

CHARITABLE FUNDS COMMITTEE Extraordinary MEETING

**Approved Minutes of the meeting held on 18th January 2023
Via Teams 9.00am – 11.00am**

Present:

Ms Jackie Hughes	Independent Member (Chair)
Ms Cheryl Carlisle	Independent Member
Ms Linda Tomos	Independent Member

In Attendance:

Ms Paula Clayton	Assistant Financial Accountant
Mr Gareth Evans	Acting Executive Director Therapies & Health Science (Part Meeting)
Mr John Gallanders	Independent Member
Mr Dave Harries	Head of Internal Audit NWSSP
Mrs Nicola Jones	Deputy Head of Internal Audit NWSSP
Mrs Molly Marcu	Interim Board Secretary
Mrs Natalie Morrice- Evans	PA to Executive Director of Finance / Committee secretariat
Mr Richard Micklewright	Independent Member
Ms Michelle Phoenix	Audit Manager, Audit Wales
Mrs Bethan Roberts	Principal Finance Manager
Ms Helen Stevens- Jones	Director of Partnerships, Communications and Engagement
Ms Kirsty Thomson	Head of Fundraising
Ms Bethan Roberts	Principal Finance Manager Financial Reporting
Mr Steve Webster	Interim Executive Director of Finance

Agenda Item	Action
<p>CF23/01 - Welcome and Introductions</p> <p>The Committee Chair welcomed attendees to the Committee meeting.</p>	
<p>CF23/02 - Apologies and Declarations of Interest</p> <p>CF23/02.1 Apologies received from Nick Lyons – Executive Medical Director, Chris Stockport - Executive Director Transformation, Strategic Planning, and Commissioning.</p> <p>CF23/02.02 The Head of Fundraising declared an interest as Deputy Chair, Charities Together and involvement in Love, Hope Strength Charitable Foundation as a volunteer. She advised that family business donated a gift to the Awyr Las charity.</p>	
<p>CF23/03 - Minutes of the Previous Meeting</p> <p>CF23/03.1 The minutes of the previous meeting were approved subject to the correction of Gareth Evans title to: <i>‘Acting Executive Director Therapies & Health Science’</i></p>	
<p>CF23/04 - Matters arising and Actions</p> <p>CF23/04.1 There were no matters arising from the minutes. The table of actions was updated and closed actions agreed.</p>	
<p>CF23/05 - Internal Audit Report 2022 - Deputy Head of Internal Audit, NWSSP Dave Harries, Head of Internal Audit and Nicola Jones, Deputy Head of Internal Audit</p> <p>CF23/05.1 The head of Internal Audit thanked the chair for the invitation and thanked the trustees for completing the questionnaire. He introduced his colleague The Deputy Head of Internal Audit and explained that she would be talking the committee through the report’s findings.</p> <p>CF23/05.2 The Deputy Head of Internal Audit introduced herself to the committee. She explained to the committee that an audit of the Charitable Funds Committee was undertaken as part of the Health Board’s Internal Audit Plan 2022-23. The report had been agreed with management and signed off at Executive level.</p> <p>CF23/05.3 The Deputy Head of Internal Audit confirmed that the report received a Limited assurance rating, with the following issues identified:</p> <ul style="list-style-type: none"> • Charitable Funds Committee is not operating as intended, with several meetings cancelled due to lack of availability of members. There has been no formal review of Committee effectiveness or whether the structure meets the Board of Trustees assurance requirements. 	

- A survey of Health Board members (Trustees) highlights several issues, including a lack of information provided to the full Board of Trustees.
- The Strategy for the Charity has not been formally approved by the Board, as Corporate Trustee.
- Charity objectives stated on the governing document and registered with the Charity Commission are not aligned with some spend.
- Policies and procedures are overdue for review, and training for Fund Advisors has not been reviewed for a number of years.
- There is a lack of review and analysis of fundraising data to inform fundraising planning.
- The benefits from funding provided by the Charity are not routinely followed up/reviewed to ensure funds spend have achieved the outcomes detailed in the application.

CF23/05.4 Discussion ensued and the Committee agreed that engagement needed to be improved going forward. The committee recognised the issues highlighted within the report and accepted that work needed to be done going forward to improve the assurance rating.

It was resolved that the committee:
Received the report.

CF23/06 - Wales Audit Office Audit Report 2021/22 - Audit Manager, Audit Wales, Michelle Phoenix Audit Manager, Audit Wales.

CF23/06.1 The Audit Manager for Audit Wales, introduced herself to the committee and informed them that the draft accounts had yet to be finalised with some areas of work not completed. She gave assurance that the report would be completed in time for the Trustees Health board meeting on January 26th 2023

CF23/06.2 Discussion ensued and the committee queried if the committee's accounts department had caused any delay. The Audit Wales manager confirmed that the committees accounting department had supplied all information when requested and that they had not contributed to the delay. She informed the committee that the delay was a direct result of the wider audit work that had been carried out on the Health Boards accounts.

<p>CF23/06.4 The Head of Fundraising thanked her finance colleagues for their work with supporting the Audit in difficult times.</p> <p>It was resolved that the committee. Would defer the item.</p>	
<p>CF23/07 - Annual Accounts 2021/22 – Interim Executive Director of Finance</p> <p>CF23/07.1 The Interim Executive Director of Finance talked through the annual accounts for 2021/2022 and highlighted the following:</p> <ul style="list-style-type: none"> • Income for the year totalled £2.8m; expenditure was £1.4m, with a net gain on investments of £0.3m, giving a net increase in funds of £1.7m (increase in funds of £2.9m in 2020/21). • Total income of £2.8m shows an increase of 18% from previous year (£2.4m in 2020/21). • Expenditure of £1.4m is £0.4m less than previous year (£1.8m in 2020/21). • The funds of the charity at the end of the year totalled £12.3m, comprising £5.4m of unrestricted funds and £6.9m of restricted funds. <p>It was resolved that the committee. Would approve the accounts subject to finalisation of the Audit Wales report.</p>	
<p>CF23/08 - Annual Report 2021/2022 Kirsty Thomson, Head of Fundraising</p> <p>CF23/08.1 The Head of Fundraising introduced herself and gave an overview of the Annual Report, explaining that The Annual Report 2021/22 is in DRAFT form currently, and will be finalised when the financial statements have been finalised on 18th January 2023.</p> <p>CF23/08.2 The Head of Fundraising informed the committee that the document explains what the charity is set up to do, what it has achieved in 2021/22 and how money has been used to enhance patient and staff experience in North Wales. Feedback on the report was requested to be emailed to The Head of Fundraising.</p> <p>CF23/08.3 Conversation ensued and the committee agreed that the report demonstrated the good work that the charity does. They felt that the overall design was of a high standard and reflected the area as a whole and not only the acute hospitals.</p>	

<p>CF23/08.4 The Acting Executive Director Therapies & Health Science highlighted the need for the report to be diverse in representation of ethnicity. The Head of Fundraising agreed to look at the photographs and informed the committee that a larger number of photography session would be arranged for future reports.</p> <p>CF23/08.5 The committee also highlighted the need for consistency with both the English and Welsh versions and that the Welsh version could not be treated in an inferior way to the English. It was noted that both the English and Welsh reports should be to the same standard, be given the same respect and work time. It was suggested that The Head of Fundraising liaise with The Lead Executive for Welsh Language – Teresa Owen to ensure that Welsh Language standards are met.</p> <p>It was resolved that the committee. Approved the Draft document.</p>	<p>KT</p> <p>KT</p>
<p>CF23/09 - Charitable Funds Committee Work Plan 2022/23 - Head of Fundraising</p> <p>CF23/09.1 The Head of Fundraising informed the committee that the document, approved in March 2022, had been updated to reflect changes in meeting dates and included additional annual business. The Charitable Funds Committee are asked to:</p> <ol style="list-style-type: none"> 1. Note the changes made to meeting dates 2. Approve the addition of the Strategy Progress Report as a new item for decision and approve the rescheduling of items for decision. <p>CF23/09.2 Discussion ensued around changes to ‘The Charities Act 2011’. The Interim Board secretary agreed to review the changes and any implications these would have on the Charities work plan.</p> <p>It was resolved that the committee. Approved the paper.</p>	<p>MM</p>
<p>CF23/10 - Charitable Funds Finance Report Q2 2022/23 - Finance Director</p> <p>CF23/10.1 The Interim Executive Director of Finance explained that Q2 report was a draft report and that the opening balances figures for 2022/23 are subject to audit completion of the 2021/22 final accounts by Audit Wales.</p> <p>CF23/10.2 The Interim Executive Director of Finance summarised the Statement of Financial Activities for the 2nd quarter of 22/23 from 1st July to 30th September and the year to date position for the first six months from 1st April 2022 to 30th September 2022.</p> <p>It was resolved that the committee. Noted the paper.</p>	
<p>CF23/11 - Investment Manager's Portfolio Report - Finance Director</p>	

<p>CF23/11.1 The Interim Executive Director of Finance informed the committee that the author of the report would unfortunately not attend at the Charitable Funds Committee.</p> <p>CF23/11.2 The Interim Executive Director of Finance summarised the report and discussion ensued. The committee highlighted the need for the reserves policy to be investigated and would seek clarification from the Investment Manager.</p> <p>CF23/11.3 The committee discussed the options around the funds and The Interim Executive Director of Finance will seek clarity on the benchmarking policy used in the portfolio.</p> <p>It was resolved that the committee. Noted the paper.</p>	<p>SW</p> <p>SW</p>
<p>CF23/12 - Audit Correspondence 2022 - Head of Fundraising</p> <p>CF23/12.1 The committee noted the correspondence received by Audit Wales</p> <p>It was resolved that the committee. Noted the paper.</p>	
<p>CF23/13 - Expenditure Approvals Overview - Head of Fundraising</p> <p>CF23/13.1 The Head of Fundraising explained that the paper lists the 6 funding applications and 1 request to sell land which were submitted to the Charitable Funds Advisory Group Panel (CFAG) for scrutiny and to the Charitable Funds Committee for approval. The decisions taken by the Charitable Funds Committee at the Grant Meeting held on Tuesday 10th January are formally recorded in this report.</p> <p>CF23/13.2 The Head of Fundraising explained that all risks associated with the charity are included in the Risk Register and risks associated with the different applications are included in the applications.</p> <p>It was resolved that the committee. Endorsed the paper.</p>	
<p>CF23/14 - Review Actions – Chair</p> <p>Committee actions agreed at the meeting would be updated in the summary action table following the meeting.</p>	<p>KT/NME</p>
<p>CF23/15 - Review of risks highlighted within the meeting</p> <p>No risks were highlighted within the meeting,</p>	

<p>CF23/16 - Issues of significant to report to the Health Board</p> <p>No issues of significance were reported within the meeting.</p>	
<p>CF23/17 Review of meeting effectiveness</p> <p>The Committee commented that the meeting was very effective and well chaired. Whilst the meeting had overrun this was due to necessary discussion of important issues.</p>	
<p>Date of next Trustee Meetings</p> <p>26th January 2023</p>	
<p>Date of next CFC Meeting</p> <p>Extraordinary Audit and Accounts meeting TBC</p> <p>2nd March 2023 9.30-12.30am</p>	