



**ANNUAL REPORT OF BOARD COMMITTEE EFFECTIVENESS:
CHARITABLE FUNDS COMMITTEE 2024/25**

1.0 Introduction

Trust Board established a Charitable Trust Fund Committee which became operational on 5 January 2009. The Committee developed an annual Programme of Work in August 2013 (similar to other Board Sub Committees) which required it to review its Terms of Reference together with the overall effectiveness of the Committee. This report is in line with the formal report format approved by the Governance Assurance Committee at its meeting in March 2012.

The purpose of this Annual Report is to bring together an overview of the Committee’s work including a summary of key achievements throughout the year as well as report on the Committee’s overall effectiveness for 2024/25 in line with its Terms of Reference and the operation of its Programme of Work.

2.0 Membership of Committee

2.1 During 2024/25, membership of the Committee comprised of the following:

Ms Siobhan McCauley	Non-Executive Director (Chair from 1 Jan 2025)
Ms Helen Minford	Non-Executive Director (Chair to 31 Dec 2024)
Mr Norman McKinley	Non-Executive Director
Ms Wendy Thompson	Deputy Chief Executive, Director of Finance, Contracts & Estates
Dr David Robinson	Deputy Chief Executive, Executive Director of Nursing, Midwifery & AHPs & Director of Support Services
Mr Charlie Martyn	Medical Director
<u>IN ATTENDANCE</u>	
Ms Lyn Campbell	Assistant Director of Finance
Ms Lyn Benson	Head of Financial Accounts & Financial Governance

2.2 Mrs Martine McNally, Trust Board Secretary and Assistant Director, Risk Management & Governance is the nominated secretary to the Committee and is assisted in this role by the Business Support team within the Office of the Chief Executive.

3.0 Frequency of Meetings

3.1 In accordance with its Terms of Reference, meetings are held not less than three times per year. Appendix 1 details the current members of the Committee and their attendance at the meetings during the year. 67% attendance is requested of all members. During 2024/25 this was achieved.

3.2 During 2024/25, 3 out of 3 Committee meetings were held as per the agreed schedule.

4.0 Terms of Reference for the Committee and Programme of Work

4.1 The Terms of Reference for the Committee was last approved by the Trust Board at its meeting on 20 June 2024.

4.2 In order to discharge its remit, the Committee also develops a Programme of Work which is revised on an annual basis. A copy of the Programme of Work for 2024/25 was approved by the Committee on 20 Jun 2024.

4.3 Committee Role & Responsibilities

The roles and responsibilities of the Committee are as outlined in the table below:-

Function	How is this discharged by Charitable Fund Committee	When last performed
The role of the Committee is to oversee the administration, including banking arrangements, of Charitable Funds, their investment and disbursement.	Agenda and papers for meetings Terms of Reference Programme of Work Financial Report	During 2024/25 as per the Committee's meeting schedule. Terms of Reference were considered by Committee on 20 June 2024. Programme of Work was considered on 20 June 2024. Financial Report was considered on 25 September 2024 & 29 January 2025.

Ensure that the purposes to which funds may be applied are to assist in the provision of health and social care in accordance with current legislation, policies and procedures relevant to Charitable funds in accordance with Standing Financial Instructions and other associated regulations.	Financial Report Consideration of Proposals	During 2024/25 as per the Committee's meeting schedule.
The Committee has delegated the approval of expenditure over £50,000 to a Non-Executive Director and Executive Director, when approval is required outside of the cycle of the meetings.	Via e-mail out with Schedule of Meetings	During 2024/25, 3 proposals were approved outside the cycle of meetings by all Committee Members.

Function	How is this discharged by Charitable Fund Committee	When last performed
The Committee will manage charitable funds in line with guidance in the Trust's Standing Financial Instructions, Departmental guidance and legislation.	Programme of Work Financial Report	During 2024/25 as per the Committee's meeting schedule.
The Committee will ratify the creation of a new funds suggested by the Director of Finance where funds and/or other assets are received from donors in circumstances where the wishes of the donor cannot be accommodated within the scope of an existing fund.	Agenda and papers for meetings	During 2024/25 no new funds were created where the wishes of the donor could not be accommodated.
Make recommendations on the potential for rationalisation of funds within statutory guidelines.	Agenda and papers for meetings	No funds were merged in 2024/25
Ensure that assets in ownership of, or used by, the charitable fund will be maintained with the Trust's general estate and inventory of assets.	Via Finance Capital Team	Medical Equipment purchases totalling £102k were capitalised in 2024/25

Ensure that funds are not unduly or unnecessarily accumulated.	Financial Report Consideration of Proposals	During 2024/25 as per the Committee's meeting schedule
Ensure that expenditure from Charitable Funds is subject to appropriate value for money considerations including proper procurement procedures where applicable.	Delegated to the Asst Director of Financial Services	No reporting was undertaken by the Asst Director of Financial Services outwith CTF meetings to the DoF and Chair in 2024/25. Procurement is a known area of concern particularly re medical equipment.
Ensure that Annual Accounts are prepared in accordance with DoH guidelines and submitted to the Trust Board within agreed timescales.	Specific agenda item at the June meeting regarding final draft annual accounts	At meeting of 20 June 2024.
On behalf of the Trust Board, and on the advice of the Management Team, the Committee will authorise appropriate policies and procedures in relation to Charitable Funds.	Via submission of agenda items/ papers to the Committee	No policies and procedures in relation to Charitable Funds presented to the Committee in 2024/25.

5.0 Operational Arrangements for Meetings

5.1 Administrative Support to the Committee

Supported by Assistant Director, Risk Management & Governance. Duties include:	
<ul style="list-style-type: none"> Ensuring appropriate arrangements are in place for servicing of the committee including the taking of minutes and keeping a record of matters arising and issues to be carried forward; and Advising the Committee on pertinent issues. 	Yes
	Yes

5.2 Reporting Arrangements

Minutes of each meeting are submitted to the next scheduled meeting of the Trust Board after the Charitable Funds meeting.

6.0 Conclusion

Following discussion at the Charitable Funds Committee meeting on 18 June 2025 and based on the information presented in this paper, Members concluded they were satisfied the Committee had carried out its duties appropriately during 2024/25.

In addition, following discussion at the meeting held on 18 June 2025, revised Terms of Reference and a Programme of Work for 2025/26 were approved.

7.0 Recommendations

Going forward, managers to be advised on procurement compliance via training to be provided by the Asst Director of Finance.

Appendix 1: Attendance at Charitable Funds Committee Meetings 2024/25

Name	Designation	20 Jun e 202 4	25 Sep 202 4	29 Jan 2025	Total	%
<u>Members:</u>						
Helen Minford	Non-Executive Director (Chair until 31 December 2024)	Yes	Yes	N/A	2/2	100%
Siobhan McCauley	Non-Executive Director (Chair since 1 January 2025)	N/A	N/A	Yes	1/1	100%
Norman McKinley	Non-Executive Director	Yes	Yes	Yes	3/3	100%
Charlie Martyn	Medical Director	Yes	Yes	Yes	3/3	100%
Dr David Robinson	Deputy Chief Executive, Executive Director of Nursing, Midwifery & AHPs and Director of Support Services	Yes	Yes	No	2/3	67%
Wendy Thompson	Deputy Chief Executive, Director of Finance, Contracts & Estates	Yes	Yes	Yes	3/3	100%
<u>In Attendance:</u>						
Lyn Campbell	Assistant Director of Finance	Yes	Yes	Yes	3/3	100%
Lyn Benson	Head of Financial Accounts & Financial Governance	Yes	Yes	Yes	3/3	100%