

ANEURIN BEVAN UNIVERSITY HEALTH BOARD

**Minutes of the Charitable Funds Committee Accounts (CFC) held on
Tuesday 11th January at 9.00 am via Teams**

Present:

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| Katija Dew | - Chair |
| Louise Wright | - Independent Member |
| Rob Holcombe | - Interim Director of Finance,
Procurement & Value Based Healthcare |

In attendance:

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| Bryony Codd | - Head of Corporate Governance |
| Tracey Veale | - Audit Wales |
| Neall Hollis | - Audit Wales |
| Estelle Evans | - Head of Financial Services and
Accounting |
| Gwen Kohler | - Assistant Finance Director |
| Susan Gauntlett | - Assistant Head of Financial Accounting |
| Alison Griffiths | - Charitable Funds Manager |
| Emma Guscott | - Secretariat |

Apologies:

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| Glyn Jones | - Interim Chief Executive |
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1	Preliminary Matters
CFC 1101/01	<p>Apologies for Absence</p> <p>The Chair welcomed everyone to the meeting. The Group had not received any written questions prior to the meeting.</p> <p>Apologies for absence were noted.</p>

CFC 1101/02	Declarations of Interest There were no Declarations of Interest to record.
CFC 1101/03	Draft Minutes of the meeting held on the 9th November 2021 The minutes were noted as a true and accurate record. The Interim Director of Finance, Procurement & Value Based Health Care requested that his title read accurately. Action: Secretariat (complete)
CFC 1101/04	Action Log CFC 1006/05 Draft Annual Report & Accounts 2020/21-For the future the Chair requested it would be helpful to include feedback from the family members of legacy donors and a follow-up on the use of the funding received. The Committee agreed that action can be removed as complete. Any further information will be included in the Annual report. CFC 1006/12 Ratification of approved applications to NHS Charities Together (NHS CT) circulated between meetings- The Committee noted the outcome of the bids was unknown and contact will be made if no response received. Estelle Evans updated the Committee on the progress. A revised bid has been submitted to NHS charities together and a response is expected by the end of February 2022. Update to come back on the March agenda. CFC 1006/14 Funds Available to the Committee- A joint communication statement on the change of approach to be developed. Estelle Evans noted that this was in relation to development of a small grants scheme. The team were in the process of developing a finalised communication to share with Divisions. An update on progress to come to the March Committee meeting.
2	Items for Approval
CFC 1101/05	Final Annual Accounts & Report 2020/2021 Estelle Evans, Head of Financial Services and Accounting, presented the final accounts to the Committee. It was reported that the Draft Accounts were completed in July 2021 and Charitable Funds were then audited by Audit Wales in November and December 2021. The audit flagged several points which were outlined in the report. The Committee noted the timing of the audit and the information available to the team in June 2021 in comparison to information available in November/December 2021. It was noted that a training course cancelled due to covid was picked up by audit as being charged for.

	<p>The accounts were amended to reflect this. Estelle Evans assured the Committee that the team would be amending their processes to seek clarification at the end of the financial year to ensure training courses had been held and the spend incurred. The Committee were assured that all accounts had been amended to reflect audit recommendations, alongside Audit Wales.</p> <p>Louise Wright requested assurance that Equality and Diversity Impact Assessments on all reports would be populated going forward. The Chair requested further guidance from the corporate team to enable teams to adequately complete the Equality and Diversity Impact Assessment. Action: Bryony Codd assured the Committee that this was being investigated and revised guidance would be shared. Bryony Codd Estelle Evans to liaise with Bryony Codd for further guidance.</p> <p>Estelle Evans gave an overview of the Annual Report. The Committee noted that the report included amendments based on comments made on the Draft Annual Report discussed at the previous Committee meeting. Action: The Committee suggested that future annual reports include a short explanation on why Charitable Funds are being used as opposed to main funding, with assurance that this is in line with the rules of the Charity. Estelle Evans</p> <p>The Committee noted the contents and thanked the team for the excellent report.</p>
<p>CFC 1101/06</p>	<p>Audit Plan</p> <p>Neall Hollis of Audit Wales presented the Audit Plan to the Committee. The significant risks were identified. It was noted that the audit was complete.</p> <p>The Committee requested assurance that the Audit Plan would come in advance of the Audit next year. The Committee were advised that Audit Wales intend on delivering the Audit Plan to the Health Board in Autumn of 2022 but would update on progress throughout the year. Normal process would allow for the Audit Plan to be presented prior to the Audit, however due to a shortage of resources and pandemic impact, this was not always possible. Tracey Veale of Audit Wales advised the Committee that there were plans for an Audit Wales 'post-project learning session' to evaluate learning from 2021.</p>
<p>CFC 1101/07</p>	<p>ISA260 Report 2020/21</p>

	<p>Neall Hollis of Audit Wales presented the draft ISA260 Report to the Committee. Audit Wales plan to issue an unqualified opinion. It was noted that the final report would be presented to Board. It was noted that all identified areas had been amended. Audit Wales discussed the impact of Covid and thanked the Charitable Funds and Finance team for their hard work.</p> <p>The Committee thanked Audit Wales for the clear and comprehensive report.</p>
<p>CFC 1101/08</p>	<p>Reserves Policy</p> <p>Estelle Evans updated the Committee on the renewed Reserves Policy. It was noted that a review of the Reserves Policy was a recommendation from the Audit that took place in 2019/20. Previously, the level of reserves held would be determined by the Charity's non-liquid assets. Given the recent disposal of the property held from the TP Price estate and possible future sales, this basis was no longer considered appropriate. It was agreed that a policy with a formulaic approach, that was also future proof would be more appropriate. The paper proposed that the Health Board retained part of the unrealised gain this year in order to create a reserve to cover admin costs and any potential unrealised losses in the future. This would be reviewed annually.</p> <p>Decision: The Committee was assured that the policy had been reviewed in line with Audit Wales recommendations. The Committee endorsed the proposal and agreed the reserve value of £266K for 2021/22</p> <p>Action: The CF Team would amend the Reserves Policy and Charitable Funds procedure to reflect the changes. Estelle Evans</p>
<p>3</p>	<p>Items for Information</p>
<p>CFC 1101/09</p>	<p>Administration Charges 21-22</p> <p>Estelle Evans gave an update to the Committee on the Administration Charges. The Health Board anticipated the Administration charges 21-22 to be similar to this financial year. It was discussed that the recent announcement of 1% increase for all workers up to and including Band 5's would need be taken into consideration. Action: A further update on figures would come back to the Committee in the March 2022 meeting. Estelle Evans/Secretariat</p> <p>Tracey Veale of Audit Wales stated that their consultation had ended the previous week and that there was a proposal for a potential increase of audit rates for the Health Board of 3.7%.</p>

4	Final Matters
CFC 1101/10	Any Other Business None noted.
5	Date of Next Meeting
CFC 1101/11	The next meeting is being held at 09:30am on Tuesday 3 rd March 2022 via Microsoft Teams.