

Bundle Corporate Board of Trustees 25 January 2024

Agenda attachments

- ITEM 0 – Agenda – Corporate Board of Trustees – 25 January 2024
- 0 15:10 – OPENING ITEMS
- 1 Chair’s welcome, apologies, and confirmation of quorum
- 2 Declarations of Interest
<https://ambulance.nhs.wales/files/publications/annual-reports/2023/board-member-register-of-interests-updated-20240123/>
- 3 Minutes from Previous Meeting –16 November 2023
16 November 2023
ITEM 3 Minutes–Corporate Trustee Board 16 November 2023
- 4 Action Log & Matters Arising There are no open actions.
- 4.1 ITEMS FOR APPROVAL, ASSURANCE AND DISCUSSION
- 5 15:15 – Annual Report and Accounts 2022/23
ITEM 5 SBAR Corporate Trustees – Charity Annual Report 2022–23
ITEM 5.1 WAST Trust Annual Charity Report
ITEM 5.2 Annual Accounts
ITEM 5.3 Examination report
- 6 15:35 – Charity Committee AAA –18 January 2024: Verbal Update
Includes update on Head of Charity recruitment
- 6.1 CONSENT ITEMS
The items that follow are for information only. Should a member wish to discuss any of these items they are requested to notify the Chair so that time may be allocated to do so.
- 7 Charity Committee Minutes: 9 October 2023
ITEM 7 CC 9 October Minutes
- 7.1 15:40 – CLOSING ITEMS
- 8 Reflections & Summary of Decisions and Actions
- 9 Any Other Business
- 10 Date and Time of Next Meeting TBC



MEETING OF THE [CORPORATE] BOARD OF TRUSTEES WELSH AMBULANCE SERVICES NHS TRUST CHARITY

Held in Open on Thursday 25 January 2024 from 15:10 to 15:45

Meeting held in Cardiff MRD, Merton House, Croescadarn Close, Pontprennau, Cardiff, CF23 8HF and Via
Zoom

AGENDA

No.	Agenda Item	Purpose	Lead	Format	Time
OPENING ITEMS					
1.	Chair's welcome, apologies, and confirmation of quorum	Information	Colin Dennis	Verbal	5 mins
2.	Board Member Register of Interests	Information	Colin Dennis	Verbal	
3.	Minutes from Previous Meeting -16 November 2023	Information	Colin Dennis	Paper	
4.	Action Log & Matters Arising <i>There are no open actions.</i>	Discussion	Colin Dennis	Paper	
ITEMS FOR APPROVAL, ASSURANCE AND DISCUSSION					
5.	Annual Report and Accounts 2022/23	Approval	Chris Turley	Paper	20 Mins
6.	Charity Committee AAA 18 January 2024 Includes update on Head of Charity recruitment.	Assurance	Kevin Davies	Verbal	5 Mins
CONSENT ITEMS					
The items that follow are for information only. Should a member wish to discuss any of these items they are requested to notify the Chair so that time may be allocated to do so.					
7.	Charity Committee Minutes 9 October 2023	Information	Kevin Davies	Paper	-
CLOSING ITEMS					



8.	Reflections & Summary of Decisions and Actions	Discussion	Colin Dennis	Verbal	5 mins
9.	Any Other Business	Discussion	Colin Dennis	Verbal	
10.	Date and Time of Next Meeting TBC	Information	Colin Dennis	Verbal	

Lead Presenters

Name	Position
Colin Dennis	Chair of the Trust Board (Sole Corporate Trustee)
Estelle Hitchon	Director of Engagement and Partnerships
Kevin Davies	Non-Executive Director
Trish Mills	Board Secretary

**MINUTES OF THE OPEN SESSION OF THE CORPORATE TRUSTEE BOARD
 OF THE WELSH AMBULANCE SERVICES TRUST NHS CHARITY
 HELD ON 16 NOVEMBER 2023 IN CARDIFF AMBULANCE STATION AND VIA
 TEAMS**

Meeting started at 09:30

MEMBERS PRESENT:

Colin Dennis	Chair of Trust Board
Jason Killens	Chief Executive
Lee Brooks	Executive Director of Operations
Kevin Davies	Vice-Chair of Trust Board (Via Teams)
Bethan Evans	Non-Executive Director (Via Teams)
Paul Hollard	Non-Executive Director
Ceri Jackson	Non-Executive Director
Rachel Marsh	Executive Director of Strategy, Planning & Performance
Chris Turley	Executive Director of Finance & Corporate Resources
Hannah Rowan	Non-Executive Director (Via Teams)
Martin Turner	Non-Executive Director (Via Teams)
Liam Williams	Executive Director of Quality & Nursing

IN ATTENDANCE:

Estelle Hitchon	Director of Partnerships & Engagement
Caroline Jones	Corporate Governance Officer (Via Teams)
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 (Via Teams)
Andy Swinburn	Director of Paramedicine (Via Teams)
Damon Turner	Trade Union Partner

APOLOGIES

Brendan Lloyd	Executive Medical Director
Hugh Parry	Trade Union Partner
Joga Singh	Non-Executive Director

15/23 Welcome, Apologies and Minutes

- 15.1 Apologies were recorded for Brendan Lloyd, Hugh Parry, and Joga Singh. The Chair noted that a minimum quorum of five voting members of the Trust Board was required for Corporate Board of Trustees to achieve quorum, and that there were sufficient members in attendance.
- 15.2 The minutes of the meeting held on 27 July 2023 were agreed.

RESOLVED: The minutes of the meeting held on 27 July 2023 were presented as a formal record.

16/23 Declarations of Interest

- 16.1 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.

17/23 RATIFICATION OF CHAIR'S ACTION – CORPORATE TRUSTEE CHAIR'S ACTION: 2022/23 CHARITY ACCOUNTS AUDIT

- 17.1 The Corporate Trustee ratified the decision made by Chair's Action on the 13 October 2023 regarding the audit approach for the examination of the 2022-23 Charitable Funds accounts by Audit Wales.
- 17.2 The decision made by Chair's Action was for the audit approach – as recommended by the Charity Committee – to be the facilitation of an Independent Examination of the 2022-23 Charitable Fund account as opposed to a full audit.

RESOLVED: The Corporate Board of Trustees:

- (1) Ratified the decision by Chair's Action given on the 13 October 2023 regarding the facilitation of the Independent Examination by Audit Wales of the Charitable Fund Accounts for 2022-23.**

18/23 WAST CHARITY: FUTURE RESOURCING

- 18.1 In 2022, the Welsh Ambulance Services NHS Trust (WAST) charity commissioned a strategic review of its activity. The aim of the review was to support the charity in understanding its opportunities for growth, identifying a range of options for the future of the charity and the resources required to deliver those options.

- 18.2 Following completion of the review, three options were presented to the Corporate Trustee at its development meeting in April 2023, built on both the outcome of interviews with a range of charity stakeholders, including trustees, and the expert insight of the consultant charged with undertaking the review, Patrick Boggon of Tarnside Consulting. Those options were:
- a) Grass roots support: for staff welfare and education and support for volunteers.
 - b) A strategic enabler: to fund specific projects / pieces of equipment, in addition to grass roots support outlined above.
 - c) Enhanced service delivery: to fund major new initiatives above and beyond NHS provision.
- 18.3 The Corporate Trustee opted to support the future development of the WAST charity as a strategic enabler, allied to the Welsh Ambulance Services NHS Trust's ambition to make a strategic and extended contribution to the urgent and unscheduled care system in Wales. For this to happen it was evident that investment would be required to recruit suitably skilled staff.
- 18.4 At its July 2023 meeting, the Corporate Trustee considered an offer by the Welsh Ambulance Services NHS Trust to fund a Head of Charity post at a Band 8a for an initial period of two years, with a proposal that a Band 6 Marketing and Fundraising Officer be appointed subsequently, with that role being funded exclusively by the charity. This proposal was rejected by the Corporate Trustee, as it was felt that using significant Trust revenue funds to support charity posts was inappropriate, given the challenging financial position of NHS Wales.
- 18.5 An alternative and revised proposal was developed through discussions at Executive Leadership Team (ELT) and in collaboration with Trade Union (TU) Partners. The proposal remained that the minimum additional resource required to deliver compliant governance and deliver the strategic ambition is:
- Head of Charity x 1 B8a
 - Fundraising/Marketing Officer x 1 B6
- 18.6 The Chair commented that the decision-making power for the charity's strategic enablement resided with the WAST Trust Board acting as the Corporate Trustee which must weigh up its legal responsibilities in relation to the management of a charity. The Corporate Trustee must also be cognisant there is good governance within the charity and be mindful on the use of funds. The ELT had put considerable effort into developing the revised plan. The Trustee must choose to approve the plan or if not, that would have implications on the scale and size of the charity going forward.

- 18.7 Ceri Jackson, Chair of the Charity Committee emphasised the urgency of deciding the way forward today and commended the positive efforts of the ELT in revising the proposal. She fully supported the proposal for the charity's advancement.
- 18.8 Kevin Davies highlighted the challenges and the associated risks particularly in respect of governance and fundraising. He stressed it was a delicate balance between the charity's ambition and managing the potential pitfalls. It was crucial that the Trust operated with transparency, efficiency, and upheld ethical standards, given the responsibility of the Trustee. He acknowledged there were known and unknown risks particularly around Community First responder (CFR) fundraising.
- 18.9 The Chair reiterated the points raised by Kevin Davies, adding that the charity must make proactive steps to improve overall transparency, improve executive support, and strengthen governance to help mitigate risks and rebuild trust with stakeholders. It was essential to prioritise both financial sustainability and community engagement, while ensuring accountability as the Trustee. This was pivotal in safeguarding the charity's reputation and fulfilling its mission effectively.
- 18.10 Hannah Rowan sought clarity on the following points:

With respect to line management for the new roles - given that the charity Committee met quarterly; she expressed concern regarding timely management, oversight, and accountability of the two new roles. The Chair advised that Estelle Hitchon would undertake line management. Estelle Hitchon added that the Charity Committee and the Trustee would monitor progress through defined objectives and milestones ensuring effective oversight and flexibility, which would be adjusted, as necessary.

Further details with respect to the role of Bernadette Mitchell in the finance department was sought. Bernadette currently manages the charity's finances, and it was noted her role had not been referred to in the report and queried whether her role would continue and how it fitted into the plan. Chris Turley advised that her post was currently funded by the Trust and was planned to continue. She works predominantly for the charity but not exclusively.

Whilst fully supportive of the proposal further information, was requested in terms of how these two new roles were sustainable and that the proposal will deliver the desired outcomes within the two-year timeframe. Estelle Hitchon outlined a two-phase plan for the charity. Initially the focus would be on understanding the charity's risk and opportunities over 6 months and following this, efforts would shift towards strengthening fundraising by bringing in specialised support.

- 18.11 Damon Turner voiced his support to the charity's growth but raised concerns about the use of existing legacy funds and their integration. He stressed the need to maintain staff welfare amidst the strategic changes. Additionally, he sought clarity on the TU role in this context. The Chair explained that the role of TU partners, the same as others in the meeting who were not Trustees, was to share their thoughts and views and that they be considered and inform organisational decision-making. He added that the Corporate Trustee had a legal duty to ensure funds were used appropriately and recognised that work was required to address long standing funds that had not been used, with the aim of fulfilling their intended purpose.
- 18.12 In response to a query as to why the Bids Panel and Bursary Panel meetings have been paused, Trish Mills explained that the current guidance for the Charity Committee regarding charitable fund spending and Trustee responsibilities was being strengthened. The current guidance being used by Bids Panel will therefore need to be amended and will include greater reference to the public benefit requirement of the operations of charities (in line with charity Commission guidance). To that end, the Bids and Bursary Panel have been paused temporarily, and it has been proposed that the Charity Committee be the responsible approval body for all charitable funds bids for a period of time. She added that it is not intended that TU Partners will not be involved in this new arrangement, but that the arrangements for approvals will change temporarily.
- 18.13 Jason Killens clarified that the role of TU Partners in terms of decisions relating to the Bids and Bursary Panels, was for their input and views to be considered. The ultimate responsibility for deciding fund allocation rested with the Corporate Trustee. There was no provision for TU Partners to have a direct veto or voting power in these decisions. The Trustees maintained accountability for ensuring the proper use of charitable funds. Damon Turner expressed a desire for TU Partners to be involved in reviewing any applications for funding, accepting they were not the decision makers. The Chair assured Damon Turner that the TU had significant influence and that many opportunities were afforded to them to garner and express their views throughout the organisation. It was recognised that while Hugh Parry had been unable to attend, he had emailed his thoughts and those were shared with Committee members as part of their considerations.
- 18.14 Estelle Hitchon assured the Corporate Trustee that work was underway to ensure that TU partners were involved in the decision-making process regarding any bids for charitable funds.
- 18.15 Paul Hollard commented that considerable progress has been made in clarifying roles and responsibilities between the charity management, the Corporate Trustee, and the WAST Trust Board. Distinguishing between these

entities was crucial for effective governance and ensuring that everyone understood their specific duties and boundaries. The importance of supporting staff and the public was fundamental to the charity's core mission.

- 18.16 Liam Williams explained that the role of charities, especially in NHS Wales, was evolving. There was a clear focus on governance, transparency, and the better use of charitable structures to better serve communities. Bodies like NHS Charities Together have highlighted the need for transformational resources and philanthropic efforts to enhance volunteer engagement and community resilience.
- 18.17 Ceri Jackson stressed the importance of running a charity efficiently was akin to running a business, which was crucial for its sustainability and effectiveness. This business-like approach would not only support the core mission but would also ensure that the charity could continue to benefit the staff and public eventually. The Chair agreed that the charity must be commercially minded for it to succeed. Adding a more commercial mindset did not necessarily mean losing grassroots connections, but rather integrating best practices to ensure sustainability and growth. A move towards greater professionalism and commercial acumen could enhance a charity's capacity to generate greater good.
- 18.18 The Chair referred to the previously agreed option as detailed in the report 'The Corporate Trustee opted to support the future development of the WAST charity as a strategic enabler, allied to the Welsh Ambulance Services Trust's ambition to make a strategic and extended contribution to the urgent and unscheduled care system in Wales'. This option was reiterated as the direction of travel.

RESOLVED: The Trustee Board;

- (1) Approved the recruitment of a Head of Charity and Charity Marketing/ Fundraising Officer from 2024/25 for an initial period of two years (phased) to support the charity to become a strategic enabler, with the viability of both posts being regularly reported and formally reviewed at the end of the two-year period;**
- (2) Noted the Trust's offer to support the charity with a contribution of support funding, based on an apportionment of 70/30 in year one, and 85/15 in year two, with costs as outlined in the report;**
- (3) Approved the charity's contribution in year one (£62k) through use of funds from the national fund and the revaluation reserve;**

- (4) Noted that appropriate objectives and key performance indicators will be developed and monitored by Charity Committee, with regular reporting to Corporate Trustee; and**
- (5) Agreed to pause the Charity's Bid and Bursary Panels until appropriate resources are available to develop revised guidance for the allocation of charitable funds, with Charity Committee being the vehicle for approval of charity bids, following Executive Leadership Team review, in the Intervening period, noting the TU involvement.**

19/23 Charity Governance

19.1 The report was presented by Trish Mills which outlined details of the governing documents of the charity and duties of the Corporate Trustee.

Members were reminded of the key decisions about charitable expenditure and trustees must have regard to the guidance on public benefit and should:

- Act within its powers
- Act honestly and with good intentions, and only in the charity's interests
- 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 a reasonable trustee could make

It was noted that a Task and Finish Group has been established to complete the annual filings for 2022-23 and that the charity's Annual Report was being developed and would be ready for January 2024.

19.2 The Chair reminded everyone that both Executive and Non-Executive Directors acting as the Corporate Trustee shared equal responsibilities and duties, regardless of their role outside this group when acting as Trustee.

RESOLVED: The Trustee Board:

- (1) Noted the update regarding the charity governance framework and Trustee duties;**
- (2) Received assurance on the review of Trustee duties, noting that a full review against all elements of these duties and legislative and regulatory compliance should be undertaken when the charity is resourced with an operational lead; and**

- (3) Noted the establishment of a task and finish group to manage the development of the annual report and annual return, and that the annual report will be circulated to trustees ahead of its approval in January 2024.**

20/23 Charity Committee Highlight report 9 October 2023

20.1 Ceri Jackson raised the following points:

- The Committee heard from the Hazardous Areas Response Team's (HART) about their application to the Bids Panel for a memorial garden and staff welfare area. The bid was approved in the amount of £5,000 and Gavin Davies (HART Locality Manager) provided the Committee with the garden plan, and details of how it would be utilised and maintained. The Committee agreed that the level of engagement with staff and neighbours was excellent and thanked Gavin for providing the presentation.
- Appreciation was given to Trish Mills and her team's diligent work, particularly in navigating the challenges involved especially around the task and finish group. It was felt that the inclusion of risks in recent reports further underscores the commitment to transparency and safety.

RESOLVED: The Charity Committee highlight report of 9 October 2023 was received.

21/23 Charity Committee Minutes – 5 July 2023

21.1 The Minutes of the Charity Committee dated 5 July 2023 were received.

RESOLVED: The Minutes of the Charity Committee dated 5 July 2023 were received.

22/23 Any Other Business

The Trustees were thanked for their support with the proposal discussed regarding the future resourcing of the charity. The Trustees welcomed the candid discussions, especially the contributions from TU Partners. The Trustee emphasised the importance of the open dialogue which would foster a more collaborative environment.

23/23 Date & Time of the Next Meeting

23.1 The Chair noted that the date and time of this meeting is on 25 January 2024.

Meeting closed at: 10:29



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AGENDA ITEM No	5
OPEN or CLOSED	OPEN
No of ANNEXES ATTACHED	3

Charity Annual Report and Accounts 2022/23

MEETING	CORPORATE TRUSTEE
	25th January 2024
EXECUTIVE	Director of Finance and Corporate Resources
AUTHOR	Olaide Kazeem, Financial Services Project Accountant
CONTACT	Chris Turley, 01633 626201, Chris.Turley2@wales.nhs.uk

EXECUTIVE SUMMARY

1. This paper presents to the Corporate Trustee the Annual Report and Accounts for the WAST Charity for the financial year ended 31 March 2023.
2. The Corporate Trustee is requested, as full trustees of the charity, to approve these, ahead of their submission to the Charity Commission by 31st January 2024, and as endorsed and recommended it does so by the members of the Charity Committee (CC), in its meeting on 18th January 2024.

KEY ISSUES/IMPLICATIONS

Key highlights from the attached documents for the Corporate Trustee to note are as follows:-

- During the year expenditure exceeded income by c£118k.
- 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;
- As a result of the above total fund balances fell by c£132k during the year.
- Fund balances at 31 March 2023 amounted to £399k. These balances include restricted funds amounting to £67k.
- Audit Wales have undertaken an Independent Examination of these documents and have no significant findings to report. This was confirmed to the CC on 18th January 2024.

REPORT APPROVAL ROUTE

- Charity Committee – 18th January 2024 (Final drafts for endorsement)
- Corporate Trustee – 25th January 2024 (Final documents for approval and sign off)

REPORT APPENDICIES

Appendix 1 - Charity Annual Report 2022/23
 Appendix 2 - Charity Annual Accounts 2022/23
 Appendix 3 – Audit Wales Independent Examination Report 2022/23

REPORT CHECKLIST

Confirm that the issues below have been considered and addressed		Confirm that the issues below have been considered and addressed	
EQIA (Inc. Welsh language)	NA	Financial Implications	YES
Environmental/Sustainability	NA	Legal Implications	YES
Estate	NA	Patient Safety/Safeguarding	NA
Ethical Matters	YES	Risks (Inc. Reputational)	YES
Health Improvement	NA	Socio Economic Duty	NA
Health and Safety	NA	TU Partner Consultation	NA

WELSH AMBULANCE SERVICES NHS TRUST

CORPORATE TRUSTEE

CHARITY ANNUAL REPORT AND ACCOUNTS 2022/23

SITUATION

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, are attached at **Appendices 1, 2 and 3**. 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.

BACKGROUND/ASSESSMENT

2. A Charity Filings 2022/23 Task and Finish Group was established to coordinate the production and delivery of the Annual Report and Annual Return responses for the charity for the 2022/23 reporting period. The development of the Annual Accounts has been managed separately by finance colleagues but was aligned to the Annual Report delivery schedule.
3. The Task and Finish Group completed its work in November 2023 with the draft Annual Return responses having been produced, and the draft Annual Report completed and submitted to Audit Wales on the 4th December 2023 to inform their Independent Examination.
4. The key points to note within the accounts are as follows:
 - £34.6k income during the year;
 - £153k expenditure during the year;
 - Net 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;
 - Resulting net movement in funds of (£131.7k)
5. As agreed by the Charity Committee (CC) in its meeting on 9th October 2023 and through Chair's Action of 13th October 2023, the Audit Wales (AW) team have carried out an Independent Examination (IE) of the attached Annual Report and Accounts, during December 2023, and no material changes were required. A copy of the AW report following the IE is attached at Appendix 3, which was

presented and considered at the CC on 18th January 2024. The key element of this being the fact that AW propose that the Auditor General for Wales with certify the 2022/23 Charity Accounts with an unamended and unqualified independent examination opinion.

6. During last year's full audit of the 2021/22 accounts, documentation for the financial year 2015/16 could not be found within the tight deadlines. This resulted in a technical qualification on the 2021/22 accounts as Audit Wales could not gain assurances on the £28k unrestricted income during the year. Finance colleagues have undertaken further searches through archived folders for the files during the year and were able to locate the "missing" files. Audit Wales has now been able to test income samples and gain the required assurances on the treatment of the above income. Whilst the historical 2021/22 audit qualification cannot be undone, it will not now have any impacts on future audit outcome of the Charity's accounts.
7. Given the outcome of this IE by Audit Wales, it is now proposed that the Auditor General for Wales will sign this off on 29th January 2024, following final Corporate Trustee approval of the accounts, ahead of submission to the Charity Commission by 31st January 2024.
8. The Charity's financial situation as a going concern should be confirmed by the Corporate Trustee. This should be made as a joint decision when approving the accounts. This means that the Corporate Trustee should assess whether 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.
9. As a result of the healthy reserve situation currently enjoyed by this Charity and in light of the management of funds in place, the Treasurer, Chris Turley, is happy to recommend to the Corporate Trustee that the going concern status is assured for a further 12 months from the date of signing the accounts.
10. The final draft Annual Report and Accounts were presented and considered at a meeting of the CC on 18th January 2024. At this, Audit Wales colleagues also confirmed that they had completed their IE of the accounts and had no issues to report, and that there was no reason why the AGW won't sign these off on 29th January 2024, following Corporate Trustee approval.
11. Charity Committee members therefore endorsed the 2022/23 WAST Charity Annual Report and Accounts and recommended that the Corporate Trustee approve these at its meeting on 25th January 2024.

RECOMMENDED: That the Corporate Trustee approves the WAST Charity Annual Report and Accounts for 2022/23 and that the Trustee confirm their assessment of the Charity’s financial situation as a going concern, prior to submission to the Charity Commission by the prescribed deadline of 31st January 2024.

APPENDICES:

Appendix 1	Annual Report 2022/23
Appendix 2	Annual Accounts 2022/23
Appendix 3	Audit Wales Independent Examination Report 2022/23



Welsh Ambulance Services NHS Trust Charity

Charity Annual Report and Accounts 2022-23

(Charity Registration Number 1050084)



THANK YOU

We are delighted to bring you the Welsh Ambulance Services NHS Trust (WAST) Charity Annual Report for 2022-23.

We would like to extend our heartfelt and sincere thanks to everyone in our communities who have supported our charity. Thanks to your generosity, the WAST Charity was able to provide invaluable support to our people and improve the ways in which they provide vital services to our patients.

We would also like to thank our people and volunteers. The way in which you consistently deliver high standards of patient care is often directly linked to the donations and legacies the Charity receives.

The end of the 2022-23 financial year saw the Charity beginning to reflect on its strategic direction and this will be taken forward into 2023-24. We have evaluated our current position with a view to investing in resources to optimise future fundraising and grant opportunities and support the people we serve across Wales.

We extend our thanks to Professor Kevin Davies, who was the Committee Chair from the 01 April 2022 to 04 May 2022.

DATE & SIGNATURE TO BE ADDED

Colin Dennis
Chair of the Corporate Trustee

DATE & SIGNATURE TO BE ADDED

Ceri Jackson
Interim Vice Chair and Chair of Charity Committee



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1. OUR PURPOSE, ACHIEVEMENTS AND PLANS

1.1 Our Purpose

The WAST Charity is the official charity of the Welsh Ambulance Service NHS Trust (WAST). The charity has the following charitable object:

The Trustee shall hold the trust fund upon trust to apply the income and at their discretion so far as may be permissible, the capital, for any charitable purpose or purposes relating to the National Health Service.

1.2 How we help

The Charity works closely with the Trust to ensure that it allocates funding to areas where it can make the greatest impact.

We do not replace NHS funding but use the generous donations we receive to support the WAST to provide services and activities over and above what the NHS can provide.

In 2022-23 the Charity supported staff practically and emotionally. This was particularly appreciated through the challenging Winter period where unprecedented handover delays meant our people were often outside Emergency Departments with patients for prolonged periods, and unable to get to patients in the community that needed us. The wellbeing support we focused on supported our people to continue to be able to provide the highest quality of care for our patients during this very difficult period.

The Charity also purchased amenities to provide more welcoming surroundings for crews which supported their well-being and provided additional training resources to further enhance the quality and standards of care provided by our people.



1.3 Our Plans for 2023-24 and beyond

The financial outlook for 2023 and beyond is expected to be a challenging one. The cost-of-living crisis facing our people and our communities will reduce the amount of money that the general public have to support charities across the UK, and the Charity will need to work hard to establish its baseline, confirm its strategic direction, and secure donations from the general public and grant making organisations.

The Charity appointed a strategic consultant in 2023 to review options for the future direction of the charity to better support our people and our patients. The Corporate Trustee has agreed that the most appropriate way forward is to resource the charity to enable it to pursue a future as a strategic enabler with the ambition for significant growth in fundraising income targeting larger charitable trusts and expanding the support we can provide to our people and our patients.

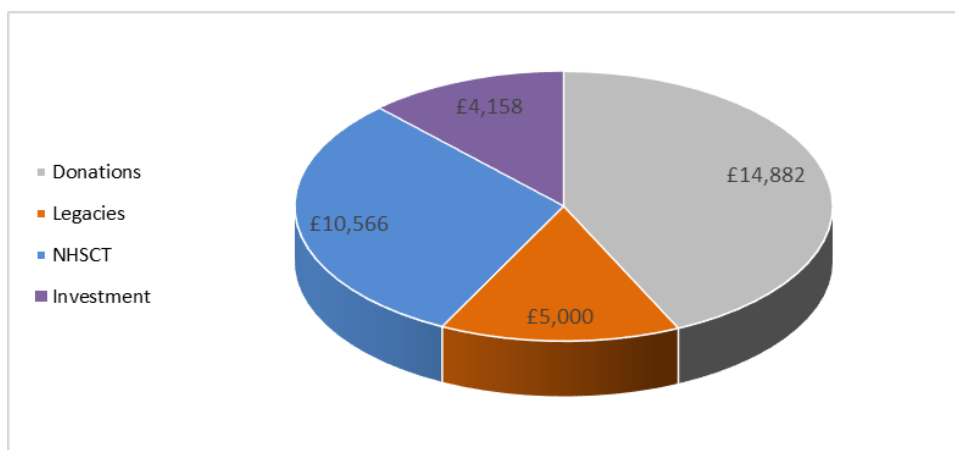
The Charity Committee will have the development and maturity of the strategic direction as its primary focus for the coming years.

2. OUR FINANCES

2.1 Income

All funds received are held in separate funds, these being three regional general purpose funds, a national general purpose fund, three Community First Responder Schemes, a bursary fund, restricted ambulance equipment fund, NHS Charities Together (NHSCT) stage 1 restricted grant award, and a restricted heart attack victims fund.

The chart below shows our main sources of income in 2022-23 which total £34,606:



Donations (£14,882)

The majority of the charity's income comes from patients and their families wanting to show their appreciation for the care and support they have received from our people. As expected, this income was less than last year, which was £17,999, as levels of gifts and gifts in kind that resulted from the lockdown over the pandemic did not continue. We remain extremely grateful for all the support the public and staff have given us to help realise our aims.

Legacies (£5,000)

The charity was also the grateful beneficiary of this generous legacy.

Grants (£10,566)

The charity's grant income has come from NHS Charities Together as part of a development grant.

Investment Income (£4,158)

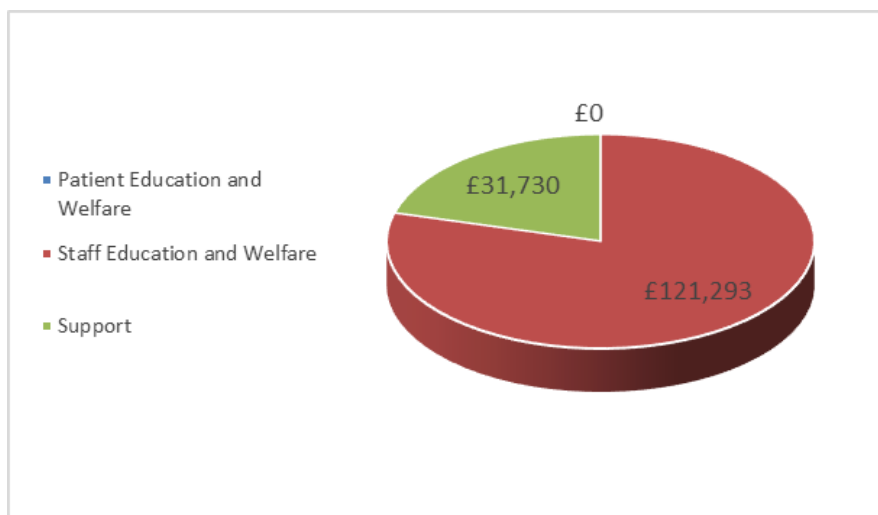
This Investment income comes in the form of dividends and interest from investment and cash balances held by the charity.

2.2 Expenditure

During 2022-23 the charity has continued to support a wide range of charitable and health related activities across the WAST as indicated above. Charitable expenditure is made with consideration given to public benefit and a process of review and evaluation is carried out on funding requests to ensure they align with the charity's objects.

Analysis of expenditure

In 2022-23 expenditure on charitable activities totalled £153,023. The expenditure categories were as follows:



Management and administration costs

The total management and administration costs for 2022-23 were £31,730. This represents 6% of the opening fund balances held as at 1st April 2022.

Investments and performance

The charity holds investment units with CCLA Good Investment. These investments are managed by CCLA.

No additional purchases were made during 2022-23. £135,000 worth of units were sold during the year to meet the requirements of our investment policy.

During 2022-23 the charity had market value losses of £13,271.

2.3 Overall Financial Position as at 31 March 2023

The value of the charity as at 31 March 2023 was £399,010. This is a decrease of £131,688 from the previous year.

2.4 Reserves Policy

There were no recurrent commitments in 2022-23, other than the £10,000 management fee (and similarly into 2023-24) against unrestricted charitable fund balances.

The Corporate Trustee considers that donations should be applied within a reasonable period of receipt, as long as there are no approved long-term plans that require accumulation of balances, and that expenditure represents appropriate use of funds.

3. OUR GOVERNANCE

3.1 Structure, Governance and Management of the Charity

Corporate Trustee

The charity has a sole Corporate Trustee which is the WAST. Responsibility for the management and use of funds held on trust lies with the WAST as Corporate Trustee.

The Chair and Non-Executive Directors of the WAST Board are appointed by the Minister for Health and Social Services, with the Executive Directors being appointed in accordance with the WAST's Standing Orders.

New members of the WAST Board are provided with appropriate induction and training. Orientation documentation provided for new members includes the previous year's annual reports and financial statements, and relevant charity information.

Membership of the WAST Board from 1 April 2022 to 31 March 2023 are set out in Annex 1.

The charity does not make any payment for remuneration nor does it reimburse expenses to the above individuals for activities undertaken in their capacity as Corporate Trustee.

Trustees are required to disclose all relevant interests, register them with the WAST and withdraw from decisions where a conflict arises. Any related party transactions are referred to in the accounts.

Linked Charity

The Charity's registration includes a linked charity, Welsh Ambulance Services NHS Trust General Fund, with registration number 1050084-1.

Charitable Funds Committee (now known as Charity Committee from May 2023)

The Charitable Funds Committee met four times in 2022-23 and reported to the WAST Board on each occasion. The Corporate Trustee delegates to the Charitable Funds Committee to:

- (a) Contribute to the development of the charity's strategy and monitor its implementation.
- (b) Assure the Corporate Trustee that charitable funds are accounted for, deployed, and invested in line with legal and statutory requirements.
- (c) Consider and endorse the annual accounts for approval by the Corporate Trustees.
- (d) Raise the profile and reputation of the charity.

Membership of the Charitable Funds Committee from 1 April 2022 to 31 March 2023 was as set out below:

Committee Members:

Kevin Davies	Trust Vice-Chair and Committee Chair (Chair until 04 May 2022)
Bethan Evans	Committee Member
Ceri Jackson	Committee Member (Chair from 05 May 2022)
Hannah Rowan	Committee Member

Prescribed Attendees for the Committee:

Chris Turley	Executive Director of Finance and Corporate Resources
Lee Brooks	Executive Director of Operations
Andy Swinburn	Director of Paramedicine
Estelle Hitchon	Director of Partnerships & Engagement
Trish Mills	Board Secretary
Catherine Goodwin	Interim Director of Workforce & Organisational Development (until 11/09/2022)
Angela Lewis	Director of Workforce & Organisational Development (from 12/09/2022)
Damon Turner	Trade Union Partner
Hugh Parry	Trade Union Partner
Marcus Viggers	Trade Union Partner



The Trust Board keeps under review the membership of the Charitable Funds Committee as part of its annual effectiveness review.

WAST does not currently operate a system whereby fund managers are delegated responsibility for administration of certain funds. Instead, the Charitable Funds Committee established the Bids Panel and the Bursary Panel for the granting of applications for use of charitable funds. The Panels report into the committee at each meeting. Guidance is in place to aid the Panels in the application of funds.

The objects of the charity are such that all expenditure is for the benefit of the National Health Service and as such is for public benefit. The Corporate Trustee is aware of its duties in relation to public benefit.

Registered address

The registered address of the Charity is Ty Elwy, Ffordd Richard Davies, St Asaph Business Park, St Asaph, Denbighshire, LL17 0LJ

3.2 Our advisors

Bankers

The charity has retained the banking services during the year from Barclays Bank plc, Corporate Banking Centre, 70 Kingsway, Swansea SA1 5JB

External Auditors

The charity auditors during the year was Audit Wales, Ground Floor, Unit 5325 North Wales Business Park, Abergele, Conwy LL22 8LJ

Investment Manager

CCLA Good Investment, One Angel Lane, London, EC4R 3AB



3.3 Risk Management

In 2022-23 the main risks associated with the charity relate to financial controls risk and investment risk. In 2023-24 the Charity has had an increased focus on the risks it faces, and these will continue to be drawn out as the strategic direction is set.

Financial controls risk

The financial controls which operate in relation to the charitable funds are the same as those which apply to the WAST and are determined in the Standing Orders and Standing Financial Instructions. The purpose of these controls are to ensure that the charitable fund is not exposed to any major risks. The controls in place are subject to continuous review and subject to annual external audit review.

Financial reports showing income and expenditure together with analysis of significant financial changes are reported to each Charity Committee meeting. The Corporate Trustee approves the annual accounts and annual report of the Charity.

The external audit of charity accounts is undertaken by Audit Wales. Given the size of the charity this is usually an independent examination, with a full audit undertaken periodically. A full audit was undertaken of the accounts in 2021-22, and in 2022-23 the Charity accounts reverted to an Independent Examination.

Investment risk

The risk relates to the uncertainty in the investment markets and volatility in yield. This is mitigated by investing in a portfolio of investments through the professional advice of investment managers. Our investment managers are CCLA and an update on the investment is included in each finance report to the Charity Committee with monthly monitoring of the investment by the Finance Team.

The Charity's investment policy is to hold a minimum of 20% in interest earning bank accounts and a maximum of 50% in fixed income or equity funds. This is in order to obtain the maximum return on investment with the minimum of risk to the funds.

The Charity does not currently have a policy of making grants to bodies other than to the WAST and none were made during the 2022-23 financial year.

A report to the Charitable Funds Committee in 2023 provided assurance on the ethical investment.

3.4 Annex 1 – Membership of the WAST Trust Board as Corporate Trustee

Voting members included:

- Martin Woodford, Chair of the Trust Board from 1 April 2022 to 30 September 2022
- Colin Dennis, Chair of the Trust Board from 1 October 2022 to 31 March 2023
- Professor Kevin Davies, Vice-Chair of the Trust Board
- Bethan Evans, Non-Executive Director
- Paul Hollard, Non-Executive Director
- Ceri Jackson, Non-Executive Director
- Hannah Rowan, Non-Executive Director
- Joga Singh, Non-Executive Director
- Martin Turner, Non-Executive Director
- Jason Killens, Chief Executive Officer of the Trust
- Chris Turley, Executive Director of Finance & Corporate Resources
- Lee Books, Executive Director of Operations
- Dr Brendan Lloyd, Executive Medical Director
- Rachel Marsh, Executive Director of Strategy, Planning & Performance (from 25 April 2022)
- Claire Vaughan, Executive Director of Workforce and Organisational Development (from 1 April to 22 April 2022)
- Wendy Herbert, Interim Executive Director of Quality and Nursing (from 1 April to 31 July 2022)
- Liam Williams, Executive Director of Quality & Nursing (from 1 August 2022)



GIG
CYMRU
NHS
WALES

Ymddiriedolaeth GIG
Gwasanaethau Ambiwylans Cymru
Welsh Ambulance Services
NHS Trust

Non-voting members included:

- Estelle Hitchon, Director of Partnerships and Engagement
- Angela Lewis, Director of People and Culture (from 12 September 2022 to 31 March 2023)
- Andy Swinburn, Director of Paramedicine
- Catherine Goodwin, Interim Director of Workforce and Organisational Development (from 22 April 2022 as voting and until 11 September as Interim Director)
- Andy Haywood, Director of Digital Services (from 1 April to 31 July 2022)
- Leanne Smith, Interim Director of Digital Services (from 1 August 2022)
- Trish Mills, Board Secretary
- Craig Brown, Trade Union Representative (from 1 April to 30 June 2022)
- Hugh Parry, Trade Union Representative (from 30 June)
- Damon Turner, Trade Union Representative



GIG
CYMRU
NHS
WALES

Ymddiriedolaeth GIG
Gwasanaethau Ambiwylans Cymru
Welsh Ambulance Services
NHS Trust

4. ANNUAL ACCOUNTS

WELSH AMBULANCE SERVICES NHS TRUST CHARITY

The accounts for Funds Held on Trust.

FOREWORD

The accounts (financial statements) 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.

STATUTORY BACKGROUND

The NHS Trust is the corporate trustee of the funds held on trust under paragraph 16c of Schedule 2 of the NHS and Community Care Act 1990.

The Trustee has been appointed under s11 of the NHS and Community Care Act 1990.

The Welsh Ambulance Services NHS Trust charitable funds held on trust are registered with the Charity Commission and include funds in respect of Ambulance services throughout Wales.

MAIN PURPOSE OF THE FUNDS HELD ON TRUST

The main purpose of the charitable funds held on trust is to apply income for any charitable purposes relating to the National Health Service wholly or mainly for the services provided by the Welsh Ambulance Services NHS Trust.

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2023

		Unrestricted funds	Restricted Income funds	Endowment funds	Total 2022-23	Total 2021-22
	Note	£	£	£	£	£
Incoming resources						
Incoming resources from generated funds						
Income from donations and legacies						
Donations		14,882	-	-	14,882	17,999
Legacies	2	5,000	-	-	5,000	16,719
Investment income	3	4,158	-	-	4,158	81
Other incoming resources			10,566	-	10,566	-
Total incoming resources		24,040	10,566	-	34,606	34,799
Expenditure on						
Charitable activities	4	109,694	43,329	-	153,023	283,522
Total resources expended		109,694	43,329	-	153,023	283,522
Gains/(Losses) on investment assets		(13,271)	0	0	(13,271)	41,874
Net incoming /(outgoing) resources before transfers		(98,925)	(32,762)	-	(131,687)	(206,849)
Transfers between funds		0	0	-	-	-
Net movement in funds		(98,925)	(32,762)	-	(131,687)	(206,849)
Fund balances brought forward as at 1 April 2022		430,930	99,768	-	530,698	737,547
Fund balances carried forward as at 31 March 2023		332,005	67,006	-	399,010	530,698

BALANCE SHEET AS AT 31 MARCH 2023

		Unrestricted funds	Restricted funds	Endowment funds	Total 2022-23	Total 2021-22
		£	£	£	£	£
	Note					
Fixed assets						
Investments	8/9	249,524	-	-	249,524	397,795
Total fixed assets		249,524	-	-	249,524	397,795
Current assets						
Debtors	10	867	1,875	-	2,742	898
Investments	11	118,530	-	-	118,530	139,536
Cash at bank and in hand		57,199	88,920	-	146,119	29,016
Total current assets		176,596	90,795	-	267,391	169,451
Liabilities						
Creditors: Amounts falling due within one year	12	94,115	23,790	-	117,905	36,548
Net current assets		82,481	67,006	-	149,486	132,903
Total assets less current liabilities		332,005	67,006	-	399,010	530,698
Funds of the charity:						
Unrestricted income funds		332,004	-	-	332,004	430,930
Restricted income funds		-	67,006	-	67,006	99,768
Endowment funds		-	-	-	-	-
Total funds	13	332,004	67,006	-	399,010	530,698

Chris Turley
Director of Finance & Corporate Resources

Colin Dennis
Chair of Corporate Trustee

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STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2023

	Note	Total Funds 2022-23 £	Total Funds 2021-22 £
Cash flows from operating activities:			
Net cash provided by (used in) operating activities	14	(38,903)	(222,640)
Cash flows from investing activities:			
Purchase of Investments	8		0
Sale of Investments		135,000	
Net cash provided by (used in) investing activities		<u>135,000</u>	<u>0</u>
Change in cash and cash equivalents in the reporting period		96,097	(222,640)
Cash and cash equivalents at the beginning of the reporting period	15	168,553	391,193
Cash and cash equivalents at the end of the reporting period	15	<u>264,650</u>	<u>168,553</u>

NOTES TO THE ACCOUNTS

Accounting policies

1.1 Accounting convention

Basis of preparation

The financial statements have been prepared under the historic cost convention, with the exception of investments which are included at fair value.

The financial statements 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.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following 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 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern. There are no material uncertainties affecting the current year's accounts.

In future years, the key risks to the Charity are a fall in income from donations or investment income but the trustees have arrangements in place to mitigate those risks (see the reserves sections of the annual report for more information).

1.2 Funds structure

Where there is a legal restriction on the purpose to which a fund may be put, the fund is classified either as:

- A restricted fund or
- An endowment fund.

Restricted funds are those where the donor has provided for the donation to be spent in furtherance of a specified charitable purpose. The Charity's restricted funds usually result from legacies for specified purposes.

Endowment funds arise when the donor has expressly provided that the gift is to be invested and only the income of the fund may be spent. These funds are sub analysed between those where the Trustees have the discretion to spend the capital (expendable endowment) and those where there is no discretion to expend the capital (permanent endowment).

The charity has no permanent endowment funds, and has five restricted funds. One created during 2014/15, one created 2021/22, and the other two created in 2022/23.

Those funds which are neither endowment nor restricted income funds, are unrestricted income funds which are sub analysed between designated (ear-marked) funds where the Trustees have set aside amounts to be used for specific purposes or which reflect the non-binding wishes of donors and unrestricted funds which are at the Trustees' discretion, including the general fund which represents the charity's reserves. The major funds held in each of these categories are disclosed in note 13.

Accounting policies (continued)

1.3 Incoming resources

- a) All incoming resources are recognised once the charity has entitlement to the resources, it is probable (more likely than not) that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability.

Where there are terms or conditions attached to incoming resources, particularly grants, then these terms or conditions must be met before the income is recognised as the entitlement condition will not be satisfied until that point. Where terms or conditions have not been met or uncertainty exists as to whether they can be met then the relevant income is not recognised in the year but deferred and shown on the balance sheet as deferred income.

b) Legacies

Legacies are accounted for as incoming resources either upon receipt or where the receipt of the legacy is probable.

Receipt is probable when:

- Confirmation has been received from the representatives of the estate(s) that probate has been granted
- The executors have established that there are sufficient assets in the estate to pay the legacy and
- All conditions attached to the legacy have been fulfilled or are within the charity's control.

If there is uncertainty as to the amount of the legacy and it cannot be reliably estimated then the legacy is shown as a contingent asset until all of the conditions for income recognition are met.

c) Intangible income

Intangible income (e.g. the provision of free accommodation) is included in the accounts with an equivalent amount in outgoing resources, if there is a financial cost borne by another party. The value placed on such income is the financial cost of the third party providing the resources.

1.4 Resources expended

Expenditure is recognised when and to the extent that a liability is incurred. In accounts prepared on the accruals basis, liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure as described in Financial Reporting Standard 5 and 12. A liability will arise when a charity is under an obligation to make a transfer of value to a third party as a result of past transactions or events

b) Support Costs

In undertaking any activity there may be support costs incurred that, whilst necessary to deliver an activity, do not themselves produce or constitute the output of the charitable activity. Similarly, costs will be incurred in supporting income generation activities such as fundraising, and supporting governance of the charity.

Support costs do not, in themselves, constitute an activity, instead they enable output-creating activities to be undertaken.

c) Governance costs

Governance costs comprise all costs incurred in the governance of the charity. These costs include costs related to statutory account preparation and audit together with strategic management costs. Governance costs are apportioned as described in note 5 to the accounts.

Accounting policies (continued)

1.5 Investment fixed assets

Investment fixed assets are shown at market value. The following points should be taken into account when the valuations are being undertaken:-

- (i) Quoted stocks and shares are included in the balance sheet at bid-market price, ex-div;
- (ii) Other investment fixed assets are included at the trustee's best estimate market value.
- (iii) The date and amounts of the valuations;
- (iv) Where historical cost records are available, the carrying amount that would have been included in the financial statements had the investment assets been carried at historical cost less depreciation;
- (v) Whether the person(s) carrying out the valuation is (are) internal or external to the entity;
- (vi) Where the trustee is not aware of any material change in value and therefore the valuation(s) have not been updated, a statement to that effect; and
- (vii) Where the valuation has not been updated, or is not a full valuation, the date of the last full valuation.

2. Material Legacies

There were no material legacies received in 2022/23 (£13k 2021/22)

As per 1.3 b) above, legacies are accounted for as incoming resources either upon receipt or where the receipt of the legacy is probable.

Receipt is probable when:

- Confirmation has been received from the representatives of the estate(s) that probate has been granted
- The executors have established that there are sufficient assets in the estate to pay the legacy and
- All conditions attached to the legacy have been fulfilled or are within the charity's control.

3. Analysis of gross investment income

	Unrestricted funds	Restricted Income funds	Endowment funds	Total 2022-23	Total 2021-22
	£	£	£	£	£
Investments in a common deposit/investment fund	4,158	-	-	4,158	81
Total gross income	4,158	-	-	4,158	81

4. Details of resources expended - charitable activities

	Activities undertaken directly	Support costs	Total 2022-23	Total 2021-22
	£	£	£	£
Patient Education and Welfare	-	15,865	15,865	196,021
Staff Education and Welfare	121,293	15,865	137,158	87,501
Total	121,293	31,730	153,023	283,522

5. Allocation of support costs

Support and overhead costs are allocated over charitable activities. Governance costs are those support costs which relate to the strategic and day to day management of the charity.

	Charitable activities £	Total 2022-23 £	Total 2021-22 £	Basis of apportionment
Governance				
External auditor's costs	6,000	6,000	12,000	
Internal audit	1,329	1,329	-	
Producing statutory accounts	22,765	22,765	8,461	
Strategic management cost	1,636	1,636	1,580	
	<u>31,730</u>	<u>31,730</u>	<u>22,041</u>	Average Balance of Fund
	Unrestricted funds £	Restricted funds £	Total 2022-23 £	Total 2021-22 £
Charitable activities	<u>21,164</u>	<u>10,566</u>	<u>31,730</u>	<u>22,041</u>
	<u>21,164</u>	<u>10,566</u>	<u>31,730</u>	<u>22,041</u>

6. Auditor's remuneration

The auditor's remuneration for 2022-23 is £2,000 (2021-22 £12,000). This decrease is due to a full audit undertaken for 2021-22 as against independent examination for 2022-23.

7. Transfer between funds

Transfers of £15k were made within the unrestricted funds. £15k was added to the Bursary fund and apportioned between all the other unrestricted funds held. This was to allow funding for the Charity's Bursary Scheme.

8. Analysis of fixed asset investments

	Total 2022-23 £	Total 2021-22 £
Market value at 1 April 2022	397,795	355,920
Less: Disposal at carrying value	(135,000)	
Add: Acquisitions at cost		
Increase / (decrease) on cash awaiting investment	-	-
Net gain / (loss) on revaluation	(13,271)	41,874
Market value at 31 March 2023	249,524	397,795

9. Analysis of market value

	Total 2022-23 £000	Total 2021-22 £000
Investments in a common deposit/investment fund	249,524	397,795
Total market value of fixed asset investments	249,524	397,795

The investment fund above is invested in the COIF Charities Investment Fund and the investment valuation has been performed by CCLA Investment Management Ltd.

10. Analysis of debtors

	Total 2022-23 £000	Total 2021-22 £000
Amounts falling due within one year:		
Trade debtors	-	-
Prepayments	1,875	-
Accrued income	867	-
Other debtors		1
Sub-total	<u>2,742</u>	<u>1</u>
Amounts due over one year:		
Trade debtors	-	-
Prepayments	-	-
Accrued income	-	-
Other debtors	-	-
Sub-total	<u>-</u>	<u>-</u>
Total debtors	<u>2,742</u>	<u>1</u>

11. Current asset investments

The current asset investments of £118,530 (2021-22 - £139,537) are sums held on deposit to facilitate cash flow.

No current asset investments were held in non cash investments or outside the UK during the year.

12. Analysis of creditors

	Total 2022-23 £	Total 2021-22 £
Amounts falling due within one year:		
Trade creditors	45,266	28,540
Other creditors	72,638	8,008
Sub-total	<u>117,905</u>	<u>36,548</u>
Amounts due over one year:		
Loans and overdrafts	-	-
Trade creditors	-	-
Other creditors	-	-
Accruals	-	-
Deferred income	-	-
Sub-total	<u>-</u>	<u>-</u>
Total creditors	<u>117,905</u>	<u>36,548</u>

13. Analysis of funds - unrestricted, unrestricted designated and restricted funds

	Balance at 1 April 2022	New designation /receipts	Utilised/ released	Gross transfer between funds	Gains and losses	Balance at 31 March 2023
	£	£	£	£	£	£
Material designated funds						
North Region	135,428	9,509	(9,243)	(6,112)	(4,769)	124,812
Central & West Region	46,596	8,862	(3,540)	(2,542)	(1,733)	47,643
South East Region	35,460	1,386	(12,758)	(689)	(1,048)	22,352
First Responders North	13,383	144	(735)	(337)	(460)	11,995
Trust National Fund	179,453	4,121	(67,292)	(5,216)	(5,202)	105,862
First Responders South East	1,581	17	(87)	(93)	(54)	1,364
First Responders Central & West	107	1	0	(11)	(4)	94
Bursary Fund	18,922	0	(16,039)	15,000	0	17,883
Total Unrestricted	430,930	24,040	(109,694)	0	(13,271)	332,004
Material restricted funds						
NHSCT Stage 1 Grant	32,762	0	(32,762)	0	0	(0)
NHSCT Development	0	10,566	(10,566)	0	0	0
Heart Attack Victims	13,336	0	0	0	0	13,336
EMS Ambulance	137	0	0	0	0	137
Ambulance Equipment Fund	53,533	0	0	0	0	53,533
Total Restricted	99,768	10,566	(43,329)	-	-	67,006
Total Funds Held	530,698	34,606	(153,023)	0	(13,271)	399,010

14. Reconciliation of net income / expenditure to net cash flow from operating activities

	Total 2022-23 £	Total 2021-22 £
Net income / (expenditure) (per Statement of Financial Activities)	(131,687)	(206,849)
Adjustment for:		
(Gains) / losses on investments	13,271	(41,874)
(Increase) / decrease in debtors	(1,844)	(331)
Increase / (decrease) in creditors	81,357	25,790
Net cash provided by (used in) operating activities	(38,903)	(223,265)

15. Analysis of cash and cash equivalents

	Total 2022-23 £	Total 2021-22 £
Cash at bank and in hand	146,119	29,016
Notice deposits (less than 3 months)	118,530	139,536
	264,649	168,552

16. Pooling scheme

An official pooling scheme is operated for investments relating to the following schemes:

COIF Charities Deposit Fund

The scheme was registered with the Charity Commission on 28th March 2000.

17. Related party transactions

During the year neither the trustee or members of the key management staff or parties related to them has undertaken any material transactions with the Welsh Ambulance Services NHS Trust Funds Held on Trust.

Board Members (and other senior staff) take decisions both on Charity and Exchequer matters but endeavour to keep the interests of each discrete and do not seek to benefit personally from such decisions. Declarations of personal interest have been made in both capacities and are available to be inspected by the public.

A recharge of governance costs of £10,000 (2021/22 £10,000) was made during the year from the Welsh Ambulance Services NHS Trust to the charity.

The Summary Financial statements of the Welsh Ambulance Services NHS Trust are included in the annual report and accounts.

18. Post balance sheet events

The accounting statements are required to reflect conditions applying at the end of the financial year. No adjustments have therefore been made in respect of changes to the market value of investments following the end of the accounting period.

The Charity receives a quarterly portfolio report from its investment managers and the investments held by the Charity have increased by £557 to the end of September 2023. This increase has been caused by a £557 increase in market value, as detailed below:

	31 March 2023 £	Purchase / (Sale) of Units £	30 September 2023 £	Movement 0	Movement %
Investments	<u>249,524</u>	<u>0</u>	<u>250,081</u>	<u>557</u>	<u>0.22%</u>

In addition to the receiving the quarterly portfolio report, the Charity also reviews the market value of the investments on a weekly basis to ensure the impact of any market movements are kept to a minimum. The £557 increase seen in the market value to September 2023 is much less than those gains made over the previous two financial years.

19. Trustees' remuneration, benefits and expenses

The charity does not make any payments for remuneration nor to reimburse expenses to the charity trustees for their work undertaken as trustee.

STATEMENT OF TRUSTEE'S RESPONSIBILITIES

The trustee is responsible for preparing the Trustee's Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements ;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustee is responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

By order of the trustee

Signed:

Colin Dennis
Chair of the Corporate Trustee

XXXXXXXXXXXXXX

Chris Turley
Director of Finance and Corporate Resources

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**Report of the independent examiner to the trustees of the Welsh Ambulance
Services NHS Trust Charity**

1 Capital Quarter / 1 Cwr y Ddinas
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Welsh Ambulance Services NHS Trust,
Ty Elwy (Unit 7),
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Reference: WAST/FHOT/2022-23

Date issued: December 2023

Welsh Ambulance Service NHS Trust Charity (the Charity) – Independent Examination of 2022-23 Accounts

Requirement for audit or independent examination of accounts

Charity Commission guidance states that for charities with gross income between £25,000 and £250,000, trustees can opt for an independent examination of their accounts rather than a full audit if governing documents do not specifically require otherwise. With gross income for the year of £34,606 and with no other requirements for an audit set out in the Charity's governing documents, the trustees requested an independent examination of the Charity's 2022-23 accounts.

Section 150 of the Charities Act 2011 confirms that Welsh NHS Charity accounts must be audited or independently examined by the Auditor General for Wales. Consequently, we have carried out an independent examination of the Charity's 2022-23 accounts and summarise the principal findings of our work below.

An independent examination only seeks to confirm that we are not aware of:

- accounting records not being kept as required;
- the accounts not according with those records;

- the accounts not being in the appropriate form and content;
- the accounts not being prepared in line with the Charities Statement of Recommended Practice (the Charity SORP).

Outcome of independent examination

We have completed our independent examination of the Charity's 2022-23 accounts, following Directions issued for this purpose by the Charity Commission.

We only raise one matter from our review, relating to the governance cost recharge of £10,000 made by the NHS Trust to the Charity (reported in note 17 of the accounts). While we are satisfied with the reason and basis for such a recharge, and that it is in proportion to such recharges seen in other Welsh NHS charities, we have reported to management that the Trust and Charity should review this amount to ensure that it accurately reflects the costs incurred by the Trust in future years.

The above matter is only raised for your attention and does not affect our proposed independent examination certificate. We have not identified any other issues during this examination. Our work identified no required amendments to the draft accounts previously presented to the Charitable Funds Committee in November 2023.

2021-22 audit qualification

At the request of the trustees, the Charity's 2021-22 accounts were subject to a full audit. A qualified audit opinion was issued by the Auditor General for Wales on those accounts as we were unable to obtain sufficient audit evidence that the classification of income between restricted and unrestricted funds was not materially misstated. Specifically, this was in relation to £28,000 of income received in 2015-16 for which no supporting records were available at the time of our audit work last year.

Following extensive efforts these records were subsequently located by Charity staff during 2023 and as part of this year's independent examination we have extended our review to gain assurance that 2015-16 income had been classified correctly.

Our testing this year did not identify any issues with the classification of 2015-16 income. We are therefore able to certify this year's independent examination with no further amendment or reference to this issue, as we now have sufficient assurance over the classification of income received, and therefore of opening fund balances.

Certification of the Charity's 2022-23 accounts

With the above work now complete, we propose that the Auditor General for Wales will certify the 2022-23 Charity accounts on 29 January 2024 with an unamended and unqualified independent examination opinion. He will therefore confirm that there is no cause to believe that:

- accounting records were not kept as required by section 130 of the Charities Act;
- the accounts do not accord with those records;
- the accounts do not comply with the applicable requirements concerning the form and content set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination;
- the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities.

Conclusion

We would like to thank all staff within the Welsh Ambulance Services NHS Trust who assisted with our independent examination of the Charity this year.

Yours faithfully,

Gareth Lucey

Engagement Lead

CONFIRMED MINUTES OF THE MEETING OF THE CHARITY COMMITTEE HELD ON 9 OCTOBER 2023 VIA TEAMS

MEMBERS:

Ceri Jackson	Non-Executive Director (Committee Chair)
Kevin Davies	Non-Executive Director
Bethan Evans	Non-Executive Director
Hannah Rowan	Non-Executive Director (left during item 51/23)

IN ATTENDANCE:

Julie Boalch	Head of Risk/Deputy Board Secretary (left during item 57/23)
Lee Brooks	Executive Director of Operations
Gavin Davies	HART Locality Manager (attended for item 46/23 only)
Colin Dennis	Trust Chair (left during item 57/23)
Jill Gill	Head of Financial Accounting
Estelle Hitchon	Director of Partnerships and Engagement
Caroline Jones	Corporate Governance Officer
Navin Kalia	Deputy Director of Finance and Corporate Resources
Olaide Kazeem	Financial Services Project Accountant
Jo Kelso	Head of Workforce Education and Development
Trish Mills	Board Secretary
Hugh Parry	Trade Union Partner (left during item 55/23)
Alex Payne	Corporate Governance Manager
Liz Rogers	Assistant Director of People and Culture
Andy Swinburn	Director of Paramedicine (left during item 55/23)
Damon Turner	Trade Union Partner
Marcus Viggers	Trade Union Partner

APOLOGIES:

Chris Turley	Executive Director of Finance and Corporate Resources
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42/23 WELCOME AND APOLOGIES

Ceri Jackson, Committee Chair, welcomed everyone to the meeting and noted that Colin Dennis was attending the meeting today for a short time.

Apologies were noted from the Chris Turley.

43/23 DECLARATIONS OF INTEREST

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

RESOLVED: That no new declarations were received.

44/23 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 5 July 2023 were approved as a correct record.

RESOLVED: That the minutes of the meeting held on the 05 July 2023 were approved as a correct record.

45/23 ACTION LOG

The action log was considered, reviewed, and updated.

Actions 15/23, 30/23, 31/23, 31/23, 32/23, 33/23a and 33/23b were closed.

Actions 28/23 and 35/23 required further consideration and remain open.

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

46/23 BIDS PANEL LIVED EXPERIENCE –

Julie Boalch introduced Gavin Davies, a member of the Hazardous Area Response Team (HART) who shared a presentation with members on the vision for the HART welfare/remembrance garden.

An excellent application had been submitted for funds, from which it was clear that staff had already invested their own time to start the project to create their own green space.

All the staff on station were supportive of the idea and were keen to be involved, with one member of each team forming a group to develop the concept.

It had been identified that there was a considerable amount of horticultural knowledge within the team and two staff allotment groups had offered to provide some plants for the project.

The neighbouring business was also consulted and was fully supportive of the project with no objections to the use of the joint fence.

There had been a delay in finding a suitable contractor to undertake some ground works; however, this had been resolved with confirmation of a start date to be confirmed shortly.

Members liked the proposal and felt that this project would provide benefits to all the staff at HART all year round and especially liked the idea of a discussion box. Members were keen for Gavin and his team to be invited to a future meeting to share the completed project and the difference it was making for staff.

RESOLVED: That the project was well received, and members were keen for Gavin and the Team to provide a further update once the project was completed.

47/23 UPDATED POSITION ON STRATEGIC REVIEW OF THE CHARITY AND RESOURCING

This Committee and the Corporate Trustees had previously agreed that the Charity would become a strategic enabler following the review and recommendations from Tarnside.

The Committee discussed further the future management arrangements of the Trust Charity to enable it to further increase its fundraising capability. This includes the establishment and appointment of a Head of Charity and a Fundraising Officer. The intention is that this model will provide additional support to the Trust's employees and volunteers, while also having the potential to deliver additional discretionary services to provide better care for our service users.

In July 2023 the Committee supported a proposal that the Trust would underwrite the cost of an initial appointment (1x8a Head of Charity) with 1 x B6 (Fundraising Officer) being funded by the Charity for a defined period. That proposal was not supported by Trustees on 27 July and a further proposal, benchmarked to other NHS Wales charity employees was received at this meeting.

An indication from other NHS bodies across Wales was that staff were employed by the Health Board with the costs in whole or in part being recharged back to the charity. Estelle Hitchon, in collaboration with Jason Killens and others, suggested the possibility of a three- year phased approach to funding. It was clear that the way in which funds were currently held that the charity's National Fund could not alone support the funding of these posts, as currently expenditure for things such as the staff awards and Christmas hampers and dinners would deplete the funds significantly.

The revised resourcing proposal over three years was as follows:

Year 1

- 1st six months – employ B8a Head of Charity post – funded 70% Charity – 30% Trust
- 2nd six months – further employ a cB6 fundraising post – funded as above (70/30 split)

Year 2

- Continue with both posts, with tapering Trust support so now funded 85% Charity- 15% Trust
- Posts will need to demonstrate significant delivery on objectives, including income generation

Year 3 and beyond

- If decision to continue, posts would need to be 100% charity funded, at the very least cost neutral or in reality turning a profit for the Charity.

The Trust currently funds the Finance Assistant Charitable Funds post and there were no immediate plans for those costs to be transferred to the Charity to fund.

The on costs for the posts is c£123k per year, however recruitment would allow the Charity to do more for its staff and patients in line with the Corporate Trustees decision for the Charity to become a strategic enabler.

The Committee were reminded of the journey that had already been undertaken to date and the maturing ambition of the Charity.

Kevin Davies felt that should staff be appointed to the roles, the staff should be NHS Employees to avoid any conflict outside Agenda for Change.

Hannah Rowan, expressed her views on how much risk was the charity willing to take, nonetheless, appreciated the need to take risks to grow to avoid the status quo. She felt that some protections should be in place to assess progress, in order to avoid waiting until year three to decide on whether the posts were self-funding. She also raised the issue of the staff potentially losing funds donated for their benefit should the dedicated post fail to raise sufficient income. She was not unsupportive of the proposal, but expressed discomfort that the staff voice may not be represented at the table and was conscious of how this action could be perceived. Ceri Jackson noted that with the members and Trade Union Partners in attendance at the meeting that staff were represented.

Lee Brooks felt that the matter that had been outstanding from the Corporate Trustee meeting had been covered by the presentation. Whilst he felt that the banding of the post at B8a may be too high, he recognised the importance of making progress and recognised the potential to be doing more than we were currently. Members agreed that the Trust did not have the expertise required internally to offer the post as a secondment and that thought needed to be given to the wording of the advert at the time. Lee Brooks went on to say he felt

the Charity should pay for the posts in their entirety for, at least, the initial fixed term period.

Bethan Evans stated that she was supportive in principle of taking actions to become a strategic enabler, however, would give different answers as a Non-Executive of the Trust to that of the Corporate Trustee, due to the roles and risks being different, noting she had also voiced concerns about the Trust funding these posts in the July Corporate Trustee meeting. The current financial climate had dictated efficiency decisions to be made by the Trust and would impact on the future operational decisions. Bethan was concerned that affordability was a factor and perception was a reality. She suggested that a starting point may be to consider the initial post on a part time basis funded by the Charity, with a view to increasing to full time as the income grows, recognising that the benefit was to do more for our staff and patients ensuring that core Trust functions were not supported by the Charity. The percentage of recharging to the charity would be more diluted as the Finance Assistant - Charitable Funds is paid for by the Trust thereby potentially putting us out of step with peer organisations.

Members discussed and noted the risks associated with the posts not achieving the income to cover the costs but felt that a certain level of risk was required to take the charity forward as had been agreed by the Corporate Trustees.

Hugh Parry confirmed that he initially expressed his view that the Charity should aim high and supported it being a strategic enabler however that was prior to the information before the Committee on the source of funding for the posts. Hugh Parry shared his nervousness in utilising money in this way. He recalled the history of how the funds had started and how each station had previously held their own funds.

Hugh Parry had looked at other charities and felt that other charities were struggling, except those with a number of years' experience behind them and were more advanced than the Trust. Not all stations had the capacity to have wellbeing areas and were grateful for the smaller things like televisions that they could have. He felt that the risk was too great at this time in the current climate and hoped that in future there would be an opportunity to aim higher.

Damon Turner also shared his nervousness in utilising regional charitable funds in this way and felt that the initial funds donated historically should remain for this purpose, with funding streams identified for people to donate to the strategic direction should they wish to. He felt that the process was becoming disjointed, whilst wanting the Charity to grow, he felt that the funds should be separate so the public would know what their donation would be used for. Estelle Hitchon agreed with the individual funding streams but stressed that an infrastructure was needed to allow work to proceed on how people donate and

what purpose it is donated for, with separate streams for people to donate to, under the charity umbrella.

Damon Turner queried where the strategic direction was whilst being supportive of moving forward to enhance the opportunities available. He confirmed that an NHS organisation would be viewed and funded differently to others such as St John who have a corporate and voluntary arm.

It was agreed that there was not unanimity today and essentially two decisions needed to be made, one by the Trust on the extent to which they felt able to support the charity in this financial climate and then the Corporate Trustees would need to consider the financial risk based on the funding agreed by the Trust.

It was agreed that a decision needed to be made in regard to the next steps for the charity. Recognising that the charity was able to apply for resources the Trust would not have access to.

It was proposed that a paper be developed for the Corporate Trustee meeting.

RESOLVED: That

A paper for the Corporate Trustees meeting on 16th November 2023 be prepared, including the concerns shared whilst recognising the support for the strategic enabler.

48/23 FINANCE UPDATE

Navin Kalia updated members on the key points within the report which included the probability that the national funds would be spent by the end of the financial year and a sizeable legacy that was being gifted, with a restriction to be spent on Colwyn Bay Ambulance Station.

A decision at this time was not to sell any units of the Charity Investment Fund (COIF) as the legacy would bring the charity fund below the internal policy target of the long-term investments not exceeding 50%.

The appendix to the report provided information on the ethical assurance or fund practices in the management of the charity's investments.

Members discussed the possibility of shaping the way to encourage people to donate in a way that was beneficial to the charity in the future. Currently, the Trust was only made aware of legacies once a solicitor had contacted the Trust.

RESOLVED: That the contents of the report were noted.

49/23 INDEPENDENT EXAMINATION OF CHARITY ACCOUNTS

Navin Kalia explained that the report set out the approach to reverting to an independent examination of the Trust's charity accounts for the 2022/23 financial year. The Trust is not obliged to carry out a full audit and it was recognised as not being value for money in relation to the size of the charity.

It had also been confirmed that the auditors had allocated time to conduct an independent audit for the 2022/23 year accounts.

The Committee noted that it did not have the authority to approve the independent examination and would seek that approval from the Corporate Trustees by way of a Chair's Action by circulation.

RESOLVED: That a Chair's Action be circulated to seek approval from the Corporate Trustees for the approach of independent examination of the 2022/23 charity accounts as opposed to a full audit.

50/23 CHARITY PERFORMANCE

Estelle Hitchon confirmed that a stage three grant from NHS Charities together had been applied for to fund activities such as the Mind over Mountains walks and sports teams, had been approved.

Additionally, there was a £315k grant for community support roles and the process was currently underway to advertise for the roles funded by that grant.

RESOLVED: That the Committee noted the update and welcomed a report at its next meeting.

51/23 COMMUNITY FIRST RESPONDER (CFR) GOVERNANCE AND FUNDRAISING UPDATE

Lee Brooks updated members on the risk relating to CFR fundraising and confirmed that it had been drafted and was due to be progressed and finalised in the coming week, with the Risk Officer.

CFR co-ordinators had been asked to engage with the Trust to establish three key facts:

- 1) Who is fund-raising?
- 2) How are the funds being raised?
- 3) How are they banked?

The initial responses were low and a further letter was sent, to which a greater number of responses were received. There was hesitancy to share the details with

the Trust however at a recent conference in the North this was raised and discussed, with reasons for engaging made clear. It would also be discussed at the upcoming Swansea conference.

The topic would also feature at the Volunteer Steering Group which would hopefully offer assurance to the teams that the Trust did not plan to remove their funds. If engagement was still an issue then the formality of the communications to the CFRs would need to be increased.

Lee Brooks requested until the end of the calendar year to complete the task with a further update being provided to the next meeting.

It was recognised that the absence of a fund-raising framework made it difficult to hold co-ordinators to account.

Kevin Davies expressed his disappointment that more progress hadn't been made whilst appreciating the challenges presented and felt that there was a risk in CFRs wearing a Welsh Ambulance Service uniform and fundraising for a charity that was not the Welsh Ambulance Service Charity. From a charity commission point of view, it would be difficult to justify.

Kevin Davies recalled the previous discussions around the central accounting of CFR income to ensure that appropriate governance was in place and that the Trust had oversight, which had not come to fruition and presented a risk.

RESOLVED: That

- 1) The Committee were assured by the update given; and**
- 2) an update report be brought to the next meeting of the Committee.**

52/23 RISK MANAGEMENT REPORT

A report was provided for Members on the work undertaken relating to the risks aligned to the charity to date. The risk discussed earlier in this meeting relating to volunteer fundraising would also be considered.

Much work had been done around the charity governance risk and the charity accounts reputational risk, both of which had been articulated.

Other risks identified for inclusion on the charity risk register include:

- a. Resource and capacity to manage the Charity.
- b. Trustees – skills, roles and responsibilities and training.
- c. Compliance with legal and regulatory framework.
- d. Grants – administration, meeting conditions and evidence
- e. Governance and management of funds
- f. Community First Responder fundraising

RESOLVED: That the ongoing work around Charity risks was noted.

53/23 CHARITABLE FUNDS TASK & FINISH GROUP CLOSEOUT REPORT

Trish Mills confirmed that the report was more a formality as the highlight report from the last committee meeting set out the progress made by the group and the closeout meeting was held shortly after.

Ceri Jackson thanked those involved in a large, but important piece of work.

RESOLVED: The closeout report from the Charitable Funds Task & Finish Group was noted.

54/23 CHARITY GOVERNANCE REPORT

Trish Mills confirmed that the report was aimed to set out the charity governance framework and bring a number of elements together relating to the annual return and assurance for the Corporate Trustees. The report set out the governing documents of the charity; its objectives, trustees' duties and would be presented to the Corporate Trustees in November.

Paragraph ten of the report was highlighted to provide assurance on the ways Trustee duties were being discharged, noting that legal advice around indemnities for trustees was awaited.

The charitable objects for the charity are wide, and our guidelines show that funds are principally used to purchase amenities for the benefit of staff and to provide additional training resources.

It was suggested that two meetings be scheduled for the Corporate Trustees as standard within the calendar of meetings. Effectiveness reviews and the highlight reports can also be presented.

A task & finish group was agreed to be set up to steer the development of the annual report and the annual return, which due to timeliness of the next Committee meeting, would be circulated via email in early December.

RESOLVED: That the Committee

(a) noted the update regarding the charity governance framework and Trustee duties and confirmed that a similar paper should be presented to the Corporate Trustees at its next meeting.

(b) received assurance on the review of Trustee duties, noting that a full review against all elements of these duties and legislative and regulatory compliance should be undertaken when the charity is resourced with an operational lead.

(c) noted the establishment of a task and finish group to manage the development of the annual report and annual return, and its circulation in draft to members ahead of its approval in January 2024.

55/23 BIDS PANEL HIGHLIGHT REPORT

Julie Boalch confirmed that the report was from the September meeting to discuss four, time sensitive applications.

Attention was drawn to the Christmas hampers and dinners of which the panel were extremely supportive and discussed value for money together with achieving the best experience for staff. A poll was put out to staff which was overwhelmingly in favour of a Christmas dinner rather than an alternative suggestion. A further meeting was held, and the bid was approved.

The detail of the other applications were contained within the report.

Lee Brooks challenged the purpose of the Bids Panel and expressed his confusion around some of the decisions made whilst appreciating that there was no other route for this elsewhere in the Trust. Julie Boalch confirmed that while good conversations were had at the Panel meetings, she appreciated the urgency to update the guidance. Additionally, it was noted that there was a considerable amount of work to do to understand how to enable to charity to work more effectively and efficiently.

Trish Mills confirmed the pressure on the Chair of the Panel due to the guidance being vague however confirmed that having someone dedicated to the Charity that could develop the guidance would be beneficial.

It was suggested that the Committee could approve applications whilst the guidance was being developed as the Corporate Governance Team could not take on another piece of work on behalf of the Bids Panel currently. Ceri Jackson however felt the separation between the Bids Panel and the Charity Committee could be helpful.

RESOLVED: That the highlight report from the Bids Panel was noted.

56/23 BURSARY PANEL HIGHLIGHT REPORT

The item was removed from the agenda post publication due to the alignment of the Bursary Panel meetings and Committee meetings.

57/23 COMMITTEE PRIORITIES & CYCLE OF BUSINESS MONITORING REPORT AND MEMBERSHIP UPDATE

The report set out the priorities that were set by the Committee and which are on track. The cycle of business was also reported on track.

A change to the membership of the Committee was proposed in the report however, the Lee Brooks advised that he would continue to be a member of the Committee subject to review within the annual Committee effectiveness process

RESOLVED: That the update be noted.

58/23 CHARITY COMMITTEE REPORT TO BOARD [JULY 2023]

The Committee received the Highlight Report to the Board from its meeting in July 2023. There were no comments raised from this report.

59/23 BIDS PANEL MINUTES [JUNE 2023]

The Committee received the minutes of the meeting of the Bids Panel from the meeting held on the 29 June 2023.

60/23 REFLECTION:- SUMMARY OF DECISIONS AND ACTIONS

Recommended that the key decisions for Board be amended to key messages for Board and key messages for trustees.

The Bids Panel experience was well received.

61/23 KEY MESSAGES FOR BOARD

Ceri Jackson summarised the key messages for Board members.

62/23 ANY OTHER BUSINESS

None raised.

63/23 DATE OF NEXT MEETING

The next meeting of the Committee is scheduled for the 11 January 2024.