

SWANSEA BAY UNIVERSITY HEALTH BOARD

CHARITABLE FUNDS COMMITTEE

CYCLE OF BUSINESS

(1 April 2026 – 30 March 2027)

On an annual basis as part of the Governance end of year reporting the Charitable Funds Committee will receive a Cycle of Business which identifies all routine items for consideration that will be reported throughout the upcoming financial year.

The Cycle of Business has been developed to help plan the management of items of committee business, to ensure adequate reporting and to facilitate forward planning through transparency and collaboration.

Once approved, the Cycle of Business will inform the new Work Programme each year as a starting point for facilitating the management of agendas and Committee business. As the year progresses and the requirement for additional timely business matters to report, these items will be added to the existing routine items already on the Work Programme.

The purpose of the committee is to:

- Provide advice to the Charity Trustee in the discharge of its duties and responsibilities for charitable funds
- Discharge delegated responsibilities from the Charity Trustee for the control and management of Charitable Funds
- Provide advice and assurance to the Charity Trustee on the delivery of fundraising, budgets, priorities and spending criteria

Further detail on the principal role of the Committee is set out in the [Standing Orders - Swansea Bay University Health Board](#) documentation.

This Cycle of Business covers the period from 1 April 2026 to 31 March 2027.

Item of Business	Executive Lead	Reporting Frequency	June 2026	Oct 2026	Accounts Dec/Jan	March 2027
PRELIMINARY MATTERS						
Minutes of the Previous Meeting	Director of Corporate Governance	All Regular Meetings	✓	✓	✓	
Committee Log	Director of Corporate Governance	All Regular Meetings	✓	✓	✓	
Committee Work-Programme	Director of Corporate Governance	All Regular Meetings	✓	✓	✓	
GOVERNANCE, RISK AND INTERNAL CONTROLS						
Committee Terms of Reference	Director of Corporate Governance	Annually			✓	
Committee Effectiveness Self-Assessment	Director of Corporate Governance	Bi-yearly		✓		✓
Referrals from Other Committees	Director of Corporate Governance	All regular meetings	✓	✓	✓	✓
Internal Audit Reports	Director of Corporate Governance/Area Lead	As required	✓	✓		✓
External Audit Reports	Director of Corporate Governance/Area Lead	As required	✓	✓		✓
Committee Risk Register	Director of Insight, Communication and Engagement	Quarterly	✓	✓		✓
Governance Arrangements for Bids	Director of Finance	Annually		✓		
Charitable Funds Annual Report	Director of Finance	Annually			✓	
Charitable Funds Audit Plan	Audit Wales	Annually		✓		
Charitable Funds Accounts Year End Timetable	Director of Finance	Annually	✓			✓
FINANCE AND PERFORMANCE						
Investment Portfolio Update	Director of Finance	All regular Meetings	✓	✓		✓
Financial Performance Presentation	Director of Finance	All regular meetings	✓	✓		✓
Review of unrealised gains	Director of Finance	Annually				✓
Charitable Funds Accounts Approval	Director of Finance	Annually			✓	
Audit Wales ISA 260 Report	Audit Wales	Annually			✓	
Review of the Administration Charge	Director of Finance	Annually				✓

Item of Business	Executive Lead	Reporting Frequency	June 2026	Oct 2026	Accounts Dec/Jan	March 2027
New/Closed Funds	Director of Finance	All regular meetings	✓	✓		✓
Reserves Policy	Director of Finance	Annually				✓
STRATEGY						
Investment Strategy	Director of Finance	Annually		✓		
Charitable Funds Financial Plan	Director of Finance	Annually	✓			
Financial Control Procedure Review	Director of Finance	Annually	✓			
EXPENDITURE						
Funding Bids from Charitable Funds Committee Fund	Director of Finance	As required	✓	✓	✓	✓
Report on Staff Employed from Charitable Funds	Director of Finance	Annually	✓			
Small Grants Scheme Evaluation Report	Director of Insight, Communication and Engagement	Annually	✓			
CHARITY						
Staff/Patient Story	Director of Insight, Communication and Engagement	All regular Meetings	✓	✓	✓	✓
Charity Update Presentation	Director of Insight, Communication and Engagement	All regular meetings	✓	✓	✓	✓
Charity Events List	Director of Insight, Communication and Engagement	Annually	✓			