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Bwrdd Iechyd Prifysgol
Aneurin Bevan
University Health Board

Charitable Funds Committee

Annual Report for 2023-24

DATE March 2024

CONTENTS

Foreword

1.	Introduction to the report and the Charitable Funds Committee (CFC)	4
2.	2023-24 Work Programme	4
3.	Frequency of Committee Meetings and Membership	5
4.	CFC Reporting Arrangements	5
6.	Self-assessment and Evaluation	6
7.	Key Areas of Focus in 2024-25	6
8.	Conclusion	7
Appendix 1	CFC Terms of Reference (March 2022)	8
Appendix 2	CFC Work Programme for 2023-24	17
Appendix 3	CFC Meetings in 2023-24	18

Chair's Foreword

I took on the role of Chair of the Charitable Funds Committee (CFC) in the summer of 2023, and I am very pleased to present this Annual Report for the year ended 31st March 2024.

In this report we provide an overview of the work of the committee over the last 12 months. CFC ensures that the Board's policies and procedures for charitable funds investments are followed in relation to legislative framework. The CFC also has responsibility of administering all charitable funds and providing information via an Annual Report to the ABUHB of its work. The funds are also audited annually by Audit Wales.

I take this opportunity to thank all members of the committee for their input and advice over the past 12 months. I also place on record my particular thanks to all the staff at ABUHB and others who have been involved with the CFC work for their support and professionalism, which is much appreciated.

Diolch yn Fawr / Thank you

Paul Deneen
Chair
Charitable Funds Committee

1. Introduction

- 1.1 Section 1 of the Standing Orders of the Aneurin Bevan University Health Board (referred to throughout this document as 'ABUHB, the Board' or the 'Health Board') provides that:

"The Board may and, where directed by the Welsh Government must, appoint Committees of the Health 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 its business extends equally to the work carried out on its behalf by committees".

- 1.2 The Term of Reference of Charitable Funds (referred to throughout this document as 'CFC' or the 'Committee') were approved by the Board in March 2022 (see **Appendix 1**). These were not changed during the reporting year.
- 1.3 The purpose of the **Charitable Funds Committee** is to Ensure the stewardship and effective management of funds which have been donated, bequeathed, and given to the Aneurin Bevan Health Charity for charitable purposes by making and monitoring arrangements for the control and management of the Health Board's Charitable Funds.
- 1.4 This report describes how the CFC discharged its role and responsibilities during the period 1 April 2023 to 31 March 2024.

2 2023-24 Work Programme

- 2.1 ABUHB Standing Orders require the Board Secretary to produce an Annual Plan of Board business. This should incorporate formal Board meetings, regular Board Development sessions and, as appropriate, planned activities of the Board's Committees and Advisory Groups. The Work Programme adopted for CFC in 2023-24 is attached to this report (see **Appendix 2**).

A Work Programme is designed to align to its terms of reference and the requirement for it to seek information to be able to give advice or gain assurance for itself and on behalf of the Board. The Work Programme is, however, a framework rather than a prescriptive agenda. This gives CFC flexibility to identify changing priorities or any need for further assurance or information.

2.2

In January 2024, the Committee received the Charitable Funds Annual Accounts report for 2022/23 which provided Members with greater assurance of the work of the charity, this included the position of the financial actives or year ended 31st March 2023.

- **Donations, Legacies and Grants**, had decreased by £54K from the previous year to £614k.
- **Income from the Chartable activities, had** increased by £118k, mainly due to the funds received for the filming at St Cadocs Hospital.
- **Investment income** had increased by £13k from the previous year to £200k due to an increase of investments.
- **Expenditure** had increased by £118k due to the spends relate to staff education & welfare and new equipment.
- **Loss on Investment Assets**, there had been a loss of £370k due to the stock market increases on underlying investments.

The Annual Account report for the period can be accessed via this link on item 2.1 [Link](#)

2.3

Throughout the year the Committee received the Finance report on the current financial position for each quarter, providing Members with assurance of income, total spend, donations, grant income and total losses.

The charities position at the end of the finical year was reported as: -

- Income increased to £630k, although this was £254K less than last year due to a decrease in donations, legacies, and other incomes.
- Total expenditure was £113k, this was an increase compared to last year due to expenditure in relation to equipment and staff funding costs in the first 8 months of the year.
- CCLA investment was £80k.
- Overall deficit of £103k.
- £443k in the current account.
- No overdrawn accounts or new fund requests.
- 5 merged funds during the year.
- 609 donations with a total of £168k.

This provided the Committee with assurance that the charity was in a positive financial position going into the next financial year.

2.4

The Committee approved several small grants throughout the year, with each grant having a positive impact on the Health Boards duties.

Throughout the year the Committee received updates on the projects that had previously been agreed that included:

- **Incontinence fund bid**, 8k had previously been agreed to support the setup of the incontinence project, to date this project was still in progress and that a further update of the outcome of this project, would be presented at the March's Meeting.
- **Value Based Conference**, £4.5k had previously been agreed to support the education programme and the running of the conference. The outcome of the conference was positive and other projects had been identified during the conference that included:
 - MRI development
 - Increasing the uptake of breastfeeding.
 - Urgent suspected cancer referrals, patient health optimisation using digital forms.

The Committee was assured as to the benefits of the conference and noted that plans were in place for repeating the conference albeit on a more affordable basis.

During the year the Committee has agreed to support investment into the following projects :-

- **Health Board Decarbonisation programme** funding request of £1k agreed to support this project that will provide materials to support the Decarbonisation Programme.
- **Value Based Conference**, funding request of £4.5K to support the Person Centred Value Based Health Care (PCVBHC) Education Programme.
- **Clinical Supervision**, funding request of £3.5K to support the development a Clinical Supervision Programme based in the Quality and Safety Department, Mental Health and LD based at St Cadoc's Hospital.
- **Advanced Communication Skills Training, Cancer Services**, funding request of £3k towards the cost of the course provided by Reach Communication Skills.
- **Well Being Pop Up Event Across ABUHB**, funding request of £5K to continue with the development of the Well Being pop ups across the organisation for a further 6 to 8 months.
- **Mental Health & Learning Disabilities Well Being Space**, funding request of £3k to set up of a QR code to gather feedback from having the Well Being pop up in place.

- **Televisions for Bedwas Ward, Ysbyty Ystrad Fawr**, a funding request of £23k to allow new televisions on the Bedwas Ward at Ysbyty Ystrad Fawr Hospital.
- 2.5 The Committee also received assurance arising from the routine Annual Audit Wales Report regarding the 2023/23 financial statements which confirm that of ABUHB Charitable Funds and other related charities for the year ending 31st March 2023 were true and fair unqualified application was provided by Audit Wales. and noted: -
- A few minor changes to the Audit report with these now being corrected and no recommendations from Audit Wales.
 - Audit Wales would be issuing an unqualified audit opinion.
- 2.6 The Committee approved the Levels of Reserves for 2023/24 at £396k. This would be utilised to cover any downwards movement in the stock market, and mitigate any risks and therefore provided Members with further assurance.
- 2.7 During the year, the Committee received regular updates on spending plans over £25K. The Committee noted that the Charity held a total value of £5.763M consisting of 419 individual funds as of 31st March 2023. Of these funds there were 56 that had balances over £25K.
- 2.8 Assurance was provided from CCLA Investments, including the current position for the charity's investments valuation at September 2023 was £803,368 with a forecast income for 2024 of £43,939.

There was a request from the Committee as part of strengthening their investments to have oversight of the current model being used and what other options the Charity had available to them. It was agreed that this would be presented to the March 2024 Committee meeting.

3 CF Committee Meetings and Membership

- 3.1 During 2023-24, the CFC met Four times via Microsoft Teams- June 2023, November 2023, January 2024, and March 2024. Detail of the members and executive directors who attended these meetings is provided at **Appendix 3**.
- 3.4 The Committee comprised the following Independent Members:
- Paul Deneen (Chair)
 - Louise Wright Vice Chair

- Iwan Jones

- 3.3 In accordance with the Public Bodies (Admissions to Meetings) Act 1960 the organisation is required to meet in public. Following the pandemic, the Committee has continued during the current year to meet virtually and this has therefore meant that the Health Board has not complied with its Standing Orders in this regard and this will be a key consideration as part of the Improving Board Business action plan.

To ensure business was conducted in as open and transparent manner as possible during this time the meeting agenda packs have been published to the Health Board's [website](#) in advance of meetings.

4 CFC Reporting Arrangements

- 4.1 Following each meeting, the CFC submits an Assurance Report to the following Board meeting, outlining topics discussed, areas of concern and areas of risk. All Board papers can be accessed via the following [link](#)

5. Self-assessment and Evaluation

- 5.1 The Board has undertaken an overall assessment of its effectiveness during 2023/24 using the NHS England and NHS Improvement (NHSE and NHSI) Well-led Framework for Leadership and Governance Developmental Reviews.

The Well-led Framework supports boards to maintain and develop the effectiveness of their leadership and governance arrangements and has a strong focus on integrated governance and leadership across quality, finance and operations as well as an emphasis on organisational culture, improvement and system working.

The outcome of the current years self-assessment that was reported to the Committee on 22nd January 2024 confirms that, the results of the individual self-assessment, combined with the analysis of the three completed self-assessments determined that the Committee is effective and meeting the standards.

Rating	Definition	Evidence
2	Meeting standards	The Charitable Funds Committee is performing to the required standard in this area. There may be room for improvement, but the Charitable Funds Committee can be seen to be discharging its responsibilities effectively.

Further, all of the respondents confirmed that the Committee was either meeting or excelling the standard for the effectiveness of this Committee.

Then main areas for improvement identified as part of the self-assessment are shown below:

Specific Actions to deliver improvements in the Committee's effectiveness			
Section	Area of Focus requiring attention	How & by When	Action Holder
1. Committee Processes: Composition, Establishment, and Ways of Working	<ul style="list-style-type: none"> • A programme of training for independent members to be developed • Agendas to include an item on reflection upon the meeting • Improved transition arrangements when the chairing of the committee changes 	All actions to inform the development of an overarching Board Business Improvement Plan – March 2024 for Board approval	Director of Corporate Governance with Head of Board Business

These findings will be used to inform a comprehensive annual assessment of the Board's effectiveness. An overarching Board Business Improvement Plan will be developed, informed by the assessment of the Board and its Committees and other feedback such as Structured Assessment, for delivery in 2024/25. The effectiveness of the Board's Business function is reported through the Annual Governance Statement, enabling a focus on the work undertaken with the Board's Committees, interconnectedness of the committees and escalation to

the Board, as well as the culture between the Health Board and its auditors, regulators and partners.

6. Key Areas of focus in 2024-25

- 6.1 There are no planned changes to the key areas of focus within the workplan for 2024/25 but from the findings of the Annual Committee Self-Assessment the approach will be better supported through:-
- A programme of training for independent members to be developed.
 - The regular charitable funds reporting the Committee receives from the Finance team ensure Members are aware of the position of the Charitable Funds charity.

7. Conclusion

- 7.1 This report provides a summary of the work undertaken by the CFC during 2023-24, and demonstrates that the Committee has complied with its Terms of Reference as approved in March 2022.



Appendix One

Charitable Funds Committee

Terms of Reference – 2022/23

Version: Approved

Date: March 2022

Document Title:	Charitable Funds Committee Terms of Reference – 2022/23
Date of Document:	March 2022
Version:	Draft
Previous version:	May 2021
Approved by:	Board
Review date:	March 2023

1. Introduction

The Aneurin Bevan University Health Board's standing orders provide that *"The Board may and, where directed by the Welsh Government, must appoint Committees of the Health 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".

In line with standing orders and the Health Board's Scheme of Delegation, the Board shall nominate annually a committee to be known as the **Charitable Funds Committee**.

Aneurin Bevan University Local Health Board (ULHB) Charitable Fund and Other Related Charities, also known as Aneurin Bevan Health Charity, is registered with the Charity Commission following a Deed of Amendment dated 7th January 2011 with Aneurin Bevan University Local Health Board as the Corporate Trustee, registration number 1098728.

The Aneurin Bevan ULHB was appointed as corporate trustee of the charitable funds by virtue of the Supplemental Deed of Declaration and that its Board serves as its agent in the administration of the charitable funds held by the ULHB.

The detailed Terms of Reference and operating arrangements set by the Board in respect of this Committee are set out in this document. The Health Board, acting as trustee must approve any changes to these terms of reference.

2. Purpose of the Committee

The purpose of the **Charitable Funds Committee** ("the Committee") is to:

Ensure the stewardship and effective management of funds which have been donated, bequeathed and given to the Aneurin Bevan Health Charity for charitable purposes by making and monitoring arrangements for the control and management of the Health Board's Charitable Funds.

3. Delegated Powers and Authority

3.1. Authority

The Committee is authorised with the responsibility for

- Overseeing 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 ULHB's Standing Financial Instructions;
- Scrutinising requests for use of the charitable funds to ensure that any such use is in accordance with the aims and purpose of any charitable fund or donation and are clinically and ethically appropriate. Committee members will bear in mind due diligence to Charity Commission and ULHB guidance regarding the ethical use of funds and acceptance of donations;

- The appointment of an investment manager (where appropriate) to advise it on investment matters and may delegate 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 1986;
- 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 and Performance;
- Ensuring that the banking arrangements for the charitable funds should be kept entirely distinct from the Health Board's NHS funds;
- Ensuring 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;
- Ensuring that the amount to be invested or redeemed from the sale of investments shall have regard to the requirements for immediate and future expenditure commitments;
- Ensuring 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 LHB Board for applying accrued income to individual funds in line with charity law and Charity Commissioner guidance;
- Regularly reviewing investments to see if other opportunities or investment services offer a better return.

The Committee may seek relevant information from any:

- employee (and all employees are directed to cooperate with any reasonable request made by the Committee);

and

- any other committee, sub-committee or group set up by the Board to assist it in the delivery of its functions.

The Committee is authorised by the Board to obtain outside legal or other independent professional advice to support investment

opportunities and to secure the attendance of outside representatives with relevant experience and expertise if it considers it necessary, in accordance with the Board's procurement, budgetary and other requirements.

The Committee may act on any particular matter or issue upon which the Board or the Accountable Officer may seek advice.

3.2. Sub-Committees

The Committee may, subject to the approval of the Health Board, establish sub-committees or task and finish groups to perform specific aspects of Committee business.

4. Function and Work Programme

4.1. Delegated Powers and Duties of Director of Finance & Performance

The Director of Finance (as Financial Trustee) has prime responsibility for the Health Board's Charitable Funds as defined in the Health Boards Standing Financial Instructions. The specific powers, duties and responsibilities are:

- The administration of all existing charitable funds;
- To identify any new charity that may be created (of which the Health Board is trustee) and to deal with any legal steps that may be required to formalise the trusts of any such charity;
- To provide guidelines with respect to donations, legacies and bequests, fundraising and trading income;
- The responsibility for the management of investment of funds held on trust;
- To ensure appropriate banking services are available;
- To prepare reports to the LHB Board including the Annual Account.

4.2. Effective Assurance

The Committee's programme of work will be designed to provide assurance that:

- Within the budget, priorities and spending criteria determined by the Health Board as trustee and consistent with the requirements of the Charities Act 1993, Charities Act 2006 (or any modification of these acts) to apply the charitable funds in accordance with their respective governing documents.
- To ensure that the Health Board policies and procedures for charitable funds investments are followed.
- To make decisions involving the sound investment of charitable funds in a way that both preserves their value and produces a proper return consistent with prudent investment and ensuring compliance with:

- Trustee Act 2000;
 - The Charities Act 1993;
 - The Charities Act 2006;
 - Terms of the fund's governing documents.
- To receive at least twice a year reports for ratification from the Director of Finance and investment decisions and action taken through delegated powers upon the advice of the Health Board's investment adviser.
 - To oversee and monitor the functions performed by the Director of Finance as defined in Standing Financial Instructions.
 - To monitor the progress of Charitable Appeal Funds where these are in place and considered to be material.
 - To monitor and review the Health Board'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.

4.3. Access

The Chair of the Committee shall have reasonable access to Executive Directors and other relevant senior staff.

5. Membership

5.1. Members

The Committee shall comprise:

Chair: Independent member of the Board

Vice Chair: Independent member of the Board

Other Members: Chair of the Stakeholder Reference Group

Two (2) Executive Directors:

Chief Executive

Director of Finance and Performance (as Financial Trustee)

The committee may also co-opt additional independent 'external' members from outside the organisation to provide specialist skills, knowledge and expertise.

5.2. Attendees

Other officers of the Health Board will attend:

- Other Executive Directors will attend as required by the Committee

Others by invitation

The Committee Chair may invite any other Health Board officials and / or any others from within or outside the organisation to attend all or part of a meeting to assist it with its discussions on any particular matter. These may include:

- ~ Director of Corporate Governance
- ~ Assistant Director of Finance – Financial Systems & Services
- ~ Head of Financial Services & Accounting
- ~ Charitable Funds Manager
- ~ Health Board’s Investment Advisor

5.3. 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.

Members shall be appointed to hold office for a period of one year at a time, up to a maximum of their term of office.

During their period of appointment a member may resign or be removed by the Board.

6. Support

6.1. Secretariat

Secretariat arrangements will be determined and arranged by the Director of Corporate Governance.

6.2. Advice and Member Support

The Director of Corporate Governance, 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
- Ensure the provision of a programme of organisational development for committee members as part of the Health Board’s overall OD programme developed by the Director of Workforce and Organisational Development.

7. Committee Meetings

7.1. Quorum

At least three of the selected members must be present to ensure the quorum of the Committee, one of whom should be the Committee Chair

or Vice Chair, one other should be an Independent Member and one must be the Chief Executive or the Director of Finance

7.2. Frequency of Meetings

Meetings will be held **Quarterly** and otherwise as the Chair of the Committee deems necessary – consistent with the Health Boards plan of Board business.

7.3. Withdrawal of individuals in attendance

The Chairman may ask any or all of those who normally attend but who are not members of the Committee to withdraw to facilitate open and frank discussion of particular matters (an In Committee meeting).

7.4. Record of the Committee Meeting

A record of the meeting will be presented as notes and action points.

7.5. Public Meetings

The Committee will not routinely meet in public.

8. Relationship and Accountabilities with the Board and its Committees

The Committee is directly accountable to the Board, as Corporate Trustee, for its performance in exercising the functions set out in these Terms of Reference.

The Committee, through its Chair and members, shall work closely with the Board and where appropriate its committees and groups, through the:

- ~ Joint planning and co-ordination of Board and Committee business and
- ~ Sharing of information

In doing so, it will contribute 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 arrangements.

The Committee shall embed the Health Board's corporate standards, priorities and requirements, e.g. equality and human rights through the conduct of its business.

9. Reporting and Assurance Arrangements

The Committee Chair shall:

- Report formally, regularly and on a timely basis to the Board (as Trustees) on the Committee's activities.
- Bring to the Board and the Accountable Officer's specific attention any significant matters under consideration by the Committee;

- Ensure appropriate escalation arrangements are in place to alert the Health Board Chair and Chief Executive (as Accountable Officer) of any urgent/critical matters that may affect the operation and/or reputation of the Health Board.

The Director of Corporate Governance, on behalf of the Board, shall oversee a process of annual self-assessment and evaluation of the Committee's performance and operation including that of any sub committees established. In doing so, account will be taken of the requirements set out in the NHS Wales Audit Committee Handbook.

10. Applicability of Standing Orders to Committee Business

The requirements for the conduct of business as set out in the Health Board's Standing Orders are equally applicable to the operation of the Committee, except in the following areas:

- Quorum

11. Review

These Terms of Reference shall be reviewed annually by the Committee with reference to the Board.

Appendix Two

Matter to be Considered by Committee	Frequency	Responsible Lead	Scheduled Committee Dates 2023/24			
			28 th June	9 th Nov	4 th Jan (Accounts)	7 th Mar
Preliminary Matters						
Attendance and Apologies	Standing Item	Chair	✓	✓	✓	✓
Declarations of Interest		All Members	✓	✓	✓	✓
Minutes of the Previous Meeting		Chair	✓	✓	✓	✓
Action Log and Matters Arising		Chair	✓	✓	✓	✓
Committee Requirements as set out in Standing Orders						
Development of Committee Annual Programme of Business 2023/24	Annually	Chair & Director of CG				✓
Review of Committee Programme of Business	Standing Item	Chair	✓	✓	✓	✓
Annual Review of Committee Terms of Reference 2023/24	Annually	Chair & Director of CG				✓
Annual Review of Committee Effectiveness 2023/24	Annually	Chair & Director of CG				✓
Committee Annual Report 2023/24	Annually	Chair & Director of CG				✓
Financial Reporting						
Financial Update including Investments Valuation	Standing Item	Head of Financial Services & Accounting	✓	✓	✓	✓
Report on Significant Donations, legacies and grant income.	Standing Item	Head of Financial Services & Accounting	✓	✓	✓	✓
Update on new and closed funds	Standing Item	Head of Financial Services & Accounting	✓	✓	✓	✓

Matter to be Considered by Committee	Frequency	Responsible Lead	Scheduled Committee Dates 2023/24			
			28 th June	9 th Nov	4 th Jan (Accounts)	7 th Mar
Overdrawn Accounts	Standing Item	Head of Financial Services & Accounting	✓	✓	✓	✓
KPIs Review	Standing Item	Head of Financial Services & Accounting	✓	✓	✓	✓
Legislation Changes	Standing Item	Head of Financial Services & Accounting	✓	✓	✓	✓
Expenditure Approval						
Funds available to the Committee	Standing Item	Assistant Finance Director	✓	✓	✓	✓
Consideration of Bids/Small Grants	Standing Item	Assistant Finance Director	✓	✓	✓	✓
Fund Holders						
Attendance at Meetings*	Standing Item	Head of Financial Services & Accounting	✓	✓	✓	✓
Spending Plans over £25k	Annually	Head of Financial Services & Accounting				✓

Matter to be Considered by Committee	Frequency	Responsible Lead	Scheduled Committee Dates 2023/24			
			28 th June	9 th Nov	4 th Jan (Accounts)	7 th Mar
Spending Plans Review	6 monthly	Head of Financial Services & Accounting		✓		✓
Governance and Assurance						
Level of Reserves	Annually	Assistant Finance Director	✓			
Review Investment Performance – CCLA to attend	Annually	Assistant Finance Director			✓	
Review of Financial Control Procedure	Annually	Assistant Finance Director				✓
Appointment of Investment Managers	One-off	Assistant Finance Director	✓			
General Reports						
Approval of Admin Charge/Unrealised Gain Apportionment 23/24	Annually	Head of Financial Services & Accounting		✓		
Update on Property	Standing Item	Head of Financial Services & Accounting	✓	✓	✓	✓
Annual Accounts and Report						
Draft Annual Report and Accounts	Annually		✓			

Matter to be Considered by Committee	Frequency	Responsible Lead	Scheduled Committee Dates 2023/24			
			28 th June	9 th Nov	4 th Jan (Accounts)	7 th Mar
Final Accounts and Annual Report Approval	Annually				✓	
Evaluation Reports						
None expected as at May 23						
Items requested by Committee members/internal stakeholders						

Appendix Three

Charitable Funds Committee: Attendance at meetings in 2023-24

Attended **Did Not Attend** **Not a Member/Required Attendee**

Meeting Dates	28 th June	9 th November	22 nd January
Independent Members			
Paul Deneen	x	x	x
Louise Wright	x	x	x
Iwan Jones	x	x	x
Executive Directors			
Robert Holcombe	x	x	x
Nicola Prygodzicz	x	x	x

Rani Dash	x	x	x
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