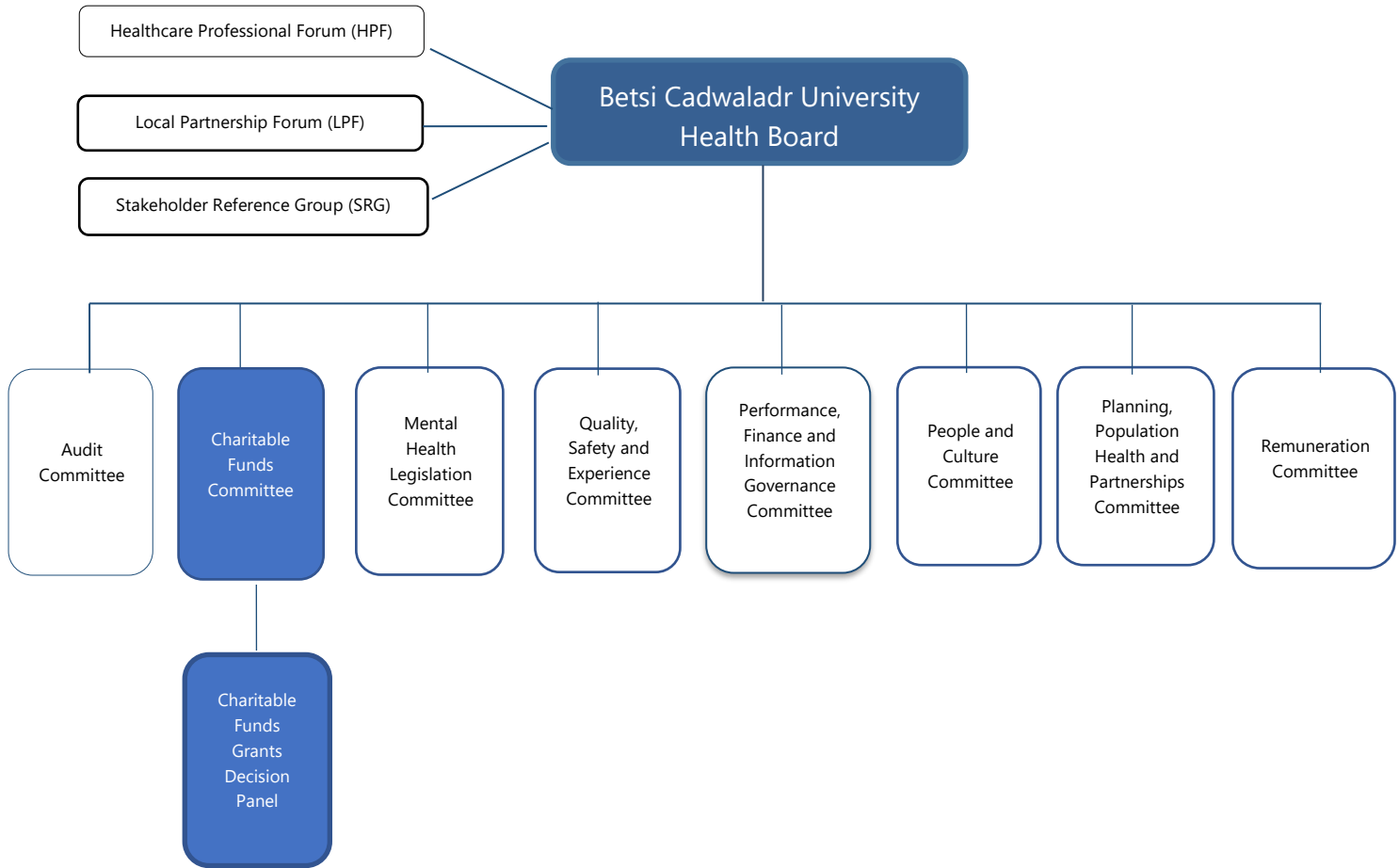


CHARITABLE FUNDS GRANTS DECISION PANEL

TERMS OF REFERENCE



Version	Issued to	Date	Comments
1	Executive Team	19/06/24	Recommended for approval
1	Charitable Funds Committee	01/07/24	Draft reviewed
1	Charitable Funds Committee	13/08/24	Final draft approved

1) Introduction

- 1.1 The Charitable Funds Committee have set up this panel to meet outside of the formal Charitable Funds Committee meetings to scrutinise and take a decision on all grant applications over £5,000 and all other charitable funding requests which require Charitable Funds Committee approval in accordance with the Committee's Terms of Reference. This panel has no executive powers, other than those specifically delegated in these terms of reference. The detailed operating arrangements in respect of this group are set out below.

2) Purpose

The purpose of the Charitable Funds Grants Decision Panel is to:

- 2.1 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 Committee's Terms of Reference.

3) Responsibilities of the Panel and Delegated Powers

The Panel is required by the Committee to:

- 3.1 Operate in accordance with the Charitable Funds Procedures and the Health Board's Standing Orders and Financial Instructions
- 3.2 Follow Charity Commission regulation, guidance and best practice

4) Membership

- 4.1 Formal membership of the Panel shall comprise of the following:

MEMBERSHIP
Independent Member (Chair)
2 x Independent Members (one of whom will be designated as Vice Chair)
Executive Director of Finance (Executive Lead)
2 x additional Executives, including at least one Clinical Executive (rotated between the Clinical Executive Directors)

- 4.2 The following should attend Panel meetings:

In Attendance
Finance Director – Operational Finance (or a nominated Deputy)
Director of Corporate Governance (or a nominated Deputy)
Head of Fundraising (or a nominated Deputy)
Charity Accountant (or a nominated Deputy)
Other Attendees
Other Executive Directors as required by the Chair

Other Senior Managers as required by the Chair
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- 4.3 The membership of the Panel shall be determined by the Charitable Funds Committee, based on the recommendation of the Panel Chair, taking into account the balance of skills and expertise necessary to deliver the Panel's remit, and subject to any specific requirements or directions made by the Welsh Government and the Charity Commission.
- 4.4 Membership of the Panel will be reviewed on an annual basis.
- 4.5 In the event of a vote, the Chair will have the casting vote.

5) Quorum and Attendance

- 5.1 A quorum shall consist of no fewer than three members of the Panel to include the Chair of the Panel (or a nominated Deputy)
- 5.2 Any senior officer of the Health Board or partner organisation may, where appropriate, be invited to attend, for either all or part of a meeting, to assist with discussions on a particular matter. This will be agreed in the agenda setting meeting
- 5.3 The Panel may also co-opt additional independent external 'experts' from outside the organisation to provide specialist skills.
- 5.4 Should any "in attendance member" be unavailable to attend, he or she may nominate a deputy to attend in his or her place, subject to the agreement of the Chair.
- 5.5 The Panel may ask any or all of those who normally attend but who are not members to withdraw in order to facilitate open and frank discussion of particular matters.

6) Agenda and Papers

- 6.1 The Panel Secretary is to hold an agenda setting meeting with the Chair, Executive Lead (Executive Director of Finance) and Head of Fundraising at least three weeks before the meeting date. Papers will be required to be with the Charity Support team two weeks in advance.
- 6.2 The agenda will be based on the grant applications received or in progress and requests from Panel members. Following approval, the agenda and timetable for request of papers will be circulated to all Panel members.
- 6.3 All papers must be approved by the relevant Executive sponsor and shared with the Executive Lead in advance of publication
- 6.4 The agenda and papers will be distributed/published seven days in advance of the meeting.

- 6.5 A draft table of decisions taken will be issued within two days following the meeting. The minutes and table of decisions will be circulated to the Panel Chair and Executive Lead within seven days to check the accuracy, prior to sending to Members to review within the next seven days.
- 6.6 Members must forward amendments to the Panel Secretary within the next seven days. The Panel Secretary will then forward the final version to the Panel Chair for final review.
- 6.7 The final version of the decisions taken by the Panel will be issued to the Charitable Funds Committee for notifying at the next Committee meeting following the Panel meeting.

7) In Committee

- 7.1 The Panel can operate with an In-Committee function to receive updates on the management of sensitive and/or confidential information.

8) Meetings

- 8.1 The Panel will meet at least every eight weeks and an annual schedule of meetings will be determined by the Panel Chair at the start of every calendar year.
- 8.2 The Panel may be convened at short notice if requested by the Chair.
- 8.3 Any additional meetings will be arranged under exceptional circumstance and shall be determined by the Chair of the Panel in discussion with the Executive Lead.
- 8.4 The Panel may, subject to the approval of the Health Board, establish additional Groups to carry out on its behalf specific aspects of Panel business.
- 8.5 Meetings may be held in person or by video-conferencing and similar technology.
- 8.6 The Panel Secretary shall be determined by the Director of Corporate Governance.

9) Reporting

- 9.1 The Panel, through its Chair and members, shall work closely with other groups to provide advice and assurance to the Charitable Funds Committee through joint planning and co-ordination of Panel business including sharing information.
- 9.2 The Panel Chair, supported by the Panel Secretary, shall ensure appropriate escalation arrangements are in place to alert the Health Board's Chair, Chief Executive and/or Chairs of other relevant groups, of any urgent/critical matters that may affect the operation and/or reputation of the Health Board.

- 9.3 The Panel will undertake an annual review on the effectiveness of its arrangements and responsibilities. The Director of Corporate Governance will oversee this review.

10) Accountability, Responsibility and Authority

- 10.1 Although the Trustees have delegated authority to Charitable Funds Committee, which has in turn delegated authority for the exercise of certain functions to this Panel, as set out in these Terms of Reference, it retains overall responsibility and accountability for ensuring the quality and safety of healthcare for its citizens through the effective governance of the organisation.
- 10.2 The Panel is directly accountable to the Charitable Funds Committee for its performance in exercising the functions set out in these terms of reference.
- 10.3 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.
- 10.4 The Panel shall embed the corporate goals and priorities, e.g. equality and human rights through the conduct of its business and, in doing and transacting its business, shall seek assurance that adequate consideration has been given to the sustainable development principle and in meeting the requirements of the well-being of Future Generations (Wales) Act.

11) Review Date

- 11.1 These Terms of Reference and operating arrangements shall be reviewed on at least an annual basis by the Panel for approval by the Charitable Funds Committee.