of £315K had been secured from NHSCT, with a further £250k direct from Commissioners to St John Ambulance Cymru; however there remains a potential gap in funding for the provision of the Connected Care Cymru initiative which does present some risks.

Members expressed concern on the potential issues this raises if additional funding cannot be raised to meet the conditions of the grant. The Committee will have oversight of the monitoring returns to NHSCT for all grants in future meetings and were assured that issues of governance raised earlier were being addressed with the confirmation of the Director of Partnerships and Engagement

as Executive Lead for the charity and risks being captured.

Members discussed the need for two separate papers going forward; one providing the finance update and a separate paper providing an update on the position of grant funding and bids. to provide the finance update and a separate paper on grants.

**RESOLVED: That**

- 1) An extension be sought for the use of the £35K grant funding from NHSCT to allow the charity more time to work through its strategy in managing the grant funds appropriately;**
- 2) The risk associated with the potential gap in funding to meet the conditions of the grant for £315k be noted;**
- 3) The Director of Partnerships and Engagement was confirmed as the Executive Lead for the charity, and**
- 4) Separate papers relating to financial performance and performance in respective of grants would be provided at future meetings.**

**31/23 INVESTMENT POLICY**

The Deputy Director of Finance and Corporate Resources confirmed that the amendments to the policy were mainly administrative, and the policy had complied with the Trust's policy review process. The policy has been reviewed by the Policy Group.

Members discussed ethical investment considerations and whether it was necessary to reflect this in the policy. It was agreed that this was a related but separate matter, and it was asked that a commentary on the Trust's ethical investments position be brought to the Committee at a later date within the Finance Update.

**RESOLVED:**

**The Committee approved the revised Charitable Funds Investment Policy.**

**32/23 RISK MANAGEMENT REPORT**

The Head of Risk/Deputy Board Secretary confirmed that progress was being made in identifying, assessing, and articulating the risks for the charity. A suite of risks would be brought to the October meeting.

A risk register had been developed and would be presented at each meeting going forward with two key risks currently relating to (1) Charity Governance – (lack of internal processes and governance structures) and;

(2) Reputation due to the late filing of the annual return being articulated which

would be scored and mitigations applied for fuller review at the October meeting. Other risks were identified and would be developed over the next few months.

**RESOLVED: That**

- 1) The Committee noted the development of the new suite of charity risks;**
- 2) The Committee noted the development of the charity risk register;**
- 3) The Committee noted the inclusion of the 'Charity Governance' risk on the register;**
- 4) The Committee noted the inclusion of the 'Late Filing of Charity Annual Return' risk on the register.**

**33/23 CHARITABLE FUNDS TASK & FINISH GROUP HIGHLIGHT REPORT**

A report was provided for Members on the work undertaken by the Charitable Funds Task and Finish Group relevant to its remit. It was agreed that a final meeting of the group would take place on 12 July 2023 and a close out report would be circulated to the Committee and presented in October.

The group had reviewed options for centralising funds and devolving authority for spend, fundraising arrangements for CFRs, policy and compliance requirements for the charity, and charity risks.

With respect to the review of options to devolve authority to Directorate fund managers, it was recommended that progression of this work be an action for the Bids Panel, for discussion and approval by the Charity Committee.

Work in respect of the funding arrangements for Community First Responders arena had not been progressed by the Task & Finish Group due to other pressures and it was recommended that this be received by the Committee at its meeting in October as a stand-alone item.

With respect to the task to develop a charity compliance register, it was recommended that the Board Secretary and the Charity Finance Officer develop the compliance register and that this be received by the Committee at its meeting in October.

**RESOLVED:**

**That the progress made detailed in the Charitable Funds Task and Finish Group Closure report was noted and the recommendations accepted.**

**34/23 BIDS PANEL HIGHLIGHT REPORT**

The Committee received the highlight report from the meeting of the Bids Panel held on 29 June 2023. The Panel considered nine applications since the last

meeting and approved a total spend of £6,016, which included the refurbishment of two rooms into Zen rooms at Vantage Point House (VPH), a TV, air fryer, a memorial bench for the late Huw Philips and a sound bath experience (related to wellbeing) in VPH. Feedback will be sought on the staff experience from these purchases, including as part of the lived experience for a future Committee meeting.

Two applications were not discussed in detail as one of the applications related to improving the outdoor space at Ty Elwy. Work was already ongoing in the background looking at biodiversity together with elements included within the request. The other application related to an issue with a leased building, and it was advised that the requestor contact the Trust's Estates Team help desk for advice. One application was unsuccessful on this occasion.

**RESOLVED:**

**That the Bids Panel Highlight Report from June 2023 was received, and that feedback from the successful applications be fed back by way of the lived experience for a future meeting.**

### **35/23 BURSARY PANEL UPDATE**

The Bursary Panel approved six applications totalling £4,063, including a call handler who is benefiting from a programme to support their long-term future at the Trust.

Further discussion is to take place at the next Committee meeting on the future allocation of funding for bursaries, as these are currently funded from the revaluation reserve.

Members discussed the potential pay back of funds by successful applicants should they leave the Trust within a specific timeframe and agreed it could be progressed if required.

**RESOLVED:**

**That the Bursary Panel Report from the April 2023 meeting was received, and the discussion regarding the allocation of funding for bursaries will be reviewed and brought back to a future meeting of the Committee.**

### **36/23 COMMITTEE CYCLE OF BUSINESS 2023-24**

The Board Secretary confirmed that this was a similar format to that received by other Committees. The need to flex some items was noted and no issues were raised. Members were content with the report.

**RESOLVED: That the Cycle of Business for 2023-24 was approved.**

### **37/23 COMMITTEE PRIORITIES & CYCLE OF BUSINESS MONITORING REPORT**

It was noted that the Committee was making good progress against its two priorities for 2023/24:

- To oversee implementation of the recommendations from the charity's strategic review, and to ensure that the Charitable Funds Task & Finish group remit and work plan is adjusted; accordingly, and
- To continue discussions (through the Charitable Funds Task & Finish Group) regarding risks affecting the charity, and to ensure that the agreed risks are included on the WAST organisational Risk Register.

**RESOLVED: That the progress was noted.**

### **38/23 CHARITY COMMITTEE REPORT TO BOARD [APRIL 2023]**

The Committee received the Charity Committee (previously the Charitable Funds Committee) Highlight Report to the Board from its meeting in April 2023. There were no alerts raised from this meeting.

### **39/23 BIDS PANEL MINUTES [MARCH 2023]**

The Committee received the minutes of the meeting of the Bids Panel from the meeting held on the 23 March 2023.

### **40/23 ANY OTHER BUSINESS**

The postponement earlier in the year of the face-to-face meeting was raised. Members were content with the virtual meetings and felt they worked well. A potential hybrid meeting could be arranged if needed.

### **41/23 DATE OF NEXT MEETING – 9 October 2023**

The next meeting of the Committee is scheduled for the 09 October 2023.