

## **CONFIRMED MINUTES OF THE MEETING OF THE CHARITABLE FUNDS COMMITTEE HELD ON 21 NOVEMBER 2022 VIA TEAMS**

### **MEMBERS:**

Ceri Jackson	Chair & Non Executive Director
Kevin Davies	Non-Executive Director
Bethan Evans	Non-Executive Director

### **IN ATTENDANCE:**

Julie Boalch	Head of Risk/Deputy Board Secretary
Lee Brooks	Director of Operations
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
Chris Turley	Director of Finance and Corporate Resources
Marcus Viggers	Trade Union Partner

### **APOLOGIES:**

Hannah Rowan	Non-Executive Director
Andy Swinburn	Director of Paramedicine
Damon Turner	Trade Union Partner

### **56/22 WELCOME AND APOLOGIES**

The Chair welcomed everyone to the meeting and noted that Jessica Price and Bernadette Mitchell were in attendance in Jill Gill's absence.

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

### **57/22 MINUTES OF PREVIOUS MEETING**

The Minutes of the 10 October 2022 meeting were approved as a correct record.

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

**58/22 ACTION LOG**

**14/22a– Finance Update- Full Audit discussions** - The Director of Finance and Corporate Resources agreed to update the Committee during the related item on the agenda.

**14/22b – Applications to NHSCT** – Item to remain open until applications have been submitted. No update on this at the November meeting.

**RESOLVED: That action 14/22a was to be discussed later in the meeting.**

**59/22 DRAFT ANNUAL REPORT AND DRAFT ACCOUNTS FOR PERIOD 1 APRIL 2021 – 31 MARCH 2022**

The Director of Finance and Corporate Resources confirmed that this year there was a slightly different approach to the approval of the annual report and accounts, as the draft accounts were presented for information only at this stage.

The Director of Finance and Corporate Resources suggested that members may wish to consider the timing and sequencing going forward, noting that comments would be welcomed on the annual report following its presentation today. It was agreed that tabling the annual report earlier in year would enable members to review the content more easily.

The Deputy Head of Financial Accounting provided members with the key elements of the accounts which was a factual description and explained the movement of grant funds to a restricted fund was in line with the grant guidelines for expenditure.

The Annual Report had been drafted in consultation with the Board Secretary, largely based on previous years. It was noted that there were some amendments yet to be made for the final version which included a foreword from the Chair to set out some of the achievements and ambition going forward. Members noted that there was no Manual for Accounts for the Charity as there was for the Trust's Annual Report; Health Boards had taken various approaches for theirs.

Suggestions had been made for the inclusion of a self-assessment to evidence compliance from a regulatory and statutory perspective for the 2022/23 report, noting that together with the conclusions of the strategic review, the report could be a key promotional document for the Charity.

The Director of Finance and Corporate Resources updated members on the position with the external audit, and noted that he has impressed the importance of complying with the audit timelines. Audit Wales had confirmed they would start the audit in early December, however a definitive start date is yet to be agreed.

**RESOLVED: That**

- 1) the Deputy Head of Financial Accounting work with the Board Secretary and Non-Executive Director, Kevin Davies, to agree the wording around the ambition and strategy for the foreword of the annual report; and**
- 2) the annual report be tabled at the October meeting in 2023 to allow for comments to be fed back.**

**60/22 STRATEGIC REVIEW UPDATE**

The Director of Partnerships and Engagement confirmed that the consultant had met with various staff to inform his review, which had provided both interesting and varied conversations. This would ultimately lead to some decisions for the Committee and Trustees to make around the art of the possible going forward in respect of the options available for the future direction of the Charity. The report would also consider fundraising opportunities and how they may look.

It was hoped that the report would be finalised in time for the Committee to consider at its next meeting in January 2023 and the consultant would be invited to discuss the findings with the Committee.

The Board Secretary suggested that time be set aside at the Board Development session in February to allow further discussions on the options and possibilities available to the Charity, with a view to the Trustees being able to make a decision in March.

Members agreed that there would not be any immediate changes from 1 April 2023, and that this would be the start of the journey the charity was embarking on.

**RESOLVED: That**

- 1) the consultant be invited to discuss the findings of the review with Committee at its January meeting; and**
- 2) time be allocated at a Board Development Session to discuss the findings of the review.**

**61/22 KEY MESSAGES FOR BOARD**

- 1) the Chair agreed to provide a verbal update to Board Members;
- 2) confirmation that Audit Wales will be commencing the full audit early December;
- 3) time at a Board Development session be set aside to review the options following the conclusion of the review.

**62/22 DATE OF NEXT MEETING – 9 January 2023**