



Terms of Reference

Title:	Charitable Funds Committee
Date approved, and approving body:	Trust Board June 2016
Next review date:	June 2017
Purpose:	<p>To oversee the management, investment and disbursement of Charitable funds within the regulations provided by the Charities Commission and to ensure compliance with the laws governing charitable funds.</p> <p>To ensure the Trust's compliance with legislative, mandatory and regulatory requirements in terms of the Committee's.</p>
Membership:	<p>Non-Executive Director (Chair) Non-Executive Director (Vice Chair) Director of Finance & Resources Trust Secretary Financial Services and Treasury Manager Engagement and Membership Officer</p>
Deputies:	At the discretion of the Chairman
Chair:	Non-Executive Director
Vice Chair:	Non-Executive Director
Quorum:	Three members
Secretary:	PA to Chairman and Chief Executive
Frequency of Meetings:	Quarterly
Rules as to Meetings & Proceedings:	<p>Ad-hoc meetings may be called at the discretion of the Chairman and in accordance with Standing Orders and Standing Financial Instructions of the Trust as they apply to formally established Committees. As such, members of this Committee may requisition a meeting in writing in line with Standing Orders, Section 3.</p> <p>Agenda and supporting papers will be circulated to members at least three days prior to any meeting and minutes shall be prepared and submitted to the next meeting of the Committee and Trust Board.</p> <p>The Chair of the Committee shall draw to the attention of the Board</p>

	<p>any issues that require disclosure to the full Board or require Executive Action.</p> <p>The Committee will be supported administratively by the PA to Chairman and Chief Executive who will:</p> <ul style="list-style-type: none"> • Agree the agenda with the Chairman (and attendees) and collate papers • Ensure Minutes are taken and keep a record of matters arising and issues to be carried forward
Attendance at meetings:	<p>Attendance at meetings is required however, on those occasions when members are unable to attend, they shall submit a brief written report on all actions due for consideration in their name, to be presented to the Committee by their named deputy.</p> <p>Attendance shall be monitored and recorded by the Secretary.</p> <p>Issues of any continued poor attendance will be raised by the Chair of the Committee with the Chief Executive.</p>
Authority/Tolerances:	<p>The Committee is authorised to:</p> <ul style="list-style-type: none"> • Investigate any activity within its Terms of Reference • To seek any information it requires from any employee, and all employees are directed to co-operate with any request made by the Committee • Obtain outside legal or other independent professional advice • Secure the attendance/participation of outsiders with relevant experience and expertise • Establish time-limited task-groups to undertake specific pieces of work • Develop necessary policy and strategy documents relative to its remit • Prepare payment transfers for expenditure incurred <p>In accordance with Standing Orders, the Director of Finance & Resources shall ensure that each Trust fund which the Trust is responsible for managing is managed appropriately with regard to its purpose and to its requirements.</p>
Duties – decision making:	<p>The Committee shall ensure that funds are disbursed for the purpose they were donated and frame its decisions to ensure that:</p> <ul style="list-style-type: none"> • Funds allocated to a specific domain will be kept within that area. • Station funds should be spent in line with the wishes of the station except where this conflicts with Standing Orders and Standing Financial Instructions. • Accounting records show clearly at all times the amount of funds held for each purpose. • General funds can be allocated for the benefit of the staff as well as patients. • Bids for general funds should be allocated on an equitable basis to all staff, i.e. not targeted towards specific stations. • All purchases of Medical Equipment should be in line with Trust Policy. • The Chair or Non-Executive member plus one other member can agree requests of less than £500.00, in accordance with these principles. All other requests should be presented to

	<p>the Committee.</p> <ul style="list-style-type: none"> The Committee can exercise the right to decline any requests for funds that may be deemed as not in the best interest of the Trust or patients. <p>To ensure that accounting records are prepared in accordance with the Regulatory Reform (National Health Service Charitable and Non-Charitable Trust Accounts and Audit) Order 2005 (SI2005/1074) and the Charities Act 2011 and the Charities SORP.</p> <p>To ensure that, In accordance with Standing Financial Instructions, the Trustee responsibilities are discharged separately and full recognition is given to the Trust's dual accountabilities to the Charity Commission for charitable funds held on Trust and to the Secretary of State for all funds held on Trust.</p> <p>To determine the policy for Investment of Charitable Funds held by the Trust, taking account of the Trustee Act 2000.</p>
<p>Duties – monitoring:</p>	<p>To review compliance with the Department of Health and Charity Commission guidance on all aspect of the Trusts Charitable funds.</p> <p>Committee members will become Charitable Fund Bank Account signatories (excluding Financial Services Accountant due to segregation of Duties, and Service Line Representatives, due to conflict of interest)</p> <p>To review the Annual Report and Financial Statements of Funds held on Trust before submission to the Board, focussing particularly on:</p> <ul style="list-style-type: none"> Changes in, compliance with, accounting policies and practices Major judgemental areas Significant adjustments resulting from the audit, or independent examination, where appropriate
<p>Duties – Standing Agenda Items</p> <ul style="list-style-type: none"> Every meeting: Annually: 	<ul style="list-style-type: none"> Apologies for absence Declarations of Interest Minutes of the last meeting Outstanding Actions Log Matters Arising Income & Expenditure Authorisation of Bank Funds Transfer Outstanding Requests for Committee Approval Risk Register Charity Commission News letters Identification of risks emerging from business transacted Any Other Business Date and time of next meeting Review of Meeting Terms of Reference and membership of the Group, Charitable Funds Annual Accounts Independent Examination Charity Commission Newsletter

	<ul style="list-style-type: none"> • Consideration of Trust Business Objectives and the contribution of the Committee
Sub-groups:	None
Accountability:	Trust Board
Reporting responsibilities:	<p>The Chair of the Committee shall be responsible for its operation and will ensure that key and appropriate issues are discussed in a timely manner.</p> <p>Following each meeting, the Chair of the Committee shall provide the minutes together with an assurance report to the Board at its next meeting, highlighting salient and significant issues that require disclosure.</p> <p>The Chair is responsible for ensuring that reports to the Board are provided and that any actions, recommendations and outcomes are carried out.</p>
Risks:	The Committee shall identify all emerging risks from the business transacted at each of its meetings and report these to the Trust Board.
Self-Assessment:	The Committee shall review its performance annually against its Terms of Reference and prepare a report for consideration by the Board reflecting on its work and in particular, the assurances it has sought, received and then in turn given to the Trust Board in relation to the scope of its Terms of Reference.