



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 authorised 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. For the duration of this version of the Terms of Reference, the remit of the Committee will also include any such appropriate actions that the Committee may deem necessary within its current area of operation as part of the Trust's response to the Covid-19 pandemic and the subsequent rebuilding of services.

## **MEMBERSHIP OF THE COMMITTEE**

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

### **In attendance:**

- Trust Board Secretary/Assistant Director, Risk Management & Governance

In the event that an Executive Director is unavailable to attend a meeting, he/she can nominate a senior manager to attend in their absence by recording an apology in advance with the Trust Board Secretary and confirming the identity of the intended substitute no later than three working days prior to the date of the scheduled meeting.

## **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 (circa 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 £50,000.00 (Fifty Thousand Pounds Sterling) to the Non-Executive Director Chair of the Committee and an Executive Director acting jointly when approval is required outside of the cycle of the Committee's scheduled meetings. This is to ensure that expenditure is approved on a timely basis and utilised to best effect. However, whenever practicable, requests over £50,000.00 will be considered for approval at the Charitable Funds Committee. The delegated limits for Charitable Fund expenditure below £50,000.00 is laid out in the Trust's Protocol for ALL STAFF who may deal

with Charitable Trust Donations and Expenditure, and in particular, staff who would have Trust Fund responsibilities. Said protocol shall be made available on the Trust's intranet site, iConnect.

9. The Committee will:

- manage charitable funds in line with the Trust's Standing Financial Instructions, relevant Departmental guidance and current legislative requirements;
- consider ratification of the creation of any new funds proposed by the Director of Finance & Estates 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 such recommendations as the Committee may consider appropriate 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;
- 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 Executive Management Team, the Committee will consider and 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 at the earliest possible opportunity

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## **List of Members of the Charitable Funds Committee – May 2021**

- **Mrs Helen Minford (Non-Executive Director) (Chair of the Committee)**
- **Vacant, Non-Executive Director**
- **Ms Wendy Thompson, Director of Finance & Estates**
- **Ms Nicki Patterson, Director of Primary Care, Older People & Executive Director of Nursing**
- **Mr Charlie Martyn, Medical Director**
- **Ms Lyn Campbell, Assistant Director, Financial Accounting & Financial Services**

### **In attendance:**

Mrs Martine McNally, Trust Board Secretary & Assistant Director, Risk Management & Governance