



Title	Review of Terms of Reference – Charitable Funds Sub Committee		
Meeting	Board of Directors		
Date	1 December 2015		
Executive Summary			
<p>A recent Internal Audit Report recommended that the membership of the Charitable Funds Sub Committee be amended to reflect recent changes. It was also recommended that the Charitable Funds Sub Committee should formally review and manage risks in relation to Charitable Funds and that a separate Risk Register be maintained.</p> <p>The Terms of Reference were reviewed by the Charitable Funds Sub Committee at its meeting held on 3 November 2015 and it was agreed to amend the Terms of Reference to reflect the Internal Audit recommendations as shown in red on the attached version.</p>			
Recommendation			
The Board of Directors are recommended to approve the updated Terms of Reference of the Charitable Funds Sub Committee.			
Report Author	Mike Robson		
Purpose of paper	Information		Discussion ✓
	Decision	✓	Assurance ✓
	Specific action		
Implications	Staffing		
	Finance		
	Legal		✓
	Public engagement		
	Partnership		✓
	Communication		✓
	Equality & Diversity		
	Clinical		
Risk assessment and mitigation (include risk register reference if appropriate)			
Link to STFT Business Plan			
Link to Board Assurance Framework	Applies to all sections of the Board Assurance Framework		
Link to Strategic Risk Register			



CHARITABLE FUNDS COMMITTEE

TERMS OF REFERENCE

Authority The Committee is authorised by the Board of Directors to ensure the appropriate systems and processes are in place across the Trust for the appropriate management of charitable funds.

Purpose The Charitable Funds Committee is a Sub Committee of the Board of Directors. Its purpose is to provide the Board of Directors with an independent and objective review of the management and deployment of charitable funds across the organisation.

Membership Chairman (Chair)
Executive Director of Finance & Corporate Governance
Medical Director
Chief Operating Officer
Executive Director of Nursing & Patient Safety
Executive Director of Personnel & Development
Appointed Governor

Quorum Minimum of four core members, one of which must be the Chair ~~or Vice Chair~~.

Frequency Meetings shall be held no less than four times per annum.

Duties

1. To ensure charitable funds are grouped in such a way that the wishes of the donors and the needs of the service are optimised.
2. To plan expenditure of charitable funds annually in accordance with Board policy
3. To make recommendations to the Board of Directors on issues of policy, investment and strategy.
4. To authorise or decline expenditure which has exceeded delegated limits of individual officers
5. To monitor the use of charitable funds across the organisation, ensuring the scheme of delegation is applied appropriately and funds are utilised for the correct purposes.
6. To agree the annual returns to the Charity Commissioners.

7. To liaise with donors and voluntary organisations, such as the League of Friends and WRVS, to ensure wherever possible the assets donated are those most needed by the Trust.
8. To receive professional advice as appropriate on any aspect of Charitable Funds management.
9. To review internal finance procedures in line with delegated limits and to ensure the duties of Trustees are adequately discharged.
10. To review fund balances to ensure active management and utilisation of these funds.
11. A risk register of identified risks in relation to Charitable Funds to compiled, maintained and reviewed on behalf of the Board of Directors by the Committee.
12. To undertake any other duties as delegated by the Board of Directors.

Minutes

The minutes of the Charitable Funds Sub Committee meetings shall be formally recorded and submitted to the Board of Directors. The minutes will be approved electronically by Charitable Funds Sub Committee members within two weeks of respective meetings being held. Where actions arise from the minutes, these will be requested of the respective individual(s) by the Chair (or Vice Chair in the Chair's absence) of Charitable Funds Sub Committee within three weeks of the respective meeting being held. The Committee will be supported by Trust HQ administrative support.

Reporting

The Charitable Funds Sub Committee is accountable to the Board of Directors and as such will present an annual workplan for the following financial year to the Board of Directors in March of each year. The Charitable Funds Sub Committee will present an annual report on its work to the Board of Directors in April of each year. A full copy of all Charitable Funds Sub Committee agenda papers will be made available to the Chair of the Board of Directors for information.

Reviewing

These Terms of Reference will be reviewed annually by the Charitable Funds Sub Committee and any changes recommended to the Board of Directors.

20 November 2015