

**MINUTES OF THE OPEN SESSION OF THE CORPORATE TRUSTEE BOARD
OF THE WELSH AMBULANCE SERVICES TRUST NHS CHARITY
HELD ON 25 JANUARY 2024 IN CARDIFF AMBULANCE STATION AND VIA
TEAMS**

Meeting started at 13:55

MEMBERS PRESENT:

Colin Dennis	Chair of Corporate Trustee
Jason Killens	Chief Executive
Lee Brooks	Executive Director of Operations
Kevin Davies	Non-Executive Director
Bethan Evans	Non-Executive Director
Paul Hollard	Non-Executive Director
Rachel Marsh	Executive Director of Strategy, Planning & Performance
Chris Turley	Executive Director of Finance & Corporate Resources
Liam Williams	Executive Director of Quality & Nursing

IN ATTENDANCE:

Estelle Hitchon	Director of Partnerships & Engagement
Angela Lewis	Director of Workforce & Organisational Development
Trish Mills	Board Secretary
Steve Owen	Corporate Governance Officer (Via Teams)
Alex Payne	Corporate Governance Manager
Jonny Sammut	Director of Digital Services
Andy Swinburn	Director of Paramedicine
Damon Turner	Trade Union Partner

APOLOGIES:

Ceri Jackson	Non-Executive Director and Interim Vice Chair
Joga Singh	Non-Executive Director
Hannah Rowan	Non-Executive Director
Martin Turner	Non-Executive Director

01/24 Welcome, Apologies and Minutes

- 01.1 Apologies were recorded for Ceri Jackson, Martin Turner, Hannah Rowan, and Joga Singh. The Chair noted that a minimum quorum of five voting members of the Trust Board was required for Corporate Trustee Board to achieve quorum and that there were sufficient members in attendance.
- 01.2 The minutes of the meeting held on 16 November 2023 were agreed.

RESOLVED: The minutes of the meeting held on 16 November 2023 were presented and agreed as a formal record.

02/24 Declarations of Interest

- 02.1 There were no declarations of interest above those already recorded in the Trust's Register of Interests for the members of the Trust Board for the Welsh Ambulance Services NHS Trust.

03/24 CHARITY ANNUAL REPORT AND ACCOUNTS 2022/23

- 03.1 The Welsh Ambulance Services NHS Trust Charity Final Annual Report and Accounts for 2022/23, along with the Audit Wales (AW) report following their Independent Examination (IE) of these were presented to the Corporate Trustee. The Report and Accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014, and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.
- 03.2 Chris Turley presented the Annual Report and Accounts for the WAST Charity for the financial year ended 31 March 2023, which had been Independently Examined by Audit Wales. The development of the Annual Accounts has been managed separately by finance colleagues but was aligned to the Annual Report delivery schedule and are presented as one document for approval by the Corporate Trustee.
- 03.3 The key highlights from the report were detailed as follows:
1. £34.6k income during the year;
 2. £153k expenditure during the year;

3. Net Charities Official Investment Fund (COIF) Investment loss of £13.3k, predominantly made up of losses earlier in the financial year, and which has been further recovered into 2023/24;
4. Resulting net movement in funds of (£131.7k)
5. During the year expenditure exceeded income by c£118k.
6. Loss on investments were recorded of c£13k, predominantly made up of losses earlier in the financial year, and which has been further recovered into 2023/24.
7. As a result of the above total fund balances fell by c£132k during the year.
8. Fund balances on 31 March 2023 amounted to £399k. These balances include restricted funds amounting to £67k.
9. Audit Wales have undertaken an Independent Examination of these documents and have no significant findings to report. This was confirmed to the Charity Committee on 18 January 2024. They had no significant issues to report and gave their endorsement for the Accounts to be submitted to the Corporate Trustee for approval.

03.4 The Charity's financial situation as a going concern was confirmed by the Corporate Trustee through the approval of the accounts. This statement means that the Corporate Trustee has agreed that the Charity can continue its operations and meet its liabilities as they fall due for a period of 12 months from the date of signing.

Annual Report

03.5 Trish Mills provided a review of the developments in the Annual Report emphasising an increased expansion particularly regarding governance issues and expenditure on staff. The challenges faced during the winter period were addressed highlighting how benefits enhanced care standards. Moving forward there will be a focus on demonstrating the spending impact on patient outcomes, which will be detailed in future reports. Additionally, Audit Wales reviewed, rather than audited this specific report.

Comments:

Following a query on the Audit Wales fee for their audit of the accounts Chris Turley explained that following the completion of the audit, the cost incurred came to £21,005 - an overspend of £9,005. Significant unplanned work was required due to the qualification of the accounts in 2021/22 and a richer skill mix was required for the audit, in addition to the later than planned start to the audit review. After lengthy discussions, Audit Wales accepted £5k of the increased cost and passed £4k to the Charity reluctantly, the Trust accepted this position. He added that the invoice had been paid and had been recognised in the accounts.

RESOLVED: The Corporate Trustee approved the WAST Charity Annual Report and Accounts for 2022/23 and the Corporate Trustee confirmed its assessment of the Charity's financial situation as a going concern, prior to submission to the Charity Commission by the prescribed deadline of 31 January 2024.

04/24 CHARITY COMMITTEE AAA 18 JANUARY 2024 INCLUDES UPDATE ON HEAD OF CHARITY RECRUITMENT.

04.1 In the absence of the Chair of the Charity Committee Ceri Jackson, Kevin Davies updated the Corporate Trustee on the following points from the Committee's meeting on the 18 January 2024:

1. The Committee heard a staff story from Toni-Marie Norman who spoke of her journey since starting with the Trust as an administration assistant, and the bursary support that allowed her to pursue the Business Management degree. This enabled her to undertake various secondments within the Trust from project support to resource co-ordination and currently working as a Deputy Business Manager within the Operations Directorate. Toni-Marie started a master's in technology and management in October. This story had been a good example of using the benefits of the bursary to enable career development within the Trust.
2. The Committee, following a lengthy discussion, have asked the Executive Leadership to look at the Community First Responder strategic review and provide feedback particularly around volunteering governance and fund raising. The Chair of the Corporate Trustee added that in terms of fundraising, he clarified the subtle distinction that the Community First Responders were volunteers for the Trust and whatever activities they pursue, it was the responsibility of the Trust to supervise that; it was not the responsibility of the charity unless they decided to raise funds specifically for the charity.
3. Estelle Hitchon stated that during the last meeting of the Corporate Trustee it was decided to temporarily halt the activity of the bids panel and the bursary panel for a governance review. After considering alternative models and consulting staff, including Trade Union colleagues, it was decided to reinstate both Panels with the lower threshold of £5k as it had been identified that most bids did not exceed this amount. The intention was therefore to reinstate the Panels pending the recruitment of a Head of Charity who will further assess the appropriateness of the mechanisms described once in post.

RESOLVED: The update was noted, and the Corporate Trustee approved the reinstatement of the Bids Panel and the Bursary Panel.

05/24 CHARITY COMMITTEE MINUTES

05.1 The Minutes of the Charity Committee from 9 October 2023 were received.

RESOLVED: The Minutes of the Charity Committee dated 9 October 2023 were received.

06/24 Date & Time of the Next Meeting

06.1 The Chair noted that the date and time of the next meeting is TBC.

Meeting closed at: 14:16