



ANNUAL REPORT OF BOARD COMMITTEE EFFECTIVENESS:
CHARITABLE FUNDS COMMITTEE 2023/24

1.0 Introduction

- 1.1 Trust Board has an established Committee known as the Charitable Funds Committee. As part of the Committee's Annual Programme of Work, the Committee is required to review its Terms of Reference under which it operates as well as consider its overall effectiveness as a Committee. The Committee is also required to give due consideration to reviewing the operation of its Programme of Work.

This Report brings together an overview of the outcome of the work of the Committee as well as incorporating narrative on its achievements throughout the year.

The Report will be presented to the Committee at its meeting on 20 June 2024 in draft form for consideration and amendment (as required)

2.0 Chairperson's Foreword

- 2.1 I would first and foremost wish to commend the dedication of Trust staff to their individual and collective contribution to healthcare delivery over the course of 2023/24. As Chair of the Trust's Charitable Funds Committee, I would also record my thanks to Committee Members and staff colleagues who continue to contribute to our important work.

I am satisfied that the Committee has discharged its duties in line with its agreed Terms of Reference and Programme of Work. In line with best practice, the Committee will continue to closely review and refine its Programme of Work to ensure that the Committee is in a position to provide robust assurances to both Trust Board and the Accounting Officer in respect of Charitable Funds.

3.0 Membership of Committee

- 3.1 During 2023/24, the Committee comprised of the following members:

- **Mrs Helen Minford**, Non-Executive Director - Chair of the Committee
- **Mr Norman McKinley MBE**, Non-Executive Director – Member effective 1st January 2024
- **Mr Charlie Martyn**, Medical Director
- **Dr David Robinson**, Deputy Chief Executive, Executive Director of Nursing, Midwifery & Allied Health Professionals and Director of Patient Experience
- **Ms Wendy Thompson**, Deputy Chief Executive, Director of Finance & Estates

3.2 **Mrs Martine McNally**, Board Secretary, (or her nominee) is in attendance at all meetings to provide the secretariat to the Committee. **Ms Lyn Campbell**, Assistant Director, Financial Services, is also in attendance in an advisory capacity. .

4.0 Frequency of Meetings

4.1 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 2023/24 this was achieved.

4.2 During 2023/24, 3 out of 3 Committee meetings were held as per the agreed schedule.

4.3 At times, there may be conflicting priorities for Members due to the scheduling of other important meetings by outside bodies which require Trust representation. All Members are committed to attending meetings on a regular basis or nominating a deputy (where possible) if they are unable to attend.

4.4 Executive Management Team Members who are absent but have matters before the Committee can and regularly do table written briefings for consideration at the relevant meeting via the Board Secretary.

5.0 Remit of the Committee

5.1 The remit of the Committee is reviewed on an annual basis and last considered as part of its review of Terms of Reference on 15 June 2023 last approved by Trust Board at its meeting on 28 June 2023.

5.2 Members will note there were significant revisions of the previous Terms of Reference to align content with the emerging Integrated Governance & Assurance Framework, to take account of the Revised Code of Conduct & Code of Accountability of ALB Chairs & Board Members (October 2022), NI Audit Office Board Effectiveness Good Practice Guide (June 2022) and in accordance of the HSC Board Members Handbook published by the Department of Health (May 2021).

5.3 In order to discharge its remit, the Committee maintains a Programme of Work which is reviewed on an annual basis. The Programme of Work for 2023/24 was approved by the Committee at its meeting on 15 June 2023.

5.4 Roles and Responsibilities of Committee

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

Function	How is this discharged by the Committee	When last performed
The role of the Committee is to oversee the administration, including banking arrangements, of Charitable	Agenda and papers for meetings Terms of Reference	During 2023/24 as per the Committee's Meeting Schedule.

<p>Funds, their investment and disbursement.</p>	<p>Programme of Work</p> <p>Financial Report</p>	<p>Terms of Reference were considered by Committee on 15 June 2023.</p> <p>Programme of Work was considered on 15 June 2023</p> <p>Financial Report was considered on 27 September 2023 & 31 January 2024.</p>
<p>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.</p>	<p>Financial Report</p> <p>Consideration of Proposals</p>	<p>During 2023/24 as per the Committee's Meeting Schedule.</p>
<p>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.</p>	<p>Via e-mail outwith Meeting Schedule</p>	<p>During 2023/24, no proposal was approved outside the cycle of meetings</p>

<p>The Committee will manage charitable funds in line with guidance in the Trust's Standing Financial Instructions, Departmental guidance and legislation.</p>	<p>Programme of Work</p> <p>Financial Report</p>	<p>During 2023/24 as per the Committee's Meeting Schedule.</p>
<p>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.</p>	<p>Agenda and papers for meetings</p>	<p>During 2023/24, no new funds were created where the wishes of the donor could not be accommodated.</p>

Make recommendations on the potential for rationalisation of funds within statutory guidelines.	Agenda and papers for meetings	No funds were merged in 2023/24.
Ensure 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 2023/24.
Ensure funds are not unduly or unnecessarily accumulated	Financial Report Consideration of Proposals	During 2023/24 as per the Committee's Meeting Schedule.
Ensure expenditure from Charitable Funds is subject to appropriate value for money considerations including proper procurement procedures where applicable.	Delegated to the Assistant Director, Financial Services	No reporting was undertaken by the Assistant Director, Financial Services, outwith Committee meetings to the Director of Finance and the Committee Chair in 2023/24. Greater scrutiny of procurement for expenditure over £5,000 is required for 2024/25.
Ensure Annual Accounts are prepared in accordance with DoH guidelines & submitted to Trust Board within agreed timescales.	Specific agenda item at the June meeting regarding final draft annual accounts	At the Committee meeting held on 15 June 2023.
On behalf of 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 were presented to the Committee in 2023/24.

6.0 Reporting Arrangements

Reporting Arrangements	How Discharged or Confirmation thereof
<p>Formally recorded & submitted to Trust Board.</p> <p>Annual Report submitted to Trust Board.</p> <p>Preparation and issue of agenda on behalf of the Chair of the Committee.</p> <p>Collation and distribution of papers sufficiently in advance of each meeting to facilitate their full consideration and discussion at the meeting.</p> <p>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.</p>	<p>Minutes documented by Board Secretary (or nominee).</p> <p>Approved Minutes submitted to Trust Board following Committee approval (three times per year)</p> <p>Item included in Committee Programme of Work.</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
<p>Advising the Committee on pertinent issues.</p>	<p>Yes</p>

7.0 Conclusion

Following discussion at the Charitable Funds Committee meeting on 20 June 2024 and based on the information presented in this paper, Members concluded they were satisfied the Committee had carried out its duties appropriately during the financial year 2023/24. In addition, following discussion at the meeting held on 20 June 2024, revised Terms of Reference and a Programme of Work for 2024/25 were approved.

8.0 Recommendations

It is recommended that greater scrutiny take place on the procurement of goods and services exceeding £5,000 from Charitable Funds to ensure compliance with Public Sector Procurement Regulations.

Appendix 1: Attendance at Committee Meetings 2023/24

Name	Designation	15 June 2023	27 Sep 2023	31 Jan 2024	Total	Attendance
Helen Minford	Non-Executive Director (Chair of Committee)	Yes	Yes	Yes	3/3	100%
Norman McKinley	Non-Executive Director	N/A	N/A	Yes	1/1	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 Patient Experience	No	Yes	Yes	2/3	67%
Wendy Thompson	Deputy Chief Executive, Director of Finance & Estates	Yes	Yes	Yes	3/3	100%

Appendix 2: Committee Programme of Work 2023/24

Month	Charitable Planned Activity	Reports to Trust Board
April		
May		
June	<p>Approval of the draft Charitable Funds Accounts prior to presentation to Trust Board of overall SEHSCT Annual Report and Accounts.</p> <p>Annual Review of Committee Terms of Reference and approval of any revisions.</p> <p>Approval of Committee Annual Report (inclusive of Review of Effectiveness).</p> <p>Receive Update on Common Investment Fund.</p> <p>Receive draft Report to those Charged with Governance (RTTCWG).</p> <p>Approval of Charitable Funds Proposals totalling in excess of £50,000.00 in expenditure.</p>	Approved Minute from January meeting tabled at Trust Board.
July		
August		
September	<p>Approval of Schedule of Dates for Committee meetings for the next calendar year.</p> <p>Review Financial Report on Charitable Trust Funds for the period up to 31 August 2023.</p> <p>Receive final Report to those Charged with Governance (RTTCWG) for noting.</p> <p>Receive Update on Common Investment Fund.</p> <p>Review Internal Audit Reports relating to or impacting upon Charitable Funds (if relevant).</p> <p>Approval of Charitable Funds Proposals totalling in excess of £50,000.00 in expenditure.</p>	
October		
November		Approved Minute from June meeting tabled at Trust Board.
December		
January	<p>Review Financial Report on Charitable Funds for the period up to 31 December 2023.</p> <p>Approval of Committee Forward Programme of Work 2024/25.</p> <p>Review Internal Audit Reports relating to or impacting upon Charitable Funds (if relevant).</p> <p>Receive Update on Common Investment Fund.</p> <p>Approval of Charitable Funds Proposals totalling in excess of £50,000.00 in expenditure.</p>	
February		Approved Minute from September meeting tabled at Trust Board.
March		