

Charitable Funds Committee

Thu 26 October 2023, 15:15 - 16:30

Virtually via Microsoft Teams



Agenda

15:15 - 15:20
5 min

1. PRELIMINARY MATTERS

1.1. Welcome & Introductions

Information Lynda Thomas, Committee Chair/Independent Member

1.2. Apologies for Absence

Information Lynda Thomas, Committee Chair/Independent Member

1.3. Declarations of Interest

Information Lynda Thomas, Committee Chair/Independent Member

15:20 - 15:25
5 min

2. CONSENT AGENDA FOR APPROVAL

2.1. Unconfirmed Minutes of the meeting held on 10 November 2022

Decision Lynda Thomas, Committee Chair/Independent Member

📄 2.1 Draft Minutes Public Session Charitable Funds Committee 10 November 2022.pdf (6 pages)

2.2. Unconfirmed In Committee Minutes of the meeting held on 10 November 2022

Decision Lynda Thomas, Committee Chair/Independent Member

📄 2.2 Unconfirmed Minutes In Committee 10.11.22 CFC 26 October 2023.pdf (2 pages)

2.3. Charitable Funds Committee Terms of Reference

Decision Cally Hamblyn, Assistant Director of Governance & Risk

📄 2.3 Charitable Funds Committee Terms of Reference CFC 26 October 2023.pdf (3 pages)

📄 2.3.1a Appendix 1 GC01 Standing Orders - Schedule 3.2 - Charitable Funds Committee ToR CFC 26 October 2023.pdf (9 pages)

15:25 - 15:30
5 min

3. MAIN AGENDA

3.1. Action Log

Discussion Lynda Thomas, Committee Chair/Independent Member

📄 3.1 Action Log Charitable Funds Committee CFC 26 October 2023 (002).pdf (2 pages)

3.2. Matters Arising not Contained within the Action Log

Discussion Lynda Thomas, Committee Chair/Independent Member

15:30 - 16:15


45 min


4. SUSTAINING OUR FUTURE

4.1. Head of Charity & Income Generation Role

Discussion

Simon Blackburn, Director of Communications, Engagement and Fundraising

 4.1 Head of Charity & Income Generation role.pdf (4 pages)


 4.1a Appendix 1 JD Head of Charity and Income Generation. OCT_23.pdf (10 pages)

4.2. General Charitable Funds Update

Discussion

Sally May, Director of Finance & Procurement

 4.2 General Charitable Funds Update CFC 26 October 2023.pdf (10 pages)

 4.2.a. Appendix A - Summary of Funds.pdf (1 pages)

 4.2.b Appendix B - Low Value and Low movement funds.pdf (2 pages)

 4.2.c Appendix C CCLA Flash Performance Report - 30 Sept 2023.pdf (9 pages)


 4.2.d Appendix D Staff name badges in CTM.pdf (2 pages)

4.3. Charitable Funds Committee Annual Cycle of Business 2023-24

Decision

Cally Hamblyn, Assistant Director of Governance & Risk

 4.3 Annual Cycle of Business Cover Report CFC 26 October 2023.pdf (3 pages)

 4.3a Appendix 1 Charitable Funds Committee Annual Cycle of Business CFC 26 October 2023.pdf (2 pages)

16:15 - 16:25

10 min

5. ANY OTHER BUSINESS


Lynda Thomas, Committee Chair/Independent Member

5.1. Charity Account: Audit enquiries to management and those charged with Governance

Decision

Owen James, Head of Corporate Finance

 5.1 Charity Account Audit enquiries to management and those charged with governance.pdf (3 pages)

 5.1b Appendix 1 Audit enquiries letter - CTMUHB Charity 2022-23.pdf (20 pages)

5.2. Highlight Report to Board

Discussion

Lynda Thomas, Committee Chair/Independent Member

5.3. How did we do in this meeting

Discussion

Lynda Thomas, Committee Chair/Independent Member

16:25 - 16:30

5 min

6. DATE AND TIME OF NEXT MEETING: Tuesday 23 April 2024 at 14:00 PM

16:30 - 16:30

0 min

7. CLOSE OF MEETING

CWM TAF MORGANNWG UNIVERSITY HEALTH BOARD

**'UNCONFIRMED' MINUTES OF THE MEETING OF THE
CHARITABLE FUNDS COMMITTEE HELD ON 10 NOVEMBER
2022, AS A VIRTUAL MEETING WHICH WAS HELD VIA
MICROSOFT TEAMS**

PRESENT

Patsy Roseblade	-	Independent Member (Committee Chair)
Dilys Jouvenat	-	Independent Member
James Hehir	-	Independent Member
Sally May	-	Executive Director of Finance

IN ATTENDANCE

Oliver Jones-Davies	-	Investment Manager, CCLA (In part)
Georgina Galletly	-	Director of Corporate Governance/Board Secretary
Owen James	-	Head of Corporate Finance
Gethin Hughes	-	Chief Operating Officer
Mark Jones	-	Audit Wales (In part)
Emma Walters	-	Corporate Governance Manager (Committee Secretariat)

PART 1. PRELIMINARY MATTERS

1.1.0 WELCOME AND INTRODUCTIONS

The Chair **welcomed** everyone to the meeting

1.2.0 APOLOGIES FOR ABSENCE

Apologies for absence had been received from:

- Emrys Elias, Health Board Chair;
- Nicola Milligan, Independent Member;
- Cally Hamblyn, Assistant Director of Governance & Risk.

1.3.0 DECLARATIONS OF INTERESTS

There were no interests declared.

2 - PART 2 – MAIN AGENDA

2.1 UNCONFIRMED MINUTES OF THE MEETING HELD ON 25 JULY 2022

Resolution: The Minutes were **APPROVED**.

2.2 UNCONFIRMED MINUTES OF THE IN COMMITTEE MEETING HELD ON 25 JULY 2022

In response to a question raised by the Committee Chair, G Galletly confirmed that S May should be recorded as a Member of the Committee as opposed to an attendee.

Resolution: The Minutes were **APPROVED**.

2.3 UNCONFIRMED MINUTES OF THE TRUSTEES MEETING HELD ON 18 AUGUST 2022

Resolution: The Minutes were **APPROVED**.

2.4 ACTION LOG

The Committee Chair made reference to action 3, minute reference 2.2, Review of the Charity Objectives which had been marked as completed and ongoing. The Committee Chair advised that she thought it had been agreed that this action would not be completed until the Charitable Funds Manager was in post. It was confirmed that this was correct and Members noted that the action log would be updated to reflect this.

The Committee **RECEIVED** and **NOTED** the Action Log.

2.5 MATTERS ARISING NOT CONTAINED WITHIN THE ACTION LOG

There were none.

2.6 CHARITABLE FUNDS COMMITTEE ANNUAL CYCLE OF BUSINESS 2022-23

The Committee Chair advised that the Committee Cycle of Business was out of sync as a result of the October meeting being deferred to November. Members noted that the Cycle of Business would need to be revisited to determine whether it would be best to defer the January meeting to later in the year. O James confirmed that a meeting would need to be held in January to sign off the Charitable Funds Annual Accounts.

Resolution: The Annual Cycle of Business was **NOTED**.

3.2 SUSTAINING OUR FUTURE

3.1 CTM CHARITY – FUTURE MANAGEMENT

S. May provided Members with a verbal update and advised that discussions were still ongoing with the Chief Executive to determine which portfolio the Charitable Funds Management would sit under moving forwards.

Resolution: The Committee **NOTED** the verbal update provided.

3.2 INVESTMENT PRESENTATION FROM CCLA

O Jones-Davies, CCLA Investment Manager shared the presentation with Members. The presentation highlighted the current performance of the Health Board's investments over the last 12 months.

In response to a question raised by O James as to the effect on annual income moving forwards and at what point this becomes a risk over the coming years, O Jones-Davies advised that the distributions were safe as distributions were being made from the funds on a total return basis and were not entirely financed on natural income.

In response to a question raised by O James as to what credit rating was being used for the banks utilised and whether an individual bank was being used or multiple banks, O Jones-Davies confirmed that funds were being stored in CCLA's own cash management fund, with the fund as a whole being Triple A rated and added that the fund had been in place for a number of years.

In response to a question raised by the Committee Chair as to why CCLA had not invested greatly in the bond market and whether this had always been the case or a recent decision given the current economic climate, O Jones-Davies advised that CCLA had decided to depart from investing in the bond market in 2012/2013 as a result of quantitative easing. Members noted that as bond prices continued to fall and returns from bonds increase CCLA may decide to participate more in the bond market.

In response to a question raised by the Committee Chair regarding the information contained on slide 6 of 33, which related to the total returns percentage as at September 2022, O Jones-Davies advised that the difference between the three month and 6 month figure was as a result of the markets being down by 6% in June followed by a strong improvement during July and August.

O Jones-Davies advised that the fund was doing what it was intended to do and advised that there would be volatility moving forwards in relation to capital pricing, with some funds being more regular and reliable.

The Committee Chair extended her thanks to O-Jones-Davies for sharing the presentation.

Resolution: The Committee **NOTED** the presentation

3.3 GENERAL CHARITABLE FUNDS UPDATE

O James presented the report.

In response to a question raised by the Committee Chair as to whether Charitable Funds were being utilised to contribute to staff wellbeing over the Christmas period, for example, staff parties, O James advised that he was not aware of any fund being used for this particular purpose and added that Christmas Extra's applications do get submitted for long term patients on wards as opposed to staff wellbeing.

The Committee Chair advised that she was pleased to see that £141k of charitable funds had been utilised and advised that she would be interested to see what some of this money had been utilised for. O James advised that he would be happy to provide an update to the Committee at a future meeting in relation to areas of spend. Members noted that there were some excellent ideas being submitted by staff as to what funds could be utilised for.

In response to a question raised by J Hehir as to the £16k that had been spent on Ysbyty Cwm Cynon. O James agreed to provide more detail outside the meeting as to what areas this funding had been utilised against.

Resolution: The report was **NOTED**;

Members agreed to **APPROVE** that there was no further distribution of excess reserves at this stage, noting the drop in capital value since the last report.

Action: Update to be included in the next report in relation to areas of spend regarding General Charitable Funds.

Action: Update to be provided outside the meeting as what areas within Ysbyty Cwm Cynon the £16k funding had been utilised against.

3.4 COVID 19 CHARITABLE FUNDS UPDATE

O. James presented the report.

In response to a question raised by D Jouvenat as to whether the money that had been donated by families to certain wards were being given to the specified ward, O. James confirmed that monies were being donated to specific wards as per the requests made by families.

In response to a question raised by the Committee Chair regarding application dates, O. James confirmed that the January date was the next date and not the final date for applications.

The Committee Chair highlighted that the fund holders for Covid monies appeared to be all at a very senior level across the organisation and sought clarity as to whether less senior staff had a say in where donation monies needed to be targeted. O James advised that this was an area that required further work and would be a key area of focus for the new Charitable Funds Manager once in post. O. James added that other staff were able to utilise the funds and not just the fund holders.

The Committee Chair made reference to the request being made of the Committee to approve the use of use of NHSCT Stage 2 grant funding for a Staff Wellbeing Counsellor and questioned whether this was a reasonable use of Charitable Funds or whether this should be NHS funded. G Galletly advised that as part of the organisations response to Covid-19, there was a potential that staff would be asked to document and evidence their experiences during the pandemic. Members noted that whilst this service was to support staff wellbeing and was not a core service, it was felt that this was a vitally important service that would benefit the wellbeing of staff. Following discussion, Members agreed that they would be happy to support approval of this and noted that this would be subject to approval by NHS Charities Together.

Resolution: The report was **NOTED**.

Members agreed to **APPROVE** the use of NHSCT Stage 2 grant funding for Staff Wellbeing Counsellor, subject to approval from NHS Charities Together.

3.5 AUDIT WALES 2022 AUDIT PLAN – CTMUHB CHARITABLE FUND

M Jones presented the report.

Members noted that the Audit of the Financial Statements was just about to commence and noted that the Accounts would need to be

submitted to the Charity Commission by the 31 January 2023. Members noted that the Annual Meeting of the Trustees of the Board had been scheduled for Thursday 26 January 2023.

Resolution: The report was **NOTED**.

PART 4. ANY OTHER BUSINESS

The Committee Chair advised that this would be one of G Galletly's last meetings during her time within the Health Board and extended her best wishes to G Galletly in her new role in Welsh Government.

PART 5. DATE AND TIME OF NEXT MEETING:

The Annual Meeting of the Trustees would be held on Thursday 26 January 2023 at 2:00pm.

PART 6. CLOSE OF MEETING

The Committee Chair extended her thanks to all who attended the meeting today.

CWM TAF MORGANNWG UNIVERSITY HEALTH BOARD
'UNCONFIRMED' MINUTES OF THE IN COMMITTEE MEETING
OF THE CHARITABLE FUNDS COMMITTEE HELD ON 10
NOVEMBER 2022, AS A VIRTUAL MEETING WHICH WAS HELD
VIA MICROSOFT TEAMS

PRESENT

Patsy Roseblade	-	Independent Member (Chair)
Dilys Jouvenat	-	Independent Member
James Hehir	-	Independent Member
Nicola Milligan	-	Independent Member
Sally May	-	Executive Director of Finance

IN ATTENDANCE

Gethin Hughes	-	Chief Operating Officer
Georgina Galletly	-	Director of Corporate Governance/Board Secretary
Owen James	-	Head of Corporate Finance
Emma Walters		Corporate Governance Manager (Committee Secretariat)

PART 1. PRELIMINARY MATTERS

1.1.0 WELCOME AND INTRODUCTIONS

The Chair **welcomed** everyone to the meeting.

1.2.0 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cally Hamblyn,
Assistant Director of Governance & Risk

1.3.0 DECLARATIONS OF INTERESTS

There were none.

PART 2. MAIN AGENDA

2.1.0 REQUEST FOR REIMBURSEMENT FROM CHARITABLE FUND

O. James presented the report which was seeking approval from
Members for the reimbursement of expenditure for the individual
purchase of a ramp used to expedite discharge.

Following discussion, Members agreed to approve the request for
reimbursement.

Resolution: The Committee **APPROVED** the reimbursement of expenditure for the individual purchase of a ramp used to expedite discharge.

PART 3. ANY OTHER BUSINESS

There was none.

4.0.0 PART 4. DATE AND TIME OF NEXT MEETING:

The Annual Meeting of the Trustees would be held on Thursday 26 January 2023 at 2:00pm.

PART 5. CLOSE OF MEETING



Agenda Item

2.3

Charitable Funds Committee

Charitable Funds Committee Terms of Reference

Dyddiad y Cyfarfod / Date of Meeting	26/10/2023
Statws Cyhoeddi / Publication Status	Open/ Public
	Not Applicable
Awdur yr Adroddiad / Report Author	Emma Walters, Head of Corporate Governance & Board Business
Cyflwynydd yr Adroddiad / Report Presenter	Cally Hamblyn, Assistant Director of Governance & Risk
Noddwr Gweithredol yr Adroddiad / Report Executive Sponsor	Gareth Watts, Director of Corporate Governance / Board Secretary

Pwrpas yr Adroddiad / Report Purpose	Endorse for Board Approval
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Engagement (internal/external) undertaken to date (including receipt/consideration at Committee/Group)		
Committee / Group / Individuals	Date	Outcome
(Insert Details)	Click or tap to enter a date.	

Acronyms / Glossary of Terms	
SO's	Standing Orders



1. Situation /Background

- 1.1 The Cwm Taf Morgannwg University Health Board Standing Orders form the basis upon which the Health Board's governance and accountability framework is developed and, together with the adoption of the Health Boards Standards of Behaviour Policy is designed to ensure the achievement of the standards of good governance set for the NHS in Wales.
- 1.2 The SO's require each Board Committee to establish Terms of Reference & Operating Arrangements that are reviewed on a regular basis and which form Schedule 3 of the Standing Orders document.
- 1.3 A review of all Terms of Reference has been undertaken to ensure consistency across all Committees as appropriate.

2. Specific Matters for Consideration

- 2.1 Any changes made to the Terms of Reference (appendix 1) have been highlighted in red.

3. Key Risks / Matters for Escalation

- 3.1 The Committee are asked to consider and ratify the Terms of Reference which will be submitted to the Board for formal approval.

4. Assessment

Objectives / Strategy	
Dolen i Nod (au) Strategol BIP CTM /Link to CTMUHB Strategic Goal(s)	Improving Care
	If more than one applies please list below:
Dolen i Feysydd Strategol BIP CTM /Link to CTMUHB Strategic Areas	Living Well
	If more than one applies please list below:
Dolen i Ddeddf Llesiant Cenedlaethau'r Dyfodol – Nodau Llesiant / Link to Wellbeing of Future Generations Act – Wellbeing Goals 150623-guide-to-the-fg-act-en.pdf (futuregenerations.wales)	A Healthier Wales
	If more than one applies please list below:
Dolen i Hwyluswyr Ansawdd (Canllawiau Statudol Dyletswydd Ansawdd (llyw.cymru)) / Link to Enablers of Quality (Duty of Quality Statutory Guidance (gov.wales))	Leadership
	If more than one applies please list below:
Dolen i Feysydd Ansawdd (Canllawiau Statudol Dyletswydd Ansawdd (llyw.cymru)) / Link to Domains of Quality	Safe
	If more than one applies please list below:



(Duty of Quality Statutory Guidance (gov.wales))	
Effaith Amgylcheddol/ Cynaliadwyedd (5R) / Environmental /Sustainability Impact (5Rs)	No - Not Applicable
	If more than one applies please list below:

Impact Assessment		
Ansawdd <i>Ydych chi wedi ymgymryd â Sgrinio Asesiad o'r Effaith ar Ansawdd? /</i> Quality <i>Have you undertaken a Quality Impact Assessment Screening?</i>	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
	Outcome:	If no, please include rationale below: Not applicable
Cydraddoldeb <i>Ydych chi wedi ymgymryd â Sgrinio Asesiad o'r Effaith ar Gydraddoldeb? /</i> Equality <i>Have you undertaken an Equality Impact Assessment Screening?</i>	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
	Outcome:	If no, please include rationale below: Not applicable
Cyfreithiol / Legal	There are no specific legal implications related to the activity outlined in this report.	
Enw da / Reputational	There is no direct impact on the reputation of the Health Board as a result of the activity outlined in this report.	
Effaith Adnoddau <i>(Pobl /Ariannol) /</i> Resource Impact <i>(People / Financial)</i>	There is no direct impact on resources as a result of the activity outlined in this report.	

5. Recommendation

- 5.1 The Charitable Funds Committee are being asked to **ENDORSE FOR BOARD APPROVAL** the Terms of Reference attached at Appendix 1.

6. Next Steps

- 6.1 Once the Committee has endorsed the terms of reference these will be submitted to the November Board meeting for Approval.

Schedule 3.2

BOARD COMMITTEE ARRANGEMENTS

This Schedule forms part of, and shall have effect as if incorporated in the University Health Board Standing Orders

CHARITABLE FUNDS COMMITTEE

TERMS OF REFERENCE & OPERATING ARRANGEMENTS

Review October 2023

1. INTRODUCTION

- 1.1 The Cwm Taf Morgannwg University Health Board (CTMUHB) Standing Orders provide that "The Board may and, where directed by the Welsh Government must, appoint Committees of the Board either to undertake specific functions on the Board's behalf or to provide advice and assurance to the Board in the exercise of its functions. The Board's commitment to openness and transparency in the conduct of all its business extends equally to the work carried out on its behalf by committees".
- 1.2 In accordance with standing orders (and the CTMUHB scheme of delegation), the Board shall nominate a committee to be known as the **Charitable Funds Committee (CFC)**. The detailed terms of reference and operating arrangements set by the Board in respect of this committee are set out below.
- 1.3 The Charity Registration Number is: 1049765

2. CONSTITUTION AND PURPOSE

- 2.1 The CTMUHB is appointed as corporate trustee of the charitable funds and its Board serves as its agent in the administration of the charitable funds held by the CTMUHB.
- 2.2 The purpose of the Charitable Funds Committee is to make and monitor arrangements for the control and management of the CTMUHB's Charitable Funds.

3. SCOPE AND DUTIES

- 3.1 Within the budget, priorities and spending criteria determined by the Board as Corporate Trustee and consistent with the requirements of the Charities Act 2011 (or any modifications of these acts) to apply the charitable funds in accordance with the respective governing documents.
- 3.2 Provide advice to the Corporate Trustee in the discharge of its duties and responsibilities for charitable funds.
- 3.3 Discharge delegated responsibilities from the Corporate Trustee for the control and management of Charitable Funds
- 3.4 To ensure that the Health Board's policies and procedures for charitable funds and investments are followed.
- 3.5 To make decisions involving the sound investment of the charitable funds in a way that both preserves their value and produces a proper return consistent with prudent investment and ensuring compliance with the:
 - Trustee Act 2000

- The Charities Act 2011
 - The terms outlined in the CTMUHB Charity's governing documents.
- 3.6 Provide advice to the Trustee on its charitable funds strategy, including fundraising, budgets, priorities and spending criteria
- 3.7 To receive at least twice a year, reports for ratification from the Executive Director of Finance and investment decisions and action taken through delegated powers upon the advice of the Investment Adviser.
- 3.8 To oversee and monitor the functions performed by the Executive Director of Finance as defined in Standing Financial instructions.
- 3.9 To respond to, and monitor the level of donations and legacies received, including the progress of any Charitable Appeal Funds where these are in place and considered to be material.
- 3.10 To monitor and review CTMUHB's scheme of delegation for Charitable Funds expenditure and to set and reflect in Financial Procedures the approved delegated limits for expenditure from Charitable Funds.
- 3.11 To ensure that funds are being utilised appropriately in accordance with both the instructions and wishes of the donor, and to ensure that fund balances are maintained in accordance with the Reserves Policy.
- 3.12 To ensure funds are used for the enhancement of services and for the benefit of the communities served by CTMUHB in accordance with the Health Board's strategic direction. There should also be consideration and alignment with the requirements of the Socio Economic Duty, the Wellbeing of Future Generations Act, sustainable development principles and other relevant legislation and principles as appropriate.

4. DELEGATED POWERS

- 4.1 The Board has delegated authority to the Committee for the exercise of certain functions as set out within these terms of reference.
- 4.2 The Director of Finance has prime responsibility for the Health Board's Charitable Funds as defined in the Standing Financial Instructions. The specific powers, duties and responsibilities delegated to the Director of Finance are:
- administration of all existing charitable funds
 - to identify any new charity that may be created (of which the Health Board is a trustee) and to deal with any legal steps that may be required to formalise the trusts of any such charity
 - provide guidelines with regard to donations, legacies and bequests, fundraising and trading income
 - responsibility for the management of investment of funds held on trust

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GC01 – Standing Orders – Schedule 2 – Board Committee Terms of Reference – Charitable Funds Committee

Approved:

- ensure appropriate banking services are available
- Consider and recommend for approval the audited Annual Report and Accounts.

5. AUTHORITY

5.1 The Board has delegated the following responsibilities / activity to the Committee:

- oversee the day to day management of the investments of the charitable funds in accordance with the investment strategy set down from time to time by the Trustee and the requirements of the Health Board's Standing Financial Instructions
- The appointment of an Investment Manager to advise on investment matters. Delegating, where applicable the day-to-day management of some or all of the investments to that Investment Manager. In exercising this power, the Committee must ensure that:
 - the scope of the power delegated is clearly set out in writing and communicated with the person or persons who will exercise it
 - There are in place adequate internal controls and procedures which will ensure that the power is being exercised properly and prudently
 - The performance of the person or persons exercising the delegated power is regularly reviewed
 - Where an investment manager is appointed, that the person is regulated under the Financial Services Act 2021
 - Acquisitions or disposal of a material nature must always have written authority of the Committee or the Chair of the Committee in conjunction with the Director of Finance. Materiality can be either material in value or nature (type of investment). The value of investments that can be made/disposed of is set out in the investment strategy. The nature of investments is set out clearly to the Investment Manager and monitored on a regular basis. Any changes to the type of investments made will require authority from the Committee or the Chair of the Committee in conjunction with the Director of Finance.
 - If any decisions are taken by the Chair and Director of Finance outside of a Committee meeting they should be reported back to the next meeting of the Committee for formal endorsement. Please also see section on Chairs Urgent Action
- ensure that the banking arrangements for the charitable funds are kept entirely distinct from the Health Board's NHS funds
- ensure that arrangements are in place to maintain current account balances at minimum operational levels consistent with meeting expenditure obligations, the balance of funds being invested in interest bearing deposit accounts

- ensure the amount to be invested or redeemed from the sale of investments shall have regard to the requirements for immediate and future expenditure commitments
- ensure the operation of an investment pool when this is considered appropriate to the charity in accordance with charity law and the directions and guidance of the Charity Commission. The Committee shall propose the basis to the Health Board for applying accrued income to individual funds in line with charity law and Charity Commissioner guidance
- obtain appropriate professional advice to support its investment activities
- regularly review investments to see if other opportunities or investment services offer a better return or alignment to the objectives to the Charity.
- Regularly review risks included on the organisational Risk Register as assigned to the Committee by the Board;

5.2 The Committee is authorised by the Board to:

- Investigate or have investigated any activity within its Terms of Reference and in performing these duties shall have the right, at all reasonable times, to inspect any books, records or documents of the Health Board relevant to the Committee's remit. It can seek any relevant information it requires from any employee and all employees are directed to cooperate with any reasonable request made by the Committee
- obtain outside legal or other independent professional advice and to secure the attendance of outsiders with relevant experience and expertise if it considers this necessary, subject to the Board's budgetary and other requirements, and
- by giving reasonable notice, require the attendance of any of the officers or employees and auditors of the Board at any meeting of the Committee.
- Approve policies relevant to the business of the Committee as delegated by the Board.

5.3 Sub Committee(s)

- The Committee may, subject to the approval of the Board, establish sub committees to carry out on its behalf specific aspects of Committee business.

- The Committee may at its discretion establish appropriate Task and Finish Groups.

6. ACCESS

- 6.1 The Head of Internal Audit shall have unrestricted and confidential access to the Chair of the Committee.

7. MEMBERSHIP

- 7.1 Members:** A minimum of **5** members, comprising:

Chair	Independent Member of the Board
Vice Chair	Independent Member of the Board
Members	One other Independent Member

The Executive Director of Finance (who may be represented by a Nominated Representative in their absence).

- At least half of the overall membership must be Independent Members.
- All Members of the Board (as Corporate Trustee) are welcome to attend the Committee.

- 7.2 Attendees** - The Committee may require the attendance for advice, support and information routinely at meetings from:

- Director of Corporate Governance / Board Secretary
- Head of Corporate Finance Chair of any Committee
- Director of Communications, Engagement and Fundraising

7.3 By Invitation - The Committee Chair may extend invitations to attend committee meetings to others from within or outside the organisation who the Committee considers should attend, taking account of the matters under consideration. The Health Board Investment Advisor will be invited to attend periodically.

7.4 Secretariat - The Director of Governance / Board Secretary will determine the secretarial and support arrangements for the Committee.

7.5 Member Appointments - The membership of the Committee shall be determined by the Board, based on the recommendation of the Health Board Chair, taking account of the balance of skills and expertise necessary to deliver the Committee's remit and subject to any specific requirements or directions made by the Welsh Government.

Applicable to Independent Members only - Members shall be appointed for a maximum of 3 consecutive years before formally reviewing their role on the Committee. During this time a member may resign or be removed by the Board.

7.7 Support to Committee Members - The Director of Corporate Governance / Board Secretary, on behalf of the Committee Chair, shall:

- Arrange the provision of advice and support to committee members on any aspect related to the conduct of their role, and
- Co-ordinate the provision of a programme of organisational development for committee members as part of the overall Health Board's Organisational Development programme.

8. COMMITTEE MEETINGS

8.1 Quorum - At least 3 members must be present to ensure the quorum of the Committee. Of these three, two must be Independent Members (one of whom is the Chair or Vice Chair) and one must be the Executive Director of Finance (or the Deputy Director of Finance).

8.2 Frequency of Meetings - Meetings shall be held at least twice a year and otherwise as the Committee Chair deems necessary.

8.3 Withdrawal of Individuals in Attendance - The Committee may ask any or all of those who normally attend but who are not members to withdraw to facilitate open and frank discussion of particular matters.

8.4 Circulation of Papers - The Director of Governance / Board Secretary will ensure that all papers are distributed at least 7 calendar days in advance of the meeting.

9. REPORTING AND ASSURANCE ARRANGEMENTS

9.1 The Committee Chair shall:

- Agree arrangements with the Health Board Chair to report to the Board in their capacity as Trustee. This may include, where appropriate, a separate meeting with the Board;
- Report formally, regularly and on a timely basis to the Board on the Committee's activities. This includes the submission of written highlight reports following each Committee meeting;
- Bring to the Board's specific attention any significant matters under consideration by the Committee;
- Ensure appropriate escalation arrangements are in place to alert the CTMUHB Chair, Chief Executive or Chairs of other relevant committees of any urgent/critical matters that may affect the operation and/or reputation of the Health Board.

- 9.2 The Committee shall provide a written, annual report to the Board on its work in support of the Annual Governance Statement specifically commenting on the adequacy of the assurance arrangements and the appropriateness of self-assessment activity against relevant standards. The report will also record the results of the Committees self-assessment and evaluation.

10. RELATIONSHIP WITH THE BOARD AND ITS COMMITTEES/GROUPS

- 10.1 The Committee is directly accountable to the Board for its performance in exercising the functions set out in these terms of reference.
- 10.2 The Committee, through the Committee Chair and members, shall work closely with the Board's other committees and groups to provide advice and assurance to the Board through the:
- joint planning and co-ordination of Board and Committee business
 - appropriate sharing of information

In doing so, contributing to the integration of good governance across the Organisation, ensuring that all sources of assurance are incorporated into the Board's overall risk and assurance framework.

- 10.3 The Committee shall embed the corporate goals and priorities 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 Act.

11. APPLICABILITY OF STANDING ORDERS TO COMMITTEE BUSINESS

- 11.1 The requirements for the conduct of business as set out in the CTMUHB Standing Orders are equally applicable to the operation of the Committee, except in the area relating to the Quorum.

12. CHAIR'S ACTION ON URGENT MATTERS

- 12.1 There may, occasionally, be circumstances where decisions which normally be made by the Committee need to be taken between scheduled meetings. In these circumstances, the Committee Chair (or Vice Chair in their absence), supported by the Director of Corporate Governance as appropriate, may deal with the matter on behalf of the Committee, after first consulting with two other Members (one of whom must be the Chief Executive or Director of Finance and the other an Independent Member) of the Committee.

- 12.2 The Director of Corporate Governance must ensure that any such action is formally recorded and reported to the next meeting of the Committee for consideration and ratification.
- 12.3 Chair's urgent action may not be taken where the Chair has a personal or business interest in the urgent matter requiring decision without prior discussion or advice sought from the Director of Corporate Governance.

13. REVIEW

- 13.1 These Terms of Reference shall be adopted by the Committee at its first meeting and subject to review at least on an annual basis thereafter, with approval ratified by the Health Board.

Definitions:

Corporate Trustee – a person having the general control and management of the administration of a charity regardless of what they are called. (All voting Board Members are Charitable Fund Trustees).

Addendum: Charity Commission – Glossary of Terms

ACTIONS ARISING FROM PREVIOUS CHARITABLE FUNDS COMMITTEE MEETINGS

	Minute Ref.	Date	Agreed Action	Lead Director	Timescale	Status as at October 2023
3	2.2	11.08.21 07.04.22	Review of Charity Objectives Further iteration of the report to be presented to a future meeting which would need to reflect the Committee's greater need for clarification on the aims and objectives of the overall strategy over the next 12 months	Director of Finance	January 2022 Now April 2022 July 2022 November 2022 October 2023	Ongoing (Action would be completed once Charitable Funds Manager was in post) Report presented to the July meeting. Further progress report to be presented to the November 2022 meeting.
4	2.3	11.08.21	General Charitable Funds Update CCLA to be invited to a future meeting to discuss the investment process further. Wider discussion on investment to be held at the next meeting	Director of Finance	January 2022 Now April 2022 November 2022	Completed and Ongoing CCLA presented at the April 2022 meeting A further presentation to be received at the November 2022 meeting given the current economic climate
7.	3.1.2	07.04.22	Action Log More detailed update on the operation of education and training funds to be received at the next meeting.	Director of Finance	July 2022	Completed Update provided to Members under Any Other Business at the July meeting.

Agenda Item 2.4

9.	3.2.2	07.04.22	General Charitable Funds Update Progress report on the staff lottery to be received at the next meeting with an invitation extended to the Director for People	Head of Corporate Finance/Director for People	July 2022	Completed Update included in the Charity Resources report received at the July meeting.
10.	3.3	10.11.22	General Charitable Funds Update Update to be included in the next report in relation to areas of spend regarding General Charitable Funds.	Head of Corporate Finance/Director for People	October 2023	Completed Included in update report
11.	3.3	10.11.22	General Charitable Funds Update Update to be provided outside the meeting as what areas within Ysbyty Cwm Cynon the £16k funding had been utilised against.	Head of Corporate Finance/Director for People	October 2023	Completed Sent out via email



Agenda Item

4.1

Charitable Funds Committee

Head of Charity & Income Generation role

Dyddiad y Cyfarfod / Date of Meeting	26/10/2023
Statws Cyhoeddi / Publication Status	Open/ Public Not Applicable
Awdur yr Adroddiad / Report Author	Simon Blackburn, Director of Communications, Engagement, and Fundraising
Cyflwynydd yr Adroddiad / Report Presenter	Simon Blackburn, Director of Communications, Engagement, and Fundraising
Noddwr Gweithredol yr Adroddiad / Report Executive Sponsor	Paul Mears, Chief Executive / Accountable Officer

Pwrpas yr Adroddiad / Report Purpose	For Noting
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Engagement (internal/external) undertaken to date (including receipt/consideration at Committee/Group)		
Committee / Group / Individuals	Date	Outcome
Lynda Thomas	10/10/2023	
Paul Mears	17/10/2023	
Gareth Wells	10/11/2023	

Acronyms / Glossary of Terms	
CTMUHB	Cwm Taf Morgannwg University Health Board

1. Situation /Background

- 1.1 The CTMUHB Charity is carrying a vacancy for a senior role responsible for strategic oversight and operational delivery of the charity's activities.
- 1.2 The appointment of the Director of Communications, Engagement and Fundraising in July, now provides the Health Board with an assigned directorate within which this role will sit and has prompted a review of the previous job description.

2. Specific Matters for Consideration

- 2.1 A key action to progress the objectives of the charity, is the recruitment to a new role that will lead the operation of the charity, implement frameworks and processes that enable the effective management of funds, create a strategy and plans for income generation, and establish a new brand that resonates with staff, patients and public.
- 2.2 The Job Description (JD) created previously required revising to ensure it adequately encompassed both the technical, governance aspects of the role and the experience and creative skills required to lead our income generation plans.
- 2.3 A new JD has been created based upon our previous document and advice from those occupying or managing similar roles and is informed by content from existing charity leadership roles in other parts of the UK. **See Appendix 1.**
- 2.4 This JD has/is required to go through a new banding process ahead of recruitment.
- 2.5 Advice has also been sought on the most effective platforms for advertising roles with the NHS Charities Together website and social media suggested as well regarded and used routes.

3. Key Risks / Matters for Escalation

- 3.1 N/A

4. Assessment

Objectives / Strategy	
Dolen i Nod (au) Strategol BIP CTM /Link to CTMUHB Strategic Goal(s)	Improving Care
	Inspiring People Creating Health
Dolen i Feysydd Strategol BIP CTM / nLink to CTMUHB Strategic Areas	Choose an item.
	Links to all strategic areas:



Dolen i Ddeddf Llesiant Cenedlaethau'r Dyfodol – Nodau Llesiant / Link to Wellbeing of Future Generations Act – Wellbeing Goals 150623-guide-to-the-fg-act-en.pdf (futuregenerations.wales)	A Healthier Wales
	If more than one applies please list below:
Dolen i Hwyluswyr Ansawdd (<i>Canllawiau Statudol Dyletswydd Ansawdd (llyw.cymru)</i>) / Link to Enablers of Quality (<i>Duty of Quality Statutory Guidance (gov.wales)</i>)	Learning, Improvement & Research
	If more than one applies please list below:
Dolen i Feysydd Ansawdd (<i>Canllawiau Statudol Dyletswydd Ansawdd (llyw.cymru)</i>) / Link to Domains of Quality (<i>Duty of Quality Statutory Guidance (gov.wales)</i>)	Not Applicable
	If more than one applies please list below:
Effaith Amgylcheddol/ Cynaliadwyedd (5R) / Environmental /Sustainability Impact (5Rs)	No - Not Applicable
	If more than one applies please list below:

Impact Assessment		
Ansawdd <i>Ydych chi wedi ymgymryd â Sgrinio Asesiad o'r Effaith ar Ansawdd? /</i> Quality <i>Have you undertaken a Quality Impact Assessment Screening?</i>	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
	Outcome:	If no, please include rationale below: Not appropriate/required
Cydraddoldeb <i>Ydych chi wedi ymgymryd â Sgrinio Asesiad o'r Effaith ar Gydraddoldeb? /</i> Equality <i>Have you undertaken an Equality Impact Assessment Screening?</i>	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
	Outcome:	If no, please include rationale below: Not appropriate/required
Cyfreithiol / Legal	There are no specific legal implications related to the activity outlined in this report.	
Enw da / Reputational	There is no direct impact on the reputation of the Health Board as a result of the activity outlined in this report.	
Effaith Adnoddau (<i>Pobl /Ariannol</i>) / Resource Impact (<i>People / Financial</i>)	Yes (Include further detail below)	
	This role will be directly funded through Charitable Funds, with the objective that the total costs will be reimbursed through income generation.	

5. Recommendation

- 5.1 The Charitable Funds Committee are asked to:
- 5.2 **NOTE** the intention to recruit to the Role of Head of Charity & Income Generation.
- 5.3 **NOTE** the revised role title.

6. Next Steps

- 6.1 The Committee will be kept informed of the progress of the recruitment. Members may be requested to support the recruitment process at shortlisting/interview stage.



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Cwm Taf Morgannwg
University Health Board

CASE REFERENCE:

JOB DETAILS:

Job Title	TBC Head of Charity & Income Generation
Pay Band	TBC
Hours of Work and Nature of Contract	37.5
Division/Directorate	Corporate Services
Department	Communications, Engagement and Fundraising
Base	Yr Hyb, Unit 2 Gwaun Elai, Ynysmaerdy, Pontyclun CF72 8UX

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Simon Blackburn, Director of Communications, Engagement and Fundraising
Reports to: Name Line Manager	Simon Blackburn, Director of Communications, Engagement and Fundraising
Professionally Responsible to:	Simon Blackburn, Director of Communications, Engagement and Fundraising

The Head of Charity is the custodian of the Cwm Taf Morgannwg University Health Board Charity brand, responsible for the successful day-to-day running of the charity and the development and implementation of a creative and innovative income generation strategy that engages a broad range of stakeholders, including our staff of circa 13,000 people.

You will ensure there are effective processes to direct and guide the charity's expenditure, enabling teams to access and spend funds appropriately, enhancing the wellbeing and experience of staff, patients, carers and visitors, and supporting the delivery of the health board's strategic aims and ambitions. This will include leading the direction and management of any capital appeals.

As our charities and fundraising expert you will actively support colleagues to identify and create income generation opportunities in their own places of work and support them to act as ambassadors for the charity.

This is a role that requires both technical and creative skills and you will be responsible for guiding and overseeing the day-to-day financial management of the charity and ensuring that proper

financial processes are maintained in accordance with the charity SORP, charity legislation and guidance, and the charity's own Terms of Reference, Policies and Procedures, and investment and reserves policy, working closely with the Head of Corporate Finance. You will also establish and manage the charity's operational budget within a framework agreed by the Charitable Funds Committee.

You will create and maintain strong relationships with major donors and partners, and work closely with the health board's communications and engagement team to promote and celebrate fundraising activities and achievements.

The post holder will also be responsible for:

- Leading the development of the charity's growth strategy and annual operational plans, with a focus on growing influence as well as income generation and appropriate expenditure.
- Collaborating with other directorates and departments, including the health board's estates, capital planning, People, and Care Groups, to ensure that the charity's strategic planning is aligned with and informed by strategic and operational objectives and to identify opportunities for the effective and efficient use of charitable funds.
- Analysing information and making judgements on best use of charitable resources to ensure legislation and best practice are adhered to and value for money is achieved.

Main Duties & Responsibilities

Strategy development:

1. Lead the development of the charity's growth strategy and annual operational plans.
2. Through consultation with the Board of Trustees, the Director of Communications, Engagement & Fundraising, and other stakeholders, develop and implement the charity brand, ensuring it resonates with audiences.
3. Develop, implement, monitor, review and evaluate the charity's communications activity aiming to increase the charity's profile and ensure confidence in the charity's activities and outcomes.
4. Act as the health board's expert on charitable matters, including governance, fundraising and charitable operations/activities.
5. Collaborate with other directorates and teams to align strategic objectives.

Income generation:

1. Develop, lead and manage all income generation activities to achieve agreed targets.
2. Work with others to develop and communicate business cases and cases-for-support aimed at raising income from a range of donors, maximising income for specific appeals and building the foundation of a sustainable, varied, income base.
3. Lead on the creation and communication of specific funding bids to external foundations, businesses and others linked to discrete short or long-term projects.
4. Lead on the stewarding of the charity's supporters, including grant management.

5. Adhere to best practice in fundraising and income generation.
6. Work closely with the Finance Department to lead the management of systems to record and account for donated income, ensuring effective processes for recording and allocation of restricted, designated and unrestricted funds.

Expenditure

1. Develop, lead and manage all expenditure-related activities to deliver on agreed targets and to achieve agreed outputs and outcomes.
2. Ensure all expenditure adheres to obligations laid down by NHS and charity law, meets best practice guidance in relation to NHS charities, and public services, and reflects the best standards of corporate trusteeship and the governance of conflicts of interest.
3. Work with health board staff and other stakeholders to generate and manage requests for charitable funds support, including building business cases for strategic projects that enhance services and experience, and substantial capital projects.
4. Work closely with the health board's finance, procurement, estates, facilities, health & safety, and infection prevention and control departments, and care groups, to ensure that all expenditure meets national and local standards.

Leading charity awareness:

1. Ensure the charity and its activities enjoy a high profile among CTMUHB staff, volunteers, patients and public and that they informed of opportunities to contribute to the charity's success.
2. Champion effective cross-team, cross-service, and cross-locality working by being visible, approachable and participative in internal and external projects and programmes that raise the profile of the charity and its outcomes
3. Represent the charity internally and externally within health, fundraising, and wider community environments.

Design and implementation of marketing and communications

1. Lead on the development of the charity's marketing and communication strategy and operational activities, working closely with CTMUHB's communications and engagement team to ensure activities are aligned and supportive.
2. Continually develop practices to reflect creative and emerging technologies and practices, including social media, that generate interest and engagement with internal and external audiences .
3. In collaboration with the health board's communication and engagement team, liaise with the media to generate publicity for charity/fundraising activities, acting as spokesperson for the charity as required.

Managing processes and staff:

1. Work closely with the health board's finance department to ensure appropriate systems are in place, and are effectively managed, to account for all income and expenditure. Create and deliver

accessible reports and annual accounts to the Charitable Funds Committee to inform effective decision making.

2. Recruit, develop, and support the charity's administration/fundraising team, enabling them to undertake their duties effectively, efficiently and to the best of their abilities. Create a working environment in which all team members can thrive and contribute to the success of the charity.

Ensuring Good Governance:

1. Work with and support the Charitable Funds Committee, and the Board of the health board in its capacity as corporate trustee, to ensure they understand the principles of income generation and fundraising and can play an active role in the charity's work.

3. Keep the Charitable Funds Committee apprised of any legal or guidance developments that affect their role as trustee or the activities of the charity and implement changes to working practices as required.

4. Deliver presentations to the CTMUHB Board at key strategic points as required/requested to ensure members are able to effectively perform their role as corporate trustees .

5. Report regularly to the Charitable Funds Committee on strategic and operation performance against agreed plans, within a reporting framework designed and reviewed by CTMUHB, and by the Charitable Funds Committee.

6. Act as Information Governance lead (IA) within the charity as defined by the Information Commissioner's Office (and GDPR), and in relation to privacy and other donor-related matters as guided by the Fundraising Regulator.

Person specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and knowledge	<p>Highly specialised knowledge, underpinned by a theoretical understanding and practical experience built up over several years within a professional fundraising setting.</p> <p>A comprehensive understanding of the legal and guidance frameworks affecting the governance of charities in general and fundraising in particular.</p> <p>An excellent knowledge of a broad range of modern fundraising and consumer marketing activities.</p> <p>Highly skilled in producing successful funding bids.</p> <p>Proven track record of managing major projects within time and budget constraints.</p> <p>Able to direct, advise and influence senior leaders within the organisation to achieve the objectives of the charity.</p> <p>Excellent written and verbal communications skills.</p> <p>Excellent negotiating skills.</p> <p>The ability to develop, coach, and inspire team members, colleagues, volunteers and other partners to enable them to achieve their objectives and continually develop their skills and expertise.</p> <p>Able to manage and analyse highly complex data using</p>	<p>An understanding of the national and local context in which healthcare is delivered in the UK.</p> <p>A current and thorough understanding of philanthropy and philanthropic trends in the public sector.</p> <p>Experienced user of page layout software such as Adobe InDesign.</p> <p>Familiarity with online fundraising platforms.</p> <p>Familiarity with donor database CRM software.</p> <p>Experience of marketing</p> <p>Campaign management</p> <p>Volunteer management</p> <p>Media trained.</p>	<p>Application</p> <p>Interview</p> <p>References.</p>

	<p>multiple data management systems</p> <p>Able to present data and plans in a compelling and engaging style.</p>		
Experience	<p>Experience of operating at a senior level, with autonomy, in at least one charity NHS or otherwise.</p> <p>Significant experience of working directly with Trustees / a Trustee Board.</p> <p>Significant demonstrable experience of leading successful fundraising campaigns within a large organisation.</p> <p>Proven track record of managing major fundraising campaigns with successful outcomes.</p> <p>Experience of creating strategic plans, setting budgets and managing performance.</p> <p>Experience of managing staff, empowering them to achieve their potential and perform to a high standard.</p> <p>Experience of influencing others, including senior leaders within organisations.</p> <p>Evidence of collaborative working and effective strategic influencing.</p> <p>Experience of interpreting national and local policy to inform strategic direction.</p> <p>Successful track record in achieving challenging targets, both service and financial.</p> <p>Experience of working with the media to promote and celebrate plans and achievements.</p>	<p>Experience of working within an NHS charity.</p> <p>Experience of managing volunteers.</p> <p>Marketing experience.</p>	<p>Application</p> <p>Interview</p> <p>Reference</p>

Aptitude and Abilities	<p>Focused, approachable, considerate, with the ability to motivate and work with a variety of colleagues and partners from a range of clinical, operational and corporate backgrounds.</p> <p>Ability to build excellent relationships with internal and external stakeholders</p> <p>Attention to detail and the ability to work to a number of conflicting deadlines.</p> <p>Resilient and able to manage conflicting deadlines and priorities.</p>	Ability to speak Welsh	<p>Interview</p> <p>References</p>
Values	<p>High level of personal integrity.</p> <p>Self-motivated, innovative and proactive.</p> <p>Good team player with well-developed interpersonal skills.</p> <p>Flexible and adaptable approach to needs of the service.</p> <p>Able to plan and prioritise workload in order to meet deadlines and deal effectively with conflicting priorities.</p> <p>Committed to developing self and team members.</p> <p>Enthusiastic, proactive and innovative.</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>

GENERAL REQUIREMENTS

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.

- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection Act 1998:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.

- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the health board to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment on any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have direct contact with* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau Standard Disclosure Check as part of the HB's pre-employment check procedure.
- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.

All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.

- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.

Flexibility Statement: The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Signed: (Post Holder) _____ Date: _____

Signed: (Directorate Manager) _____ Date: _____

Date Job Description compiled: _____

Date for Review: _____



Agenda Item

4.2

Charitable Funds Committee

Charitable Funds Update to 30/09/2023

Dyddiad y Cyfarfod / Date of Meeting	26/10/2023
Statws Cyhoeddi / Publication Status	Open/ Public Not Applicable
Awdur yr Adroddiad / Report Author	Owen James – Head of Corporate Finance
Cyflwynydd yr Adroddiad / Report Presenter	Owen James – Head of Corporate Finance
Noddwr Gweithredol yr Adroddiad / Report Executive Sponsor	Sally May, Executive Director of Finance

Pwrpas yr Adroddiad / Report Purpose	For Noting
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Engagement (internal/external) undertaken to date (including receipt/consideration at Committee/Group)		
Committee / Group / Individuals	Date	Outcome
(Insert Details)	Click or tap to enter a date.	

Acronyms / Glossary of Terms	
CTMUHB	Cwm Taf Morgannwg University Health Board
NHSCT	NHS Charities Together



1. Situation /Background

- 1.1 To advise the Charitable Funds Committee of the activity and balances on charitable funds as at 30 September 2023. This report also provides further analysis over their use by both fund type and directorate.
- 1.2 This report also provides an update on the grants received/due to be received from NHS Charities Together (NHSCT).
- 1.3 An update is provided on the investment performance within this report.
- 1.4 This report provides an update from 1 April 2023 to 30 September 2023.
- 1.5 This report provides details on the contract performance against the UHB's Investment Strategy as noted within section 2 of this report and the distribution of the unrealised gain in excess of the 20% of the market value of the investments.

2. Specific Matters for Consideration

2.1 Balances Held by the Charitable Fund

Balances held by the Charitable Fund as at 30 September 2023 are summarised in Appendix A (5.2a) analysed by fund type and location.

The balance at the end of September 2023 was £3.620m, which is an increase of £47k from April 2023. In the first half of the year there have been donations of £207k and £160k has been utilised.

Funds are now categorised under Care Groups moving from the localities, this is to reflect the reorganisation that took place in 2022. A review is currently taking place to ensure that all of the funds have up to date fund holders to ensure the appropriate use of funds within the Care Groups.

ACTION: Head of Corporate Finance to share details of funds with Executive Leadership Team and to request all funds within Care Groups have appropriate fund holders assigned.

2.2 Low value and low use funds

Appendix B (5.2b) details the funds with a value of under £1,000 and funds which have not been used in the first half of the financial year.

There are 36 funds with a value of under £1,000 with a total value of only £16,813. It is proposed that, where deemed appropriate, these funds are reviewed and transferred into appropriate existing funds. This will need to be done in line with Charity Commission guidelines.

A significant number of funds have had no expenditure in the last six months, and a number of these have not been utilised for a significant period. Overall there are 86 funds that have no expenditure to date this financial year, the balances on these funds are significant at £1.27m. Fund updates are shared on a regular basis with fund holders, and a review of funds has been shared with Operational Management Board by the Head of Corporate Finance to ensure that there is appropriate reporting of funds to enable efficient utilisation.

The recruitment of the Head of Charity & Income Generation should improve the appropriate utilisation of all funds in line with the Charity's objectives and strategy.

ACTION: Review of low value funds that can be moved to other funds. Head of Corporate Finance to contact fund holders to encourage timely use of funds.

2.3 NHS Charities Together Grant Update

The Charitable Funds Committee has previously received updates on grants received from NHS Charities Together (NHSCT). There are 3 stages of NHSCT grants, the following provides an update on each stage:

Stage 1 Urgent Response Grants – A total of £168k was received for this and has been fully utilised or committed. The final "Two year impact report" was submitted to NHSCT and it is pleasing to note the report was signed off and this grant is now closed.

Stage 2 Community Partnership Grants – Despite delays in submitting a final application, the Deputy Director of Strategy & Partnerships developed and submitted an application of £198k for a "Hospital to Home Discharge and Prevention Scheme". At the start of October 2023 we received notification that the grant application was successful and officers of CTMUHB are meeting with NHSCT to arrange setting up the grant before they issue grant offer letter.

Stage 3 Recovery Grants – The previously reported original application of £203k for posts within the Intensive Care Unit (ICU) psychology service has been successful and approved, however the additional application for support with the covid-19 fund was unsuccessful. An application for the remaining £53k has been made to NHSCT to extend an element of the original application for a further 12 months. We anticipate this to be confirmed shortly by NHSCT.

In summary it is pleasing to note that all applications have now been made and we anticipate the remaining grant funding will be confirmed and received in the near future.

2.4 Investment Update and Investment Strategy

The investment strategy for CTM NHS Charitable Fund is as follows:

"The charity will invest funds not required for immediate expenditure in suitable investments approved by the Audit Committee, in conjunction with guidance from its investment advisors. The aim of the investment strategy is to deliver a positive real return of at least CPI + 1% with a minimum of risk.

The level of risk inherent in the investment portfolio shall have volatility (maximum drawdown) of less than 20% over a 5 year period.*

The charity will strive to maximise income from investment dividends and interest, which will be used to fund administration costs and protect funds from inflation.

Increases in capital values will be used to build up a reserve to protect the funds from any subsequent fall in capital values, and therefore individual fund balances.

Should the reserve exceed 20% of the overall investment, any excess will be distributed to a general purpose reserve, subject to Charitable Fund Committee approval (distribution can be made to individual balances if otherwise agreed by the Charitable Fund Committee). Any falls in capital value will be taken to the general purpose reserve in the first instance, therefore protecting other individual fund balances from the impact of any falls in value.

The investment strategy will be reviewed on an annual basis, with particular regard to the level of risk and returns expected.

**maximum drawdown represents the largest drop in the value of an asset class from its peak to its lowest point over a period."*

Balances are held in two places, with investments being held in CCLA and remaining cash balances being held in the ring-fenced Barclays bank account.

As at 30 September 2023 the investment balances are as follows:

CCLA

The number of units held has remained the same at 978,820.98.

Attached in Appendix C (5.2c) is the performance update from CCLA from the 1 July to 30 September 2023. The market value at 30 September 2023 is £2.773m, this is an increase of £75k since reported at the last Committee. The monetary value of the cash invested in CCLA is £2.1m as such a surplus of £0.673m (32%) has been achieved cumulatively.

The market continues to be challenging, with high inflation and high interest rates. Markets could struggle to make sustained progress until investors believe that economic growth is on a more assured footing. In the meantime, we are likely to see continuing volatility as investors react to emerging macroeconomic data and policy signals.

The latest full investment report received is up to 30 September 2023, and provides commentary on the performance of the fund and future expectations of the fund.

CCLA will provide an update at the Charitable Fund Committee given the political and economic changes in recent months.

As per the investment strategy, should the reserve exceed 20% of the overall investment, any excess will be distributed to fund balances, subject to Charitable Fund Committee approval.

Barclays Bank

The current balance as at 30 September 2023 is £1.062m. As part of the new charity management arrangements, an assessment will be made on the level of cash that is required over the next two to three years and what could be invested over the longer term.

2.5 Charitable Purpose and charitable spending

The purpose of the Charity is:

"The Trustees shall hold the funds upon trust to apply the income, and at their discretion so far as permissible, the capital, for any charitable purpose or purposes relating to the National Health Service (wholly or mainly to enhance the core service provided by Cwm Taf Morgannwg UHB) and for any other Health Services for which specific monies have been received for use within the UK or overseas."

The overall strategy of the Charity is to enable it to provide support *which is an **enhancement to the core NHS provision*** and is achieved by the following means:



Patients Expenditure	Through the purchase of equipment and the provision of services and facilities not normally provided or in addition to the normal NHS provision.
Staff Expenditure	a) Motivation of staff, by improving staff facilities and by providing services that improve staff wellbeing. b) Education support for staff supplementing that provided by the UHB.
Capital Equipment	By the purchase of equipment.
Research	By the funding of staff and purchase of equipment used in the research and development projects carried out by the UHB.

The Healthcare Financial Management Association (HFMA) provides some useful guidance on spending charitable funds in its Introductory Guidance to NHS Finance. This clarifies that an NHS charitable fund can only spend money in line with its charitable purpose. Charitable funds cannot be used to fund services but are for areas not covered by core funding. The guidance highlights “some areas of charitable spending that may require additional consideration:

- *Spending on staff – trustees need to be satisfied that the expenditure will have the result of making staff more effective in their roles. Expenditure on staff is not in itself charitable but it can be conducive to the furtherance of the charitable purposes of the employer on the basis that happy staff result in happy patients. Different charities will reach different conclusions in relation to such items of expenditure – this is not necessarily an issue as long as the reasons for the conclusions are well documented.*
- *Spending on research – trustees need to be satisfied that the outcome will be publicly available and is within the scope of the charity’s objectives.*
- *Delivery of public services - generally, most NHS charitable funds have been set up to enhance statutory provision rather than to provide what might be regarded as basic public services. If funds are to be used to deliver services, then the trustees will need to ensure that they follow the appropriate processes to approve the expenditure.”*



3. Key Risks / Matters for Escalation

3.1 Excess reserves (unrealised gains) over 20%

As per the investment strategy, any gains that exceed 20% are distributed to the general purpose reserve, unless otherwise agreed by the Charitable Fund Committee.

As at 30 September 2023 £497k of the £673k surplus has been realised, meaning £176k remains unrealised. This is below the 20% value needed to release any further gains. If the unrealised gains falls below that of the realised gains, we may need to look at ring-fencing a proportion of the general purpose reserve back to mitigate any further falls in the capital value.

Monetary value invested (£'000)	Capital value (£'000)	Surplus (£'000)	Realised Gains (£'000)	Unrealised Gains (£'000)	Gains @ 20% of monetary value (£'000)	Excess reserves (£'000)
2,100	2,773	673	497	176	420	N/A

3.2 Requests over £50k or requiring further review

The Scheme of Delegation requires requests of expenditure from Charitable Funds over £50k or deemed contentious are approved at the Charitable Funds Committee. The term "contentious" refers to the appropriateness of the expenditure either due to its nature or its compatibility with fund objectives.

The charitable purpose and guidance on charitable spending is set out in Section 2.5 above

There are two proposals for expenditure over £50k where an initial view is being requested from the Committee as to whether, in the Committee's view the proposals are likely accord with the Fund's Charitable Purpose and objectives in wholly or mainly enhancing the core NHS provision provided by CTMUHB.

3.3 Request 1: Introducing name badges for all staff across CTMUHB.

A Situation, Background, Assessment, Recommendation (SBAR) paper Appendix D (5.2d) has been prepared but options for funding still needed to be found.

The proposal is to use Charitable Funds for the initial outlay for purchase of name badges, which at approximately £6 per badge for approximately

13,500 staff at a cost c£81,000. This would be required to be funded from the General Purpose fund. The ongoing replacement cost of the badges will be required to be met by revenue budgets, however, no budget has been identified for this and would be an additional pressure on revenue budgets already significantly in deficit.

The Head of Corporate Finance has requested whether the number of staff requiring badges could be reduced as not all staff would be patient facing and some staff groups i.e. admin may not require a badge at all. We are awaiting the final numbers on this.

Due to the number and value of badges, this will also need to go through a procurement exercise. Procurement have reviewed past exercises and cannot see a purchase to this scale in the past in other health boards, and for the "Hello my name is" badges, the company are not on a framework so would require the appropriate procurement as per the SFIs.

This exercise may result in the price per badge decreasing, therefore potentially requiring less funding.

The Charitable Fund Committee is therefore requested to consider the proposal against the Fund's charitable purpose prior to further work being instructed to address the points above.

The amount remaining uncommitted in the general purpose fund is £219k, therefore this request could potentially utilise **37% of the fund**.

3.4 Request for a Band 7 – Lead Digital Narrator – temporary 1 year

A request has been sought for a temporary Band 7 Lead Digital Narrator for the support of digital stories. Information provided by the Assistant Director of Nursing and Peoples Experience in regards to the benefit of the post and why it fits in with charities objectives:

"The digital stories will be captured across all specialties across the Health board and will give a personal account of peoples experience into the care we deliver at CTM. It will form part of the wider valuing peoples experience strategy and is vital to gain insight from a personal perspective of peoples and family experience and underpin the listening and learning agenda for CTM. It will enable closer engagement and collaboration and learning from our service users and support system wide learning.

It is also part of the Values based healthcare agenda to ensure we include our service users and population to coproduce, shape and deliver CTM going forward and continue to the monitoring of these services. "

The digital toolkit has also been attached for information.



The post will cost £55,654 for 1 year. There is no identified funding for this to continue beyond the 1 year. This request would need to be funded from the General Purpose fund as there are no other designated funds that this will fall within their scope.

The Charitable Fund Committee is therefore requested to consider this proposal against the Fund's charitable purpose prior to further work being instructed to further refine this proposal.

The amount remaining uncommitted in the general purpose fund is £219k, therefore this request would utilise **25% of the fund**.

4. Assessment

Objectives / Strategy	
Dolen i Nod (au) Strategol BIP CTM /Link to CTMUHB Strategic Goal(s)	Not Applicable
	The Charity links to ALL of CTMUHB Strategic Goals
Dolen i Feysydd Strategol BIP CTM /Link to CTMUHB Strategic Areas	Not Applicable
	The Charity links to ALL of CTMUHB Strategic Areas
Dolen i Ddeddf Llesiant Cenedlaethau'r Dyfodol – Nodau Llesiant / Link to Wellbeing of Future Generations Act – Wellbeing Goals 150623-guide-to-the-fg-act-en.pdf (futuregenerations.wales)	A Healthier Wales
	If more than one applies please list below:
Dolen i Hwyluswyr Ansawdd (Canllawiau Statudol Dyletswydd Ansawdd (llyw.cymru)) / Link to Enablers of Quality (Duty of Quality Statutory Guidance (gov.wales))	Whole-systems Perspective
	If more than one applies please list below:
Dolen i Feysydd Ansawdd (Canllawiau Statudol Dyletswydd Ansawdd (llyw.cymru)) / Link to Domains of Quality (Duty of Quality Statutory Guidance (gov.wales))	Person Centred
	If more than one applies please list below:
Effaith Amgylcheddol/ Cynaliadwyedd (5R) / Environmental /Sustainability Impact (5Rs)	No - Not Applicable
	If more than one applies please list below:

Impact Assessment		
Ansawdd	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>



Ydych chi wedi ymgymryd â Sgrinio Asesiad o'r Effaith ar Ansawdd? / Quality <i>Have you undertaken a Quality Impact Assessment Screening?</i>	Outcome:	If no, please include rationale below: N/A
Cydraddoldeb Ydych chi wedi ymgymryd â Sgrinio Asesiad o'r Effaith ar Gydraddoldeb? / Equality <i>Have you undertaken an Equality Impact Assessment Screening?</i>	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
	Outcome:	If no, please include rationale below: N/A
Cyfreithiol / Legal	Yes (Include further detail below)	
	Charitable funds are required to be managed in accordance with charity legislation and requirements of the Charity Commissioner.	
Enw da / Reputational	Yes (Include further detail below)	
	If Charitable Funds are not utilised in line with the objectives of the Charity, this could cause a reputational risk for the organisation.	
Effaith Adnoddau (Pobl / Ariannol) /	Yes (Include further detail below)	
Resource Impact (People / Financial)	To advise the Charitable Funds Committee of the activity and balances on charitable funds as at 30 September 2023.	

5. Recommendation

5.1 The Charitable Funds Committee are asked to:

5.2 NOTE the update for Charitable Funds as at 30th September 2023, including grants from NHSCT.

5.3 NOTE the update on investment balances and reserves

5.4 To **REVIEW** the requests for expenditure over £50k and to provide initial feedback on whether these should proceed to the next stage to further develop the proposals.

6. Next Steps

6.1 ACTION: Head of Corporate Finance to share funds with Executive Leadership Team to request all funds within Care Groups have appropriate fund holders assigned.

6.2 ACTION: Review of low value funds that can be moved to other funds. Head of Corporate Finance to contact fund holders to encourage timely use of funds.

APPENDIX A

Summary of Funds and Transactions 01.04.23 - 30.09.23

No of Funds 31.03.21	No of Funds 31.03.22	No of Funds 31.03.23		Balance 01.04.23 £	Income Apr-Sep £	Expend. Apr-Sep £	Transfers Apr-Sep £	Balance 30.09.23 £
A								
			By TYPE					
10	10	77	General Purposes	1,917,341	126,743	(95,728)	0	1,948,356
65	62	63	Specific Purposes	1,443,965	78,734	(57,880)	(250)	1,464,569
5	5	5	Post Graduate Education	18,526	0	0	0	18,526
13	13	12	Research	193,422	1,701	(6,359)	0	188,764
93	90	157	Total	3,573,254	207,178	(159,968)	0	3,620,214
B								
	No of Funds		By Care Group					
	1		Chief Operating Officer	1,299	0	0	0	1,299
	16		Children & Families	115,310	10,688	(7,631)	0	118,366
	6		Corporates	89,939	5,250	(5,944)	(250)	88,995
	16		Diagnostics, Therapies & Specialities	210,832	4,317	(13,320)	0	201,829
	9		General Purpose	609,330	36,296	(41,928)	0	603,698
	4		LHB Wide	77,817	0	(17,193)	0	60,623
	14		Mental Health & LD	42,398	2,243	(450)	0	44,191
	41		Planned Care	825,327	5,539	(28,053)	0	802,813
	15		Primary & Community Care	650,511	137,618	(31,606)	0	756,523
	35		Unscheduled Care	950,492	5,227	(13,842)	0	941,877
	157			3,573,253.97	207,178	(159,968)	(250)	3,620,214.33

A

Low Value Funds - fund balances below £1,000 as at 30.09.23

Fund No	Fund Type	Care Group	Balance as at 30.09.23
9516	Specific Purposes	Children & Families	4.65
9363	General Purposes	Diagnostics, Therapies & Specialities	16.29
9349	General Purposes	Children & Families	28.91
9362	General Purposes	Diagnostics, Therapies & Specialities	72.23
9488	Specific Purposes	Unscheduled Care	83.97
9304	General Purposes	Planned Care	100.00
9891	Specific Purposes	Primary & Community Care	177.06
9318	General Purposes	Diagnostics, Therapies & Specialities	198.92
9359	General Purposes	Mental Health & LD	220.78
9364	General Purposes	Diagnostics, Therapies & Specialities	264.55
9313	General Purposes	Unscheduled Care	285.08
9679	Specific Purposes	Unscheduled Care	294.17
9994	Specific Purposes	Planned Care	300.00
9850	Specific Purposes	Primary & Community Care	304.10
9874	Specific Purposes	Children & Families	304.54
9485	Post graduate Education	Corporates	310.91
9373	General Purposes	Mental Health & LD	332.62
9358	General Purposes	Mental Health & LD	368.83
9506	RESEARCH	Planned Care	458.94
9422	Post graduate Education	Mental Health & LD	462.69
9423	Post graduate Education	Mental Health & LD	468.52
9341	General Purposes	Planned Care	575.60
9604	Specific Purposes	Primary & Community Care	594.73
9322	General Purposes	Planned Care	676.53
9352	General Purposes	Primary & Community Care	689.57
9680	Specific Purposes	Diagnostics, Therapies & Specialities	710.00
9306	General Purposes	Planned Care	716.75
9350	General Purposes	Diagnostics, Therapies & Specialities	751.00
9339	General Purposes	Children & Families	783.91
9357	General Purposes	Mental Health & LD	802.32
9368	General Purposes	Diagnostics, Therapies & Specialities	817.57
9332	General Purposes	Unscheduled Care	906.56
9519	Specific Purposes	Children & Families	907.29
9993	Specific Purposes	LHB Wide	924.00
9650	General Purposes	General Purpose	937.94
9824	Specific Purposes	Unscheduled Care	962.27

B

Low Activity Funds - balance over £ 1k but no expenditure against fund in last 6 months other than management charges.

Fund No	Fund Type	Care Group	Balance as at 30.9.2023
9991	Specific Purposes	Unscheduled Care	237,559.96
9356	General Purposes	Planned Care	181,693.17
9804	Specific Purposes	Unscheduled Care	61,832.33
9808	Specific Purposes	Planned Care	59,213.23
9886	General Purposes	General Purpose	50,000.00
9378	Specific Purposes	Primary & Community Care	50,000.00
9801	Specific Purposes	Unscheduled Care	47,366.20
9464	RESEARCH	Unscheduled Care	44,083.27
9835	RESEARCH	Planned Care	41,426.42
9802	Specific Purposes	Planned Care	34,436.50
9508	RESEARCH	Unscheduled Care	27,102.09
9463	Specific Purposes	Children & Families	21,989.20
9517	Specific Purposes	Unscheduled Care	21,045.62
9521	Specific Purposes	Planned Care	20,602.66
9336	General Purposes	Children & Families	18,596.34
9329	General Purposes	Unscheduled Care	17,470.34
9499	RESEARCH	Unscheduled Care	16,699.90
9460	Specific Purposes	Diagnostics, Therapies & Specialities	14,732.59
9323	General Purposes	Unscheduled Care	13,387.47
9494	RESEARCH	Planned Care	13,060.66
9317	Specific Purposes	Unscheduled Care	11,880.86
9809	RESEARCH	Unscheduled Care	11,169.80
9320	General Purposes	Planned Care	10,474.45
9677	Specific Purposes	Primary & Community Care	9,804.67
9750	Specific Purposes	Primary & Community Care	9,795.22
9334	General Purposes	Children & Families	9,756.88
9310	General Purposes	Unscheduled Care	9,126.22

9529	Post graduate Education	Corporates	9,125.29
9834	Post graduate Education	Planned Care	8,158.15
9315	General Purposes	Mental Health & LD	7,745.61
9827	Specific Purposes	Planned Care	7,617.06
9492	Specific Purposes	Planned Care	7,519.24
9345	General Purposes	Planned Care	7,015.53
9482	Specific Purposes	Unscheduled Care	6,854.02
9730	General Purposes	General Purpose	6,716.92
9346	General Purposes	Mental Health & LD	6,496.16
9625	General Purposes	Mental Health & LD	6,489.53
9751	General Purposes	Mental Health & LD	6,450.44
9340	General Purposes	Children & Families	6,144.25
9311	General Purposes	Unscheduled Care	5,948.78
9479	Specific Purposes	Planned Care	5,635.61
9344	General Purposes	Planned Care	5,625.12
9803	Specific Purposes	Diagnostics, Therapies & Specialities	5,480.02
9675	General Purposes	General Purpose	5,378.45
9425	Specific Purposes	Mental Health & LD	4,907.71
9883	Specific Purposes	LHB Wide	4,841.15
9505	RESEARCH	Diagnostics, Therapies & Specialities	4,369.30
9481	Specific Purposes	Unscheduled Care	4,179.17
9496	Specific Purposes	Planned Care	3,905.84
9342	General Purposes	Planned Care	3,664.40
9888	Specific Purposes	Primary & Community Care	3,095.57
9367	General Purposes	Unscheduled Care	2,826.06
9328	General Purposes	Unscheduled Care	2,790.17
9347	General Purposes	Unscheduled Care	2,730.29
9875	Specific Purposes	Children & Families	2,587.90
9829	Specific Purposes	Planned Care	2,412.63
9375	General Purposes	Mental Health & LD	2,409.78
9501	Specific Purposes	Diagnostics, Therapies & Specialities	2,396.00
9376	General Purposes	Mental Health & LD	2,358.20
9307	General Purposes	Planned Care	2,344.27
9465	RESEARCH	Planned Care	2,227.79
9319	General Purposes	Planned Care	2,186.10
9510	Specific Purposes	Planned Care	2,091.43
9369	General Purposes	Diagnostics, Therapies & Specialities	2,058.51
9486	Specific Purposes	Planned Care	1,936.99
9497	Specific Purposes	Planned Care	1,927.85
9343	General Purposes	Planned Care	1,883.96
9338	General Purposes	Planned Care	1,767.46
9483	Specific Purposes	Unscheduled Care	1,708.68
9305	General Purposes	Planned Care	1,681.99
9355	General Purposes	Corporates	1,630.39
9472	Specific Purposes	Planned Care	1,597.52
9330	General Purposes	Unscheduled Care	1,585.65
9370	General Purposes	General Purpose	1,572.30
9353	General Purposes	Primary & Community Care	1,553.93
9321	General Purposes	Planned Care	1,467.70
9681	Specific Purposes	Primary & Community Care	1,419.26
9731	Specific Purposes	LHB Wide	1,397.56
9348	General Purposes	Unscheduled Care	1,349.50
9453	Specific Purposes	Chief Operating Officer	1,299.35
9456	Specific Purposes	Children & Families	1,291.91
9316	General Purposes	Unscheduled Care	1,221.96
9335	General Purposes	Planned Care	1,139.56
9459	RESEARCH	Planned Care	1,117.63
9301	General Purposes	Corporates	1,074.62
9302	General Purposes	Corporates	1,075.62

CWM TAF NHS GENERAL
CHARITABLE FUND

PERFORMANCE UPDATE

01 July to 30 September 2023

CCLA

Capital summary

	Value (£)
Opening value as at 30 June 2023	2,770,161
Cash introduced/(withdrawn)	-
Income reinvested	-
Income paid to Deposit Fund**	-
Capital returns	(36,510)
Closing value as at 30 September 2023	2,733,651

The capital returns number is net of the income declared in the quarter, which is to be paid in the next calendar quarter. Where accounts pay/(receive) income into/(from) deposit accounts which have not been chosen for inclusion in the report, tables may not sum.

Income summary

	Value (£)
Interest reinvested*	-
Dividends reinvested**	-
Income reinvested	-
Interest paid to Deposit Fund**	-
Dividends paid to Deposit Fund**	-
Income paid to Deposit Fund**	-
Interest paid to bank**	-
Dividends paid to bank**	20,751
Income paid to bank	20,751
Total income received	20,751

*Earned during the current quarter

**Earned during the prior quarter

Portfolio summary

	Opening value (£)	Purchases (£)	Sales (£)	Income retained (£)	Capital returns (£)	Closing value (£)
Long-term portfolio						
Ethical Investment	2,770,161	-	-	-	(36,510)	2,733,651
Total Long-term portfolio	2,770,161	-	-	-	(36,510)	2,733,651
Total portfolio	2,770,161	-	-	-	(36,510)	2,733,651

Total return performance

Performance (after fees and expenses)	Current quarter (%)	Last six months (%)	Last twelve months (%)
Your portfolio	-0.5	+0.5	+4.5
Consumer Price Index ‡	+0.0	+2.7	+6.7

‡ CPI is reported on a 1m lag.

Total return net performance is calculated using a time-weighted rate of return, based on weekly valuations with income reinvested. Net performance is calculated after the deduction of the spread incurred on purchases and sales. Past performance is not a reliable indicator of future results.

The value of investments and the income derived from them may fall as well as rise. Investors may not get back the amount originally invested and may lose money. Capital allocations are based on fund asset allocations at the end of the current period. Future distribution payments are not guaranteed.

Where shown, allocation figures are rounded to the nearest 0.01%, net performance figures are rounded to the nearest 0.1%.

Fund total return performance

Performance **	Current quarter (%)	Last twelve months (%)	Last three years annualised (%)	Last five years annualised (%)
COIF Charity Fund holdings within portfolio				
Ethical Investment	-0.55	+4.48	+4.74	+6.38
Fund comparator *	+0.38	+7.69	+6.37	+4.66

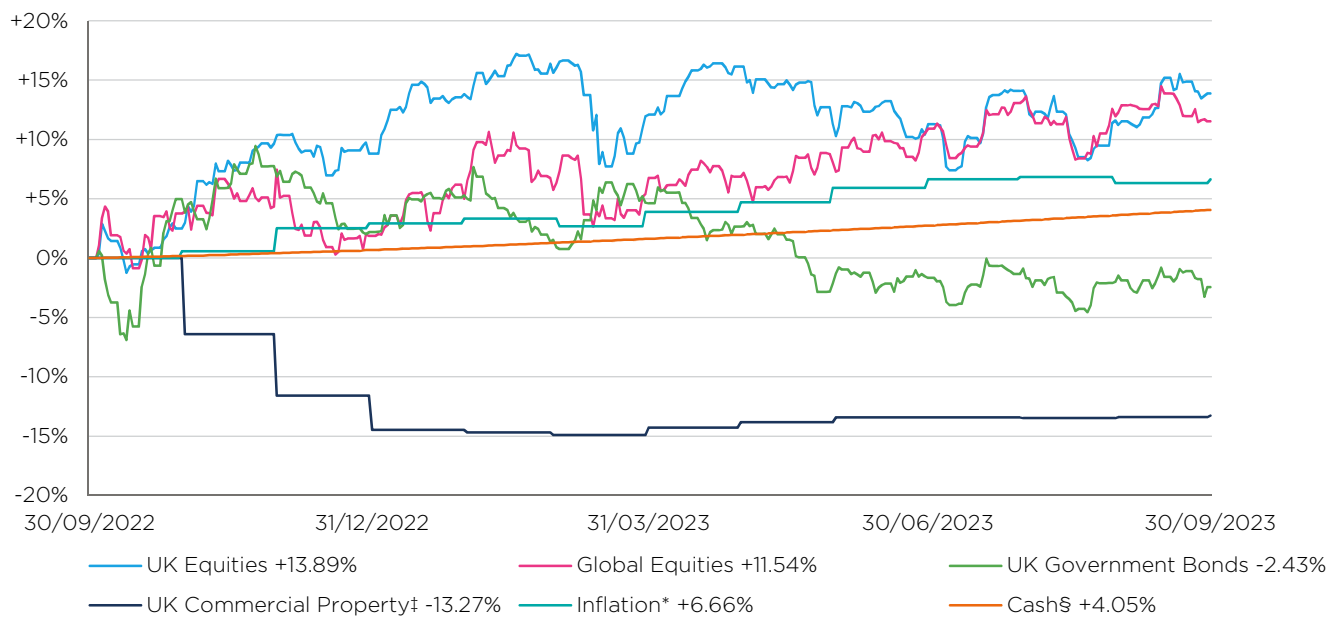
* Fund comparator/benchmark information is contained in the individual fund information section of the quarterly investment report.
**Fund performance is shown after the deduction of all fees and expenses with income reinvested. Comparator returns are based on market indices which are not adjusted for management fees or expenses.

Performance returns for periods over 1 year have been annualised. Past performance is not a reliable indicator of future results. Figures are rounded to the nearest 0.01%

Income earned during the quarter

COIF Charity Funds	Distribution per income unit	Payment date	Income payable (£)	
Ethical Investment	2.18p	30/11/2023	21,338.30	The payment is unchanged from the equivalent payment in 2022.
Total payable			21,338.30	

Market review and outlook



General Market Indices

	Current quarter (%)	Last twelve months (%)	Last three years annualised (%)	Last five years annualised (%)
UK Equities (MSCI UK Investable Markets Index)	+2.35	+13.89	+12.28	+3.34
Global Equities (MSCI World Index)	+0.56	+11.54	+10.17	+8.69
Global Equities ex UK (MSCI World ex UK Index)	+0.47	+11.41	+9.99	+8.93
UK Govt. Bonds (Markit iBoxx £ Gilts Index)	-0.78	-2.43	-11.98	-4.18
Sterling Bonds ex UK Govt, (Markit iBoxx £ Non-Gilts Index)	+2.26	+6.95	-5.96	-0.99
UK Commercial Property (AREF/MSCI™ All Prop Monthly) ‡	+0.18	-13.27	+3.71	+2.23
Inflation (CPI) *	+0.00	+6.66	+6.53	+4.28
Cash (SONIA) §	+1.28	+4.05	+1.58	+1.11

Source: Bloomberg (Data shown is daily except for Inflation and UK Commercial Property where data shown is monthly)

§ SONIA (Sterling Overnight Index Average) is estimated for the most recent month. From 1/1/21: SONIA. Prior to 1/1/21: 7-Day London Interbank Sterling Bid Rate (7-Day LIBID).
* CPI (Consumer Price Index) is reported on a 1m lag.
‡ MSCI UK Monthly Property is estimated for the most recent month.

The third quarter of 2023 was another challenging period for investors. Equity markets made some progress in the early weeks of the period as a relatively high proportion of companies reported quarterly corporate earnings which were better than had been expected. However after that the mood was less positive. Central banks, led by the US Federal Reserve, indicated that although interest rates may not rise much further from here, nor were they likely to fall rapidly.

Higher interest rates act as a drag on consumer demand and business investment and so tend to diminish corporate earnings growth. At the same time, as improved yields become available from bonds and cash, investors become less attracted to the riskier equity market. The expectation of higher interest rates is therefore generally a negative influence on equities.

The global equity market delivered total returns for the latest three-month period of +0.6% in sterling terms. This marginally positive outcome was attributable mainly to currency movement, however. In US dollar terms, the currency in which most of the world's corporate activity is reported, total returns for the quarter were negative at -3.5%. For the calendar year to date, global equities have returned +9.5% to a sterling-based investor and +11.1% in dollar terms.

There has been a striking difference in the fortunes of different sectors within the global market this year. A handful of giant technology companies have fared very well, with strong earnings reports and exceptional rises in their share prices. Most other sectors have struggled, especially those whose success is more closely tied to general economic progress.

Fixed interest markets also suffer when interest rates are expected to be higher rather than lower. Bond prices move in the opposite direction from yields, resulting in losses for fixed income investors. The yield on the benchmark 10-year UK government bond (gilt) began July at 4.4% and ranged between 4.2% and 4.7% during the quarter to close at 4.5% at the end of September. The UK government bond market as a whole gave total returns of -0.8% to leave returns for the year to date at -4.5%.

Meanwhile the UK commercial property market has been subdued with very few property sales and purchases taking place. Capital values, which fell sharply in the later months of 2022, have remained at relatively depressed levels. However rental flows have held up well in most sectors and so the income element of property investors' returns has remained healthy. Combining positive income returns with modest declines in capital value, total returns from the property market as a whole have been largely flat for the year to date.

Outlook

Although inflation has fallen substantially from its post-pandemic highs, in the major western economies it remains well above the target level of 2%. Central bank officials are determined that inflation must be brought fully under control to achieve sustainable economic growth. Interest rates, policy makers' key tool for controlling levels of demand in the economy, could therefore remain relatively high for an extended period. Market expectations are currently that interest rates in the UK and the US may have one small further hike this autumn, and will remain at that new high for perhaps a year before falling only gradually over the next few years.

The US economy, which dominates the global market, has proved surprisingly resilient in the face of higher interest rates but the US central bank, the Federal Reserve, is unlikely to consider that inflation has properly been contained until it sees convincing signs of economic slowdown, notably higher unemployment. There are signs that the jobs market is indeed beginning to soften and business activity to cool and the impact of higher interest rates, which can take many months to be felt, suggests that the slowdown could soon turn economic growth into contraction. In the UK and even more so in Europe, comparable indicators are already pointing to recession.

Shifts in US government bond yields also indicate that the economy could soon contract. For some time the yield on long-dated government bonds has been lower than for short-dated issues and an inverted yield curve, as this is known, has historically been a reliable indicator of a forthcoming recession. More recently the yield on long-dated bonds has moved upwards so that the degree of inversion has reduced, and this has often happened shortly before the economy actually enters recession.

Markets could struggle to make sustained progress until investors believe that economic growth is on a more assured footing. In the meantime we are likely to see continuing volatility as investors react to emerging macroeconomic data and policy signals.

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GIG
CYMRU
NHS
WALES

**Bwrdd Iechyd Prifysgol
Cwm Taf Morgannwg
University Health Board**

Subject: Introducing name badges for all staff in CTMUHB

S	<p><u>Situation</u></p> <p>There are currently approximately 13,500 staff in CTMHUB providing services to a population of around 45,000 people, 88,000 of whom are over the age of 65 and approximately 3,000 of whom live with Dementia. At this time there is no standard approach to staff name badges.</p>
B	<p><u>Background</u></p> <p>There have been various attempts to introduce a uniform approach to the use of staff name badges in CTMUHB, the latest being the "Hello my name is" campaign founded by Dr Kate Granger MBE, which is still widely acknowledged as the accepted NHS standard across the UK. Dr Granger initiated the campaign in 2013 in her role as a Hospital Doctor but also at the time as a terminally ill patient herself. She made the stark observation that during a hospital admission many staff looking after her did not introduce themselves before delivering care. She went on to say that it felt incredibly wrong that such a basic step in communication was missing from the care process so decided to pursue the campaign to improve this herself.</p>
A	<p><u>Assessment</u></p> <p>There is currently no standardised approach for the use of name badges within CTMUHB.</p> <p>The "Hello my name is campaign" state that introductions are about making a human connection between one human being who is suffering and vulnerable, and another human being who wishes to help. Introductions begin therapeutic relationships and can instantly build trust in difficult circumstances, it is the first rung on the ladder to providing truly person-centred, compassionate care.</p> <p>In an exploratory study by Frost et al, published in the Dementia Care Journal in December 2021, there was a clear and consistent view from surveys and table-top activities that a badge which focused on the staff name, rather than the corporate logo or job title, was the easiest to read. It was the preferred choice for 74% of care home staff, 77% of relatives, 100% of the wider staff team and visitors, and 100% of care home residents, therefore the importance of the staff members name being in bold is clear.</p> <p>In the summer of 2022 Lleisiau Dementia Cymru along with the Dementia Care Training Team in CTMUHB were asked to comment on the principle and possible</p>

design of name badges for CTM staff. The consensus from this collaborative work was that name badges should be implemented and supported the principles laid out by the "Hello my name is" campaign. The feedback from Lleisiau Dementia, those living with Dementia and their families was that the badge should be large enough to read clearly, but should also include the role of the person i.e. Doctor, Nurse, OT etc. The group also commented that the "Hello my name is" wording be added to provide reassurance that this was a valid member of the health care team for. This wording would of course have to include the Welsh translation.

Feedback from the Learning Disability Lead for CTM recognised that consideration should be given to magnetic badge fixings due to the risks from agitated/aggressive behaviour towards staff.

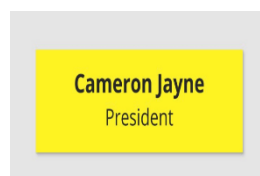
Recommendations

R

Implement the larger size name badge as highlighted below:



This badge is the larger size (76x38mm) and has the staff members name clearly in bold, with the hello my name is and job title in smaller font. Due to the feedback received and research on this topic it would be the preferred option as opposed to the smaller badges below (76x26mm), this badge is available with magnetic fittings. Yellow background with black writing was the consensus as being easily readable for those with cognitive/sensory difficulty:



1. Due to the cost being over £50,000, consideration will need to be given as to the supply of these badges via the Charitable Fund Committee (next meeting April 2023), as the circa set up cost is £81,000. Badges cost approximately £6 each (Badgemaster.com) but will be sourced via NHS Procurement Services.
2. This will require agreement of the CEO to proceed.
3. The issuing of badges to new staff, given current staff turnover of approximately 10%, will be an ongoing supply and cost issue to the UHB and will not be supported via the Charitable Fund.



Agenda Item

4.3

Charitable Funds Committee

Committee Annual Cycle of Business 2023-2024

Dyddiad y Cyfarfod / Date of Meeting	26/10/2023
Statws Cyhoeddi/ Publication Status	Open/ Public
	Not Applicable
Awdur yr Adroddiad / Report Author	Kathrine Davies, Corporate Governance Manager
Cyflwynydd yr Adroddiad / Report Presenter	Cally Hamblyn, Assistant Director of Governance & Risk
Noddwr Gweithredol yr Adroddiad / Report Executive Sponsor	Gareth Watts, Director of Corporate Governance / Board Secretary

Pwrpas yr Adroddiad / Report Purpose	For Approval
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Engagement (internal/external) undertaken to date (including receipt/consideration at Committee/Group)		
Committee / Group / Individuals	Date	Outcome

Acronyms / Glossary of Terms	



1. Situation /Background

- 1.1 The Charitable Funds Committee should, on annual basis, receive a Cycle of Business which identifies the reports which will be regularly presented for consideration. The annual cycle is one of the key components in ensuring that the Committee is effectively carrying out its role.
- 1.2 The Cycle of Business covers the period 1st October 2023 to 30 November 2024.

2. Specific Matters for Consideration

- 2.1 The Cycle of Business has been developed to help plan the management of Committee matters and facilitate the management of agendas and Committee business.

3. Key Risks / Matters for Escalation

- 3.1 Please refer to **Appendix 1** – Charitable Funds Committee Cycle of Business for further detail.

4. Assessment

Objectives / Strategy	
Dolen i Nod (au) Strategol BIP CTM /Link to CTMUHB Strategic Goal(s)	Sustaining Our Future
	If more than one applies please list below:
Dolen i Feysydd Strategol BIP CTM /Link to CTMUHB Strategic Areas	Not Applicable
	If more than one applies please list below:
Dolen i Ddeddf Llesiant Cenedlaethau'r Dyfodol – Nodau Llesiant / Link to Wellbeing of Future Generations Act – Wellbeing Goals 150623-guide-to-the-fg-act-en.pdf (futuregenerations.wales)	Not Applicable
	If more than one applies please list below:
Dolen i Hwyluswyr Ansawdd (<i>Canllawiau Statudol Dyletswydd Ansawdd (llyw.cymru)</i>) / Link to Enablers of Quality (Duty of Quality Statutory Guidance (gov.wales))	Not Applicable
	If more than one applies please list below:
Dolen i Feysydd Ansawdd	Not Applicable



(Canllawiau Statudol Dyletswydd Ansawdd (llyw.cymru)) / Link to Domains of Quality (Duty of Quality Statutory Guidance (gov.wales))	If more than one applies please list below:
Effaith Amgylcheddol/ Cynaliadwyedd (5R) / Environmental /Sustainability Impact (5Rs)	Choose an item. If more than one applies please list below:

Impact Assessment		
Ansawdd Ydych chi wedi ymgymryd â Sgrinio Asesiad o'r Effaith ar Ansawdd? / Quality Have you undertaken a Quality Impact Assessment Screening?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
	Outcome:	If no, please include rationale below: Not required
Cydraddoldeb Ydych chi wedi ymgymryd â Sgrinio Asesiad o'r Effaith ar Gydraddoldeb? / Equality Have you undertaken an Equality Impact Assessment Screening?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
	Outcome:	If no, please include rationale below: Not required.
Cyfreithiol / Legal	There are no specific legal implications related to the activity outlined in this report.	
Enw da / Reputational	There is no direct impact on the reputation of the Health Board as a result of the activity outlined in this report.	
Effaith Adnoddau (Pobl / Ariannol) / Resource Impact (People / Financial)	There is no direct impact on resources as a result of the activity outlined in this report.	

5. Recommendation

5.1 The Charitable Funds Committee is asked to:

5.2 **APPROVE** the Committee Cycle of Business.

Charitable Funds Committee

Cycle of Business (1st October 2023 – 30th November 2024)

The Charitable Funds Committee should, on annual basis, receive a cycle of business which identifies the reports which will be regularly presented for consideration. The annual cycle is one of the key components in ensuring that the Committee is effectively carrying out its role.

The Cycle of Business covers the period 1st October 2023 to 30th November 2024.

The Cycle of Business has been developed to help plan the management of Committee matters and facilitate the management of agendas and committee business.

The principal role of the Committee is set out in the Standing Orders 1.0.1.

Charitable Funds Committee Cycle of Business (1st October 2023 – 30th November 2024)

Item of Business	Executive Lead	Reporting period	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	April 2024	May 2024	June 2024	July 2024	Aug 2024	Sept 2024	Oct 2024	Nov 2024
Minutes of the previous meeting	Director of Corporate Governance	All regular meetings	√						√						√	
Action Log	Director of Corporate Governance	All regular meetings	√						√						√	
Committee Annual Cycle of Business	Director of Corporate Governance	All regular meetings	√						√						√	
Committee Terms of Reference	Director of Corporate Governance	Annually	√													
Committee Annual Self-Assessment	Director of Corporate Governance	Annually							√						√	
Charitable Funds Committee Annual Report and Accounts (to coincide with Annual Trustees meeting)	Audit Wales	Annually				√										
Annual Update from the Investment Fund Managers	Director of Finance	Annually	√												√	
Review of the Charity Objectives	Director of Finance	Annually							√						√	
General Charitable Funds Update	Director of Finance	All regular meetings	√						√						√	
Report from the Head of Charity & Income Generation	Director of Finance	All regular meetings	√													



Agenda Item

5.1

Charitable Funds Committee

Charity Account: Audit enquiries to management and those charged with governance

Dyddiad y Cyfarfod / Date of Meeting	26/10/2023
Statws Cyhoeddi / Publication Status	Open/ Public Not Applicable
Awdur yr Adroddiad / Report Author	Owen James, Head of Corporate Finance
Cyflwynydd yr Adroddiad / Report Presenter	Owen James, Head of Corporate Finance
Noddwr Gweithredol yr Adroddiad /Report Executive Sponsor	Sally May, Executive Director of Finance

Pwrpas yr Adroddiad / Report Purpose	For Endorsement
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Engagement (internal/external) undertaken to date (including receipt/consideration at Committee/Group)		
Committee / Group / Individuals	Date	Outcome
<ul style="list-style-type: none">Sally May, Executive Director of FinanceGareth Watts, Director of Corporate Governance / Board SecretaryCally Hamblyn, Assistant Director of Governance & Risk	18/10/2023	Reviewed

Acronyms / Glossary of Terms	



1. Situation /Background

- 1.1 The purpose of this report is to present the Health Boards response to the Annual Audit Enquiries letter for the Charity for the period 2022-2023.

2. Specific Matters for Consideration

- 2.1 The Auditor General for Wales, Audit Wales is responsible for obtaining reasonable assurance that the financial statements taken as a whole are free from material misstatement whether caused by fraud or error. It also sets out the respective responsibilities of auditors, management and those charged with governance.
- 2.2 The responses put forward by the Health Board will inform Audit Wales's understanding of the Charity and its business processes; and support their work in providing an audit opinion on the 2022-23 charity financial statements.

3. Key Risks / Matters for Escalation

- 3.1 The letter presented at **Appendix 1** details the assurance required, together with the evidence provided, in response to a number of governance areas that impact on the audit of the charity financial statements.
- 3.2 The Audit & Risk Committee is asked to review and consider the response prepared and endorse submission to Audit Wales.

4. Assessment

Objectives / Strategy	
Dolen i Nod (au) Strategol BIP CTM /Link to CTMUHB Strategic Goal(s)	Creating Health
	If more than one applies please list below:
Dolen i Feysydd Strategol BIP CTM /Link to CTMUHB Strategic Areas	Living Well
	If more than one applies please list below: All areas could apply.
Dolen i Ddeddf Llesiant Cenedlaethau'r Dyfodol – Nodau Llesiant / Link to Wellbeing of Future Generations Act – Wellbeing Goals 150623-guide-to-the-fg-act-en.pdf (futuregenerations.wales)	A Healthier Wales
	If more than one applies please list below:
Dolen i Hwyluswyr Ansawdd	Learning, Improvement & Research



(Canllawiau Statudol Dyletswydd Ansawdd (llyw.cymru)) / Link to Enablers of Quality (Duty of Quality Statutory Guidance (gov.wales))	If more than one applies please list below:
Dolen i Feysydd Ansawdd (Canllawiau Statudol Dyletswydd Ansawdd (llyw.cymru)) / Link to Domains of Quality (Duty of Quality Statutory Guidance (gov.wales))	Person Centred If more than one applies please list below:
Effaith Amgylcheddol/ Cynaliadwyedd (5R) / Environmental /Sustainability Impact (5Rs)	No - Not Applicable If more than one applies please list below:

Impact Assessment		
Ansawdd Ydych chi wedi ymgymryd â Sgrinio Asesiad o'r Effaith ar Ansawdd? / Quality Have you undertaken a Quality Impact Assessment Screening?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
	Outcome:	If no, please include rationale below: Not required for the nature of this report.
Cydraddoldeb Ydych chi wedi ymgymryd â Sgrinio Asesiad o'r Effaith ar Gydraddoldeb? / Equality Have you undertaken an Equality Impact Assessment Screening?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
	Outcome:	If no, please include rationale below: Not required for the nature of this report.
Cyfreithiol / Legal	There are no specific legal implications related to the activity outlined in this report.	
Enw da / Reputational	There is no direct impact on the reputation of the Health Board as a result of the activity outlined in this report.	
Effaith Adnoddau (Pobl /Ariannol) / Resource Impact (People / Financial)	There is no direct impact on resources as a result of the activity outlined in this report.	

5. Recommendation

- 5.1 The Audit & Risk Committee are asked to **ENDORSE** submission of the response to the Audit Enquiries letter to Audit Wales.

6. Next Steps

- 6.1 If endorsed, the response will be submitted to Audit Wales.

Sally May
Director of Finance
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Rhondda Cynon Taf
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Ffôn testun: 029 2032 0660
info@audit.wales post@archwilio.cymru
www.audit.wales / www.archwilio.cymru

14 August 2023

Dear Sally,

Charity Account: audit enquiries to management and those charged with governance

The Auditor General's Statement of Responsibilities sets out that he is responsible for obtaining reasonable assurance that the financial statements taken as a whole are free from material misstatement, whether caused by fraud or error. It also sets out the respective responsibilities of auditors, management and those charged with governance.

This letter and the enclosed tables formally seek the documented consideration and understanding on a number of governance areas, which impact on our audit of the Health Board's Charity's financial statements.

There is a section for management; a section for 'those charged with governance' (the Trustee Members); and a section with background information.

The responses will inform our understanding of the Charity and its business processes; and support our work in providing an audit opinion on your 2022-23 financial statements.

The completed tables should be formally considered and communicated to us, on behalf of both management and those charged with governance, by 20 October 2023.

I have copied this letter to Cally Hamblyn, Mark Thomas, and Owen James.

Yours sincerely,



Mark Jones
Audit Manager

Enquiries of management

General enquiries (including financial reporting) of management	
Question	Response
1. Are there significant matters and/or events that have occurred since April 2022 that could influence our audit approach or the Charity's financial statements?	No significant matters or events have occurred which could influence the audit approach.
2. What are your general views on the Charity's risk assessment process relating to financial reporting?	There is a strong control environment in place for the charitable funds and the risk of material misstatement in the financial statements is considered to be low.
3. Are you aware of significant transactions that are outside the normal trading activities of the Charity's business?	Not aware of any transactions outside normal trading activities
4. Are you aware of any transactions, events or changes in circumstances that would cause	Not aware of any impairments of the Charity's non-current assets.

General enquiries (including financial reporting) of management	
Question	Response
impairments of the Charity's non-current assets?	
5. Are you aware of any transactions, events and conditions (or changes in these) that may give rise to recognition or disclosure of significant accounting estimates that require significant judgement?	No, there are small values of debtor/creditor accruals at year end.
6. Does the Charity have any new estimates in respect of the 2022-23 year of account?	No
7. Have there been any issues that may impact the preparation of the 2022-23 financial statements?	No
8. Do you have knowledge of events or conditions beyond the period of the going concern assessment that may cast	No knowledge of any events that would cast doubt on going concern.

General enquiries (including financial reporting) of management	
Question	Response
significant doubt on the Charity's ability to continue as a going concern?	
9. Are there any issues around the use of service organisations or common functions, including uncorrected misstatements from service organisations? This would include the NHS Wales Shared Services Partnership.	<p>There is little use of other service organisations or common functions in the Charity.</p> <p>Payments are made through the Accounts Payable function of Shared Services, but no issues noted about these.</p>
10. Please provide information on the status of any disclosed contingencies from the prior year.	None

Enquiries of management - in relation to fraud	
Question	Response
11. What is management's assessment of the risk that the financial statements may be materially misstated due to fraud? What is the nature, extent and frequency of management's assessment?	There is a strong control environment in place for the charitable funds and the risk of material misstatement in the financial statements is considered to be low.
12. Do you have knowledge of any actual, suspected or alleged fraud affecting the Charity?	No knowledge of fraud affecting the Charity
13. What is management's process for identifying and responding to the risks of fraud in the Charity, including any specific risks of fraud that management has identified or that have been brought to its attention?	<p>The Finance teams (Charitable Funds and Cashiers) are vigilant of any suspected frauds and aware of the processes in place to report any such instances.</p> <p>The Finance teams are experienced and have good working relationships with the fund holders & the general office colleagues.</p> <p>The Counter Fraud Bribery and Corruption Policy outlines the role of the Director of Finance and the action required in response to instances of economic crime.</p>

Enquiries of management - in relation to fraud	
Question	Response
14. What classes of transactions, account balances and disclosures, within the financial statements, have you identified as most at risk of fraud?	Inappropriate use of funds is likely to be the highest risk. However all requests for expenditure are taken through finance for review and sign off, therefore this risk is largely mitigated.
15. Are you aware of any whistleblowing or complaints by potential whistleblowers? If so, what has been the Charity's response?	None
16. What is management's communication to those charged with governance (the Trustee Members) regarding their processes for identifying and responding to risks of fraud?	<p>At Any instances of suspected fraud are reported to the Local Counter Fraud Team (LCF) for further investigations. The LCF will report to the relevant governance team and the Audit & Risk Committee in line with their reporting processes.</p> <p>The Counter Fraud Bribery and Corruption Policy outlines the response plan in relation to a reported suspicions of fraud..</p>

Enquiries of management - in relation to fraud	
Question	Response
17. What is management's communication to employees regarding their views on business practices and ethical behaviour?	<p>At an operational level, the Financial Control Procedures and a Scheme of Delegation are in place to provide guidance in relation to day to day matters.</p> <p>Further considerations will be given in respect of communicating expectations of ethical governance and standards of conduct and behaviour to all relevant stakeholders.</p> <p>The Standards of Behaviour Policy and Standing Orders for CTMHB outline the code of conduct and standards of behaviour expected by all employees of the organisation.</p> <p>The Values and Behaviours of CTMUB have also been launched within the organisation.</p>
18. For the Charity's service organisations, have you reported any fraud or potential fraud to any affected parties?	No

Enquiries of management – in relation to laws and regulations

Question	Response
19. What are the policies and procedures in place to identify applicable legal and regulatory requirements to ensure compliance?	<p>The Charity complies with the charity commission guidance and Charity SORP and follow Charity law.</p> <p>The Charitable Funds Finance Team attends the All Wales Charitable Funds Technical Accounting Group (TAG) which is represented by all other Welsh Health Boards/ Trusts and the Welsh Government.</p> <p>Any changes in relevant laws and regulations are considered here and appropriate action is planned.</p> <p>The main All Wales TAG receives the reports from the Charitable Funds TAG for further considerations and approval.</p> <p>If there were any changes in legislation affecting the Charitable Funds the Board</p> <p>Briefings would be an appropriate forum to bring this to the attention of all Trustees as well as the Charitable Funds Committee as appropriate.</p>

Enquiries of management – in relation to laws and regulations

Question	Response
20. Are you aware of any instances of non-compliance with laws or regulations? Has the Charity received any notice of any such known of possible instances of non-compliance?	No.
21. Have there been any examinations or inquiries performed by licensing, tax, or other authorities/regulators?	No.
22. Has there been any significant communications with regulators?	No significant communication with regulators. However, we had communication with Charity Commission in regards to getting approval for an ex-gratia request which was submitted following legal advice, approval by the board and was subsequently approved by the commission.
23. For the Charity's service organisations, have you reported any non-compliance with laws and regulations?	N/A

Enquiries of management – in relation to regularity

Question	Response
24. What is your assessment of the risk of material irregularity, in respect of the 2022-23 financial statements?	We assess that the risk of material irregularity in respect of 2022-23 to be Low
25. What is the process for responding to the risk of irregularity?	Transactions are reviewed through the year by the finance team and substantial audit trail kept. The accounts are reviewed and challenged by senior finance staff before completion.
26. What is your knowledge of actual, suspected, or alleged irregularity?	None to our knowledge
27. Where service organisations are used by the Charity, have any irregularities been reported to any affected parties?	None

Enquiries of management in relation to related parties

Question	Response
28. Have there been any changes to related parties from the prior year? If so, what is the identity of the related parties and the nature of those relationships?	<p>On an annual basis Declarations of Interest are sought and completed by all Board Members (Corporate Trustees). These are recorded on the Declarations of Interest Register reported to the Audit & Risk Committee. The interests are reviewed as part of the annual accounts process and attributed to relevant Charitable Funds transactions and balances.</p> <p>Any changes would be as per CTM main financial statements.</p>
29. What transactions have been entered into with related parties during the period? What is the purpose of these transactions?	As per CTM financial statements, however further checks would be made against transactions within the Charitable Funds.
30. What controls are in place to identify, account for and disclose related parties?	As per CTM financial statements, however further checks would be made against transactions within the Charitable Funds.

31. What controls are in place to authorise and approve significant transactions and arrangements:

- with related parties; and
- outside the normal course of business?

All transactions are approved in line with the Scheme of Delegation.

Further controls in respect of identification and disclosures of the related party transactions are as noted above

Enquiries of those charged with governance

Enquiries of those charged with governance	
Question	Response
32. Do you have any knowledge of actual, suspected, or alleged fraud affecting the entity?	None to our knowledge
33. What is your assessment of the risk of fraud within the entity, including those risks that are specific to the Charity's business sector?	Our assessment is the risk is low.
34. How do you exercise oversight of: <ul style="list-style-type: none">• Management's processes for identifying and responding to the risk of fraud in the Charity; and• The controls to manage these risks?	<p>Reports are taken to the Charitable Funds Committee on a regular basis, highlighting updates to the Charitable Funds, requests for expenditure, update on investment strategy and balances.</p> <p>Escalation of risks are reported to the Charitable Funds Committee.</p>

Enquiries of those charged with governance

Question	Response
	<p>Terms of reference of the Committee ensure that trustees are aware of their delegated responsibilities.</p> <p>Trustees receive adequate training on their responsibilities to the Charity.</p>
35. Are you aware of any non-compliance with laws and regulations that may be expected to have a fundamental effect on the operations of the Charity?	None that we are aware of.
36. Are you aware of any instances of non-compliance with relevant laws and regulations?	None that we are aware of.
37. What is the process for identifying and responding to the risks of fraud?	The Finance teams (Charitable Funds and Cashiers) are vigilant of any suspected frauds and aware of the processes in place to report any such instances.

Enquiries of those charged with governance

Question	Response
	<p>The Finance teams are experienced and have good working relationships with the fund holders & the general office colleagues.</p> <p>The Counter Fraud Bribery and Corruption Policy outlines the role of the Director of Finance and the action required in response to instances of economic crime.</p> <p>Risks are escalated to the Charitable Funds Committee</p>
38. Are there any matters which those charged with governance consider require particular attention during the audit?	None
39. Are there any other matters which those charged with governance consider may influence the audit of the financial statements?	None

Enquiries of those charged with governance

Question	Response
40. Are those charged with governance aware of any significant communications with regulators?	The Board of Trustees provided endorsement for a deed of variation in August 2022, which was subsequently submitted to the Charity Commission for approval. This is in relation to the ex-gratia request referred to in Q22.
41. What arrangements are in place to oversee the effectiveness of internal control?	<p>On an annual basis Declarations of Interest are sought and completed by all Board Members (Corporate Trustees). These are recorded on the Declarations of Interest Register reported to the Audit & Risk Committee. The interests are reviewed as part of the annual accounts process.</p> <p>The trustees receive and approve the charitable funds annual report and the financial statements annually which includes reference to the Declarations of Interest process and returns.</p>

Background information

Matters in relation to fraud

International Standard for Auditing (UK) and Ireland) 240 covers auditors' responsibilities relating to fraud in an audit of financial statements.

The primary responsibility to prevent and detect fraud rests with both management, and 'those charged with governance', being the Trustee Members. Management, with the Trustee Members, should ensure there is a strong emphasis on fraud prevention and deterrence and create a culture of honest and ethical behaviour, reinforced by active oversight by the Members.

As external auditors, we are responsible for obtaining reasonable assurance that the financial statements are free from material misstatement due to fraud or error. We are required to maintain professional scepticism throughout the audit, considering the potential for management override of controls.

What are we required to do?

As part of our risk assessment procedures, we are required to consider the risks of material misstatement due to fraud. This includes understanding the arrangements management has put in place in respect of fraud risks. The ISA views fraud as either:

- the intentional misappropriation of assets; or
- the intentional manipulation or misstatement of the financial statements.

We also need to understand how the Members exercise oversight of management's processes. We are also required to make enquiries of both management and the Members as to their knowledge of any actual, suspected, or alleged fraud and for identifying and responding to the risks of fraud and the internal controls established to mitigate them.

Matters in relation to laws and regulations

International Standard for Auditing (UK and Ireland) 250 covers auditors' responsibilities to consider the impact of laws and regulations in an audit of financial statements.

Management, with the oversight of those charged with governance, (the Trustee Members), is responsible for ensuring that the Fund's operations are conducted in accordance with laws and regulations, including compliance with those that determine the reported amounts and disclosures in the financial statements.

As external auditors, we are responsible for obtaining reasonable assurance that the financial statements are free from material misstatement due to fraud or error, taking into account the appropriate legal and regulatory framework. The ISA distinguishes two different categories of laws and regulations:

- laws and regulations that have a direct effect on determining material amounts and disclosures in the financial statements; and
- other laws and regulations where compliance may be fundamental to the continuance of operations, or to avoid material penalties.

What are we required to do?

As part of our risk assessment procedures, we are required to make inquiries of management and the Members as to whether the Fund is in compliance with relevant laws and regulations. Where we become aware of information of non-compliance or suspected non-compliance, we need to gain an understanding of the non-compliance and the possible effect on the financial statements.

Matters in relation to related parties

International Standard for Auditing (UK and Ireland) 550 covers auditors' responsibilities relating to related party relationships and transactions.

The nature of related party relationships and transactions may, in some circumstances, give rise to higher risks of material misstatement of the financial statements than transactions with unrelated parties.

Because related parties are not independent of each other, many financial reporting frameworks establish specific accounting and disclosure requirements for related party relationships, transactions, and balances to enable users of the financial statements to understand their nature and actual or potential effects on the financial statements. An understanding of the Charity's related party relationships and transactions is relevant to the auditor's evaluation of whether one or more fraud risk factors are present as required by ISA (UK and Ireland) 240, because fraud may be more easily committed through related parties.

What are we required to do?

As part of our risk assessment procedures, we are required to perform audit procedures to identify, assess and respond to the risks of material misstatement arising from the Charity's failure to appropriately account for or disclose related party relationships, transactions or balances in accordance with the requirements of the framework.

Regularity

Regularity is the concept that transactions that are reflected in the financial statements must be in accordance with the Charity's framework of authorities.

Frameworks of authorities are external frameworks, specific to an audited entity, with which the audited entity's transactions must conform. These frameworks are set up by bodies able to issue and/or enforce the authorities for that entity and might include, for example:

- authorising legislation;
- regulations issued under governing legislation;
- parliamentary authorities; and
- government or related authorities (for example Managing Welsh Public Money, issued by the Welsh Government).

Further information is available in [Practice Note 10](#).

What are we required to do?

The Practice Note includes an overview, from page 56 of the Practice Note, of what we are required to do.