

Bundle Charity Committee 2 April 2026

Agenda attachments

- Item 00 Charity Committee Agenda 2 April 2026
- 0 09:00 – OPENING ITEMS
- 1 09:05 – Chair's Welcome, Apologies and Quorum
- 2 Declarations of Interest
 - Item 02 Board Member Register of Interests – 25 March 2026
- 3.1 Minutes of the Last Meeting: 13 January 2026
 - Item 03.1 2026-01-13 Draft Charity Committee Minutes
- 3.2 Highlight Report: 13 January 2026 meeting
 - Item 03.2 – Charity Committee Highlight Report 13 January 2026
- 4.1 Action Log & Matters Arising
 - Item 04.1 Actions and Decisions Log – Charity Committee (Public)
- 4.2 Feedback from Corporate Trustee meeting from Chair (29 January 2026)
- 4.3 FOR APPROVAL, ASSURANCE AND DISCUSSION
- 5 09:05 – Charity Performance Report
 - Item 05 Charity Performance Update_2 April 2026
 - Item 05 Annex 1 Charity Performance Report_April 2026
 - Item 05 Annex 2 NHSCT Stage 3 End of project report Covid 19 Recovery Grant
- 6 09:15 – Charity Funds Finance Report
 - Item 06 Finance Update Report
 - Item 06 Annex 1 Charitable Cash & Donation Handling Procedure
- 7 09:25 – Options for Appointment of External Lottery Manager
 - Item 07 Options for Appointment of External Lottery Manager
- 7.1 09:45 – Comfort Break
- 8 09:55 – Risk Management Report and Board Assurance Framework
 - Item 08 Risk Management Report Charity Committee 020426
 - Item 08 Annex 1 Charity Risk Register 190326 tab1
 - Item 08 Annex 1 Charity Risk Register 190326 tab2
- 9 10:00 – 2025/26 Quality & Governance Review for April 2026
 - Item 09 CC 2025-26 Quality and Governance Review for April 2026
 - Item 09 Annex 1 Draft Charity Committee Annual Report for CC 2 April 2026
 - Item 09 Annex 2 Charity Committee Cycle of Business 2026-27 for approval by CC 020426 tab1
 - Item 09 Annex 2 Charity Committee Cycle of Business 2026-27 for approval by CC 020426 tab2
- 10 10:10 – Bids Panel Highlight Report 06 March 2026
 - Item 10 Bids Panel AAA Highlight Report 06 March 2026
- 11 10:20 – Bursary Panel Highlight Report 08 January 2026
 - Item 11 Bursary Panel AAA – 08 Jan 2026
- 11.1 CONSENT ITEMS
- 11.2 There were no consent items
- 11.3 10:30 – CLOSING ITEMS
- 12 Reflections
- 13 Any Other Business
- 14 Date of Next Meeting: 7 July 2026

Length of Meeting: 01:40		Agenda Status:		2 April 2026 - [PUBLIC] CHARITY COMMITTEE [VIRTUAL ONLY, CERI JACKSON TO CHAIR]				Deadline for Papers: 23 March 2026		Last good practice Exec Review: 18 March 2026	
Time	Mins allotted	Agendum	Title	Item for	Item requested by	Format of Item	Paper prepared by	Item presented by	Colleagues to cc	Scheduled at ELT	Further approval route (if app.)
OPENING ITEMS											
09:00	00:05	1	Chair's Welcome, Apologies and Quorum	Information	Standing	n/a	n/a	Ceri Jackson (deputy)	n/a		
		2	Declarations of Interest	To State Conflicts	Standing	n/a	n/a	Ceri Jackson (deputy)	n/a		
		3	3.1 Minutes of the Last Meeting: 13 January 2026 3.2 Highlight Report: 13 January 2026 meeting	Approval	Standing	n/a	n/a	Ceri Jackson (deputy)	Alex Payne		
		4	4.1 Action Log & Matters Arising 4.2 Feedback from Corporate Trustee meeting from Chair (29 January 2026)	Discussion	Standing	n/a	n/a	Ceri Jackson (deputy)	n/a		
FOR APPROVAL, ASSURANCE AND DISCUSSION											
09:05	00:10	5	Charity Performance Update	Assurance	CoB	Paper	Partnerships	Estelle Hitchon	David Hopkins		
09:15	00:10	6	Charity Funds Finance Update (including Charity Cash and Donation Handling Procedure)	Assurance	CoB	Paper	FinCor	Chris Turley	Ed Roberts, Bernie Mitchell		
09:25	00:20	7	Options for Appointment of External Lottery Manager	Approval	Ad Hoc	Paper	FinCor	Estelle Hitchon	David Hopkins		
09:45	00:10	Comfort Break									
09:55	00:05	8	Risk Management Report and Board Assurance Framework	Assurance	CoB	Verbal	Gov	Julie Boalch	n/a		
10:00	00:10	9	2025/26 Quality Governance Reviews: - Committee Annual Report 2025/26 - Cycle of Business 2026/27	Approval	CoB	Paper	Gov	Trish Mills	Alex Payne		
10:10	00:10	10	Bids Panel Highlight Report 06 March 2026	Approval	CoB	Paper	Gov	Leanne Smith	n/a		
10:20	00:10	11	Bursary Panel Highlight Report 08 January 2026	Approval	CoB	Paper	People	Jo Kelso	n/a		
CONSENT ITEMS											
There were no consent items											
CLOSING ITEMS											
10:30	00:10	12	Reflections	Discussion	Standing	n/a	n/a	Ceri Jackson (deputy)	n/a		
		13	Any Other Business	Discussion	Standing	n/a	n/a	Ceri Jackson (deputy)	n/a		
		14	Date of Next Meeting: 7 July 2026	Information	Standing	n/a	n/a	Ceri Jackson (deputy)	n/a		
10:40	01:40	CLOSE									

LEAD PRESENTERS

Name	Position
Ceri Jackson	Non-Executive Director and Deputy Committee Chair
Julie Boalch	Assistant Director of Corporate Governance/ Risk, Chair of Bids Panel
Estelle Hitchon	Director of Partnerships & Engagement
David Hopkins	Head of Charity
Jo Kelso	Head of Workforce Education and Development, Chair of Bursary Panel
Trish Mills	Director of Corporate Governance/Board Secretary
Leanne Smith	Assistant Director, Digital Services, Chair of Bids Panel
Chris Turley	Executive Director of Finance and Corporate Resources

Name	Position	Declaration	Interest Type	Date Interest Started	Date Interest Ended	Left Trust
BEAUMONT-WOOD, Rhiannon	Non-Executive Director * Member of the Remuneration Committee * Member of the the Audit, Risk and Assurance Committee * Member of the Quality, Patient Experience and Safety Committee	Dorset Integrated Care Board (NHS Dorset), Non-Executive Director	Financial Interest	May 2023		08-Feb-26
		Nursing and Midwifery Council (NMC), Designated Council Member for Wales	Financial Interest	June 2024		
		RBW Executive and Professional Coaching Ltd, Company Director (Company No 14938585) and Shareholder	Financial Interest	June 2023		
		Currently on coaching framework with Health Education and Improvement Wales	Financial Interest	June 2024		
		Registered Nurse (NMC)	Non-Financial Professional	January 1985		
		Registered Specialist Community Public Health Nurse	Non-Financial Professional	September 1996		
BEESLEE, Jayne	Non-Executive Director * Chair of the Finance and Performance Committee * Member of the Remuneration Committee * Member of the Academic Partnership Committee	Employment for interim assignments via Public Sector Resourcing (an agency) regarding the review of major UK government programmes (remunerated net of tax via an Umbrella Company - Danbro Employment Umbrella Ltd)	Financial Interest	01 October 2023		
		Member Representative on the UK Civil Service Pension Board	Non-Financial Personal	01 October 2019		
		Governor on the Finance & General Purposes Committee of Cardiff and Vale Further Education College	Non-Financial Personal	01 February 2024		
		Fellow Chartered Institute of Personnel & Development	Non-Financial Personal	01 April 2006		
BROOKS, Lee	Executive Director of Operations	Partner employed by Welsh Ambulance Services NHS Trust	Any Other Interest	July 2019		
		Member of the Order of St John	Any Other Interest	01 March 2023		
		Volunteer – St John's Ambulance Cymru	Any Other Interest	06 April 2023		
		Council Member – St John's Ambulance Cymru Gwent Council	Any Other Interest	06 April 2023		
		Trustee of Action for Children [1097940]	Position in Charity or Voluntary Organisation	01 February 2021		
CURRAN, Peter	Non-Executive Director * Chair of the Audit, Risk and Assurance Committee * Chair of the Charity Committee * Member of the Finance and Performance Committee * Member of the Remuneration Committee	Company Director - Action for Children [04764232]	Directorships	01 February 2021		
		Company Director - Action for Children (Wales) Ltd [10011497]	Directorships	05 April 2022		
		Trustee of National Youth Arts Wales [1170643]	Position in Charity or Voluntary Organisation	06 May 2021		
		Company Director - National Youth Arts Wales [10449512]	Directorships	06 May 2021		
		Non-Executive Director for Taff Housing	Position in Charity or Voluntary Organisation	01 May 2022	17 July 2025	
		Chair - Taff Housing Association	Any Other Interest	17 July 2025		
		Company Director - Team Police Ltd [12518812]	Directorships	01 January 2022	31 October 2024	
		Independent Board Member of the Project Board - National Contemporary Art Gallery for Wales	Any Other Interest	01 January 2024	30 September 2025	
		Interim Finance Director for Torfaen Leisure Trust	Directorships	01 September 2023	29 February 2024	
		Member of Governing Body / Independent Member – Kaplan International Colleges UK Ltd [05268303]	Directorships	01 March 2024		
		Independent Member - Kaplan Open Learning (inc member of the Audit & Risk Committee)	Directorships	21 March 2024		
DENNIS, Colin	Chair of Trust Board and Non-Executive Director * Chair of Remuneration Committee	Chair - Citizen Housing [Charity] (previously WM Housing Group)	Position in Charity or Voluntary Organisation	01 January 2015	January 2025	
		Company Director - Citizen Treasury PLC (previously WM Housing Treasury Ltd)	Directorships	29 August 2017		
		Company Director - Citizen Treasury Vehicle Ltd	Directorships	04 September 2017		
		Chair - North Devon Homes	Position in Charity or Voluntary Organisation	01 October 2021	January 2025	
		Company Director - North Devon Homes	Directorships	01 April 2022		
		Chair - Green Square Accord (Housing Association)	Position in Charity or Voluntary Organisation	26 March 2024		
		Company Director - LowCarbonLiving Homes Ltd [04207671]	Directorships	26 March 2024		
		Company Director - Green Square Estates Ltd [8719365]	Directorships	26 March 2024		
EVANS, Bethan	Non-Executive Director * Chair of Quality, Patient Experience & Safety Committee * Member of Finance & Performance Committee * Member of People & Culture Committee * Member of Remuneration Committee	Chief Executive Officer (Employed) at My Choice Healthcare Limited.	Any Other Interest	01 June 2019		
		Non-Executive Board Member at Beacon Housing (Social Housing Organisation - Community Benefit Society)	Position in Charity or Voluntary Organisation	01 November 2019		
		Company Director - My Choice Healthcare South Wales Limited	Directorships	11 March 2020		
		Company Director - Moorlands Rehabilitation (Staffordshire) Limited.	Directorships	20 December 2019		
		Company Director - Moorlands Property Ltd	Directorships	16 August 2022		
		Company Director - Springfield (Bargoed) Limited.	Directorships	12 March 2020		
		Company Director - Springfield Property Lettings Ltd	Directorships	16 August 2022		
		Company Director - Homes of Excellence Limited	Directorships	19 March 2021		
		Company Director - Victoria House Care Property Limited	Directorships	05 March 2020		
		Company Director - My Choice Healthcare (Four) Limited	Directorships	27 April 2022		
		Company Director - Luk Ros Property Limited	Directorships	12 March 2020		
		[Previously called Homes of Excellence Healthcare Limited, Company name changed 12.08.2022 - #12513139]	Directorships	12 March 2020		

Name	Position	Declaration	Interest Type	Date Interest Started	Date Interest Ended	Left Trust
EVANS, Bethan [continued]	Non-Executive Director * Chair of Quality, Patient Experience & Safety Committee * Member of Finance & Performance Committee * Member of People & Culture Committee * Member of Remuneration Committee	Company Director - Hawthorn Court Property Limited	Directorships	27 April 2022		
		[Previously called My Choice Healthcare (Three) Limited, Company name changed 12.08.2022 - #13371375]	Directorships	27 April 2022		
		Company Director - Ocean Living Property Limited	Directorships	22 July 2022		
		Company Director - Hawthorn Court Care Limited	Directorships	22 July 2022		
		Company Director - Glynconel Property Limited	Directorships	01 July 2022		
		Company Director - My Choice Healthcare (Two) Limited	Directorships	01 July 2022		
		Company Director - Carmarthen Care Limited	Directorships	02 January 2024		
		Company Director - Towy Castle Property Limited	Directorships	01 September 2023		
		Company Director - Glamorgan Care Ltd	Directorships	25 October 2024		
		Company Director - The Mountains Care Ltd	Directorships	09 December 2024		
		Company Director - Alexandra House Care Ltd	Directorships	24 June 2024		
		Company Director - Alexandra House Property Ltd	Directorships	24 June 2024		
		Company Director - My Choice Healthcare Seven Ltd	Directorships	22 October 2024		
		Company Director - Danygraig Property Ltd	Directorships	10 December 2024		
		Company Director - The Mountains Property Ltd	Directorships	09 December 2024		
HITCHON, Estelle	Director of Partnerships and Engagement	Member of Academi Wales Expert Panel	Position in Charity or Voluntary Organisation	15 July 2024		
		Independent Governor (Non-Executive Director), Coleg Sir Gar/Coleg Ceredigion	Non-Financial Personal	01 January 2025		
HUTCHINGS, Hayley	Non-Executive Director * Member of the Remuneration Committee * Member of the Academic Partnership Committee * Member of the People and Culture Committee	Employed at Swansea University, Professor of Health Services Research	Financial Interest	17 June 1995	31 May 2025	
		Emeritus Professor, Swansea University	Non-Financial Professional	31 May 2025		
		Consultancy (temporary cover for the Director of Operations - Clinical Trials Unit) at Wolverhampton University	Financial Interest	10 October 2025	31 December 2025	
JACKSON, Ceri	Non-Executive Director & Vice Chair of the Trust Board * Chair of the People and Culture Committee * Member of the Charity Committee * Member of Audit Committee * Member of Quality, Patient Experience & Safety Committee * Member of Remuneration Committee	Management Consultant primarily working in third sector	Interest in Companies and Securities	01 May 2019		
		Associate Director of SamKat Consulting Ltd in my capacity as self-employed management consultant	Directorships	01 June 2021		
		Charity Trustee - Stroke Association Trustee, Chair Wales Advisory Group.	Position in Charity or Voluntary Organisation	08 October 2020		
		Charitable Company - Stroke Association - Company Director	Directorships	08 October 2020		
KNEESHAW, Carl	Director of People	Chartered Fellow of Chartered Institute of Personnel and Development	Personal or Departmental Sponsorship	April 2020		
		Fellow of Institute of Leadership	Personal or Departmental Sponsorship	October 2020		
		Safeguarding Lead for local outreach charity, Brunstad Christian Church - Huntworth, Bridgwater, Somerset	Position in Charity or Voluntary Organisation	September 2018		
LEWIS, Angela	Director of Culture Change	Nil Declaration				
MARSH, Rachel	Executive Director of Strategy, Planning and Performance	Nil Declaration				
MILLS, Patricia (Trish)	Director of Corporate Governance/ Board Secretary	Nil Declaration				
PARRY, Hugh	Trade Union Partner	Nil Declaration				
ROBERTS, Edward	Interim Finance Director (from 09 September 2025)	Nil Declaration				
ROWAN, Hannah	Non-Executive Director * Chair of Academic Partnership Committee * Member of Charity Committee * Member of People & Culture Committee * Member of Remuneration Committee	Director, St Martin's Associates (Business consulting and coaching)	Directorships	04 April 2022		
		Non -Executive Director Qualifications Wales (regulator for all non degree qualifications in Wales)	Any Other Interest	01 April 2021		
		Trustee MAE Cymru (Christian charity which champions gender equality in church of Wales)	Position in Charity or Voluntary Organisation	13 November 2021	November 2023	
		Elected member, The governing body of the church in Wales (Parliament of church in Wales - voting member)	Any Other Interest	01 April 2021		
SAMMUT, Jonathan (Jonny)	Director of Digital Services [appointed 26.09.2023]	Relative (Parent) is a Non-Executive Director for Social Care Wales	Any Other Interest	01 April 2017	31 March 2025	
		Fellow of the British Computer Society - FBCS	Any Other Interest	04 March 2024		
		Panel Member of the UK CIO Advisory Panel - Digital Health	Any Other Interest	05 July 2023	2 June 2025	
		Federation of Informatics Professionals - Leading Practitioner	Any Other Interest	25 April 2024		
		Chair of BCS Hub Wales	Any Other Interest	20 June 2025		
		Co-opted into the BCS Community Board	Any Other Interest	12 August 2025	11 August 2026	
SWINBURN, Andrew (Andy)	Executive Director of Paramedicine	Strategic Advisor to College of Paramedics	Any Other Interest	01 January 2020		
TURLEY, Christopher	Executive Director of Finance and Corporate Resources	Treasurer of Royal Gwent Hospital League of Friends.	Position in Charity or Voluntary Organisation	01 February 2022	05 November 2024	
TURNER, Damon	Trade Union Partner	Nil Declaration				

Name	Position	Declaration	Interest Type	Date Interest Started	Date Interest Ended	Date Left Trust
WILLIAMS, Liam	Executive Director of Quality and Nursing (from 01 August 2022)	Chair/Director - Thornbury Carnival Community Interest Company Voluntary	Position in Charity or Voluntary Organisation	01 August 2019		
		Member Royal College Nursing	Any Other Interest	01 August 2022		
		Committee member - Royal College Nursing, Nurses in Management and Leadership Forum Steering Committee	Position in Charity or Voluntary Organisation	01 August 2022		
		Vice Chair - Royal College of Nursing, Nurses in Management and Leadership Forum Steering Committee	Position in Charity or Voluntary Organisation	03 February 2025		
WOOD, Emma	Chief Executive (from 01 October 2025)	Chartered Fellow of CIPD (Chartered Institute of Personnel and Development)	Non-Financial Professional	2000		
		External Moderator for HR Masters modules for University West of England	Financial Interest	September 2024	21 January 2026	
		Member of Yoga Professional Alliance	Non-Financial Personal	July 2025		
		Part-time Yoga Teacher at Burnham Swim and Sports Academy Leisure Centre	Financial Interest	July 2025		
		Sub/Relief Yoga Teacher at Omni Studio, Worle, Norh Somerset	Financial Interest	04 April 2026		



GIG
CYMRU
NHS
WALES

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

MINUTES OF THE MEETING OF THE CHARITY COMMITTEE HELD ON 13 JANUARY 2026 AT CARDIFF MRD AND REMOTELY VIA MICROSOFT TEAMS

Meeting started at 09:30

MEMBERS:

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

PRESCRIBED ATTENDANCE:

Lee Brooks	Executive Director of Operations (<i>joined at 10:45am, Item 7</i>)
Andrew Cotton	Fundraising and Communications Officer
Matt Dugdale	Head of Commercial
Estelle Hitchon	Director of Partnerships and Engagement
David Hopkins	Head of Charity
Jo Kelso	Head of Workforce Education and Development
Trish Mills	Director of Corporate Governance/Board Secretary
Hugh Parry	Trade Union Partner
Liz Rogers	Deputy Director of People and Culture
Leanne Smith	Assistant Director of Digital
Andy Swinburn	Executive Director of Paramedicine
Chris Turley	Executive Director of Finance and Corporate Resources
Damon Turner	Trade Union Partner

IN ATTENDANCE:

Sarah Harland	Corporate Governance Officer
Jackie Hatton-Bell	Volunteer Steering Group Member
Michelle Morgan	Business Support Officer (<i>Item 6 only</i>)
Alex Payne	Corporate Governance Manager
Ed Roberts	Interim Assistant Director of Finance

APOLOGIES:

Julie Boalch	Assistant Director of Corporate Governance and Risk
Marcus Viggers	Trade Union Partner

OPENING ITEMS

1. APOLOGIES AND QUORUM

- 1.1 Apologies from Julie Boalch and Marcus Viggers were noted. It was also noted that Trade Union representatives were in attendance virtually. Quorum was confirmed.

2. DECLARATIONS OF INTEREST

- 2.1. There were no other declarations of interest recorded.

3.1 MINUTES OF PREVIOUS MEETING: 2 OCTOBER 2025

- 3.1.1 Jackie Hatton-Bell noted a minor amendment to item 37/25, to read CWR (not CFR). Subject to this change, the minutes of the Charity Committee held on 2 October 2025 meeting were received and approved.

3.2. RATIFICATION OF THE CHAIR'S ACTION [EXPENDITURE REQUEST FROM BIDS PANEL 6 NOVEMBER 2025]

- 3.2.1 The committee approved a bid for charitable funds applied for through the Bids Panel by Chair's Action on the 6 November 2025. This request was dealt with via this mechanism as the funds were required before the January 2026 meeting of the Committee.

- 3.2.2 The funding request was for the provision of Christmas dinners, festive food and refreshments for staff and volunteers working over the Christmas period. The application was for a total sum of £18,700, which was approved by Members. The papers issued with the Chair's Action are annexed to this report.

The Committee: Ratified the decision made by the Chair's Action on 6 November 2025 for the approval of charitable funds to the value of £18,700.

3.3 HIGHLIGHT REPORT: 2 OCTOBER 2025

- 3.3.1 The Highlight Report from the 2 October 2025 was noted.

4. ACTION LOG

- 4.1 The Action Log was received and discussed:
Action 43/25 2 October 2025 Charity Committee Cycle of Business
Ed Roberts and Jess Price to update the Committee on the reserves policy position. This action relates to action 07/25 generated at the April 2025 committee. The Committee agreed that Chris Turley would discuss this matter with Ed Roberts and the Committee Chair to pragmatically address this action, with the intention to clarify the reserves policy and ensure optimal investment arrangements for the Charity.

ITEMS FOR ASSURANCE, DISCUSSION OR APPROVAL

5. CHARITY ACCOUNTS AND ANNUAL REPORT 2024/25 AND INDEPENDENT EXAMINATION REPORT FROM AUDIT WALES FOR 2024/25

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 Charity accounts for 2024/25 received an unamended and unqualified independent examination opinion. These amounts were largely anticipated and planned and were reported to have been a £66.8K income during the year; £246.k expenditure during the year and a net COIF investment loss of £5.5k. This resulted in a net movement in funds of £185k and a prior period adjustment of £8.4k.
- 5.2 The timeline for final sign-off was confirmed by Audit Wales, with certification by the Auditor General for Wales arranged for after approval by the Corporate Trustee meeting; and reassurance was given that the Charity Commission filing deadline would be met. The committee endorsed the Annual Report and Accounts 2024/25 for approval by the Corporate Trustee on the 29 January 2026.

6. BIDS PANEL LIVED EXPERIENCE: MICHELLE MORGAN, BUSINESS SUPPORT OFFICER (OPERATIONS)/FUNDRAISER FOR WAST CHARITY

- 6.1 Michelle Morgan presented her personal journey of taking up running in early 2024, progressing from being unable to run 200 meters to completing a half marathon and raising over £335 in aid of the WAST charity. She described how joining Parkrun and a local running club significantly improved her confidence, well-being, and social connections, and how she became an ambassador for 5K Your Way race, supporting others in recovery. Michelle highlighted the positive impact of these activities on her physical and mental health, as well as her increased confidence and productivity at work.
- 6.2 In the subsequent discussion, committee members commended Michelle's achievements and explored ways to encourage wider staff participation in charity and well-being activities, suggesting improved communication, leveraging existing staff networks, and integrating charity promotion with broader well-being initiatives. The committee recognised the value of staff-led fundraising and the importance of supporting and amplifying such efforts across the organisation.

7. CHARITY DELIVERY PLAN – UPDATE ON PROGRESS

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.

- 7.1 The committee was updated on progress against the Charity Delivery Plan approved in July 2025. The committee were assured that 27 of the 39 tasks in the plan have either been completed or are on schedule to be completed. Of the eight tasks that have been rescheduled, five of these are due to the delayed appointment of the Charity's Fundraising and Communications Officer and are due to be completed by March 2026. A refresh of the plan will be presented in July 2026.
- 7.2 The committee was assured by the continued positive progress against the Charity Delivery Plan, with clear mitigation in place for the rescheduled items. There was discussion regarding the priorities with regards to use of charitable funds and acknowledgement of the importance of stakeholder engagement. David Hopkins acknowledged the need for a clear process for confirming priorities going forward and suggested further discussions to identify other fundable projects which align with the Charity's strategic objectives.

7.3 The committee considered the balance of using charitable fundraising against the Charity's sustainability with regards to the funding of the dedicated positions – the Head of Charity and the Fundraising and Communications Officer. Estelle Hitchon advised that there are ongoing conversations regarding the future funding arrangements which will be progressed by management. The committee were assured by the update given on the Charity Delivery Plan progress update.

8. 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.

- 8.1 The committee was assured with respect to performance against grants and learnings taken from application of grant funding. Further grant opportunities were highlighted. The report highlights were included in the report. It was noted that NHS Charities Together has shifted from providing allocated pandemic-related funds to a more competitive grant process, with reduced funding available. Future funding from NHS Charities Together will require stronger, more competitive bids, and the charity must be agile in seeking alternative funding opportunities.
- 8.2 The Charity was successful in being awarded grants from NHS Charities Together of £142K as part of the Community Resilience Fund, and £15,823 as part of the Greener Communities Fund. The £142K will support the Trust's work on cardiac arrest response, particularly focused on improving ROSC (return of spontaneous circulation) rates in areas of health inequality; whilst the £15,823 will fund a new project to create a new green space at Ty Elwy, designed to improve staff wellbeing and biodiversity on the site.
- 8.3 Fundraising during the quarter has included our volunteers collecting at the two performances of Sleeping Beauty, staff running the Cardiff 10K and half marathons, and a family's fundraising efforts with the Wish ambulance in memory of their late mother, Karen Schiebe.
- 8.4 The committee noted that there is a review ongoing of the updated Code of Fundraising Practice by colleagues to ensure compliance with its requirements; and that David Hopkins is reviewing the updated Charity Governance Code with Trish Mills, to consider its provisions and applicability with the WAST Charity. Members were assured as to the Charity's performance in regard to grant use and fundraising activities, and on the key risks and mitigations in place for the Charity's active NHSCT grants.

9. 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.

- 9.1 Members noted that the balance of funds held as of 30 November 2025 is £840,622 comprised of £217,971 unrestricted funds; £186,959 in designated funds; and £435,692 in restricted funds. Between 01 April 2025 and 30 November 2025, the unit price of the charity's investments has increased by 2.26% resulting in an overall small gain of .c£6. The charity currently holds 1,090.14 units at a unit price of £257.6636, giving a total market value of c£280k.
- 9.2 The committee recognised that the low level of investment returns reflected the low risk appetite and long-term nature of the investments. The committee considered it appropriate for management to continue discussions regarding the Charity's investment and reserves policy outside of the committee forum. The position with regards to the use of charitable funds for the future financing of the Head of Charity and Fundraising Officer posts was noted and the committee acknowledged that this matter would be progressed by the Executive. The committee were assured of the position given on the Charity finances.

10. CHARITY FINANCIAL PLANS 2026/29

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.

- 10.1 The committee reviewed and endorsed the Charity's income and expenditure plans for 2026-2029, with the 2026-27 budget of £16,140 towards core fundraising costs, delegated to the Head of Charity and recommend them for approval by the Corporate Trustee. These documents will be presented to the Corporate Trustee at its meeting on the 29 January 2026 for approval.

David Hopkins proposed capping the Christmas spend for future years from charitable funds at £10,000, due to last year's £18,700 cost and the need for financial sustainability for such items going forward. Members acknowledged the importance of engagement with staff and the Bids Panel regarding this going forward, as the provision of Christmas dinners is highly valued. The need to consider charitable fund requests against the Charity's strategic objectives was acknowledged.

10.2 The planned in-year deficit for 2026–27 was clarified as a deliberate use of restricted funds rather than an overspend, with language to reflect “net cash outflow” agreed for accuracy. The Committee also noted substantial voluntary fundraising growth, with donations having increased by 108% between October 2024 and September 2025, and the Charity remaining on track to achieve its 2025–26 projection of £43,813, representing a 208% rise compared to 2024–25.

The Committee:

- 1. Endorsed the Charity’s expenditure plans for 2026-2027, the Charity’s income forecasts for 2026-2029, and a 2026-27 budget of £16,140 towards core fundraising costs, delegated to the Head of Charity; and**
- 2. Noted that income projections are estimates and there is limited certainty around their achievement, recognising that best efforts will be made to secure them.**

11. BIDS PANEL EXPENDITURE GUIDANCE

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.

11.1 The Bids Panel Expenditure Guidance was updated to provide clearer, more structured criteria for what is eligible and ineligible for funding, aiming to ensure consistency and transparency for both applicants and decision-makers. The Committee welcomed the guidance, suggested developing a staff-facing FAQ, and discussed the need for flexibility in cases where proposals may benefit patients or staff wellbeing but fall outside strict eligibility.

11.2 The committee considered the appropriateness of using charitable funds to support certain treatment types and the need to ensure the efficacy of treatments was supported by robust clinical evidence. Given this, it was agreed to be important to clarify the usage of the term ‘complementary therapy’ which would clarify the guidance. In addition to this, it was asked that the language within the guidance document be reviewed prior to its finalisation, in line with the conversation held by the committee.

The Committee: Approved the Bids Panel Expenditure Guidance (v 0.6 for approval) subject to the amendments discussed regarding flexibility of /clarity around eligibility criteria.

12. 2025/26 QUALITY GOVERNANCE REVIEW

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.

12.1 The committee held the first part of its 2025/26 Quality Governance Review. No substantive changes were proposed to the Charity committee's terms of reference. The committee is valued for its strong support and scrutiny of the Charity's Delivery Plan, open discussion about achievements and challenges, and high levels of engagement underpinned by good quality papers. Members recognise a growing sense of ambition, and the committee's organisation, including well planned diary dates and timely circulation of papers, contributes to effective and productive meetings.

The Committee: Noted the wider board Committee framework changes proposed and provide feedback on the recommendations, noted the responses to the annual quality governance review survey, and endorsed the proposed changes to the terms of reference for the Charity Committee for 2026/27.

13. 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.

13.1 The committee reviewed the updated Risk Register which included the following risks that relate to the Charity:

- Risk ID **CHAR-003** Lack of compliance with legal and regulatory framework
- Risk ID **CHAR-005** Lack of internal processes and governance structure in place to meet the conditions of grants
- Risk ID **CHAR-008** Failure to raise sufficient funds to deliver the Charity's strategic objectives

13.2 The committee noted that the process has become more rigorous and mature, thanks to the dedicated work of David Hopkins and Julie Boalch. Risks are now clearly identified, with proportionate mitigation actions and regular review, aligning with the Trust's Risk Management standards. The committee also discussed the potential to further develop the Charity's Risk Appetite and Board Assurance Framework, building on the current progress.

14. BIDS PANEL HIGHLIGHT REPORT – 20 OCTOBER 2025 AND 8 DECEMBER 2025

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.

14.1 The committee noted the Highlight Report, noting that other than the Chair's Action which was ratified above, there were no bids that required the committee's approval.

15. BURSARY PANEL HIGHLIGHT REPORT – 9 JANUARY 2026

15.1 Jo Kelso, Chair of the Bursary Panel, provided a verbal update and advised that the Bursary Panel reconvened on 9 January 2026 after an inquorate meeting in December and reviewed 20 submissions, approving four that fully met the criteria; with one application likely to be funded through an alternative route to maximise individual benefit.

15.2 The Bursary Policy is being refreshed, moving towards guidance similar to the Bids Panel. The Panel aims to encourage applications for activities beyond academic development, broadening the scope for individual benefit.

15.3 A point for further consideration is the way in which funding is balanced between the Bursary and the Bids Panels, noting the high cost of academic courses, the importance of ensuring fairness in tight financial conditions, and the need to sustain funding for broader staff benefits.

15.4 Hugh Parry requested a further discussion with Jo Kelso and David Hopkins regarding the bursaries, expressing concern that it wouldn't be satisfactory for staff if funding for Christmas provisions is reduced while bursaries continue to be awarded to a small number of academic staff, some of whom leave the Trust without providing benefit.

The Committee: Took assurance from Jo Kelso's verbal update.

CONSENT ITEMS

16. COMMITTEE PRIORITIES AND CYCLE OF BUSINESS MONITORING REPORT 2025/26 – JANUARY 2026 UPDATE

16.1 The Cycle of Business Monitoring Report was received and noted.

CLOSING ITEMS

17. MEETING REFLECTIONS

- 17.1 The Committee reflected that the meeting was open, productive and constructive, with members valuing the balance between operational detail and strategic oversight. However, it was noted that at points the discussion strayed “too much into the weeds,” focusing more deeply on operational detail than intended for the Committee’s level of scrutiny. This observation, highlighted in the reflections shared by Trish Mills, emphasised the importance of keeping conversation anchored to strategic themes and ensuring the minutes clearly capture the challenge and reassurance provided by Members, rather than a descriptive account of the papers themselves.
- 17.2 Members agreed on the need to streamline reporting to reduce duplication, reinforce the clarity of the assurance narrative, and ensure future agendas and minutes maintain a consistent strategic focus. The Committee considered this a positive step in maturing its governance approach, helping ensure that Non-Executive Directors’ challenge is fully visible and that the key issues, risks and assurances are clearly articulated.

18. ANY OTHER BUSINESS

- 18.1 There was no other business discussed.

19. DATE AND TIME OF THE NEXT MEETING

- 19.1 The next meeting of the Charity Committee will be held on 2 April 2026 at 9:30am.

MEETING CLOSE: 13:00

CHARITY COMMITTEE HIGHLIGHT REPORT TO CORPORATE TRUSTEE

This report provides the Trustees with key escalation and discussion points at the last Committee meeting. A full list of items discussed appears at the end of the report to enable members to raise any questions to the Chair which have not been drawn out in the report. The papers for this meeting can be found by following this [link](#) to the Committee page on the Trust website.

Corporate Trustee Meeting Date	29 January 2026
Committee Meeting Date	13 January 2026
Chair	Peter Curran

KEY ESCALATION AND DISCUSSION POINTS

ALERT

(Alert the Trustees to areas of attention)

Charity Annual Report and Accounts for 2024-25

1. The committee endorsed the Charity Annual Report and Accounts for 2024-25 and recommend them for approval by the Corporate Trustee. These documents are presented to the Trustee at its meeting on the 29 January 2026.
2. The key points to note within the accounts are as follows. These amounts were largely anticipated and planned:
 - £66.8k income during the year
 - £246.5k expenditure during the year
 - net COIF Investment loss of £5.5k
 - resulting in net movement in funds of £185k
 - a prior period adjustment of £8.4k made to correctly represent a newly identified restricted fund received via a legacy in 2011/12
3. Audit Wales attended to present their Independent Examination of the Annual Report and Accounts for 2024/25. There were no issues identified with only two minor disclosure amendments required. Subject to approval by the Corporate Trustee on 29 January 2026 the accounts will be certified by the Auditor General for Wales. The Charity Annual Return, which includes submission of the Annual Report and Accounts, will be made to the Charity Commission no later than the 31 January 2026, with confirmation being sent to the Chair of this committee of a successful submission.
4. The teams were commended on the preparation of the accounts and the annual report which were clear and provided an excellent overview of the significant work of the charity this year.

Charity Financial Plans 2026-29

5. The committee reviewed and endorsed the charity's income and expenditure plans for 2026-2029, with the 2026-27 budget of £16,140 towards core fundraising costs, delegated to the Head of Charity and recommend them for approval by the Corporate Trustee. These documents are presented to the Trustee at its meeting on the 29 January 2026.
6. The projected income is expected to reach around £225,000 in 2026-27, of which £115,271 is unrestricted or designated, with future growth anticipated through regular giving streams such as payroll giving and lotteries. The planned deficit for 2026-27 was clarified because of the intention of spending restricted funds during 2026-27 - not overspending; and it was agreed that use of language should reflect net cash outflow as opposed to deficits.
7. The charity's voluntary donations have increased by 108% between October 2024-September 2025 versus the previous 12 months. The charity is on track to reach its 2025-26 projection for voluntary donations of £43,813, which is a 208% increase compared to voluntary donations in 2024-25. This is in addition to the new grant income of £157,823 from NHS Charities Together received in 2024-25.

ADVISE

(Detail any areas of on-going monitoring, approvals, or new developments to be communicated)

8. Members welcomed **Michelle Morgan** who shared her lived experience of **raising funds in aid of the charity by running the Cardiff Half Marathon**. Michelle presented her personal journey of taking up running in early 2024, progressing from being unable to run 200 meters to completing a half marathon and raising over £335 in aid of the WAST charity. She described how joining Parkrun and a local running club significantly improved her confidence, well-being, and social connections, and how she became an ambassador for 5K Your Way race, supporting others in recovery. Michelle highlighted the positive impact of these activities on her physical and mental health, as well as her increased confidence and productivity at work. In the subsequent discussion, committee members commended Michelle's achievements and explored ways to encourage wider staff participation in charity and well-being activities, suggesting improved communication, leveraging existing staff networks, and integrating charity promotion with broader well-being initiatives. The committee recognised the value of staff-led fundraising and the importance of supporting and amplifying such efforts across the organisation.
9. A new **Code of Fundraising Practice** came into effect from 1 November 2025. As the Charity has voluntarily registered with the Fundraising Regulator, it must comply with the new code, which is driven by four key principles, i.e.. that all fundraising by participating charities must be legal, open, honest and respectful. The Charity has considered these changes to the Code and will ensure that the new Code is referenced to maintain compliance as the Charity continues to strengthen its governance procedures over the coming months.
10. Members **reflected** that the meeting was productive and open, acknowledging the ongoing challenge of balancing strategic and operational discussions. There was agreement to consider adjusting the format of reporting to the committee to avoid duplication. The committee also discussed ensuring the agenda aligns with its current maturity, possibly through an internal leadership group. The very high

quality of the reporting to the committee by colleagues was reiterated.

ASSURE

(Detail here any areas of assurance the Committee has received)

Charity Strategy Delivery Plan

11. The committee was updated on progress against the Charity Delivery Plan approved in July 2025. Key achievements to note since October 2024 include:
 - an increase in voluntary donations of 108% between Oct 2024 – Sept 2025, compared to the previous 12-month period
 - two new grants from NHS Charities Together, totalling £157,823, from the Community Resilience and Greener Communities Funds (see further below)
 - delivering the Charity Sports Fund scheme, which reached around 1 in 10 WAST staff members
12. The committee were assured that 27 of the 39 tasks in the plan have either been completed or are on schedule to be completed. Of the 8 tasks that have been rescheduled, 5 of these are due to the delayed appointment of the Charity's Fundraising and Communications Officer and are due to be completed by March 2026.
13. Members heard that Wish Ambulance is currently a strong candidate for lottery funding, but that there were other opportunities arising from IMTP to match Trust priorities with available grants where appropriate.
14. The Corporate Trustee will be aware that the WAST Charity Strategic Objectives are:
 - SO1:** The Charity will help WAST to support the wellbeing and development of its staff and volunteers, resulting in a healthier, happier and more experienced workforce
 - SO2:** The Charity will support WAST to build community resilience throughout Wales
 - SO3:** The Charity will support WAST to provide enhanced patient care, through additional projects and/or capital investment, and through testing new models of delivery

Charity Performance Report

15. The committee was assured with respect to performance against grants and learnings taken from application of grant funding and was given an overview of further grant opportunities. It was noted that NHS Charities Together has shifted from providing allocated pandemic-related funds to a more competitive grant process, with reduced funding available. Future funding from NHS Charities Together will require stronger, more competitive bids, and the charity must be agile in seeking alternative funding opportunities.
16. Notwithstanding the above, the Charity was successful in being awarded grants from NHS Charities Together of £142K as part of the community resilience fund, and £15,823 as part of the greener communities fund. The £142K will support the Trust's work on cardiac arrest response - particularly focused on improving ROSC (return of spontaneous circulation) rates in areas of health inequality, whilst the £15,823 will fund a new project to create a new green space at Ty Elwy, designed to improve staff wellbeing and biodiversity on the site.

17. Fundraising during the quarter has included our volunteers collecting at the two performances of Sleeping Beauty, staff running the Cardiff 10K and half marathons, and a family's fundraising efforts with the Wish ambulance in memory of their late mother, Karen Schiebe.

Charity Finance Update

18. Members noted that the balance of funds held as of 30 November 2025 is £840,622 comprised of £217,971 unrestricted funds; £186,959 in designated funds; and £435,692 in restricted funds. Between 01 April 2025 and 30 November 2025, the unit price of the charity's investments has increased by 2.26% resulting in an overall small gain of .c£6. The charity currently holds 1,090.14 units at a unit price of £257.6636, giving a total market value of c£280k. The committee recognised that the low level of investment returns reflected the low risk appetite and long-term nature of the investments. The position with regards to the designated funds for the Head of Chairty and Fundraising Officer posts was noted.

Bids Panel

19. The committee approved the provision of Christmas dinners, festive food and refreshments for staff and volunteers working over the Christmas period in the amount of £18,700 by Chair's Action on the 06 November 2025. This was ratified at today's meeting.
20. The committee approved an update to the Bids Panel expenditure guidance and eligibility criteria for applications.
21. The AAA reports from the Bids Panel for October and December 2025 were received noting that there was one bid over £5,000 (Christmas dinners above) which the committee approved by Chair's Action given that it was time sensitive. Two other bids were approved by the Bids Panel relating to a replacement television and portable fans, with the total awarded being £2,126.
22. The **Bursary Panel** reconvened in January after an inquorate meeting in December and reviewed 20 submissions, approving four that fully met the criteria, with one application likely to be funded through an alternative route to maximise individual benefit. The Bursary Policy is being refreshed and current spend is forecast at between 66% to 77% of the budget, depending on alternative funding decisions. A point for further consideration is the way in which funding is balanced between the Bursary and the Bids Panels, noting the high cost of academic courses, the importance of ensuring fairness in tight financial conditions, and the need to sustain funding for broader staff benefits.
23. The committee held the first part of its **Quality Governance Review** (formerly effectiveness review) for 2025/26. The committee is valued for its strong support and scrutiny of the charity's delivery plan, open discussion about achievements and challenges, and high levels of engagement underpinned by good quality papers. Members recognise a growing sense of ambition, and the committee's organisation, including well planned diary dates and timely circulation of papers, contributes to effective and productive meetings. No changes were proposed to the committee's terms of reference given the extensive review and amendments made in 2024/25 and they are before the Corporate Trustee for approval at **annex 1**.

24. Members received the **Committee Priorities** and **Cycle of Business Monitoring** report and were assured that there were no matters to escalate regarding the Committee's priorities for 2025/26 and the monitoring report was received.

RISKS

Risks discussed: The charity's risk register was received, as well as the current controls and gaps in controls. The committee was assured as to the actions being progressed to mitigate the risks. The risks are as follows:

- Risk CHAR-003 - lack of compliance with legal and regulatory framework with a current risk score of 10 (2x5)
- Risk CHAR-005 - lack of internal processes and governance structures in place to meet the conditions of grants with a current risk score of 6 (2x3)
- Risk CHAR-008 - failure to raise sufficient funds to deliver the Charity's strategic objectives with a current risk score of 12 (3x4)

New Risks Identified: N/A

COMMITTEE AGENDA FOR MEETING

Charity Annual report and accounts 2024/25 and independent examination report from Audit Wales 2024/25	Bids panel lived experience	Charity strategy delivery paper
Charity performance update	Charity funds finance update	Charity financial plans 2026-29
Bids panel expenditure guidance	2025/26 quality governance review	Risk management
Bids panel highlight reports (October and December)	Bursary panel highlight report	Committee priorities and cycle of business

COMMITTEE ATTENDANCE

Name	2 April 2025	3 July 2025	2 October 2025	13 January 2025
Peter Curran (Chair)				
Ceri Jackson				
Hannah Rowan				
Estelle Hitchon				
Chris Turley			Ed Roberts	
Lee Brooks		Mark Harris		From item 7 to 13
Andy Swinburn				
Liz Rogers	From Finance Item		Sara Williams	
Trish Mills				
Hugh Parry			Left meeting at 09:30	

COMMITTEE ATTENDANCE				
Name	2 April 2025	3 July 2025	2 October 2025	13 January 2025
Damon Turner			Left meeting at 09:30	
Marcus Viggers	From Performance Item		Left meeting at 09:30	
Julie Boalch				
Jo Kelso				
David Hopkins				
Leanne Smith			Attended for item 11	
Jackie Hatton-Bell				
Andrew Cotton				
Matt Dugdale				

	Attended
	Deputy attended
	Apologies received
	No longer member/not member

ACTION LOG - CHARITY COMMITTEE
WELSH AMBULANCE SERVICES NHS TRUST

Minute Ref	Date	Agenda Item	Action Note	Responsible	Due Date	Progress/Comment	Status
43/25	2 October 2025	Charity Committee Cycle of Business	<p><u>Ed Roberts and Jess Price to update the Committee on the Reserves Policy position. This action relates to action 07/25 generated at the April 2025 committee.</u></p> <p>It was agreed to bring back a proactive Reserves Policy position, ideally in Q4 alongside the Annual Report, and to update the Cycle of Business to reflect the action to be taken.</p>	Trish Mills Ed Roberts Jessica Price	2 April 2026	<p><u>Update as at 24 March 2026</u> Chris Turley advised that capacity and other constrains have meant that the required discussions on this have yet to be able to be had.</p> <p><u>Update at 13 January 2026 Meeting</u> Chris Turley agreed with the suggestion to have a discussion with Ed Roberts and the Chair to pragmatically address and close off this action, aiming to clarify the Reserves Policy and ensure optimal investment arrangements.</p> <p><u>Update 6 January 2026</u> Ed Roberts advised this will be picked up on Chris Turley's return as there were a number of discussions regarding this that he wasn't involved in.</p>	Open



GIG
CYMRU
NHS
WALES

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



ELUSEN
Gwasanaeth Ambiwylans Cymru
Welsh Ambulance Service
CHARITY

Agenda Item No. 5

REPORT TITLE

Charity Performance Update

MEETING

Name of meeting	Charity Committee
Date of meeting	2 April 2026
Public or Private	Public
If private - rationale	n/a

REPORT SPONSOR

Executive sponsor	Estelle Hitchon, Director of Partnerships & Engagement
Author(s) of report	David Hopkins, Head of Charity

PURPOSE OF REPORT

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> Approval | <input type="checkbox"/> Endorsement |
| <input checked="" type="checkbox"/> Assurance | <input type="checkbox"/> Discussion |
| <input type="checkbox"/> Information (goes in consent items) | <input type="checkbox"/> Noting |



GIG
CYMRU
NHS
WALES

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

REPORT SUMMARY:

[See writing and presentation guidance [here](#) to inform this section]

1. The Committee is presented with the Charity's quarterly performance report (appendix 1), to provide assurance on the Charity's ongoing work.
2. Since the last meeting, the Charity has completed all reporting associated with the NHSCT Stage 3 grant. The Charity has developed a short evaluation report to summarise the project's impact and learning (appendix 2).
3. This quarter's report also includes:
 - a. Highlights from the Charity's fundraising activity and staff engagement work since January
 - b. An update on the Charity's live NHS Charities Together grants
 - c. An update on future grant opportunities
 - d. Assurance that the Charity has considered the changes to the Charity Governance Code

RECOMMENDATION(S)

See writing and presentation guidance [here](#) to inform this section

Charity Committee is requested to:

1. RECEIVE ASSURANCE on the Charity's performance, and on the key risks and mitigations in place for the Charity's active NHSCT grants.

ADDITIONAL PAPER(S)

Set out here any annexes. See writing and presentation guidance [here](#) regarding materiality and use of the Reading Room

Annex 1 Charity Performance Report, 2 April 2026

Annex 2 NHSCT Stage 3 End of Project Report: Covid-19 Recovery Grant



Governance and assurance checks to support decision-making and demonstrate alignment and risk mitigation

CHARITY STRATEGIC OBJECTIVE(S) THIS REPORT SUPPORTS

Select all that apply:	
<input checked="" type="checkbox"/> SO1: The Charity will help WAST to support the wellbeing and development of its staff and volunteers, resulting in a healthier, happier and more experienced workforce	<input checked="" type="checkbox"/> SO2: The Charity will support WAST to build community resilience throughout Wales
<input checked="" type="checkbox"/> SO3: The Charity will support WAST to provide enhanced patient care, through additional projects and/or capital investment, through testing new models of delivery	

CHARITY STRATEGIC ENABLERS (S) THIS REPORT SUPPORTS

Select all that apply:	
<input checked="" type="checkbox"/> SE1: Proactive fundraising strategy that reflects the needs of WAST and enhances its work strategically	<input type="checkbox"/> SE2: Strong Bids Panel and Bursary Panel processes that are clear and accessible to all colleagues
<input type="checkbox"/> SE3: Colleagues are empowered to apply for funding, contribute towards strategy, fundraise for the Charity and act as ambassadors	<input checked="" type="checkbox"/> SE4: Good communications and evaluation strategy that demonstrate impact and support future fundraising
<input checked="" type="checkbox"/> SE5: Robust governance and sustainable financial position that enable the Charity to expand its work	

CHARITY RISK(S) THIS REPORT MITIGATES

Where relevant note the local, directorate, corporate or BAF risk number
None

HEALTH & CARE QUALITY STANDARD(S) THIS REPORT SUPPORTS

Quality Domains (select all that apply) [link to standards]		
<input type="checkbox"/> Safe	<input type="checkbox"/> Timely	<input checked="" type="checkbox"/> Effective
<input type="checkbox"/> Efficient	<input checked="" type="checkbox"/> Equitable	<input checked="" type="checkbox"/> Person Centred
Quality Enablers (select all that apply) [link to standards]		
<input type="checkbox"/> Leadership	<input checked="" type="checkbox"/> Workforce	<input checked="" type="checkbox"/> Culture
<input type="checkbox"/> Information	<input type="checkbox"/> Learning Improvement & Research	<input checked="" type="checkbox"/> Whole Systems Approach



GIG
CYMRU
NHS
WALES

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

WAST WELLBEING OBJECTIVE(S) THIS REPORT SUPPORTS

Narrative here (select all that apply) [link to goals]		
<input checked="" type="checkbox"/> A socially responsible and inclusive employer	<input checked="" type="checkbox"/> An innovative and sustainable organisation	<input checked="" type="checkbox"/> A pro-active, accessible and equitable care provider
<input type="checkbox"/> n/a	<input type="checkbox"/> n/a	<input type="checkbox"/> n/a

IMPACT ASSESSMENTS FOR CONSIDERATION

Where a strategic decision is being sought, an Equality Impact Assessment must accompany this paper. You may need to do other impact assessments also so please refer to this signpost document [here](#) for further details.

Does this paper require an impact assessment	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
If yes, what impact assessment is attached	

APPROVAL/SCRUTINY ROUTE

Date	Person/Group/Committee
n/a	n/a



ELUSEN
Gwasanaeth Ambiwllans Cymru
Welsh Ambulance Service
CHARITY



GIG
CYMRU
NHS
WALES

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

Charity Performance Report

Charity Committee

2 April 2026



Fundraising Stories and Staff Engagement (Jan to Mar 2026)

1. **Keith Ellingham, Luke Watkins and Steve Magee** took part in the TM5 Table Mountain Challenge on 7 March, and are currently preparing for the 10 y Fan challenge on 9 May – which is to ascend and descend Pen y Fan ten times in 24 hours. They have so far raised **£215** in aid of the Charity.



2. WAST colleagues **Darren Griffiths** and **Keith Ellingham** will be the charity's first ever entrants to the **London Marathon** on Sunday 26 April. Darran and Keith will be joined by **Tom Fallon** who won a ballot entry to the marathon and has very kindly decided to use that place to raise funds in aid of the Wish Ambulance appeal.
3. Pupils at **Dafen Primary School** in Carmarthenshire held a fundraising day on 18 February, including a non-uniform day and a special assembly. It was inspired by one of the pupils at the school who lives with Long QT Syndrome and relies on having access to a defibrillator. His parents, Simon and Kelsey were the driving force behind the event and have so far raised a total of **£446**.
4. The charity has bought entries in this year's **Swansea Half Marathon** (7 June) and **Cardiff 10K** (6 September), with 14 runners signed up so far. To support colleagues taking part in these events, the Charity has organised monthly catch-ups with all charity runners, providing an opportunity for colleagues to share their training and fundraising experiences with each other.
5. **Lydia Guildford** will be completing a skydive on 29 March in Swansea in aid of the Wish Ambulance appeal. Lydia is a paramedic at WAST, has volunteered on a number of "wishes", and this has inspired her to fundraise so that more people are able to access this service. Lydia has so far raised **£210** in aid of the Wish Ambulance appeal.
6. Across February and March, the Charity held three **live Q+A sessions** online with colleagues, giving an overview of the Charity's work and answering any questions. The Head of Charity was also invited to present at the Digital Directorate's monthly meeting in February, to give an outline of the Charity's work.
7. The Head of Charity is currently planning visits to **Barry, Cowbridge, Barmouth and Blaenau Ffestiniog** stations, to take place over the next few months, to meet with staff to discuss proposals to spend ringfenced and restricted funds held for these stations. This is part of an ongoing programme of work to review and consolidate the Charity's dormant funds and longstanding legacy donations.

(Some of the fundraising campaigns above are ongoing - all fundraising totals are correct as of 17 March 2026.)

Project Performance: NHSCT Stage 3 Recovery Grant

Grant award	Total awarded	£88,000
	Spend to 28 Feb 2026	£88,000
	Remaining spend	£0

Key dates	End of project	15 December 2025
	Final reporting	Completed

8. This project is now closed, and all spending and reporting has been completed. A closure report, outlining the project's impacts and lessons, is attached (Appendix 2) for assurance.
9. Some key benefits from this project funding include:
- Investing in training kit for the Volunteer Service, which supported the training of more than **220 new Community First Responders**, and is also in use for CWR training and volunteer MIST sessions;
 - Awarding Sports Grants to 15 peer-led physical activity projects, **reaching 415 colleagues** across WAST;
 - Funding 9 Mind over Mountains walks across Wales during 2024-2025.

Project Performance: NHSCT Ambulance Grant

Grant award	Total awarded	£315,290
	Spend to 28 Feb 2026	£300,537
	Remaining spend	£14,753

Key dates	End of project (extended from 1 Dec 2025)	28 February 2026 (Spending to be completed by 31 March)
	Final report	Completed

Targets	Recruit, onboard and train 400 new CWR volunteers by the end of the project	564 recruited to 17 Mar Of these: <ul style="list-style-type: none"> 318 live and responding to calls 10 trained pending start 59 awaiting training 	
----------------	--	---	--

10. As of the end of February, there was an underspend of £14,753, most of which was due to some vacancies within the fixed-term contracts. This has since been spent on the procurement of Mangar Eagle lifting cushions for falls patients, to be used by CWRs, and Quality Assurance training for the Volunteer Service team. All funds have now been spent as per the objectives of the grant.
11. A full project closure report will be developed and presented to July's Charity Committee meeting for assurance.
12. There are now a total of 318 CWRs that currently live and responding to calls. This is an increase of 58 since the last report.
13. As of 17 March, there were 59 volunteers awaiting training, and a further 10 volunteers who have been trained and waiting to go live.
14. Once all volunteers have completed training, a total of 387 volunteers will have been recruited through this project, just short of the original target of 400.
15. Out of the 564 volunteers initially recruited, a total of 177 applicants have withdrawn or were rejected through the application process, either through an unsatisfactory DBS check, through an unsatisfactory interview, or by not passing the training process. This percentage of withdrawn or rejected volunteers is to be expected and does not pose any unwarranted concern or unmitigated risk.

Project Performance: NHSCT Community Resilience Fund

Grant award	Total awarded	£142,000
	Spend to 28 Feb 2026	£0
	Remaining spend	£142,000

Key dates	Project start date	1 January 2026
	Mid-point conversation with Grants Officer	December 2026 – January 2027
	End of project	31 December 2027
	Final report due	31 January 2028

Targets	Appointment of OHCA Clinical Review clinician	By April 2026 – on track	
	Appointment of Training Support Officer	Est. start date – Oct 2026	

	Provide train-the-trainer sessions to 20 WAST volunteers	<i>Work not yet started</i>	
	Deliver bystander CPR sessions to 1,000 participants in areas of health inequalities	<i>Work not yet started</i>	

16. The recruitment process is underway for the OHCA Clinical Review clinician (AfC Band 7), for a fixed-term contract of 15 months. It is expected that an appointment will be made by the end of April.

17. This will be an internal recruitment process targeted at substantive Senior Paramedics (pan-Wales), as these roles will have the clinical skills required to perform the duties of this new role.

18. The initial data gathered by the clinician role will be used to inform the recruitment of the Training Support Officer, by using the data to highlight geographical areas where the role could provide most benefit.

19. Rather than focusing solely on delivery of KPIs outlined in the application, NHSCT have requested that all recipient charities use their standardised outcomes tool to measure progress from a baseline, and to report this data on a quarterly basis. This work will be coordinated by the Head of Charity, supported by lead colleagues.

Project Performance: NHSCT Greener Communities Fund

Grant award	Total awarded	£15,823
	Spend to 28 Feb 2026	£0
	Remaining spend	£15,823

Key dates	Project start date	19 January 2026
	Interim report	31 August 2026
	End of project	15 January 2027
	Final report due	28 February 2027

Targets	Work to be completed by January 2027 KPIs to be confirmed with NHSCT	On track	
	At least 25 colleagues engage through a new Ty Elwy Gardening Club	Expression of Interest so far from 20 colleagues	

	75% of those surveyed have improved wellbeing through the project	Data collection to start from summer 2026	
--	--	---	--

20. Since the last meeting, the Trust’s Environmental and Sustainability Manager has worked with a Welsh-based ecologist to produce plans and costings for how this grant might be most effectively spent at Ty Elwy.
21. The draft plans include:
- a. Raised planters for staff to be able to plant their own flowers and vegetables
 - b. Wildflower planting throughout the site
 - c. Installation of bird and bat boxes throughout the site
 - d. A mixed fruit heritage orchard
 - e. A seating area and pathway for staff to be able to enjoy the new garden
22. A series of staff engagement sessions at Ty Elwy have started to gather the views of staff, and to involve staff in some of the planting. So far, feedback has been overwhelmingly positive. Both Estates colleagues and the Charity Team will continue to engage together to keep staff informed of progress. Estates colleagues will ensure that all activity complies with Health and Safety and IPC guidance.

Future Grant Opportunities

NHS Charities Together – Workplace Wellbeing Programme

23. In Wales, NHSCT are currently proposing to one workplace wellbeing project that will benefit all NHS Wales staff. Plans are currently unconfirmed, but the nine NHS charities in Wales are working together to ensure that charities are strongly represented and involved in the proposal.
24. It should be noted that this is different to what was previously indicated to the Charity by NHSCT, and is a different method of distributing the available funds to that which colleagues in England are benefitting from.
25. In the Charity’s “most-likely” income scenario for 2025-2026, it was anticipated that £30,000 of this forecast would be met from grant funding through this programme. As this is now no longer possible, this will have an impact on the total income raised – however, there will also be a reduction in associated restricted expenditure planned for this project and so there will be no material financial impact.

The National Lottery Community Fund – Wish Ambulance

26. The Charity is in advanced discussions with the National Lottery Community Fund, and is intending to submit a funding application to fund a fixed-term coordinator role for

the Wish Ambulance service. The Community Fund team are extremely supportive, have been reviewing early “pre-application” proposals, and have provided extensive feedback on how to best position an application to meet the fund’s criteria.

27. In December, the Head of Charity met with the Wish Ambulance team to develop a proposal that addresses feedback from the Community Fund grant officers. Based on this feedback, the Charity intends to submit an application for one full-time role (proposed at AfC Band 5) for a period of 4 years.
28. This role would look to provide a more consistent coordination service, and look to expand the service to reach more patients who need support. This would include recruitment and induction of additional volunteers, coordination of urgent requests for support, increasing potential referrals by building relationships with palliative care staff across the sector, and increasing in-kind donations of event tickets through partnerships with event organisers.
29. The next stage will be to develop a Stage 1 Application, which will be a priority for the Head of Charity in the coming months.

Charity Governance

Board Development session – Withers LLP

30. Due to urgent business on the agenda, a Board Development session in February on the role of the Corporate Trustee has been postponed until 30 April.
31. This session, for members of the Corporate Trustee, will be delivered by Roger Waite, partner at Withers LLP. He has particular expertise in NHS charities and their legal structures. The session will include key considerations for the governance of an NHS charity, and how it can differ from other charities.

Charity Governance Code – 2025 version

32. A new version of the Charity Governance Code was published in November 2025. This is a voluntary code, and is separate to Charity Commission guidance and charity law. The Code sets out universal principles of governance for charities to consider, and helps to shape a common view of best practice.
33. The Code sets out best practice for the behaviours, standards, policy and processes that are helpful to cultivate good governance in each of the following areas:
 - a. Organisational purpose
 - b. Leadership
 - c. Ethics and Culture

- d. Decision making
- e. Managing risks and resources
- f. Equity, diversity and inclusion
- g. Board effectiveness

34. Many of these areas will have crossover with existing guidance for board effectiveness relevant to members of Trust Board, such as guidance from the Good Governance Institute, and the Nolan Principles of Public Life.

35. In conjunction with the Director of Corporate Governance / Board Secretary, the Head of Charity has considered the Charity Governance Code, and will ensure that these principles are considered as the Charity's structures and processes mature.

36. A full copy of the Code can be read using the link below:
[Charity Governance Code - Charity Governance Code](#)



GIG
CYMRU
NHS
WALES

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

End of Project Report

NHS Charities Together Stage 3 Covid-19 Recovery Grant

April 2026





IN SUMMARY

In October 2023, the Welsh Ambulance Service Charity was awarded £88,000 of grant funding from NHS Charities Together, as part of their Covid-19 Recovery programme. **We are extremely grateful to NHS Charities Together, and to everyone to donated to the NHSCT Covid-19 Urgent Appeal, for this generous funding.**

This grant was intended to support the long-term health and recovery of NHS staff, patients, community, and volunteers impacted by Covid-19. In our application, the Charity proposed to spend this funding on three projects:

1. A **Volunteer Development Programme** designed to improve training provision for the Trust's Community First Responders (CFRs), and an associated recruitment drive to introduce at least 200 new CFRs to the Welsh Ambulance Services University NHS Trust (WAST).
2. A **WAST Sports Fund**, designed to support new and existing peer-led social sports and activity groups across the organisation. This was intended to improve the mental and physical wellbeing of WAST's staff and volunteers.
3. Continuation of our partnership with the charity **Mind over Mountains**, offering WAST colleagues structured opportunities to support their mental health, connect with nature, and build peer support networks.



220

New Community First Responders trained since 2023



415

WAST colleagues reached through WAST Sports Fund



97

times colleagues joined Mind over Mountains walk since 2022



WAST SPORTS FUND

The WAST Sports Fund was introduced to support staff wellbeing during a period of sustained operational pressure following the Covid-19 pandemic. The project aimed to improve opportunities for colleagues to take part in physical activity, and to build informal support networks with peers.

Whilst some informal sports teams had previously existed within WAST, financial and practical barriers often prevented staff from setting up new teams and activities. Through this funding, the Charity sought to remove these barriers and provide structured support for staff-led sports and physical activity projects across WAST.

Activity Delivered

The Charity opened three funding rounds, inviting colleagues to apply for grants to establish or develop local sports and physical activity initiatives. This approach aimed to empower staff to identify local wellbeing needs, to ensure that projects reflected operational realities including shift work, and to encourage sustainable peer-led initiatives.

Across three rounds, 15 projects were funded. These included:

- Setting up a new WAST Ladies Netball Team
- Purchasing equipment and kit for football and rugby teams across WAST
- Setting up a walking group focused on men's mental health
- Introducing yoga sessions at Cardiff MRD and Ty Elwy
- Installing gym equipment at five ambulance stations

In total, **415 colleagues** directly benefitted from the project, representing approximately one in ten members of the workforce. Bids Panel awarded a total of £23,542 to 15 projects across three funding rounds, of which £19,226 was spent. Any underspends were redirected to the Volunteer Development Programme and were spent within the project timeframe.

For the Charity, this project has been particularly significant. As the new Head of Charity met with staff throughout the Trust, the Sports Grants could be used to offer tangible examples of how staff could benefit through the Charity. This generated positive goodwill at an important stage in building internal awareness and trust.

WAST Netball Team

One example of a new team that was established as a result of this funding was the WAST Ladies Netball Team, who meet weekly in Swansea.

Prior to charitable support, attempts to establish the team had been unsuccessful, partly due to the costs of starting the team. A grant from the WAST Sports Fund enabled the team to purchase kit and training equipment, and to contribute towards court hire. This enabled the team to launch and sustain weekly sessions.



Participants reported increased physical activity, improved confidence, greater connection with colleagues outside their immediate teams, and a structured outlet for stress management. Participants also highlighted the inclusive nature of the team, including support for neurodivergent colleagues, and understanding around shift-related absence for those working in operational roles.

Since the launch in February 2025, the team has grown to more than 25 active members, and the team regularly play against other local teams.

"It has made WAST come together from all areas, and more importantly I have made new friends and the support we have had from the charitable funds have made such a massive difference."

"We've quickly bonded as a team, and even after a long week, I look forward to the physical and mental release netball gives me. It's exactly what I need."

"WAST netball has played a huge role in improving both my mental and physical health...being part of a supportive team has lifted my confidence. Without the charity's support, I wouldn't have access to such a positive and empowering space."

Challenges and Learning

The first funding round was delayed due to concerns over liability for sports activities, which required the Charity to put in place strengthened guidance. Although this delayed the launch, it provided clearer parameters for what charitable funding can and should support - particularly in relation to higher risk activities - and has influenced the Charity's general guidance for all its expenditure.

Procurement processes also proved more complex than anticipated. Many applicants were unfamiliar with Trust purchasing systems, which created additional administrative burden and required significant support from the Charity team. This experience has reinforced the need for clearer guidance and, if repeated, potentially simplified mechanisms for staff-led purchasing.

Given that 15 separate projects were delivered by colleagues alongside their substantive roles, consistent evaluation proved difficult to embed. Whilst qualitative feedback received demonstrates the positive impact of the project, it was not feasible to gather detailed quantitative data across all projects. This has highlighted the importance of putting in place effective monitoring and evaluation processes from the outset of all projects.

The delayed start shortened the time available to deliver the project, creating pressure to allocate and spend funding within the remaining period. While this was managed effectively and underspend was redirected to other projects, future programmes would benefit from greater lead in time and clearer alignment between governance processes and delivery timelines.

Conclusion and Next Steps

This project has shown the value of providing staff with the agency to shape their own wellbeing projects. The use of fixed application deadlines, rather than a rolling programme, created early momentum. Early awards were showcased in internal communications, which in turn encouraged further applications in subsequent rounds.

The existing Bids Panel, comprising members from across WAST, provided robust scrutiny and governance. The discussions generated through this process helped clarify how staff can and should benefit from charitable funding, and informed the development of permanent expenditure guidance for future awards.

All funded teams continue to use the equipment purchased through the scheme, which is expected to remain in use for several years. Around one in ten WAST colleagues directly benefitted from the project, and there is potential for this number to grow as teams expand and develop.

The Charity will continue to provide practical and advisory support to established teams. This may include guidance on financial sustainability through sponsorship or member contributions. New teams will continue to be able to apply for funding through the Charity's Bids Panel.



VOLUNTEER DEVELOPMENT

During the Covid-19 pandemic, the Trust's volunteer recruitment and training were significantly disrupted due to social distancing requirements. Face to face training was paused, volunteer numbers declined, and opportunities to upskill existing responders were limited. At the same time, demand on emergency services remained high, reinforcing the importance of community-based support models.

As part of the Volunteer Service's post-Covid recovery plan, the Charity used this funding from NHS Charities Together to invest in high-quality training equipment to support the recruitment, training and development of Community First Responders.

Project Overview

It was identified that outdated training equipment was limiting the scale and quality of volunteer training delivery. Through this project, the Charity was able to purchase enhanced training equipment to support realistic assessment and scenario-based training, and to build a suite of shared training resources that can be used for training pathways for both Community First Responders (CFRs) and Community Welfare Responders (CWRs). This approach has maximised value for money and ensured consistent training standards.

Activity Delivered

Using the training equipment provided, the Trust successfully recruited and trained **220** new Community First Responders between 2023 and 2025. In addition, the new equipment has been used to deliver Mandatory In Service Training sessions to 600 existing volunteers, and as part of the training for more than 300 Community Welfare Responders so far. The additional CWR recruitment was delivered through four Volunteer Support Officers, funded by a separate NHS Charities Together grant.

Impact

As a result of this additional recruitment and training, the Trust has been able to increase its overall volunteering capacity. Across the Trust, volunteers now attend a total of more than 1,000 patients per month across Wales. New volunteer recruitment was pan-Wales but targeted at specific areas using data on patient need, particularly cardiac arrest response times.

These additional volunteers provide an enhanced resource for emergency response, and can support patients experiencing cardiac arrest, chest pains, breathing difficulties, falls and other urgent clinical needs, where a volunteer can provide initial support ahead of assessment by an EMS crew. For patients, this means earlier observation and clinical support while awaiting ambulance crews. For clinicians, the presence



of a trained volunteer on scene provides additional intelligence to support safe triage decisions.

This enhanced training equipment has also strengthened assessment processes and improved volunteer confidence, leading to better outcomes. Later in the project, due to an underspend in other elements of the grant, it was possible to purchase breast overlays for training manikins to improve volunteer confidence in performing CPR on female patients, supporting inclusive and equitable practice.

A key learning point has been the value of shared training infrastructure across volunteer pathways. Through a new shared recruitment and training process, some volunteers have been able to join the Trust as CWRs, and to then enhance their skills through further training to respond to higher-acuity calls as a CFR.

Conclusion and Next Steps

The Volunteer Development project has delivered sustainable improvements to the Trust's volunteer infrastructure. Training equipment purchased through the grant will continue to be maintained and replaced through Trust funding on a rolling basis.

This funding demonstrates how charitable funding can enable the Trust to strengthen and scale a volunteer response model that contributes directly to patient experience and operational resilience. The legacy of the project lies not only in the number of volunteers trained, but in the strengthened infrastructure and clinical standards that will continue to benefit patients across Wales beyond the life of the grant.

The Charity will continue to support volunteer development and infrastructure in the future, as a key part of the Charity's new strategic objectives.





MIND OVER MOUNTAINS

In 2022, Welsh Ambulance Service Charity partnered with Mind Over Mountains to deliver a series of professionally-led wellbeing walks for staff across WAST. The project aimed to offer colleagues structured opportunities to support their mental health, connect with nature, and build peer support networks during a period of sustained pressure on the service. At the conclusion of the partnership in 2025, WAST colleagues had attended walks on a total of 97 occasions.

The partnership ran in two stages:

- First Stage: March 2022 – October 2023 (funded by Stage 1 Covid-19 Recovery funding)
- Second Stage: March 2024 – October 2025 (funded by Stage 3 Covid-19 Recovery funding)

Project Overview

Through this funding, the Charity commissioned Mind Over Mountains to provide guided group walks led by qualified coaches, counsellors, and mountain leaders. Each walk typically included:

- A full-day outdoor walk suited to a range of abilities
- Space for reflection, conversation, and emotional decompression
- Access to expert wellbeing support in a psychologically safe environment
- Opportunities to build peer connection and confidence

The intention was to provide a meaningful, restorative experience accessible to colleagues from all roles and departments across Wales. Walks were reserved exclusively for WAST colleagues, meaning participants knew that they could share their experiences openly with colleagues who could understand operational pressures.

Between March 2022 and October 2025, 17 Mind Over Mountains walks took place across Wales. Locations were selected to provide geographic spread and access to varied landscapes, including national parks, coastal routes, and upland walking areas.

Across both stages, **WAST colleagues attended walks a total of 97 times**, with notably higher attendance in the first phase of delivery. Anecdotally, this coincided with a post-pandemic appetite for reconnection and a greater motivation to be outdoors. Registration was anonymised to reduce stigma, and so it is not possible to accurately say how many colleagues attended, as anecdotally, many found the project so beneficial that they attended multiple times.

“Being able to talk one-on-one with coaches was very beneficial but also being able to chat to colleagues I would never have met before was great fun!”

Attendance – 2022-2023 Walks

Location	Attendances
Sugar Loaf	3
Pistyll Rhaeadr	8
Gower – Rhossili	10
Snowdonia – Cnicht	10
Sugar Loaf	11
Hay Bluff	6
Llangollen	5
Table Mountain, Crickhowell	10
Clwydian Range	7
TOTAL 2022-2023	70

“Walking with a great group of people, a safe space to share experiences, fantastic scenery and extremely helpful guides.”

Attendance – 2024 – 2025 Walks

Location	Attendances	Registrations
Brecon Beacons	2	8
Llanberis	9	12
Elan Valley	4	7
Sugar Loaf	4	4
Llyn Padarn, Llanberis	1	10
Nash Point, Vale of Glamorgan	4	12
Stackpole, Pembrokeshire	Cancelled	1
Llanberis	2	3
Brecon Beacons, South Wales	1	1
TOTAL 2024-2025	27	58

“MOM created a very safe space for everyone to talk confidentially”

Impact

Feedback collected across the project shows consistently positive experiences among those who attended.

- **100%** of respondents stated that the walk encouraged them to be more physically active.
- **92%** reported that the walk helped them to feel connected to other people.
- **92%** reported that the walk helped them to feel connected to nature.
- **92%** felt supported to access and take part in the walk.
- **83%** reported that they learned tools and strategies to help support their wellbeing in the future.
- **83%** stated that they gained a better sense of perspective.
- **75%** reported improvements in emotional health and overall wellbeing.
- **75%** stated that they felt a greater sense of purpose.
- **67%** reported that the walk reduced their sense of isolation.

Challenges and Learning

The Mind Over Mountains project delivered meaningful benefits for participants, but also highlighted several challenges that have informed our approach to future wellbeing projects.

A significant challenge throughout delivery was the decline between registrations and actual attendance. Whilst registration numbers were often reasonable, attendance on the day was consistently lower. As registration data was held by the Mind Over Mountains delivery team, the Charity had limited ability to follow up with registered participants, explore barriers to attendance, or provide reminders and encouragement in advance of walks. This restricted opportunities to reduce non-attendance and to better understand the reasons for withdrawal.

Attendance levels also declined over time between the first and final walks. Walks during the first stage of the partnership benefited from heightened post-Covid interest in outdoor and group wellbeing activity, however, this momentum was not sustained as colleagues had prior personal commitments.

At the funding application stage for the Second Stage of the project (2024-2025), participation targets were set on the assumption that each walk would operate at full capacity, resulting in an initial target of 144 participants. This proved unrealistic in practice and was later formally reduced to 60 participants with the agreement of NHS Charities Together - but even this proved difficult to achieve despite encouraging numbers registering for walks. This experience has reinforced the importance of setting achievable, evidence-based targets when designing projects.

Overall, the project has highlighted the importance of realistic target-setting, shared ownership of data, proactive engagement with registered participants, and careful consideration of accessibility and location when planning staff wellbeing activity.

Conclusion and Next Steps

Mind Over Mountains (MOM) provided a valuable wellbeing offer to WAST colleagues during a challenging period. Although participation numbers were lower than originally anticipated, the impact on those who attended was consistently positive, with strong reported outcomes relating to physical activity, emotional wellbeing, connection, and reduced isolation. The Charity also feels it was important to continue to test different approaches to wellbeing at a difficult time for WAST colleagues.

Following the final walk in October 2025, the decision was taken to conclude the formal partnership between WAST and Mind Over Mountains, and there are no current plans for the Charity to fund MOM walks reserved exclusively for WAST colleagues. However, the Charity will continue to signpost individuals who have found these walks beneficial, as MOM also provide open walks for the public, and specific walks reserved for the wider blue-light community. The Charity has also connected MOM with the Occupational Health service to encourage further signposting opportunities.

Through the WAST Sports Fund, the Charity was able to support a new peer-led walking group, and hopes to be able to support further peer support groups in the future. This is felt to be a more practical and cost-effective alternative, as colleagues can arrange walks with peers to suit their own shift patterns.

Despite not reaching the target number of participants, the Charity has learned and benefitted from the project. This project has strengthened the Charity's approach to designing, delivering, and evaluating staff wellbeing activity across WAST. It has also delivered meaningful benefits to those who attended, and has sparked interest in peer support groups that will create a lasting legacy for the project.



GIG
CYMRU
NHS
WALES

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

Agenda Item No. 6

REPORT TITLE

Charity Funds Finance Update

MEETING

Name of meeting	Charity Committee
Date of meeting	2 April 2026
Public or Private	Public
If private - rationale	n/a

REPORT SPONSOR

Executive sponsor	Chris Turley, Executive Director of Finance and Corporate Resources
Author(s) of report	Edward Roberts, Interim Assistant Director of Finance and Corporate Resources Bernadette Mitchell, Finance Assistant – Charitable Funds

PURPOSE OF REPORT

- | | |
|--|--|
| <input type="checkbox"/> Approval | <input type="checkbox"/> Endorsement |
| <input checked="" type="checkbox"/> Assurance | <input checked="" type="checkbox"/> Discussion |
| <input type="checkbox"/> Information (goes in consent items) | <input checked="" type="checkbox"/> Noting |



GIG
CYMRU
NHS
WALES

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

REPORT SUMMARY:

[See writing and presentation guidance [here](#) to inform this section]

To present to the Charity Committee an update on the following:

- Summary of income & expenditure for April 2025 to February 2026
- Summary of budget vs actuals for April 2025 to February 2026
- Details of fund balances held as of 28 February 2026 including update on merging of some funds.
- COIF Charity Investment Fund
- Charitable Cash & Donation Handling Procedure

RECOMMENDATION(S)

See writing and presentation guidance [here](#) to inform this section

The Charity Committee is requested to:

1. NOTE the contents of this finance report.

ADDITIONAL PAPER(S)

See writing and presentation guidance [here](#) to inform this section

Annex 1 Charitable Cash & Donation Handling Procedure



Governance and assurance checks to support decision-making and demonstrate alignment and risk mitigation

STRATEGIC OBJECTIVE(S) THIS REPORT SUPPORTS

Narrative here (select all that apply) [[link to objectives and what good looks like](#)]

<input type="checkbox"/> SO1: Providing the right care or advice, in the right place, every time	<input checked="" type="checkbox"/> SO2: Enabling our people to be the best they can be
<input type="checkbox"/> SO3: Being at the forefront of innovation and technology	<input checked="" type="checkbox"/> SO4: Developing services in collaboration
<input checked="" type="checkbox"/> SO5: Being quality driven and clinically led	<input checked="" type="checkbox"/> SO6: Delivering exceptional value

RISK(S) THIS REPORT MITIGATES

Where relevant note the local, directorate, corporate or BAF risk number

N/A

HEALTH & CARE QUALITY STANDARD(S) THIS REPORT SUPPORTS

Quality Domains (select all that apply) [[link to standards](#)]

<input type="checkbox"/> Safe	<input type="checkbox"/> Timely	<input type="checkbox"/> Effective
<input type="checkbox"/> Efficient	<input type="checkbox"/> Equitable	<input checked="" type="checkbox"/> Person Centred

Quality Enablers (select all that apply) [[link to standards](#)]

<input type="checkbox"/> Leadership	<input checked="" type="checkbox"/> Workforce	<input checked="" type="checkbox"/> Culture
<input type="checkbox"/> Information	<input checked="" type="checkbox"/> Learning Improvement & Research	<input checked="" type="checkbox"/> Whole Systems Approach

WAST WELLBEING OBJECTIVE(S) THIS REPORT SUPPORTS

Narrative here (select all that apply) [[link to goals](#)]

<input checked="" type="checkbox"/> A socially responsible and inclusive employer	<input checked="" type="checkbox"/> An innovative and sustainable organisation	<input type="checkbox"/> A pro-active, accessible and equitable care provider
<input type="checkbox"/> n/a	<input type="checkbox"/> n/a	<input checked="" type="checkbox"/> n/a

IMPACT ASSESSMENTS FOR CONSIDERATION

Where a strategic decision is being sought, an Equality Impact Assessment must accompany this paper. You may need to do other impact assessments also so please refer to this signpost document [here](#) for further details.

Does this paper require an impact assessment	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
--	--

If yes, what impact assessment is attached

APPROVAL/SCRUTINY ROUTE

Date	Person/Group/Committee
n/a	n/a



GIG
CYMRU
NHS
WALES

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

SITUATION

1. This report provides the Committee with an update on fund balances held, along with an update on the COIF Charity Investment Fund Accumulation Units held by the charity, including a valuation as of 28 February 2026.

BACKGROUND/ASSESSMENT

2. Below is a summary of the income and expenditure for the period 1 April to 28 February 2026.

	Unrestricted £	Designated £	Restricted £	Total £
Income:				
• Donations	22,172	18,293	0	40,465
• Legacies	501	0	0	501
• Grant income	0	0	157,823	157,823
• Interest Rec'd	6,995	9,141	0	16,136
TOTAL INCOME	29,668	27,434	157,823	214,925
Expenditure:				
• Raising funds	1,117	7,299	0	8,416
• Charitable activities	32,044	219	0	32,263
• Grant expenditure	0	0	130,897	130,897
• Admin/Support	12,192	58,367	0	70,559
TOTAL EXPENDITURE	45,353	65,885	130,897	242,135
Transfers				
NET MOVEMENT	(15,685)	(38,451)	26,926	(27,210)



GIG
CYMRU
NHS
WALES

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

3. Below is a summary of the income & expenditure compared to the budgets as approved by the Board of Trustees on 29 May 2025 for the period 1 April 2025 to 28 February 2026.

Please note, the budgets have been profiled based on when income & expenditure is likely to be incurred, for example, Grant income is not likely to be received until October/November.

	Budget Approved by Corporate Trustee	Budget Profiled	Actual YTD	Variance to Profiled	Budget Remaining	Comments provided by Head of Charity
Income:						
Donations	43,813	40,161	40,465	304	3,348	Currently on track to exceed projections. Further fundraising activities planned in Q4 including London Marathon fundraising.
Legacies	10,000	9,166	501	(8,665)	9,499	Average annual unrestricted legacy income over the past six years is £10,953. The Charity has been informed of two legacies currently in administration, valued at c. £35,000, but these are unlikely to be received before the end of 2025-26.
Grants	202,000	202,000	157,823	(44,177)	44,177	Successful applications to NHSCT Community Resilience Fund (£142,000) and NHSCT Greener Communities (£15,823) confirmed. Further applications have not been possible as there has been limited success to date in identifying suitable specific projects for fundraising. Any unmet restricted targets will have a corresponding reduction in restricted expenditure.
Interest Rec'd	15,000	13,750	16,136	2,386	(1,136)	



GIG
CYMRU
NHS
WALES

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

TOTAL INCOME	270,813	265,077	214,925	(50,152)	55,888	
Expenditure:						
Raising funds	37,514	33,652	8,416	(25,236)	29,098	Lower than projected costs due to delayed appointment of Fundraising and Communications Officer, and as 50% of these staffing costs now apportioned as "admin/support" as opposed to "raising funds".
Charitable activities	132,000	121,000	32,263	(88,737)	99,737	£60,000 of this budget was allocated towards expenditure of restricted legacy funds (Barmouth/Colwyn Bay), now expected to fall within 2026-27.
Grant expenditure	241,704	218,370	130,897	(87,473)	110,807	Expected to total no more than £156,704 by year end. £65,000 of planned NHSCOT grant expenditure has been postponed to 2026-27. Remainder of restricted expenditure will not be spent due to unmet restricted income projections.
Admin/Support	68,918	62,719	70,559	7,840	(1,641)	50% of the costs of the Fundraising and Communications Officer post are now apportioned to admin/support, rather than raising funds.
TOTAL EXPENDITURE	480,136	435,741	242,135	(193,606)	238,001	
NET MOVEMENT	(209,323)	(170,664)	(27,210)	143,454		

Update on Fund Balances as of 28 February 2026

4. The table below is a detailed balance sheet as of 28 February 2026:

(Please note, the COIF Investment Fund is updated in the Charity Accounts annually therefore, the balance sheet does not reflect the current performance. This information is provided in the COIF update documented from para 11 onwards)

WAST Charity Balance Sheet as at 28th February 2026			UNRESTRICTED	DESIGNATED	RESTRICTED	TOTAL	
ASSETS	INVESTMENTS	COIF Investment Fund	£218,088	£56,584	£0	£274,672	
	CASH & BANK	COIF Deposit	£0	£115,853	£331,913	£447,766	
		PayPal	£0	£0	£0	£0	
		HIB Account	£0	£0	£62,348	£62,348	
		Current Account	£0	£0	£1,652	£1,652	
	DEBTORS	Accrued Income	£200	£0	£29,982	£30,182	
		Recoverable Tax - Gift Aid	£0	£0	£0	£0	
		Prepayments	£215	£0	£0	£215	
	TOTAL ASSETS:			£218,503	£172,437	£425,895	£816,835
	LIABILITIES	CREDITORS	Trade Creditors	£16,155	£16,091	£22,050	£54,296
Deferred Income			£0	£0	£0	£0	
Accruals			£12,060	£14,093	£1,956	£28,109	
Suspense			£0	£0	£0	£0	
			£28,215	£30,184	£24,006	£82,405	
TOTAL ASSETS LESS LIABILITIES:			£190,288	£142,253	£401,889	£734,430	
FUNDS & RESERVES	AMBU	NORTH FUNDS	£40,769			£40,830	
	AIRA		£61				
	GPCW	CENTRAL & WEST	£16,019			£16,019	
	TENP		£0				
	GPSE	SOUTHEAST	-£706				
	BARY		£1,385			£1,027	
	CBLT		£348				
	GPHQ	NATIONAL	£71,938			£71,938	
	BYFR	CFR's		£577			
	CWFR			£1		£5,825	
	RESP			£5,247			
	VTRS	VOLUNTEERS - NATIONAL		£161		£161	
	WISH	WISH		£23,173		£23,173	
	BURS	BURSARY		£9,530		£9,530	
	CENT	CENTRAL SERVICES		£103,564		£103,564	
	EMSA	EMS AMBULANCE			£137	£137	
	HHPB	HOLYHEAD PATIENT BENEFIT			£5,000	£5,000	
	HRTV	HEART ATTACK VICTIMS			£13,336	£13,336	
	AMBF	BARMOUTH AMBULANCE EQUIPMENT			£53,532	£53,532	
	BLAE	BLAENAU FFESTINIOG			£8,422	£8,422	
	CBAY	COLWYN BAY STATION			£148,886	£148,886	
	NHS2	NHSCT DEVELOPMENT GRANT			£0	£0	
	NHS3	NHSCT STAGE 3			£0	£0	
	NHS4	NHSCT AMBULANCE GRANT			£14,753	£14,753	
	NHS5	NHSCT COMMUNITY RESILIENCE			£142,000	£142,000	
	NHS6	NHSCT GREENER SPACES			£15,823	£15,823	
	ADMI	2025-26 CENTRAL COSTS APPORTIONED	-£13,309			-£13,309	
	REVL	COIF INVESTMENT REVALUATION RESERVE	£73,783			£73,783	
	TOTAL FUNDS & RESERVES:			£190,288	£142,253	£401,889	£734,430
	TOTAL LIABILITIES & FUNDS & RESERVES			£218,503	£172,437	£425,895	£816,835



GIG
CYMRU
NHS
WALES

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

5. A national volunteering fund has now been established (VTRS). All new donations specifically for volunteers will be allocated to this fund going forward. The three current regional CFR (BYFR, CWFR, RESP) funds have until to the end of September 2026 for any local CFR team to draw down upon these. Any remaining balances at this date, will be transferred to the national volunteering fund.
6. The HoC is working with the sub-fund holders within the unrestricted southeast funds to help draw these down via application to the charity's Bids Panel.

Update on COIF Investment Fund as of 28 February 2026.

7. CCLA announced in July 2025 that subject to regulatory approval, they will be acquired by Jupiter Investment Management Group Limited, a leading European investment manager. The acquisition was finalised on 2 February 2026.
8. Between 1 April 2025 and 28 February 2026, the unit price of the Charity's investments increased by 1.14%, resulting in an overall gain of c£3.1k. We currently hold 1,090.14 units at a unit price of £254.8321, giving a total market value of c£277.8k.

Charitable Cash & Donation Handling

9. Part of the Charity's Delivery Plan approved by Charity Committee in July 2025, is to increase income generation and to improve the Charity's governance. Developing a new Charity Cash Handling SOP was one of the enabler activities within the Governance and Policy heading of the delivery plan. This has now been developed (**Annex 1**) which will allow the Charity to have staff and volunteers fundraise on behalf of the Charity with clear procedures in place.

RECOMMENDATION

10. The recommendation(s) are as set out in the front cover above.

NEXT STEPS

11. To continue monitoring income and expenditure against the 2026/27 charity budget, approved by Corporate Trustee on 29 January 2026.

Welsh Ambulance Service Charity

Charitable Cash and Donation Handling

1. INTRODUCTION

- 1.1. This procedure should be read in conjunction with the Trust's Standing Financial Instructions.
- 1.2. This procedure is to be followed at all times and must be brought to the attention of all WAST staff and volunteers with responsibility for cash collections on behalf of the WAST Charity.
- 1.3. Control features contained within this procedure must ensure that adequate physical security exists.

2. DEFINITIONS

- 2.1. Donations & Cash – Refers to notes, coins, cheques, and gift cards/vouchers with any monetary value.
- 2.2. Collector – Persons (Trust staff or volunteers) collecting donations at WAST Charity organised events on behalf of the charity.
- 2.3. Safe Guardian – Person responsible for a specific Trust Safe.
- 2.4. Spontaneous Donations – Unsolicited donations, including from patients, their families and members of the public, which have not been given at a WAST Charity organised fundraising events.

3. SAFES & SAFE GUARDIANS

3.1. Safe Locations

Building	Location	Safe Guardian	Email
Ty Elwy	St. Asaph, North Wales	Hannah Parry	Hannah.parry@wales.nhs.uk
Cardiff MRD	Cardiff, South Wales	David Hopkins	David.hopkins4@wales.nhs.uk

- 3.2. Each safe guardian is responsible for the imports and exports of the safe's contents.
- 3.3. Any collector and/or staff member or volunteer in receipt of cash should arrange for safe transfer of cash to the safe guardian prior to taking cash to a location with a Trust Safe.

4. OPERATIONAL PROCEDURES

- 4.1. **General Principles** These procedures apply to all charitable cash donations accepted on behalf of the Charity, or using the Charity's branded collection buckets and boxes. Those fundraising in-aid-of the Charity may choose to pay in their fundraising using different procedures, as outlined in the Charity's in-aid-of fundraising pack.
 - 4.1.2. A reminder that WAST staff and volunteers are not permitted to accept cash or cash equivalents of any value for their own personal gain (see WAST's Standards of Business Conduct Policy for more details). However, if colleagues feel unable to refuse an offer of cash from a patient or family member, they may accept this on behalf of the WAST

Charity. In this case, a receipt should be provided, and the donation should be declared to the Charity as soon as possible by emailing amb_charity@wales.nhs.uk.

4.1.3. Any person in receipt of Charity cash must ensure that it is safe and secure until deposited into one of the Trust's Safes, or one of the Charity's secure collection buckets. Deposits should be made as soon as possible following the receipt of a donation (see 4.7 below).

4.1.4. All audit paperwork must be completed in full and sent to Ty Elwy within the time constraints detailed within this procedure.

4.2. Receiving Spontaneous Donations from the Public

4.2.1. All donors who wish to make a spontaneous donation to colleagues should first be sign-posted to the Charity's online giving platform, Give As You Live.

4.2.2. If an online donation is not possible, the donor may wish to give via cheque (payable to **Welsh Ambulance Services NHS Trust Charity**). If a colleague receives a donation by cheque, or by gift cards or vouchers, these can be posted via Royal Mail with a cover letter referencing the reference number provided to you by the charity team to:

FAO Finance Dept – Charitable Funds
Ty Elwy, Unit 7
Richard Davies Road
St. Asaph Business Park
LL17 0LJ

4.2.3. If none of the options above are feasible for the donor, colleagues may choose to accept a cash donation on behalf of the Charity. In these cases, a receipt must be provided to the donor, and donations should be declared as soon as possible to amb_charity@wales.nhs.uk. The Charity Team will provide guidance on how to pay in cash donations securely, and the colleague should ensure cash donations are paid in as soon as possible using this guidance.

4.3. Using Charity-issued collection buckets or boxes at fundraising events

4.3.1. If any WAST staff or volunteers, or members of the public, wish to use the Charity's collection buckets or boxes at a fundraising event, they should contact the Charity Team at amb_charity@wales.nhs.uk as soon as practically possible, and at least three weeks in advance of the event date, to agree suitable arrangements.

4.3.2. A named individual must be designated as the Lead Collector, who will be responsible for ensuring that all volunteers taking part in a fundraising event adhere to the procedures.

4.3.3. Collection buckets or boxes should only be used at fundraising events where:

- The Lead Collector has permission from the event organisers and/or landowners to use fundraising collection buckets. If on public land, such as the street, the Lead Collector must check whether a licence from the local authority is required
- The Lead Collector has a clear plan for the collection, safe storage and return of the buckets or boxes, and can ensure the security of the cash donations collected
- The event is deemed to be a suitable fundraising event which will not adversely affect the Charity's reputation

4.3.4. Whilst every effort will be made to facilitate all fundraising events, the Charity Team reserves the right to refuse a request if the stipulations in point 4.3.3 are not met.

- 4.3.5. The Lead Collector must ensure that collection buckets or boxes are appropriately sealed, with a unique reference number, before the start of the collection. Cash should never be collected in unsealed buckets or boxes.
- 4.3.6. Once sealed at the start of the collection, collection buckets or boxes must not be opened until the end of the collection. Buckets or boxes should only be opened in the presence of a minimum of two people, and with the prior permission of the Charity Team. Change may not be given from the proceeds of a sealed bucket.
- 4.3.7. If a donor requests a refund, for whatever reason, this must be requested in writing after the fundraising event and must only be authorised by the Head of Charity. There are limited cases when this may be permitted, such as returning a donation given by a vulnerable donor, or where a donation has been made in error.
- 4.3.8. When any Collector is collecting money, they must not behave in a way which could negatively impact the Trust or Charity's reputation. This includes:
- Acting in a way which could be perceived as dishonest or manipulative, or could cause upset or anxiety
 - Using inappropriate language or behaving in a crude or aggressive way
 - Smoking, vaping or drinking alcohol during a collection
- 4.3.9. Once an event has been completed, the Lead Collector must return the sealed buckets to the Charity Team for counting within 7 days of the event.

4.4. Static collection boxes and buckets

- 4.4.1. The Charity Team, or its volunteers acting on behalf of the Charity, may place static collection boxes or buckets in:
- Any WAST buildings (in the case of stations, with the permission of the Locality Manager / Operations Manager)
 - Any other business or public building, as long as permission is obtained in writing
- 4.4.2. Static collection boxes should not ordinarily be used for individual donations valued at above £30. In these cases, it may be more appropriate for the donation to be recorded separately. The Charity Team can be contacted for further clarification and advice.
- 4.4.3. The box must be presented to the site manager sealed and must be returned to the Charity Team unopened for processing. The Charity Team will provide a total amount donated after each collection. (Annex 2)
- 4.4.4. A document must be provided and signed by the person giving permission, outlining:
- Who is responsible for collection of the sealed boxes, and how often they will be checked (a minimum of once every 12 months)
 - Information on how the site manager can return the box to end the arrangement, or to report the box's theft or damage.

4.5. Storage, issue and return of collection boxes and buckets

- 4.5.1. Collection boxes and buckets, and any unused security-numbered seals, should be kept in locked storage when not in use.
- 4.5.2. A register of buckets and boxes must be kept by the Charity Team, including the location of each receptacle, and, if issued, the person responsible for its maintenance and safe return.

4.5.3. Any buckets or boxes which are not returned within the agreed time period must be followed up, and if necessary, reported missing or stolen to the police and/or NHS Counter Fraud Authority.

4.6. Storage and issue of contactless card payment machines

- 4.6.1. When not used, contactless card machines must be stored in locked storage facilities, with access managed by the Charity Team.
- 4.6.2. If a potential fundraising event requires the use of the contactless card machines, these should be signed out by a member of the core Charity Team. A return date must be agreed and a process agreed for how the machines should be returned securely.
- 4.6.3. The contactless card machines must only be used to collect donations for the Welsh Ambulance Services Charity, and for no other good cause.
- 4.6.4. As a counter fraud measure, refunds cannot be issued on the card readers by individuals. If a donor requests a refund of their donation, then they should be instructed to contact the Charity Team directly by emailing amb_charity@wales.nhs.uk with their request and reasoning for the refund. The Head of Charity will then make the decision on whether a refund will be processed. There are limited cases when this may be permitted, such as returning a donation given by a vulnerable donor, or where a donation has been made in error.

4.7. Returning of Buckets and counting of donations received.

- 4.7.1. All buckets and boxes containing cash must remain sealed until they are opened by two individuals authorised by the Charity Team.
- 4.7.2. Cash collected should be counted out of public view and in a safe and secure environment with at least two people present at all times.
- 4.7.3. Cash donations must be banked in their entirety without any deductions for expenditure. Any relevant expenses must be claimed and reimbursed separately through agreed processes.
- 4.7.4. Once counted, sections 1 & 2 of annex 1 should be completed in full by two Charity Team members.
- 4.7.5. These donations must then either be banked immediately by the two individuals, or if this is not possible, taken securely to one of the Trust's Safe Guardians, so the monies can be stored and secured safely, prior to banking.
- 4.7.6. The Safe Guardian should ensure the contents being handed over to them matches that as stated in section 2 of annex 1, and then complete section 3 of the form. Any discrepancies should be escalated to the Head of Financial Accounting.
- 4.7.7. Once completed the form should be sent to the Charitable Funds Finance Assistant in Ty Elwy. (Full address in section 4.2.2).
- 4.7.8. Once responsibility transfers to the Safe Guardian, they will follow additional steps. (section 5)

5. SAFES & BANKING

5.1. Safes

- 5.1.1. The Charity will follow the Trust's financial procedure 1.3 Cash and Safes for procedures relating to Safes. Below includes some key highlights from the procedure.
- 5.1.2. Safe Guardians are responsible for ensuring their safe and/or cash boxes are locked at all times when not in use, carrying safe keys with them at all times, reporting the loss of any safe key immediately, ensuring only authorised items are held in the safe.
- 5.1.3. The amount of cash kept on Trust premises should be kept to a minimum, and except when in current use, be locked in a safe.
- 5.1.4. Cash should be banked as indicated as in point 5.2 Banking and no account used for disbursement purposes.
- 5.1.5. The keys to safes and/or cash boxes should be allocated personally to the safe guardian who should adequately safeguard them at all times. The key should be carried by the safe guardian and not deposited in cupboards or drawers of office desks etc. (even when these are locked).
- 5.1.6. Where a safe is accessed via a combination code, the safe guardian must ensure that only authorised persons have access to the code and that it is regularly changed.

5.2. Banking

- 5.2.1 All cash and/or cheques held in the safe must be banked intact every last Wednesday of the month or within 5 working days if the amount exceeds £1,000.
- 5.2.2 The bank paying-in book is to be completed by the person (safe guardian) responsible for bank deposit duties.
- 5.2.3 Copies of the Bank paying-in slips are to be distributed as follows:

Front Copy:	To be retained by Bank
Carbon Copy:	To be retained in the book
- 5.2.4 Paying-in books will be retained securely in the safe for audit purposes.
- 5.2.5 Prompt notification via email must be made to the Charity's Finance Assistant of every banking deposit by including a schedule of the bank deposits within 3 days of the bank deposit being made.
- 5.2.6 All supporting documents of the donations within the schedule must also be sent via post to the Charity's Finance Assistant in Ty Elwy. (Full address in section 4.2.2).

6. ANNEXES

6.1. ANNEX 1 – Charity Organised Cash Collections Form

Welsh Ambulance Service Charity Organised Event Collection Form



SECTION 1 – Event Details

ORGANISED EVENT DETAILS			
Charity Reference	Event Date	Event Name	Location
OE-			
COLLECTORS			
Staff or Volunteer	Full Name	Email Address	Contact No.

SECTION 2 – Amounts Collected

Note/Coin Value	Qty	Amount (Note/coin value x qty)
£20 note		£ .00
£10 note		£ .00
£5 note		£ .00
£2 coin		£ .00
£1 coin		£ .00
50p coin		£ .
20p coin		£ .
5p coin		£ .
2p coin		£ .
1p coin		£ .
TOTAL AMOUNT COLLECTED		£ .

Persons counting collection. I can confirm the amount collected is that stated in section 2	
Counter 1	
Full Name	
Signature	
Date	
Counter 2	
Full Name	
Signature	
Date	

SECTION 3 – To be completed by the Safe Guardian

No Discrepancies I confirm the amount received into the safe is that stated in section 2	
Full Name	
Signature	
Date	

Discrepancies I confirm the amount received into the safe is different to that stated in section 2	
Varying amount	£ .
Escalated to Head of Financial Accounting	Y N
Date Escalated	
Safe Guardian	Full Name
	Signature
	Date

6.2. ANNEX 2 – Charity Static Boxes/Buckets

Welsh Ambulance Service Charity

Static Box/Bucket Collection



SECTION 1 – Box Details

STATIC BOX/BUCKET DETAILS			
Charity Reference	Location	Site Manager	Date Collected/Returned
SB-			

SECTION 2 – Amounts Collected

Note/Coin Value	Qty	Amount (Note/coin value x qty)
£20 note		£ .00
£10 note		£ .00
£5 note		£ .00
£2 coin		£ .00
£1 coin		£ .00
50p coin		£ .
20p coin		£ .
5p coin		£ .
2p coin		£ .
1p coin		£ .
TOTAL AMOUNT COLLECTED		£ .

Persons counting collection. I can confirm the amount collected is that stated in section 2	
Counter 1	
Full Name	
Signature	
Date	
Counter 2	
Full Name	
Signature	
Date	

SECTION 3 – To be completed by the Safe Guardian

No Discrepancies I confirm the amount received into the safe is that stated in section 2	
Full Name	
Signature	
Date	

Discrepancies I confirm the amount received into the safe is different to that stated in section 2	
Varying amount	£ .
Escalated to Head of Financial Accounting	Y N
Date escalated	
Safe Guardian	Full Name
	Signature
	Date
Counter 1 or Counter 2	Full Name
	Signature
	Date



GIG
CYMRU
NHS
WALES

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



ELUSEN
Gwasanaeth Ambiwylans Cymru
Welsh Ambulance Service
CHARITY

Agenda Item No. **7**

REPORT TITLE

Options Paper – Appointment of External Lottery Manager

MEETING

Name of meeting	Charity Committee
Date of meeting	2 April 2026
Public or Private	Public
If private - rationale	n/a

REPORT SPONSOR

Executive sponsor	Estelle Hitchon, Director of Partnerships & Engagement
Author(s) of report	David Hopkins, Head of Charity

PURPOSE OF REPORT

- | | |
|--|--------------------------------------|
| <input checked="" type="checkbox"/> Approval | <input type="checkbox"/> Endorsement |
| <input type="checkbox"/> Assurance | <input type="checkbox"/> Discussion |
| <input type="checkbox"/> Information (goes in consent items) | <input type="checkbox"/> Noting |



GIG
CYMRU
NHS
WALES

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

REPORT SUMMARY:

[See writing and presentation guidance [here](#) to inform this section]

1. As part of the Charity Delivery Plan, and the Charity’s Fundraising Plan, it was agreed that a charitable lottery would be launched to generate additional regular income for the Charity.
2. Over the past few months, several operating models have been considered, including self-operating a lottery (similar to Cardiff and Vale Health Charity), but have ultimately been discounted due to practicalities and the relative small scale of the lottery in the short-to-medium term.
3. It is recommended that an External Lottery Manager (ELM) be appointed to operate a lottery on behalf of the Charity. The ELM would receive gross income from players via direct debit, deduct a percentage for the prize fund and for administration, and then pay the net proceeds to the Charity.
4. This paper takes into consideration:
 - a. Promotion of the lottery, and the appeal to donors of different operating models, prize structures and odds of winning
 - b. The financial model, including the net percentage of proceeds returned to the Charity
 - c. The requirement to register as a “small society lottery” with the relevant local authority (Denbighshire County Council based on the Charity’s registered address)
 - d. Ethical matters, including protecting vulnerable people from potentially harmful gambling
 - e. Abiding by procurement, data protection and cyber security policies.

RECOMMENDATION(S)

See writing and presentation guidance [here](#) to inform this section

Charity Committee is requested to:

1. **APPROVE** the recommendation to appoint an External Lottery Manager through a quotation process.
2. **RECEIVE ASSURANCE** that all ethical and legal matters regarding the operation of a charitable lottery have been considered.

ADDITIONAL PAPER(S)

Set out here any annexes. See writing and presentation guidance [here](#) regarding materiality and use of the Reading Room

n/a



GIG
CYMRU
NHS
WALES

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

Governance and assurance checks to support decision-making and demonstrate alignment and risk mitigation

CHARITY STRATEGIC OBJECTIVE(S) THIS REPORT SUPPORTS

Select all that apply:

<input checked="" type="checkbox"/> SO1: The Charity will help WAST to support the wellbeing and development of its staff and volunteers, resulting in a healthier, happier and more experienced workforce	<input checked="" type="checkbox"/> SO2: The Charity will support WAST to build community resilience throughout Wales
<input checked="" type="checkbox"/> SO3: The Charity will support WAST to provide enhanced patient care, through additional projects and/or capital investment, through testing new models of delivery	

CHARITY STRATEGIC ENABLERS (S) THIS REPORT SUPPORTS

Select all that apply:

<input checked="" type="checkbox"/> SE1: Proactive fundraising strategy that reflects the needs of WAST and enhances its work strategically	<input type="checkbox"/> SE2: Strong Bids Panel and Bursary Panel processes that are clear and accessible to all colleagues
<input checked="" type="checkbox"/> SE3: Colleagues are empowered to apply for funding, contribute towards strategy, fundraise for the Charity and act as ambassadors	<input checked="" type="checkbox"/> SE4: Good communications and evaluation strategy that demonstrate impact and support future fundraising
<input checked="" type="checkbox"/> SE5: Robust governance and sustainable financial position that enable the Charity to expand its work	

CHARITY RISK(S) THIS REPORT MITIGATES

Where relevant note the local, directorate, corporate or BAF risk number

CHAR-008: Failure to raise sufficient funds to deliver the Charity's strategic objectives

HEALTH & CARE QUALITY STANDARD(S) THIS REPORT SUPPORTS

Quality Domains (select all that apply) [\[link to standards\]](#)

<input checked="" type="checkbox"/> Safe	<input type="checkbox"/> Timely	<input type="checkbox"/> Effective
<input type="checkbox"/> Efficient	<input checked="" type="checkbox"/> Equitable	<input checked="" type="checkbox"/> Person Centred

Quality Enablers (select all that apply) [\[link to standards\]](#)

<input type="checkbox"/> Leadership	<input checked="" type="checkbox"/> Workforce	<input checked="" type="checkbox"/> Culture
<input type="checkbox"/> Information	<input type="checkbox"/> Learning Improvement and Research	<input checked="" type="checkbox"/> Whole Systems Approach



GIG
CYMRU
NHS
WALES

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

WAST WELLBEING OBJECTIVE(S) THIS REPORT SUPPORTS

Narrative here (select all that apply) [link to goals]		
<input checked="" type="checkbox"/> A socially responsible and inclusive employer	<input checked="" type="checkbox"/> An innovative and sustainable organisation	<input checked="" type="checkbox"/> A pro-active, accessible and equitable care provider
<input type="checkbox"/> n/a	<input type="checkbox"/> n/a	<input type="checkbox"/> n/a

IMPACT ASSESSMENTS FOR CONSIDERATION

Where a strategic decision is being sought, an Equality Impact Assessment must accompany this paper. You may need to do other impact assessments also so please refer to this signpost document [here](#) for further details.

Does this paper require an impact assessment	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
If yes, what impact assessment is attached	A full EqIA is not required; however, ethical considerations, including potentially vulnerable donors, have been assessed as part of the proposal

APPROVAL/SCRUTINY ROUTE

Date	Person/Group/Committee
n/a	n/a



GIG
CYMRU
NHS
WALES

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

SITUATION

1. As part of the Charity Delivery Plan, and the Charity's Fundraising Plan, it has been agreed that a lottery should be launched to generate income for the Charity. By launching a lottery product, the Charity will be able to generate a regular and reliable source of unrestricted income, which would then be invested into charitable activities.
2. After the initial launch has been completed, the ongoing administration of a lottery should remain minimal, whilst income would increase as more players join the lottery over time. It has therefore been identified as a high priority for the Charity's fundraising strategy.
3. This paper outlines the Charity's options for appointing an External Lottery Manager to operate the lottery on behalf of the Charity, and the legal and ethical considerations of operating a charitable lottery.

BACKGROUND

4. Charitable lotteries are a popular way for NHS charities to generate additional income, and the first one in Wales (Cardiff and Vale Health Charity) started around 20 years ago. NHS lotteries can either be delivered "in-house" through payroll schemes, or through the support of an External Lottery Manager.
5. A number of stakeholders have been consulted as part of this options appraisal, including several NHS charities who currently operate their own lotteries for staff and the public.
6. An "in-house" lottery, such as Cardiff and Vale's, would require significant investment in staffing, and specific software packages to manage the lottery legally and securely. A specific licence would also need to be obtained from the Gambling Commission, with no specialist support readily available to do this. Whilst the Cardiff and Vale Health Charity's lottery has been incredibly successful, it is reliant on a larger workforce than WAST's, and a pool of long-term players built up over 20 years. For these reasons, it is believed that the Charity should work with an External Lottery Manager to deliver this project.
7. Crackerjackpot Ltd, a lottery management company owned and operated by Ty Hafan, was considered as part of the assessment, as they were a Welsh-based company and could offer an attractive return on investment. They run lotteries on behalf of other Welsh charities including St John's Ambulance Cymru. Unfortunately, Crackerjackpot are not currently onboarding new charities and so it is not currently possible to join their lottery scheme.



ASSESSMENT

8. A number of community lotteries have been explored as part of initial scoping. In each case, the lotteries combine the prize fund contributions from many charities to offer a shared prize pot, which every player to the lottery has an equal chance of winning. This allows charities to be able to set up their own lottery product without many of the risks or administrative burdens that come with a wholly owned lottery product.
9. To provide illustrative examples of the model, three community lotteries have been outlined below:
 - a. A new product by ANC Trading, a wholly owned subsidiary of NHS Charities Together (NHSCT have contracted Starvale, an established ELM, to operate this on their behalf)
 - b. Unity Community Lottery (operated by Sterling Lotteries)
 - c. Affinity Lottery (operated by Woods Valldata)
10. The breakdown of the main features of these community lotteries is below:

	ANC Trading / Starvale (on behalf of NHS Charities Together)	Unity Community Lottery	Affinity Lottery
Income retained by charity	60% - 65% (to be confirmed)	"At least" 50% - grows depending on income (around 60% with 3000 entries/week)	c. 49% retained (42p+VAT charged per entry (50.4p))
Cost to player per entry	£1 per week - £4.33 per month by Direct Debit (Up to 5 per player)	£1 per week - £4.34 per month by Direct Debit (Up to 20 per player)	£1 per week – Direct Debit based on number of draws per month (Up to 5 per player)
Option to add donation?	Optional round-up from £4.33 to £5 – counts as a Gift Aid donation	None	None
Prizes	Top prize - £1,000 won every week 1 x £100 270 x £5 All prizes awarded every week and so odds of winning will vary by number of players across all NHS charities (1 in 18 for 5000 players)	Up to £25,000 (1 in 1,000,000 odds) Other prizes - £1,000, £25 or 5 free entries to next draw Overall odds of winning any prize – 1 in 63 Top prize is not awarded every week, depends on matching all 6 digits	Up to £25,000 (1 in 13.9 million odds) Odds of runner up prize – 1 in 591 Top prize is not awarded every week, depends on matching all 6 numbers



Data ownership	Consent opt-in at point of registration – manual export required to CRM	Owned by Charity – manual export required to CRM	Owned by Charity – manual export required to CRM
Licencing requirements	All licences handled by ANC Trading	Charity required to obtain licence from Local Authority; weekly reporting requirements	Charity required to obtain licence from Local Authority; weekly reporting requirements
Upfront / ongoing costs	£250 one-off joining fee	£199 one-off fees, plus annual licencing costs	£400+VAT one-off fees, plus annual licencing costs
Other active members	Exclusive product for NHS charities; due to be launched in May/June 2026	Hywel Dda, Cwm Taf, Swansea Bay NHS charities; North West Ambulance Charity	Guys and St Thomas’s Hospital Charity
Player acquisition	Marketing pack provided, plus own microsite to direct players	Own microsite to direct players	Own microsite to direct players

Procurement and financial considerations

11. The Charity Team met with colleagues from NWSSP’s Procurement Services on 24 March to discuss the procurement considerations of appointing an External Lottery Manager. Based on this conversation, and the estimated value of the contract, Procurement Services have recommended conducting a short quotation process to formally assess all options.

Ethical and legal considerations

12. A key risk with any lottery scheme is the potential impact it could have on those with, or susceptible to, gambling addiction. However, charity lottery schemes are not considered high risk activities due to some of the mitigations in place:

- a. Each scheme comes with its own limits on the maximum number of weekly entries and offers mechanisms for players who choose to self-exclude.
- b. Marketing and fundraising materials will consider the appropriateness of any specific player acquisition methods, to ensure that vulnerable people are not targeted.
- c. Links to Gamble Aware and other support will be visible and prominent to all participants as part of the sign up and ongoing process.
- d. Draws take place on a set schedule at weekly intervals – this makes it less appealing compared to other high-risk forms of gambling, which can be accessed instantly by the end user.



GIG
CYMRU
NHS
WALES

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

- e. Lotteries are strictly regulated by both the local authority and the Gambling Commission which assess the risks of the scheme, depending on the size and scale of the draws, with regular reporting and risk assessment an ongoing requirement.
13. Small society lotteries are not required to obtain a licence, as long as they do not generate more than £20,000 of sales in one draw, or more than £250,000 of sales in one calendar year. However, these lotteries are still required to register with their local authority, and to provide regular statutory returns.
14. If the Charity opted to join the Unity Community Lottery or Affinity Lottery, the Charity would be required to register and provide statutory returns to Denbighshire County Council, as the Charity's registered address is Ty Elwy. If the Charity opted to join the NHS Charities Together lottery, there would be no additional registration requirements as NHSCT would be the licence-holder on behalf of all member charities.

Procurement and data protection considerations

15. A key part of the quotation and implementation process will be for providers to demonstrate compliance with data handling and cyber security standards, and all documentation will be scrutinised in full before launch. This will include clarity on the data controller / data processor roles.
16. The Charity is currently working with the Insight and Data Services team to ensure Data Protection Impact Assessments are completed where required across all its work, and the new lottery project will be included in these assessments.

RECOMMENDATION

17. The recommendation(s) are as set out in the front cover above.

NEXT STEPS

18. If approved, the Head of Charity will lead on a quotation exercise with NWSSP colleagues, ensuring compliance with procurement, data protection and cyber security policies. The Head of Charity will then enter into a formal agreement with the selected provider on behalf of the Charity.



GIG
CYMRU
NHS
WALES

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



ELUSEN
Gwasanaeth Ambiwylans Cymru
Welsh Ambulance Service
CHARITY

Agenda Item No. **8**

REPORT TITLE

Charity Risk Management Report

MEETING

Name of meeting	Charity Committee
Date of meeting	02 April 2026
Public or Private	Public
If private - rationale	n/a

REPORT SPONSOR

Executive sponsor	Estelle Hitchon, Director of Partnerships and Engagement
Author(s) of report	Julie Boalch, Assistant Director of Corporate Governance & Risk

PURPOSE OF REPORT

<input type="checkbox"/> Approval	<input type="checkbox"/> Endorsement
<input checked="" type="checkbox"/> Assurance	<input type="checkbox"/> Discussion
<input type="checkbox"/> Information (goes in consent items)	<input type="checkbox"/> Noting

REPORT SUMMARY:

[See writing and presentation guidance [here](#) to inform this section]

1. The purpose of the report is to provide assurance in respect of the management of the Charity's risks which are aligned to the Charity Committee for oversight.
2. A summary of these risks is set out in Annex 1 of the report.
3. There are no material changes to the risks and there are no escalations.



GIG
CYMRU
NHS
WALES

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

RECOMMENDATION(S)

See writing and presentation guidance [here](#) to inform this section

The Charity Committee is requested to:

1. Receive the Charity Risk Register.

ADDITIONAL PAPER(S)

Set out here any annexes. See writing and presentation guidance [here](#) regarding materiality and use of the Reading Room

1. Annex 1: Charity Risk Register Summary
2. Annex 2: Charity Risk Register



Governance and assurance checks to support decision-making and demonstrate alignment and risk mitigation

STRATEGIC OBJECTIVE(S) THIS REPORT SUPPORTS

Narrative here (select all that apply) [[link to objectives and what good looks like](#)]

<input type="checkbox"/> SO1: Providing the right care or advice, in the right place, every time	<input type="checkbox"/> SO2: Enabling our people to be the best they can be
<input type="checkbox"/> SO3: Being at the forefront of innovation and technology	<input checked="" type="checkbox"/> SO4: Developing services in collaboration
<input type="checkbox"/> SO5: Being quality driven and clinically led	<input checked="" type="checkbox"/> SO6: Delivering exceptional value

RISK(S) THIS REPORT MITIGATES

Where relevant note the local, directorate, corporate or BAF risk number

See Charity Risk Register

HEALTH & CARE QUALITY STANDARD(S) THIS REPORT SUPPORTS

Quality Domains (select all that apply) [[link to standards](#)]

<input type="checkbox"/> Safe	<input type="checkbox"/> Timely	<input type="checkbox"/> Effective
<input type="checkbox"/> Efficient	<input type="checkbox"/> Equitable	<input checked="" type="checkbox"/> Person Centred

Quality Enablers (select all that apply) [[link to standards](#)]

<input type="checkbox"/> Leadership	<input type="checkbox"/> Workforce	<input type="checkbox"/> Culture
<input type="checkbox"/> Information	<input type="checkbox"/> Learning Improvement & Research	<input checked="" type="checkbox"/> Whole Systems Approach

WAST WELLBEING OBJECTIVE(S) THIS REPORT SUPPORTS

Narrative here (select all that apply) [[link to goals](#)]

<input type="checkbox"/> A socially responsible and inclusive employer	<input type="checkbox"/> An innovative and sustainable organisation	<input checked="" type="checkbox"/> A pro-active, accessible and equitable care provider
<input checked="" type="checkbox"/> n/a	<input checked="" type="checkbox"/> n/a	<input type="checkbox"/> n/a

IMPACT ASSESSMENTS FOR CONSIDERATION

Where a strategic decision is being sought, an Equality Impact Assessment must accompany this paper. You may need to do other impact assessments also so please refer to this signpost document [here](#) for further details.

Does this paper require an impact assessment	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
--	--

If yes, what impact assessment is attached

APPROVAL/SCRUTINY ROUTE

Date	Person/Group/Committee
n/a	n/a



GIG
CYMRU
NHS
WALES

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

Annex 1 – Charity Risk Register Summary

CORPORATE RISK REGISTER				
RISK ID	NEW RISK TITLE	NEW SUMMARY DESCRIPTION	EXECUTIVE OWNER	RISK SCORE
CHAR-003	Lack of compliance with legal and regulatory framework	<p>IF the Trust's Charity lacks robust awareness and active monitoring of the current legislation and regulations</p> <p>THEN it is at risk of non-compliance with legal and statutory obligations</p> <p>RESULTING IN potential enforcement action including financial penalties, reputational damage and possible restrictions on charitable activities</p>	Director of Partnerships & Engagement	<p>10 (2x5)</p> <p>➔</p>
CHAR-005	Lack of internal processes and governance structures in place to meet the conditions of grants	<p>IF robust governance arrangements are not in place for the oversight of charity grants including due diligence, monitoring of spend and accurate reporting</p> <p>THEN there is potential for the conditions of the grant to be breached</p> <p>RESULTING IN damage to the Charity's reputation, potential for grants to be reclaimed and an inability to secure grants in the future.</p>	Director of Partnerships & Engagement	<p>6 (2x3)</p> <p>➔</p>
CHAR-008	Failure to raise sufficient funds to deliver the Charity's strategic objectives	<p>IF the Charity fails to meet its fundraising targets</p> <p>THEN it will be unable to sustain core staffing levels or fund strategic charitable projects</p> <p>RESULTING IN the Charity being unable to meet its strategic objectives, with reduced overall impact and damage to its credibility</p>	Director of Partnerships & Engagement	<p>12 (3x4)</p>

RISK ID	Details	Title	Summary Description	Risk Status/Level	Executive Owner	Current Risk Score	Target Score	Notes
CHAR-002	Corporate Trustee – skills, roles and responsibilities and training	Lack of training amongst the Corporate Trustee	<p>IF the role of the Corporate Trustee is not defined and understood</p> <p>THEN there is potential for failure of it to fulfil its control functions</p> <p>RESULTING IN potential for the Corporate Trustee failing to fulfil its legal and regulatory obligations</p>	<i>Draft</i>				This risk is being considered for amalgamation into CHAR-003 for the next round.
CHAR-003	Compliance with legal and regulatory framework	Lack of compliance with legal and regulatory framework	<p>IF the Trust's Charity lacks robust awareness and active monitoring of the current legislation and regulations</p> <p>THEN it is at risk of non-compliance with legal and statutory obligations</p> <p>RESULTING IN potential enforcement action including financial penalties, reputational damage and possible restrictions on charitable activities</p>	<i>Approved</i>		10 (2x5)	5 1x5)	
CHAR-005	Governance and management of funds	Lack of internal processes and governance structures in place to meet the conditions of grants	<p>IF robust governance arrangements are not in place for the oversight of charity grants including due diligence, monitoring of spend and accurate reporting.</p> <p>THEN there is potential for the conditions of the grant to be breached</p> <p>RESULTING IN damage to the Charity's reputation, potential for grants to be reclaimed and an inability to secure grants in the future.</p>	<i>Approved</i>	Director of Partnerships and Engagement	6 (2x3)	3 1x3)	
CHAR-008	Failure to meet fundraising targets	Failure to meet fundraising targets	<p>IF the Charity fails to meet its fundraising targets</p> <p>THEN the Charity will be unable to sustain core staffing levels or fund strategic charitable projects</p> <p>RESULTING IN the Charity being unable to meet its strategic objectives, with reduced overall impact and damage to its credibility</p>	<i>Approved</i>	Director of Partnerships and Engagement	12 (3x4)	8 (2x4)	

RISK ID	Details	Title	Summary Description	Risk Status/Level	Executive Owner	Current Risk Score	Target Score	Notes
CHAR-001	Resource and capacity to manage the Charity	Lack of resource and capacity to manage the Charity	<p>IF the Trust fails to recruit a Charity Manager and other necessary staff</p> <p>THEN the Charity will fail to meet its objectives</p> <p>RESULTING IN financial management difficulties and loss of reputation</p>	<i>Closed</i>		<p>12 (3x4)</p> <p>↓</p> <p>4 (1x4)</p>	4 1x4)	<p>This is approved for closure by the ELT 11/06/2025</p> <p>The risk is mitigated with the appointment of a Head of Charity.</p> <p>A new risk on resources has been developed and residual risk will transfer to CHAR-008</p>
CHAR-004	Grants – administration, meeting conditions and evidence	Lack of necessary administration, meeting conditions and providing evidence for the grants received	<p>IF the Charity fails to properly administer and meet the conditions of the grants received</p> <p>THEN there is a potential to not be compliant with the donors imposed restrictions and supplying evidence</p> <p>RESULTING IN negative impact on future funding, potential for claw back of funding, regulatory action and loss of reputation.</p>	<i>Closed</i>		6 (2x3)		Amalgamated into 5
CHAR-006	Volunteer Risk	Lack of sufficient governance, guidance, and assurance in	IF there fails to be sufficient governance and assurance in place in respect of volunteer funds and fundraising activities	<i>Corporate</i>	TBC			This risk sits with the Trust rather than the Charity and is closed from this register
CHAR-007	Late filing of Charity Annual Accounts submission – Reputational Risk	Reputational damage of the Trust’s Charity and Trustees due to the late filing of the Annual Return	<p>IF the Trust fails to submit its annual return and the Charity Accounts receive a qualified opinion from Audit Wales</p> <p>THEN the public register of charities will show that the Trust’s annual return has been filed late</p> <p>RESULTING IN the Charity potentially being unable to attract funds because of perceived deficiencies in the Charity’s reporting mechanisms</p>	<i>Closed</i>	Director of Finance & Corporate Resources	6 (2x3)		This risk was worked up in April 2024; presented to CC and now closed from the CHRR



GIG
CYMRU
NHS
WALES

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



ELUSEN
Gwasanaeth Ambiwllans Cymru
Welsh Ambulance Service
CHARITY

Agenda Item No. **9**

REPORT TITLE

2025/26 Quality Governance Reviews:
Committee Annual Report 2025/26 and Cycle of Business 2026/27

MEETING

Name of meeting	Charity Committee
Date of meeting	2 April 2026
Public or Private	Public
If private - rationale	n/a

REPORT SPONSOR

Executive sponsor	Julie Boalch, Assistant Director of Corporate Governance and Risk
Author(s) of report	Julie Boalch, Assistant Director of Corporate Governance and Risk Alex Payne, Corporate Governance Manager

PURPOSE OF REPORT

<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Endorsement
<input type="checkbox"/> Assurance	<input checked="" type="checkbox"/> Discussion
<input type="checkbox"/> Information (goes in consent items)	<input type="checkbox"/> Noting



GIG
CYMRU
NHS
WALES

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

REPORT SUMMARY:

[See writing and presentation guidance [here](#) to inform this section]

1. The committee received a full report on the 2025/26 quality and governance review outcomes at its meeting on the 13 January 2026. The revised terms of reference for the committee for 2026/27 were endorsed; however, it was acknowledged that the committee's annual report and cycle of business would be brought back for approval prior to year-end.
2. The committee is asked to review, discuss and approve its annual report for 2025/26 and the cycle of business for 2026/27. Members are asked to note that minor amendments have been made to the planned business to reflect the charity's development over the past year, and the proposed 2026/27 cycle aligns with this evolution.
3. The amendments to the operating arrangements focus on strengthening pre-committee governance structures to streamline operational discussions and to enable a clearer focus on strategic priorities, alongside a call to further accelerate the Charity's ambition. There is one adjustment to the committee membership, which is the removal of the Executive Director of Paramedicine as a prescribed attendee.
4. The committee could consider priorities for 2026/27 which include the review of the operating arrangements of the Bids and Bursary Panels, with specific consideration of eligibility criteria, the process for awarding funds, and associated impact reporting. It is suggested the committee discuss and agree priorities at this meeting.

RECOMMENDATION(S)

See writing and presentation guidance [here](#) to inform this section

The committee is requested to:

- (a) Approve the draft Annual Report at annex 1.
- (b) Approve the draft Cycle of Business for 2026/27 at annex 2.

ADDITIONAL PAPER(S)

Set out here any annexes. See writing and presentation guidance [here](#) regarding materiality and use of the Reading Room

Annex 1: Charity Committee 2025/26 Annual Report

Annex 2: Charity Committee Cycle of Business 2026/27



**GIG
CYMRU
NHS
WALES**

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

Governance and assurance checks to support decision-making and demonstrate alignment and risk mitigation

CHARITY STRATEGIC OBJECTIVE(S) THIS REPORT SUPPORTS

Select all that apply:	
<input checked="" type="checkbox"/> SO1: The Charity will help WAST to support the wellbeing and development of its staff and volunteers, resulting in a healthier, happier and more experienced workforce	<input checked="" type="checkbox"/> SO2: The Charity will support WAST to build community resilience throughout Wales
<input checked="" type="checkbox"/> SO3: The Charity will support WAST to provide enhanced patient care, through additional projects and/or capital investment, through testing new models of delivery	

CHARITY STRATEGIC ENABLERS (S) THIS REPORT SUPPORTS

Select all that apply:	
<input type="checkbox"/> SE1: Proactive fundraising strategy that reflects the needs of WAST and enhances its work strategically	<input type="checkbox"/> SE2: Strong Bids Panel and Bursary Panel processes that are clear and accessible to all colleagues
<input type="checkbox"/> SE3: Colleagues are empowered to apply for funding, contribute towards strategy, fundraise for the Charity and act as ambassadors	<input type="checkbox"/> SE4: Good communications and evaluation strategy that demonstrate impact and support future fundraising
<input checked="" type="checkbox"/> SE5: Robust governance and sustainable financial position that enable the Charity to expand its work	

CHARITY RISK(S) THIS REPORT MITIGATES

Where relevant note the local, directorate, corporate or BAF risk number
n/a

HEALTH & CARE QUALITY STANDARD(S) THIS REPORT SUPPORTS

Quality Domains (select all that apply) [link to standards]		
<input type="checkbox"/> Safe	<input type="checkbox"/> Timely	<input checked="" type="checkbox"/> Effective
<input checked="" type="checkbox"/> Efficient	<input type="checkbox"/> Equitable	<input type="checkbox"/> Person Centred
Quality Enablers (select all that apply) [link to standards]		
<input checked="" type="checkbox"/> Leadership	<input type="checkbox"/> Workforce	<input type="checkbox"/> Culture
<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Learning Improvement and Research	<input type="checkbox"/> Whole Systems Approach



GIG
CYMRU
NHS
WALES

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

WAST WELLBEING OBJECTIVE(S) THIS REPORT SUPPORTS

Narrative here (select all that apply) [link to goals]		
<input type="checkbox"/> A socially responsible and inclusive employer	<input type="checkbox"/> An innovative and sustainable organisation	<input type="checkbox"/> A pro-active, accessible and equitable care provider
<input checked="" type="checkbox"/> n/a	<input checked="" type="checkbox"/> n/a	<input checked="" type="checkbox"/> n/a

IMPACT ASSESSMENTS FOR CONSIDERATION

Where a strategic decision is being sought, an Equality Impact Assessment must accompany this paper. You may need to do other impact assessments also so please refer to this signpost document [here](#) for further details.

Does this paper require an impact assessment	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
If yes, what impact assessment is attached	

APPROVAL/SCRUTINY ROUTE

Date	Person/Group/Committee
n/a	n/a



GIG
CYMRU
NHS
WALES

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



ELUSEN
Gwasanaeth Ambiwllans Cymru
Welsh Ambulance Service
CHARITY

CHARITY COMMITTEE ANNUAL REPORT 2025/26

INTRODUCTION

1. The Trust's Standing Orders and this committee's terms of reference requires that board committees evaluate their effectiveness annually and present an annual report to the Trust Board/Corporate Trustee.
2. As the factors underpinning effective governance can change, for example as people leave, organisations restructure, or strategy shifts, regular reviews of committees ensure governance remains fit for purpose.
3. Standing Orders, committee terms of reference, and codes of governance provide that boards should routinely assess the effectiveness of their governance arrangements, of which this committee forms an integral part.
4. The committee met on 13 January 2026 and 2 April 2026 and through a facilitated discussion reviewed its effectiveness, its terms of reference, and its operating arrangements. This Annual Report reflects on the effectiveness of the committee in 2025/26 and proposes changes to terms of reference.
5. The Trust Board has commissioned an external effectiveness review which commenced in early 2026 by the Good Governance Institute (GGI). The GGI will be reviewing the board committee framework within quarter four 2025/26 and quarter one of 2026/27 which may necessitate further changes throughout 2026/27. Although at this stage it is not anticipated that there will be material changes to this committee.

PURPOSE OF THE COMMITTEE

6. The purpose of the committee as set out in its terms of reference is to:
 - Contribute to the development of the charity's strategy and monitor its implementation.
 - Assure the Corporate Trustee that charitable funds are accounted for, deployed, and invested in line with legal and statutory requirements, taking account of the public benefit guidance.
 - Consider and endorse the annual report and accounts for approval by the Corporate Trustees; and
 - Raise the profile and reputation of the charity within the Trust.

MEMBERSHIP AND ATTENDANCE

7. The committee met four times as scheduled in 2025/26, was well attended and quorate on each occasion.
8. The committee is supported by the Chair and two Non-Executive Directors. The Director of Partnerships and Engagement is the executive lead, and the Executive Director of Finance and Corporate Resources is the Charity Treasurer. Attendance in 2025/26 was excellent. The chart below illustrates the attendance of members and attendees as listed in the terms of reference, and in addition, the committee welcomed guests and observers at various meetings.

COMMITTEE ATTENDANCE				
Name	2 April 2025	3 July 2025	2 October 2025	13 January 2025
Peter Curran (Chair)				
Ceri Jackson				
Hannah Rowan				
Estelle Hitchon				
Chris Turley			Ed Roberts	
Lee Brooks		Mark Harris		From item 7 to 13
Andy Swinburn				
Liz Rogers	From Finance Item		Sara Williams	
Trish Mills				
Hugh Parry			Left meeting at 09:30	
Damon Turner			Left meeting at 09:30	
Marcus Viggers	From Performance Item		Left meeting at 09:30	
Julie Boalch				
Jo Kelso				
David Hopkins				
Leanne Smith			Attended for item 11	
Jackie Hatton-Bell				
Andrew Cotton				
Matt Dugdale				

	Attended
	Deputy attended
	Apologies received
	No longer member/not member

COMMITTEE'S VIEWS ON EFFECTIVENESS

Feedback from membership

9. The committee undertook a light effectiveness review on 13 January 2026, as agreed with the Audit, Risk and Assurance Committee (ARAC). This was due to the comprehensive review undertaken in 2024/25 involving a detailed examination of the terms of reference and the assurance arrangements for each delegated responsibility. No changes have been proposed to the terms of reference for 2026/27 except for the removal of the Executive Director of Paramedicine as a prescribed attendee.

10. For the 2025/26 effectiveness review, a survey of the members was carried out to gather feedback on the proposed changes to the terms of references and to identify what is working well, and where improvements could be made. The questions asked were:
 - Are there any changes you wish to see to the terms of reference?
 - Are there any changes you would like to see to the committee's membership?
 - What works well in this committee?
 - What improvements would you recommend?

11. The feedback from the committee concluded that members were content with the current terms of reference, and most felt the committee's membership remained appropriate; though some suggested considering involvement from project leads for emerging areas of charity work such as volunteering, staff wellbeing, or the Wish Ambulance as new strategic projects progress. The committee felt there was strong engagement from members and commended the quality of papers. Some improvements were suggested which focused on strengthening pre-committee governance structures to streamline operational discussions, and enabling a clearer focus on strategic priorities, alongside a call to further accelerate the Charity's ambition.

Management of the committee's work programme

12. The committee has a cycle of business that is aligned to its terms of reference. All matters scheduled for oversight and review have been brought to the committee and in this respect, it has discharged its responsibilities in providing assurance to the board and also to the Corporate Trustee. To ensure real-time effectiveness at each meeting the committee receives a monitoring report against the cycle of business which escalates matters for the attention of the committee.

13. The Corporate Trustee is kept informed of the committee's oversight of a range of issues by way of an 'Alert', 'Assure' and 'Advise' (AAA) report after each meeting. Any issues of concern are escalated to in the 'Alert' section, and the Chair of this committee presents that report at each corporate trustee meeting.

14. Other than that which is set out in this report, the substantial detail of the work of the committee in 2025/26 is included in the committee AAA reports which are linked below:

- 14.1. AAA: [2 April 2025](#)
- 14.2. AAA: [3 July 2025](#)
- 14.3. AAA: [2 October 2025](#)
- 14.4. AAA: [13 January 2026](#)

15. In year, all papers were published in line with the Trust's Board and Committees Secretariat Standard Operating Procedure except the fundraising targets and expenditure paper in April 2025, and the risk report and Bids and Bursary panel AAAs in October 2025.

SUB-COMMITTEES AND TASK AND FINISH GROUPS

16. The Bids Panel and Bursary Panel are the established sub-committees of the committee. As set out above, they report to the committee by way of a AAA report and the committee in turn reports to the corporate trustee on their work. The Bids Panel has an authority level of £5k and Bursary Panel of £3k.
17. Both panels demonstrate the application of the Healthcare Financial Management Association (HFMA) guidance on the use of NHS Charitable Funds.
18. The Bids Panel held seven meetings in 2025/26 (three of which were extraordinary meetings). The Bursary Panel met twice in 2025/26.
19. The terms of reference of both the Bids and Bursary Panel were reviewed and approved by the committee in 2025/26. During 2026/27, further work will continue to determine the most appropriate governance structures feeding into the committee, with the aim of strengthening the quality and flow of business from these panels, in particular. This will ensure that operational matters are addressed within the appropriate forums, enabling the committee to focus its time on strategic matters.

PROPOSED CHANGES TO THE TERMS OF REFERENCE

20. There are no proposed amendments to the terms of reference for 2026/27 save for the adjustment to the prescribed attendees, with the removal of the Executive Director of Paramedicine from the membership.

PROPOSED CHANGES TO THE OPERATING ARRANGEMENTS

21. Proposed changes to operating arrangements for this committee are set out below. Some are relevant to arrangements across other committees also and they include:
 - 21.1. It was suggested that the committee may wish to explore inviting project leads for key areas of the charity's work, such as volunteering and staff well-being, or a representative from the Wish Ambulance (as the charity's new strategic projects begin).

COMMITTEE PRIORITIES

Priorities for 2025/26

22. The committee received an update on progress against its 2025/26 priorities at each meeting and as can be seen below, progress on agreed priorities has been good:

Priority	Progress
<p>1. Governance of the Bids and Bursary Panels' operating arrangements, including their new terms of reference.</p>	<ul style="list-style-type: none">▪ The revised Terms of Reference for the Bids Panel were approved by the Charity Committee at the April 2025 meeting.▪ The Chair of the Bids Panel, with the Head of Charity, has progressed a review of the expenditure guidance for the Bids Panel. The guidance was endorsed by the Bids Panel in December 2025, and it is before the Committee for approval at this meeting.▪ The Chair of the Bids Panel intends to undertake a review of its operational effectiveness in quarter four of 2025/26 to inform the arrangements from quarter one of 2026/27.▪ The Terms of Reference for the Bursary Panel were revised and approved by the Charity Committee in July 2025.▪ Conversations are ongoing between the Chair of the Bursary Panel and the Head of Charity to review guidance documents and application processes. A verbal update will be provided by the Chair of the Bursary Panel at the meeting.

<p>2. A development session for the Corporate Trustee, initially planned for last year, which has now been rescheduled with Withers Worldwide for February 2026 to explore the role of the Corporate Trustee.</p>	<ul style="list-style-type: none"> ▪ This session has been scheduled as part of the Board Development Day on 26 February 2026. The arrangements for this are being progressed by the Head of Charity. There will be no further update against this priority until the after the development session has been delivered.
---	--

Priorities for 2026/27

23. It is good practice for committees to set priorities for the forthcoming year when they review their effectiveness. The committee will do so at its April 2026 meeting, and these will be provided to the Corporate Trustee at its May 2026 meeting.
24. Progress on priorities will be reported to the committee quarterly and to the Corporate Trustee through its highlight report.

PAPER	PRE or POST-C'EE FORUM	FREQUENCY	Q1	Q2	Q3	Q4	LEAD	PURPOSE	COMMENT/COMPLIANCE
CHARITY COMMITTEE - CYCLE OF BUSINESS 2026-27									
TERMS OF REFERENCE NOTED IN RED TEXT									
STRATEGY DEVELOPMENT AND DELIVERY									
3.1 Oversee and contribute to the development of the Charity's long term strategy									
3.2 Receive assurance on the implementation of the strategy									
Strategy implementation (delivery plan)	DPE/Trustee	Bi-annually					DPE	Approval/Assurance	Delivery plan update in Q2 and then biannual
FUNDRAISING									
3.3 Approve and regularly review the fundraising plan for the charity, ensuring its compliance with Charity Commission legislation and guidance, and all other relevant regulatory requirements.									
3.4 Receive assurance on the implementation of the fundraising plan									
3.5 Ensure systems, processes and communication are in place around fundraising, staff engagement and funding commitments. (NB: This will be apparent in fundraising and charitable funds reporting; audited accounts; policies and audits)									
Fundraising plan	DPE/Trustee	Ad hoc					DPE	Approval	Plan approved in July 2025; to come forward on an <i>ad hoc</i> basis
Fundraising implementation	DPE/Trustee	Each Meeting from Q3					DPE	Assurance	Reporting is combined with charity performance report
CHARITABLE FUNDS AND INVESTMENT									
3.8 Endorse income targets and expenditure budgets for approval by the Corporate Trustee									
Income and expenditure budget	ELT/Trustee	Annually					HoC/EDOF	Endorsement	For approval by Corporate Trustee; complete in Q4 prior to the forthcoming year
3.6/3.7 Ensure the management of charitable funds is carried out within the terms of its Declaration of Trust and relevant legislation including any Charity Commission regulations; be aware of and have regard to the guidance on public benefit									
3.12 Receive and endorse annual report, annual return and financial accounts and consider the annual report from the auditors before submission to the Corporate Trustee for their approval									
Financial accounts and annual report	ELT/Trustee	Annually					EDOF	Endorsement	For final submission to Charity Commission by 31 January each year.
Auditors report on accounts	ELT/Trustee	Annually					Auditors	Assurance	Independent examination by Audit Wales
3.9 Ensure systems and processes are in place to receive, account for, deploy and invest charitable funds and review periodic income and expenditure statements (NB this will also be apparent from Audit Wales report on accounts; policies; internal audits)									
3.15 Review the performance of investments on a regular basis (with the external investments advisors where appointed) to ensure the optimum return from surplus funds									
Finance Update	EDOF	Each Meeting					EDOF	Assurance	Includes income and expenditure, and investment performance
Charity Performance Update	DPE	Each Meeting					DPE	Assurance	To include grants and reporting on fundraising as above (see note 4)
3.10 Receive assurance from any panels or sub-committees established by the Committee on the use of charitable funds in accordance with their terms of reference to ensure that any such use is in accordance with the aims and purpose of the charitable fund or donation.									
NB: see note 2 re demonstrating adherence to the guidance on public benefit									
Sub-committee highlight (AAA) reports	Relevant Committee	Each Meeting					Relevant Chair	Assurance/Escalation	Bids Panel and Bursary Panel
Lived experience Bids or Bursary Panel	Relevant Committee	Each Meeting					Relevant Chair	Assurance	Template required: see note 3 and note 4
3.11 Consider and authorise expenditure with a value above £5,000 subject to a recommendation from the Executive Leadership Team. Any recommendation should have the support of the Director of Partnerships and Engagement as Executive Lead and the Executive Director of Finance and Corporate Resources Treasurer. NB: see note 5 re demonstrating adherence to the guidance on public benefit									
Applications as appropriate from time to time	Bids/Bursary Panel	Ad Hoc					Relevant Director	Approval	See note 3 re demonstrating adherence to guidance on public benefit
3.13 Consider and agree an investment strategy for the safe and secure investment of funds not immediately required for use, taking into account any appropriate ethical considerations.									
3.14 Consider the appointment of external investment advisors and operational fund managers									
Investment strategy	ELT/Trustee	Annually					EDOF	Approval	As charity strategy develops an investment strategy to be developed also, together with appointment of external fund managers. Review this in 2026/27. In the interim the finance report serves as an update on the investment
Investment report	EDOF	Each Meeting					EDOF	Assurance	Report encompassed in finance report for 2026/27 as above
POLICY									
3.16 Approve the policies for the utilisation and investment of charitable funds, including but not limited to the Reserves Policy and Charitable Funds Investment Policy									
Set reserves policy annually	N/A	Annually					EDOF	Approval	See note 4
Policies for review and approval	Policy Group/ELT	Ad Hoc					Relevant Director	Approval	To include fundraising policy, investment policy, etc
RISK AND AUDIT									
3.17/18 Corporate Risks are identified and appropriately managed; CRR and BAF risks for their remit are presented and Committee is assured on progress and ratings; Audit Recommendation Trackers monitored									
Charity Risk Register	Trustees	Each meeting					DCG	Assurance	
Audit tracker reporting	ADLT	Each meeting					DCG	Assurance	Only where charity audits are in place
Audits within purview of Committee	Audit Committee	Ad Hoc					Relevant Director	Assurance	
GOVERNANCE									
Committee effectiveness review annual report	Audit/Board	Annually					DCG	Approval	
Review of Terms of Reference	Audit/Board	Annually					DCG	Approval	
Committee Cycle of Business	N/A	Annually					DCG	Approval	
Committee Cycle of Business Monitoring	N/A	Each Meeting					DCG	Approval	
Committee Review of Annual Priorities	None	Quarterly					DCG	Assurance	
PROMPTS									
External Reports	n/a	As required					TBC	TBC	

EDOF = Executive Director of Finance
DPE = Director of Partnerships and Engagement
DCG = Director of Corporate Governance/Board Secretary

Cycled for each meeting
 Ad hoc item - prompt for agenda setting
 Reporting developing

No.	General	These cycles are developed with reference to the specific lines of the TOR for this Committee. This methodology seeks to ensure that all responsibilities in the TOR are discharged by the Committee on behalf of the Board.
1	Approval of expenditure	When making decisions about charitable expenditure Bids Panel, Bursary Panel, CC and Trustees must have regard to the guidance on public benefit and be able to demonstrate that in decisions - see TOR 4.2. Bursary Panel ToR give the panel delegated authority of up to £3k.
2	Lived Experience	It was agreed in the October Committee agenda setting meeting that it was necessary to develop a template for the lived experience items so that contributors understand what is required. Additionally, it was agreed that if it isn't possible for an appropriate experience to be agreed then it wouldn't be programmed; alternating meetings would be acceptable.
3	Reporting	Reporting should include tangible examples of how funds have benefited patients and staff.
4	Reserves policy	Reserves policy should be set annually. This is not an actual policy document, but a policy position on reserves. See CC 2 April 25 meeting discussion on reserves policy.



GIG
CYMRU
NHS
WALES

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

BIDS PANEL

HIGHLIGHT REPORT FOR CHARITY COMMITTEE

Executive Leadership Team	N/A
Charity Committee Meeting Date	2 April 2026
Bids Panel Meeting Dates	6 March 2026
Bids Panel Meeting Chair	Leanne Smith, Assistant Director of Digital Services

KEY ESCALATION AND DISCUSSION POINTS

ALERT

(Alert the Committee to areas of escalation)

1. An update was provided on the **Charitable Funds Account Balances** (as of 28/02/2026), highlighting:
 - a. A remaining annual budget of ~£7,300 for 2025/26 awards.
 - b. The bids on the agenda for this March meeting totalled ~£10,000, exceeding the remaining annual budget should they all be approved.
 - c. Limited remaining balances in certain regional funds, and new donations are directed to the national fund (unless specifically designated). It has been noted that this has implications for future bid panel decisions, and so a short options paper for this decision-making will be developed.

As this was the last panel meeting of the financial year, the panel proceeded with considering each of the bids in their own merit and agreed to review any issues with awarding funds in real-time. No such issues materialised.

2. The panel agreed to **defer all sofa and furniture bids** for station rest areas pending the outcome of an Operational working group who are clarifying funding responsibilities. Three new sofa / furniture bids were received at this panel, and previously 2 bids for sofas had been deferred and are still awaiting a decision (one of these bids was first received in July 2025). The reason for the delay in decision is due to a lack of clarity on what core provision for station rest facilities should include (to be paid for by the Trust), and therefore what could be considered additionality and contributed to by the Charity. Other concerns related to furniture bids surround the significant variation in bid values of this type, potentially resulting in equity and affordability risks, plus constraints relating to the procurement routes. The new Operational working group is being led by colleagues based at a station with an outstanding furniture bid. The purpose of the group is to gain agreement on what is basic provision and confirm the funding position. All previous and current applicants of furniture related bids will be informed of the reason for the deferred Bids Panel decision, but encouraged to engage with the furniture working group. Once resolved, the Bids Panel will consider an appropriate and consistent approach to furniture bids (similar to the approach taken with TV bids) to ensure fair awards in future.

ADVISE

(Detail any areas of on-going monitoring, approvals, or new developments to be communicated)

3. Declarations of Interest

Name (Position)	Bid	Declaration
None declared		

4. Outcome of General Charitable Fund Applications Considered by Bids Panel

Bids Panel received five new general charitable fund applications for consideration. The Panel's decisions on each of these applications are detailed here.

Bid Description	Amount Awarded	Directorate	Outcome of Bids Panel
Bid 2529 – New Sofa (Llanrwst Station)	n/a [requested £800]	Operations	Deferred [North fund] furniture related bids require clarification between Trust and Charity contributions
Bid 2601 – New Sofa (Neath)	n/a [requested £4000]	Operations	Deferred [C&W fund] furniture related bids require clarification between Trust and Charity contributions
Bid 2604 – New Sofa (Machynlleth)	n/a [requested £3038]	Operations	Deferred [C&W fund] furniture related bids require clarification between Trust and Charity contributions
Bid 2530 – Replacement TV (x2) (Carmarthen)	£1000	Operations	Approved [C&W funds]
Bid 2602 – Replacement TV (Neath)	£600 [requested £500]	Operations	Approved [C&W funds]
Bid 2603 – Replacement TV (Rhyl)	£500 [requested £240]	Operations	Approved [North funds]
Bid 2605 – Babyloss Awareness Memory Trees	£750 [requested £410]	EDI Network	Approved [split across funds]

Bid 2606 – BLS Instructor Course (Porthmadog)	£75	Volunteer Service	Approved [CFR North fund]
---	-----	-------------------	----------------------------------

Total amount of funding awarded to approved new General CF bids = £2,295

ASSURE

(Detail here any areas of assurance the Committee has received)

5. The group utilised the newly published Charitable Funds **Expenditure Guidance** to support in decision making for the bids received at this meeting.
6. There is no requirement on the Charity Committee to approve any of the bids highlighted in this report given they are all within the Bids Panel approved expenditure limits as set out in its Terms of Reference.
7. Committee can be assured that the Bids Panel, when making decisions about charitable expenditure has given due regard to the guidance on public benefit and applied it when approving bids within its remit.
8. The Bids Panel continues to:
 - a. Act within its powers.
 - b. Act honestly and with good intentions, and only in the charity's interest.
 - c. Be sufficiently informed, taking any necessary advice.
 - d. Take account of all relevant factors.
 - e. Ignore irrelevant factors.
 - f. Manage conflicts of interest.
 - g. Make a decision that is within a range of decisions that the panel could make.

9. Risks:

- 18.1 **Blaenau Ffestiniog Kayaks** – risk identified previously and action being taken to resolve the risk.
- 18.2 **Barmouth Restricted Fund** – risk identified previously and action being taken to resolve the risk.
- 18.3 **Unspent funding awards** – risk identified previously and treatments in progress to mitigate risk.
- 18.4 **Inequitable awarding patterns** – risk that awards granted to similar groups or areas given awareness of the Charitable Funds is higher in some localities / services / departments. Actions identified to assess this risk in more detail, and an update will be provided to the Panel at a future meeting.

APPENDICES

None	
------	--

MEETING AGENDA ITEMS		
Welcome and apologies	Declarations of Interest	Dashboard: Review Action Log & Decision Log [Follow-up post-meeting]
Charity Committee Feedback	Charitable Funds Account Balances	New General CF Applications (x8) for consideration
Furniture Bids Update	Other Developments	Any Other Business

ATTENDANCE								
Meeting Date:	May-25 [Ex-ord]	May#2-25 [Ex-ord]	Jun-25	Sep-25	Oct-25 [Ex-ord]	Dec-25	Mar-26	
Julie Boalch								
Lisa Trounce								
Leanne Smith [Chair]			Intro only					
Assistant to the chair			NA+SB	SB	SB	HF+JC	HF+JC	
Lois Hough								
Bernadette Mitchell								
Karen Jones		*						
Bev Flood								
Elliot Miller			*					
Aled Williams								
Kataya Miura		Ian McMurtrie						
Chris Davies								
Damon Turner								
Hugh Parry								
David Hopkins								
Andrew Cotton								
OTHER ATTENDEES								
Greg Lloyd								
Jo Kelso								

	Attended
	Deputy Attended
	Apologies Received
	No longer member

*Indicates where Bids Panel members who were unable to

attend the meeting considered the bids submitted and provided comments in advance of the meeting.

BURSARY PANEL REPORT TO CHARITY COMMITTEE

Charity Committee Meeting Date	02 April 2026
Bursary Panel Meeting Date	08 January 2026
Chair	Jo Kelso, Head of Workforce Education & Development

KEY ESCALATION AND DISCUSSION POINTS

ALERT

(Alert the Committee to areas of escalation)

1. No items to Alert

ADVISE

(Detail any areas of on-going monitoring, approvals, or new developments to be communicated)

2. The Bursary Panel was convened to review applications for the Second Bursary round of 2025/26. A total of 20 applications were reviewed with 3 gaining support from the Panel for financial support against the costs of the opportunity.
3. Two submissions were eligible for funding support via the HEIW allocation the Trust receives for Enhanced and Advanced Practice and are therefore removed from this round.
4. All scored bursary submissions must meet at least an 85% compliance rate. 5 submissions did not meet this threshold; individuals received feedback stating that their non-compliance invalidated their submission.
5. The funds allocated via this process total £2,319.83. The successful applications are outlined in the following table:

Bursary Request Description	Amount requested	Directorate	Outcome of Bursary Panel
The Principles of Value-Based Health and Care Executive Education Short Course	£1,650	Operations	Funding support at 67% of the request - £1,105.50
Module - Assessment of the older person	£1,550	Operations – Integrated Care	Funding support at 33% of the request - £511.50
Expedition and Wilderness Medicine Course	£1,049	Operations - HART	Funding support at 67% of the request - £702.83

6. The full fund available for FY 2025/26 has not been allocated. Round 1 awarded £7,283.86 and Round 2 £2,319.83 a total of £9,603.69 of the £15,000 annual budget.

ASSURE



GIG
CYMRU
NHS
WALES

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

(Detail here any areas of assurance the Panel has received)

7. The Bursary Panel continues to:
- Act within its powers.
 - Act honestly and with good intentions, and only in the charity's interest.
 - Be sufficiently informed, taking any necessary advice.
 - Take account of all relevant factors.
 - Ignore irrelevant factors.
 - Manage conflicts of interest.
 - Make a decision that is within a range of decisions that the panel could make.

RISKS

8. Risks Discussed: None
9. New Risks Identified: None

PANEL AGENDA FOR XX XXXX 2026 MEETING

1. Review and Improvement of Bursary Panel process	2. Communications impact on submission quality & interest
3. Use of Gen AI in submissions	4.

Name	03.04.2024	13.01.2025	14.04.2025	18.07.2025	13.12.2025	08.01.2026
Jo Kelso	Green	Green	Green	Green	Inquireate	Green
Judith Bryce	Black	Black	Green	Green		Red
Jill Gill	Red	Black	Black	Black		Black
Bernie Mitchell	Green	Red	Green	Green		Green
Jessica Price	Green	Green	Green	Red		Red
James Gough	Green	Green	Red	Red		Black
Kerry Robertshaw	Green	Black	Black	Black		Black
Hannah Lowther	Black	Green	Green	Red		Red
Faz Tahir	Red	Black	Black	Black		Black
Sara Mills	White	White	White	Green		Green
Hugh Parry	Green	Red	Red	Red		Red
Damon Turner	Green	Green	Green	Green		Green
Marcus Viggers	Green	Green	Green	Red		Red
Claire West	Green	Green	Green	Green		Green
Sian Jones	Black	Green	Green	Green		Red
Luke Watkins	Green	Red	Red	Black		Black
Andrew Morgan	Green	Green	Green	Red		Green
Martin Mulholland	Green	Green	Green	Red		Green
David Hopkins	White	In attendance	White	In attendance		In attendance
Deb Armstrong	White	White	Red	Green		Green

Green	Attended
Yellow	Deputy attended
Red	Apologies received
Black	No longer member