



South Eastern Health  
and Social Care Trust

# **CHARITABLE FUNDS (CF)**

## **COMMITTEE**

### **TERMS OF REFERENCE**

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## **CONSTITUTION**

1. The Board hereby resolves to establish a committee of the Board to be known as the Charitable Funds (CF) Committee. Charitable funds are administered by the Trust Board as Trustees under the Health and Personal Social Services (NI) Order 1972, as amended by Article 16 of the Health and Personal Social Services (NI) Order 1991.
2. The Committee is authorized by the Board to undertake any activity within its terms of reference. It is authorised to seek advice from whatever source it deems to be appropriate in order to fulfill its function. All employees are directed to co-operate with any request made by the Committee.

## **MEMBERSHIP OF THE COMMITTEE**

3. Membership of the Committee shall be as follows:  
Non -Executive Director (Chairman)  
Non-Executive Director  
Director of Finance & Estates  
Director of Primary Care, Older People & Executive Director of Nursing  
Assistant Director, Financial Accounting & Financial Services  
Medical Director

### **In attendance:**

Board Secretary

In the event that a Director is unavailable to attend a meeting, he/she will nominate a senior manager to attend in their absence.

## **QUORUM**

4. A quorum shall be 3 members, including 1 Non-Executive Director.

## **FREQUENCY OF MEETINGS**

5. The Charitable Funds Committee will meet no fewer than 3 times per year (January, June and September).

## **ROLE AND RESPONSIBILITIES OF THE COMMITTEE**

6. The role of the Committee is to oversee the administration, including banking arrangements, of Charitable Funds, their investment and disbursement.
7. The normal purposes to which funds may be applied include all relevant expenditure likely to assist in the provision of health and social services in accordance with current legislation, policies and procedures relevant to Charitable funds in accordance with Standing Financial Instructions and other associated regulations.
8. The Charitable Funds 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. This is to ensure that expenditure is approved on a timely basis. Whenever, practicable, approvals over £50,000 will be approved at the Charitable Funds Committee.
9. The Committee will:
  - manage charitable funds in line with guidance in the Trust's Standing Financial Instructions, Departmental guidance and legislation.
  - ratify the creation of a new fund 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
  - make recommendations on the potential for rationalisation of funds within statutory guidelines
  - 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

- ensure that funds are not unduly or unnecessarily accumulated
- ~~• produce an annual Statement of Assurance on internal control over Charitable Funds, being informed by reports from Management, the Internal Auditor, the External Auditor and the Governance Assurance Committee / Corporate Control Committee.~~
- ~~• ensure that a Governance Statement is produced as part of the production of annual accounts for Charitable Funds.~~
- ~~• Ensure that an Annual Report of the Trustees of the Charitable Trust Funds is produced as part of the annual accounts process for the Charitable Trust Funds~~
- ensure that expenditure from Charitable Funds is subject to appropriate value for money considerations including proper procurement procedures where applicable.
- ensure that Annual Accounts are prepared in accordance with – Department of Health (DoH) guidelines and submitted to the Trust Board within agreed timescales
- 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.

## REPORTING

10.

The minutes of meetings of the Committee shall be formally recorded and submitted to the Trust Board for approval and resolution.

## **List of members of the Charitable Trust Funds Committee – January 2019**

Non-Executive Director (Chairman) – Mrs Helen Minford (with effect from February 2017)

Non-Executive Director – - vacant post

Director of Finance & Estates (Mr Neil Guckian)

Director of Primary Care, Older People & Executive Director of Nursing (Ms Nicki Patterson)

Medical Director (Mr Charlie Martyn)

Assistant Director, Financial Accounting & Financial Services (- Ms Andrea Henderson)

### **In attendance:**

Board Secretary & Assistant Director, Risk Management & Governance (Miss Irene Low)