

**MINUTES OF THE OPEN SESSION OF THE CORPORATE TRUSTEE BOARD
OF THE WELSH AMBULANCE SERVICES UNIVERSITY NHS TRUST CHARITY
HELD ON 30 MAY 2024 IN CARDIFF AMBULANCE STATION AND VIA TEAMS**

Meeting started at 13:43

MEMBERS PRESENT:

Colin Dennis	Chair of Corporate Trustee
Jason Killens	Chief Executive
Lee Brooks	Executive Director of Operations
Peter Curran	Non-Executive Director
Kevin Davies	Non-Executive Director
Ceri Jackson	Non-Executive Director and Interim Vice Chair
Rachel Marsh	Executive Director of Strategy, Planning & Performance
Chris Turley	Executive Director of Finance & Corporate Resources
Andy Swinburn	Executive Director of Paramedicine
Liam Williams	Executive Director of Quality & Nursing

IN ATTENDANCE:

Angela Lewis	Director of Workforce & Organisational Development
Trish Mills	Director of Corporate Governance/Board Secretary
Steve Owen	Corporate Governance Officer (Via Teams)
Hugh Parry	Trade Union Partner
Alex Payne	Corporate Governance Manager
Jonny Sammut	Director of Digital Services
Damon Turner	Trade Union Partner

APOLOGIES:

Bethan Evans	Non-Executive Director
Hannah Rowan	Non-Executive Director
Joga Singh	Non-Executive Director

07/24 Welcome, Apologies and Minutes

07.01 Apologies were recorded for Bethan Evans, Hannah Rowan, and Joga Singh. The Chair noted that a minimum quorum of five voting members of the Trust Board was required for Corporate Trustee Board to achieve quorum and that there were sufficient members in attendance.

07.02 The minutes of the meeting held on 25 January 2024 were agreed and confirmed as a correct record.

RESOLVED: The minutes of the meeting held on 25 January 2024 were presented and agreed as a formal record.

08/24 Declarations of Interest

08.1 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.

09/24 CHARITY COMMITTEE EFFECTIVENESS REVIEW AND TERMS OF REFERENCE

09.1 Trish Mills reminded Members that the Trust's Standing Orders and Committee Terms of Reference required that Committees evaluate their effectiveness annually and prepare an annual report to the Trust Board. The Trust Board has received the annual reports and amendments to terms of reference to for all Committees and the Advisory Group; however, the Charity Committee is reporting directly to the Corporate Trustee on their effectiveness for 2023/24.

09.2 The Charity Committee reviewed the output of its effectiveness review activities on 18 January 2024. This was based on a review of a survey of its members, its membership and remit, and how it has discharged that remit. The Committee's Annual Report was agreed at that meeting, as were changes to the terms of reference. Both the Committee Annual Report and proposed changes to the terms of reference were endorsed by the Audit Committee on 30 April 2024.

09.3 The Annual Report highlighted several key changes, particularly regarding governance principles for the Trust Charity, which were aimed at strengthening governance structures, enhancing transparency, and ensuring more robust oversight mechanisms.

09.4 Several agreed changes were incorporated into the Committee's terms of reference and operating arrangements, based on the discussions from the 18 January 2024 Committee meeting. These were set out in full in the accompanying report.

RESOLVED: The Corporate Trustee

- (1) Reviewed the Committee's annual report and assured itself as to its effectiveness for 2023/24.**
- (2) Noted the priorities set by the Committee for 2024/25.**
- (3) Approved changes to the terms of reference.**
- (4) Noted changes to operating arrangements for the Committee in 2023/24.**

10/24 CHARITY COMMITTEE AAA 4 APRIL 2024

Ceri Jackson updated the meeting on the following points from the Charity Committee meeting on 4 April 2024.

- 10.1 Staff Story: The Committee heard from Carolyn Lewis, Well-being Practitioner from the Trust's Well-being Team, regarding the Bids Panel award for charitable funds which was used to provide a holistic therapy for Clinical Contact Centre colleagues based in Vantage Point House.
- 10.2 An update was given on the recruitment process for the Head of Charity position, which is currently undergoing job evaluation and banding.
- 10.3 The Committee acknowledged that in the upcoming fiscal year of 2024/25, the Trust Charity will see an increase in income close to the £250k audit threshold. Consequently, such a scenario would require a full audit, projected to cost approximately up to £16k; in contrast to the c£2k cost of an independent examination.
- 10.4 The first Charity Performance Report was received showing performance against the NHS Charities Together grants which included the Development Grant, Stage 3 Recovery Grant, and Ambulance Grant.
- 10.5 The balance of funds on 29 February 2024 was £552K which comprised of £301K unrestricted funds; £26K in designated funds; and £225K in restricted funds.

10.6 The Bids Panel considered and approved three bids which included Mind over Mountains (£3,300), WISH blankets (£565) and a TV top box recorder (£47). Two applications were referred to the Executive Leadership Team as they were over the £5K threshold for the panel.

Comments:

Peter Curran raised a concern about the audit and its associated costs. It was agreed these concerns would be addressed by Chris Turley at their next one-on-one meeting.

RESOLVED: The update was noted.

11/24 CHARITY COMMITTEE MINUTES

11.1 The Minutes of the Charity Committee from 18 January 2024 were received.

RESOLVED: The Minutes of the Charity Committee dated 18 January 2024 were received.

12/24 DATE AND TIME OF THE NEXT MEETING

12.1 The Chair noted that the date and time of the next meeting is 30 January 2025.

Meeting closed at: 13:50