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

## **CONFIRMED MINUTES OF THE MEETING OF THE CHARITY COMMITTEE HELD ON 22 AUGUST 2024 VIA TEAMS**

### **MEMBERS:**

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

### **IN ATTENDANCE:**

Julie Boalch	Head of Risk/Deputy Board Secretary
Lee Brooks	Executive Director of Operations
Estelle Hitchon	Director of Partnerships and Engagement
Caroline Jones	Corporate Governance Officer
Trish Mills	Director of Corporate Governance/Board Secretary
Hugh Parry	Trade Union Partner
Andy Swinburn	Executive Director of Paramedicine
Chris Turley	Executive Director of Finance and Corporate Resources
Damon Turner	Trade Union Partner
Marcus Viggers	Trade Union Partner

### **APOLOGIES:**

Jo Kelso	Head of Workforce Education and Development
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### **35/24 WELCOME AND APOLOGIES**

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

### **36/24 DECLARATIONS OF INTEREST**

There were no additional declarations to those already recorded on the Trust Register of Interests.

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

### **37/24 MINUTES OF PREVIOUS MEETING**

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

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

### **38/24 ACTION LOG**

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

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

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

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

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

### **39/24 BIDS PANEL LIVED EXPERIENCE**

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

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

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

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

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

**RESOLVED: That**

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

#### **40/24 CHARITY PERFORMANCE REPORT**

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

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

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

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

## 41/24 FINANCE UPDATE

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

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

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

### **RESOLVED: That**

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

## 42/24 CHARITY RESOURCING

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

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

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

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

**RESOLVED: That the**

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

#### **43/24 RISK MANAGEMENT REPORT**

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

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

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

#### **44/24 BIDS PANEL HIGHLIGHT REPORT**

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

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

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

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

The Committee were assured that the Bids Panel had applied the Healthcare Financial Management Association guidance for use of charitable funds in the NHS when considering applications, to ensure that the bids were considered in relation to the charity's objects and the public benefit requirements.

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

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

#### **45/24 CONSENT ITEMS**

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

**RESOLVED: That the items were for information only.**

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

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

#### **47/24 ANY OTHER BUSINESS**

None discussed.

#### **48/24 DATE OF NEXT MEETING**

The next meeting of the Committee is scheduled for 8 October 2024.