

TERMS OF REFERENCE

TRUST CHARITABLE FUNDS COMMITTEE

Status:	Sub-Committee of the Trust Board
Chair:	Non Executive Director
Membership:	3 Non Executive Directors
Clerk:	Company Secretary
Frequency of Meetings:	3 times a year
Quorum:	Two

1. Purpose

The purpose of the Committee is three fold:

- 1.1 To ensure there are robust processes in place to manage Trust Charitable Funds and to ensure these processes are implemented;
- 1.2 To monitor the disposition of funds held on Trust to ensure funds donated to the Trust are utilised in a way that takes into account any stipulations set out by donors and ensures best value is obtained from the funds donated.
- 1.3 To promote greater awareness of Trust Charitable Funds to promote greater awareness of the Trust's Charitable Fund to encourage donations and utilisation of funds

2. Remit

- 2.1 The Committee has delegated authority from the Board of Directors to investigate any activity within its terms of reference. In undertaking such activities, the Committee will help discharge the responsibility of the Trust's Accounting Officer, who under the terms of the National Health Service Act 2006 is held responsible to Parliament, by the Public Accounts Committee, for the overall stewardship of the organisation and the use of its resources

3. Membership

- 3.1 The membership of the Committee will consist of non-executive directors. The Chairman of the organisation shall not be a member of the Committee.

3.2. Chairman of the Charitable Funds Committee

The chairman of the Committee will be appointed by the Board of Directors, and will be a non-executive director (NED). In the absence of the Chairman, another member will be delegated the responsibility of Deputy Chairman.

3.3 Secretary of the Charitable Funds Committee

The secretary of the Committee will be the Company Secretary, supported by a senior member of the Finance Department.

4. Attendance at meetings of the Charitable Funds Committee

4.1 The following individuals will regularly attend the meetings of the Committee:

- Director of Finance
- Deputy Director of Finance
- Financial Controller
- Company Secretary

5. Accountability and Reporting Arrangements

5.1 The Committee will be directly accountable to the Board.

5.2 The chairman of the Committee will report on the proceedings of each meeting to the next meeting of the Board.

6. Responsibilities

6.1 To ensure Funds Held on Trust/Charitable Funds are managed in accordance with the Trust's Standing Financial Instructions, as approved by the Trust Board.

6.2 To receive regular reports from the Finance Directorate covering:

- Number and value of funds
- Purpose of funds
- Income and Expenditure Analysis

7 To receive detailed quarterly Investment Performance Report from Investment Managers.

8 To decide on investment policy.

9 To appoint Investment Managers as appropriate

10 To decide upon expenditure criteria.

11 To ensure that the requirements of the Charities Acts and the Charities Commission are met.

12 To provide reports for the Trust Board as appropriate.

13 To review the Annual Accounts prior to submission to the Trustees for formal approval.

14 To develop and champion a strategy for charitable fundraising and the use of charitable funds.

15 To review the Terms of Reference every two years.

Patricia Duncan
Company Secretary

Terms of Reference agreed by:	Charitable Funds Committee	2012
Terms of Reference ratified by:	Public Board	
Date of Ratification:	2012	
Date of Review:	2014	