

CHARITABLE FUNDS COMMITTEE MEETING

Tuesday 13th August 2024
Board Room Carlton Court/TEAMS

Present

Mr Dyfed Jones Independent Member (Chair)
Mrs Karen Balmer Independent Member
Mr Christopher Field Independent Member

In Attendance

Mr Russell Caldicott Interim Executive Director of Finance
Ms Paula Clayton Assistant Accountant
Ms Diane Davies Corporate Governance Manager
Ms Andrea Hughes Director of Finance
Dr Jim McGuigan Deputy Medical Director
Mrs Natalie Morrice-Evans EA – Executive Director of Finance - Secretariat
Miss Amy Stenson-Jones Communications Officer
Mr Chris Stockport Executive Director Strategy and Commissioning
Ms Kirsty Thomson Head of Fundraising
Mr Neil Williams Acting Charity Accountant

CF24/48	<p>Welcome and Apologies Apologies were received from: Dr Nick Lyons and Ms Teresa Owen</p>	
CF24/49	<p>Declarations of Interest The Chair declared an interest as trustee of the Anglesey Charitable trust in his role as a Councillor on Anglesey CC.</p> <p>The Head of Fundraising declared an interest as Deputy Chair, NHS Charities Together and involvement in the Love Hope Strength Charitable Foundation as a volunteer and advisor. She advised that her family business, Poblado Coffi, has donated gifts to the Awyr Las charity. Director, Macsen and Partners Ltd</p> <p>Independent Member Karen Balmer declared an interest as CEO of the Groundwork North Wales Group of Charities which includes: Groundwork North Wales Wild Ground Refurbs Flintshire</p> <p>The Interim Executive Director of Finance declared interests as follows: Fellow of the Association of Chartered Certified Accountants (ACCA) Member of the Healthcare Financial Management Association (HFMA) Liaison Strategic Advisor Director of P4eH Limited</p>	

CF24/50	<p>Unconfirmed minutes of previous meeting</p> <p>Accuracy The minutes of the previous meeting were approved</p>	
CF24/51	<p>Matters arising and Table of Actions</p> <p>The table of actions were updated and completed actions closed.</p>	
CF24/52	<p>Investment Report</p> <p><i>Mr Russell Caldicott – Interim Executive Director of Finance</i></p> <p>CF24/52.1 The Interim Executive Director of Finance presented the report highlighting that that the fund is performing well with the level of returns within the fund covering the charity running costs through dividend returns. The current funds available for investments (as of June 2024) stands at c.11.1m.</p> <p>CF24/52.2 The Interim Executive Director of Finance highlighted to the committee the need to monitor the amount of stocks held in US markets as there was an overexposure at present and it is prudent to monitor this with the upcoming political elections and changes that could arise from this.</p> <p>It was resolved that the Committee Noted the report</p>	
CF24/53	<p>Charitable Funds Finance Report Q1 2024/25</p> <p><i>Interim Director of Finance Andrea Hughes</i></p> <p>CF24/53.1 The Interim Director of Finance introduce the report confirming the following areas to committee members:</p> <p>The Net Movement in Funds was a negative £213,000 in the quarter due to committed expenditure included for 2024/25. Total income (donations, fundraising, legacies and investment income) for the quarter ending 30 June 2024 is £407,000, a decrease of £10,000 on the same quarter last year due to reduction in donations and fundraising income.</p> <p>Total expenditure in the quarter was £644,000 compared to £446,000 in quarter 1 last year. This year's expenditure includes a Charity Budget Commitment of £430,000 compared to £131,000 in quarter 1 last year. The 2023/24 quarter 1 commitment only related to 6 months' expenditure whereas the 2024/25 commitment is 12 months' expenditure. This was due to last year's budget being approved in two-halves of 6 months each.</p> <p>Grant funded expenditure can be particularly variable depending on the projects approved in any period. Expenditure in quarter 1 was £124,000 compared to £217,000 in 2023/24 quarter 1.</p> <p>Long term investments were valued at £11,133,000 at 30 June 2024 compared to £11,032,000 at 31 March 2024.</p> <p>Cash balances were £2,236,000 at 30 June 2024, an increase of £968,000 from 31 March due to the receipt of legacies that were</p>	

	<p>debtors at year end.</p> <p>Creditors and committed grants expenditure totalled £1,190,000 at 30 June 2024 and therefore there was sufficient cash held to meet these liabilities.</p> <p>It was resolved that the Committee Noted the report.</p>	
<p>CF24/54</p>	<p>Charitable Support Team Progress Report</p> <p><i>Kirsty Thomson – Head of Charitable Support</i></p> <p>CF24/54.1 The Head of Charitable Support, gave the Charitable Funds Committee an outline of the work currently being carried out and planned in for the Charitable Support Team. The Head of Charitable Support gave thanks to her team for their work over the last quarter, explaining that there were no complaints received within this period.</p> <p>CF24/54.2 The Charitable Support Team has reintroduced a monthly Fund Advisor newsletter to better inform Fund Advisors and their teams on charity procedure, impact and support available (see The North Wales NHS Charity Fund Advisor Newsletter - June 2024 (sharepoint.com)). The August edition of the newsletter focusses on the Fundraising Regulator's Code of Fundraising Practice.</p> <p>CF24/54.3 It was highlighted that the team continue to work on development of an Operational Plan for 2024-2027 with an initial draft under review that is designed to provide a framework for ensuring the Charity secures the maximum funds possible to support the provision of Healthcare to local residents of North Wales. In doing so managing, monitoring and reporting programmes that aims to ensure that all activity is prioritised in accordance with, and flows from, the strategic aims of the Health Board and the Charity. The Charitable Support Operational Plan for 2024-2027 will be debated within the Executive, and once endorsed will then be presented to members of the Charity for ratification.</p> <p>CF24/54.4 The Communications Officer shared the digital communications updates.</p> <p>It was resolved that the Committee Noted the report.</p>	

<p>CF24/55</p>	<p>Charity Procedures Update</p> <p><i>Kirsty Thomson – Head of Charitable Support</i></p> <p>CF24/37.1 The Head of Fundraising presented the paper noting that The Charity Procedures were reviewed in May 2024 and have subsequently been through a consultation process. Colleagues, particularly Fund Advisors, have commented on the procedures and their suggestions have been considered in the latest iteration, presented here for approval. The changes that have been made are as follows:</p> <ul style="list-style-type: none"> • Contact details for the Charitable Support Team included • Significant Information has been highlighted, using blue boxes /italic font • Additional sections added to provide additional clarity and guidance: 4.5.9: Vouchers; 4.5.10 Conferences and Awards ceremonies; 4.5.11 Research and Development funding requests; Section 6 flow charts demonstrating the necessary approvals processes for all funding requests <p>CF24/37.2 Discussion ensued around the document with The Chair noting that the use of acronyms, highlighting that this should be done with caution. The expenditure document referred to the word 'Tabacco', this should be changed to 'nicotine products'.</p> <p>It was resolved that the Committee Approved the document subject to the above amendments.</p>	
<p>CF24/56</p>	<p>Cycle of Business</p> <p>CF24/56.1 Head of Fundraising informed The Committee that this paper is presented at all Charitable Fund Committee meetings for information unless amendments have been made, in which case it is brought for Charitable Funds Committee approval.</p> <p>CF24/56.2 This cycle of business is approved annually in March. This document was last approved in January 2024. The Charitable Funds Committee is asked to approve Appendix 1, the cycle of business for 2024/25. An additional note, Definitions of Charitable Funds related meetings, is included in this paper to provide clarity for all members on what to expect at different meetings. The Charitable Funds Committee are asked to note this section of the paper.</p> <p>It was resolved that the Committee Approved the Cycle of Business</p>	

<p>CF24/57</p>	<p>Charitable Funds Grants Decision Panel Terms of Reference <i>Kirsty Thomson - BCUHB Head of Charitable Support</i></p> <p>CF24/57.1 The Interim Executive Director of Finance confirmed following the last meeting and feedback received the Terms of Reference have been amended. Confirming to the committee that this is a new set of Terms of Reference for the Charitable Funds Grants Decision Panel (CFGDP). This Terms of Reference (ToR) seeks to clarify the governance arrangements that have been established by the Charitable Funds Committee (CFC) so the Committee members can take decisions on specific grants in sessions held outside of the formal CFC meetings.</p> <p>CF24/57.2 The ToR have been compiled in conjunction with the Governance Team. The Panel will meet approximately every eight weeks or the Panel may be convened at short notice if requested by the Chair. The Panel will consist of no fewer than three members to include the Chair of the Panel (or a nominated Deputy) and other members comprising of Independent Members of the Health Board, the Executive Director of Finance (Executive Lead) or other Executive Directors.</p> <p>CF24/57.3 The remit of the Panel is to consider, scrutinise and take decisions on funding applications over £5,000 and all other charitable funding requests which require Charitable Funds Committee approval in accordance with the Charity's Standing Financial Instructions.</p> <p>CF24/57.4 The requirements for the conduct of business as set out in the Health Board's Standing Orders are equally applicable to the operation of the Panel. The Panel is directly accountable to the Charitable Funds Committee for its performance in exercising the functions set out in these ToR. The ToR and operating arrangements shall be reviewed on at least an annual basis by the Panel for approval by the Charitable Funds Committee.</p> <p>It was resolved that the Committee Approved the report</p>	
<p>CF24/58</p>	<p>Agree Items for referral to Board / other Committees <i>Chair</i></p> <p>It was resolved that the Committee Deferred this item for discussion outside of this meeting</p>	
<p>CF24/59</p>	<p>Review of Meeting Effectiveness <i>Chair</i></p> <p>The meeting was deemed as effective. The Chair thanked the Committee members for their valuable input into the meeting.</p>	
<p>CF24/660</p>	<p>Dates of Upcoming CFC Meetings: November 12th 2024 January 28th 2025 March 25th 2025 Dates of grant decision meetings: September 23rd 2024 November 4th 2024 December 16th 2024 February 3rd 2025</p>	