

## **CONFIRMED MINUTES OF THE MEETING OF THE CHARITABLE FUNDS COMMITTEE HELD ON 10 OCTOBER 2022 VIA TEAMS**

### **MEMBERS:**

Ceri Jackson	Chair & Non Executive Director
Kevin Davies	Non Executive Director
Bethan Evans	Non Executive Director
Hannah Rowan	Non Executive Director

### **IN ATTENDANCE:**

Julie Boalch	Head of Risk and Deputy Board Secretary
Jon Edwards	Assistant Director of Operations (for Lee Brooks)
Estelle Hitchon	Director of Partnerships and Engagement
Caroline Jones	Corporate Governance Officer
Navin Kalia	Assistant Director of Finance and Corporate Resources
Jo Kelso	Head of Workforce Education and Development
Angela Lewis	Director of Workforce and OD
Trish Mills	Board Secretary
Bernadette Mitchell	Finance Assistance – Charitable Funds
Hugh Parry	Trade Union Partner
Jessica Price	Deputy Head of Financial Accounting
Andy Swinburn	Director of Paramedicine
Chris Turley	Director of Finance and Corporate Resources
Damon Turner	Trade Union Partner
Marcus Viggers	Trade Union Partner

### **GUEST:**

Nicola Llewelyn	Head of Hywel Dda University Health Board Charity
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### **APOLOGIES:**

Lee Brooks	Director of Operations
Jill Gill	Head of Financial Accounting

## **44/22 WELCOME AND APOLOGIES**

The Chair welcomed everyone to the meeting and introduced Nicola Llewelyn, who had agreed to attend the meeting to share the maturity journey and lessons learned from Hywel Dda charity.

It was noted that the Bids Panel lived experience item would be deferred from this meeting to the January 2023 meeting due to members involved in the

making of the video, not able to match availability with communications colleagues.

#### **45/22 MINUTES OF PREVIOUS MEETING**

The Minutes of the 6 July 2022 meeting were approved as a correct record.

**RESOLVED: That the minutes be approved as a correct record.**

#### **46/22 ACTION LOG**

**14/22a– Finance Update- Full Audit discussions** - The Director of Finance and Corporate Resources updated the Committee on the discussions that had been held with Audit Wales. Resourcing was an issue for Audit Wales however, they confirmed their commitment to deliver a full audit of the charity accounts for 2021/22 by the prescribed deadline of 31 January 2023. The timings of the work may need to be flexible with Audit Wales, appreciating the internal governance the accounts needed to go through prior to submission to the Charities Commission.

**14/22b – Applications to NHSCT** – this was covered as part of the finance update agenda item see minute ref 47/22. Item to remain open until applications submitted.

**38/22a, 38/22b and 39/22b** were all closed due to being covered within agenda items.

**39/22a Strategic Review Update** - A consultant had been appointed and had started the strategic review. The action was closed.

**40/22 – Charitable Funds Task & Finish Group Recommendations** – It was noted that the work programme would report through the committee and therefore the action could be closed.

**RESOLVED: That**

**1) action 14/22a and 14/22b to remain open with updates to the next meeting of the Committee.**

#### **47/22 HYWEL DDA UNIVERSITY HEALTH BOARD CHARITY MATURITY AND LESSONS LEARNED**

The Director of Partnerships and Engagement introduced Nicola Llewelyn and thanked her for taking the time to share the Hywel Dda story with the committee.

Nicola shared how the original charity was originally managed by Finance colleagues before the introduction of a fundraising team in 2013. In 2012, three separate former LHB charities merged in 2012 which created a period of unrest and a decline in income for the first financial year.

Following a growth period of nine years, there are currently nine full time members of staff comprising of fundraisers, communications and administrative

support which has increased income which for the first time in 2020/21 exceeded £2.5m.

She noted how staff were both the charity's supporters and critics throughout their journey and emphasised the need for engagement and communication. During a survey they undertook with staff in the early stages, it was evident that staff were not aware of the official charity or its role which shaped future operational workplans.

While initial focus was on fundraising, ensuring easy access for staff to spend the funds was not fully considered and these improvements followed later. Staff also needed to be aware of what the funds could be spent on and Nicola agreed to share their eligible criteria with the Trust. An amendment to their Scheme of Delegation empowered local staff to make decisions quickly.

Nicola went on to say that declarations of interest should be considered noting that some key figures may also be involved with external charities and the role of these interests should be made clear.

Members noted that the WAST charity currently only had one dedicated member of staff. Following the conclusion of the review, that is being commissioned to look at the charity strategy, the basic infrastructure would need to be reviewed in order to progress the charity.

Members were keen to learn how territorial issues had been overcome at Hywel Dda. The issue of merging funds had been discussed in the past at the Committee with respect to the regional funds held for North, Central & West and South East which staff were hesitant about merging.

Nicola Llewelyn confirmed that for larger schemes funded by their charity it was encouraged that an equality impact assessment is attached to them where appropriate.

The Chair thanked Nicola for her time and sharing both the things that had gone well and those areas that the Trust should look at, as part of its own journey.

**RESOLVED: That a focus on staff engagement, accessibility of funding for staff, streamlining funds, automated processes, and conflicts of interests were key to bear in mind for the Trust as it embarks on its own journey with the WAST charity.**

## **48/22 STRATEGIC REVIEW UPDATE**

The Director of Partnerships and Engagement confirmed Patrick Boggan had been appointed to review the Trust's Charity and had been provided with documents both from herself and the Board Secretary in order for him to assess how the Trust was currently structured.

It was agreed that an update from Patrick would be helpful for Committee members at the next meeting and the Committee were keen for him to explore the potential for the charity to support staff in terms of the current cost of living

crisis above those measures already in place, which had come about since the original specification was agreed.

Non Executive Kevin Davies asked for an amendment to paragraph nine of the proposal, where he was listed as Chair of the Committee.

The Director of Partnerships and Engagement reiterated the need to consider what the minimum staffing required would be to make progress in order to invest further in our patients and staff. She also confirmed thought would need to be given as to how and when to consult with staff allowing time for reflection once the outcome of the review was known, together with the upcoming winter pressures for staff, recognising that a delay in consulting with staff may be of more benefit to the charity. Members recognised the need to make staff aware of the journey the charity was embarking on.

**RESOLVED: That Patrick Boggan be invited to the next meeting of the Committee to update members on progress to date.**

## **49/22 FINANCE UPDATE**

The Director of Finance and Corporate Resources introduced the paper and gave a brief overview of three main areas:

**1) Investment fund and market performance** – with the recent volatility of the markets following the mini budget, a further dip was seen however, once the market recovered slightly, an improvement of 80% was noted.

Due to the type of funds held, updates on these were only available weekly and the Trust was monitoring the fund on this basis with escalation procedures in place.

It was also recognised that the policy does not allow for more than 50% of total cash funds to be invested and that, as expenditure was approved, the ratio would also need to be considered.

**2) Grants** – The stage one grant received by the Trust from NHSCT was required to be evaluated by 12<sup>th</sup> September 2022. This highlighted that there was a sum of £21k to be expended by March 2023. The Trust requested an adaptation to the funding to support the men's rugby team for this season and to fund two Mind Over Mountains sessions which had previously been approved by the bids panel. NHSCT approved this adaptation application.

**3) Bursary scheme** – The Director of Finance and Corporate Resources sought approval from the Committee to fund a further round of the bursary scheme to the value of £15,000. The funding of the Bursary would be further explored during the strategic review which was progressing on the overall future direction of the Charity.

**RESOLVED: That**

**1) the monitoring of the investment fund was noted;**

**2) the amendment to the stage one grant received, approved by NHSCT, was noted; and**

**3) the Committee approved the £15,000 for the next round of the bursary scheme.**

## **50/22 CHARITABLE FUNDS TASK & FINISH GROUP**

The Board Secretary confirmed that whilst there was an alert in the highlight report around resourcing, the task and finish group were aligned to that need.

The terms of reference and workplan for the task and finish group were presented to the Committee for approval, noting that much of the work from the group would be done in parallel with the development of the charity's strategy.

Meetings were scheduled until March after which a closing report would be presented to the Committee.

The Board Secretary confirmed that risks had been discussed within the group with some specific risk themes around governance, operations, reputation etc. These would be further explored in future meetings.

Learning from the discussion held earlier around the Hywel Dda charity journey, the Chair was keen to learn if there would be an amendment to the Trust's scheme of delegation. The Board Secretary confirmed that the group had had conversations around potential devolved authority, which required strong governance and would be a decision for the Trustees once the options had been presented and discussed by the group.

**RESOLVED: That the terms of reference and the work programme for the task and finish group were approved.**

## **51/22 CYCLES OF BUSINESS**

The Board Secretary confirmed the same format for this Committee's cycle of business as had been used in other committees in that the red text was a direct lift from the terms of reference, which provides the ability to look at what is required with a look at what is coming forward in the black text.

More detail on pre- and post-committee forums would be available as the cycle evolved, which would ease the planning of the agenda.

It was noted that strategy is delivered through the Integrated Medium Term Plan (IMTP), with the Finance and Performance Committee overseeing that. If the charity strategy implementation was to be part of the IMTP it would follow the same line, however that will be reviewed as the Charity's strategy progresses.

The Board Secretary also confirmed that this was the only committee that had any sub-committees reporting into it i.e. the Bids Panel, Bursary Panel and the Task and Finish Group.

**RESOLVED: that the cycle of business was approved and were the sub-committees reporting to the committee.**

## **52/22 BIDS PANEL UPDATE**

The Chair of the Bids Panel updated members on a couple of key issues namely relating to the ongoing discussions around the restricted fund for Barmouth and how that could be progressed together with the staff lottery which had been well received and had agreement to be taken forward.

She went on to explain that the Panel had recently approved applications in the sum of £59,021.

The Chair of the Panel highlighted the conversations which had been had at the Panel meeting where it was unclear on the processes and liability examples of which related to injuries which may result in using gym equipment funded from the charity, and how the organisation could be assured that the Trust was operating safely and within the realms of legal requirements. The Panel felt a framework was needed. The Director of Finance and Corporate Resources felt that staff needed to take some personal responsibility when using on site equipment together with some signage would be sufficient. The Chair agreed to take an action to meet with Health & Safety colleagues and Estates colleagues to discuss organisation wide guidance in this regard.

Another area the Panel wished to raise with the Committee for a view was the position for replacing sofas for stations. The Charity had previously funded the difference in cost from standard Trust issue to the requirements of the application. It was identified that there was no Trust budget for such items to be replaced, therefore the Charitable Fund would be the only option for funding at this time.

The Director of Finance and Corporate Resources agreed that sofas should be considered on a case by case basis due to the Trust not having any central funding for such items. It was also noted that in replacing standard Trust issue items, there would be a risk that, in time, there would be no consideration given by the Trust in providing a budget if the charity has been funding such items.

The Director of Paramedicine expressed his concern that a limited view had been taken around the flu incentive application and whilst evidence was not able to be provided that the incentive had improved uptake, he pointed out that similarly the impact on staff welfare having outside furniture could not be quantified. He asked the Committee to note that the flu incentive had potential to save lives of staff, patients and their families. The Chair of the Bids Panel agreed to speak to the Director of Paramedicine outside of the Committee with regard to the flu incentive application, noting that the bid had not been outright rejected, rather moral implications of incentivising vaccines had been raised and the panel had requested further evidence on the impact of the incentive scheme.

The Head of Risk/Deputy Board Secretary confirmed that the promotion of both the men's and women's rugby teams with the support of Communication colleagues would be progressed and that the NHSCT stage one grant which needed to be utilised by 31 March 2023 would be supporting this.

The Board Secretary confirmed that the Bids Panel has guidance in place which is available to staff and which guides their decisions. In order to strengthen this it was proposed that this is a policy going forward.

**RESOLVED: That**

- 1) the approval of the five applications over two meetings was noted;**
- 2) the promotion of both the men's and women's rugby teams with the support of Communication colleagues be progressed with the stage one NHSCT grant which needed to be utilised by 31 March 2023; and**
- 3) a success story be brought to the next meeting of the Committee.**

**53/22 BURSARY PANEL UPDATE**

The Head of Workforce Education and Development, apprised the Committee of the changes made to the application process to provide support for staff to put together a quality application. She also confirmed that a clear objective method for making assessments that supported the Trust's principles of merit and equity was in place.

The Head of Workforce Education and Development went on to say the alert within the highlight report had been resolved earlier in the meeting with the approval of the funding for the bursary scheme.

It was noted that four of the applications were for MSCs and Head of Workforce Education and Development confirmed that herself and the Director of Paramedicine would be working with Health Education and Improvement Wales (HEIW) to look at formalising the route as it was becoming part of our specialist service. She did confirm that the process would take some time to be realised.

Members noted that Swansea University had booked to experience the immersive suites to assist students with their journey in regard to their development. All M4 corridor students involved in MSC palliative care would also be using the suite.

Year three students applying for funding via the Bursary Scheme were advised on potential areas for their dissertations that would bring something back to the service e.g. pre hospital care or urgent care.

It was also recognised that the pilot work with Swansea Bay in respect of the palliative care paramedic work was well supported and was due to be expanded to Cardiff and Vale.

It was agreed that a lived experience on palliative care would be welcomed by the Committee at its meeting in January.

**54/22 KEY MESSAGES FOR BOARD**

- 1) the engagement of Patrick Boggan to review the Charity's strategic direction.
- 2) the insight from the Head of Hywel Dda Charity relating to lessons learned.
- 3) the approval of £15k for the Bursary Scheme.
- 4) the terms of reference and workplan for the Task & Finish group were approved.
- 5) the approval of the cycle of business for the Committee.
- 6) Grants available from NHSCT
- 7) the fluctuation in the investment fund.
- 8) Bids Panel approval of applications in the sum of £59,021.
- 9) Bursary Panel approval of applications to the sum of £13,400.50
- 10) Committee priorities set for 2022/23 are making progress.

**55/22 DATE OF NEXT MEETING – 21 November 2022**