

## **East Suffolk and North Essex NHS Foundation Trust Charitable Funds**

### **Charitable Funds Committee**

#### **Terms of Reference**

#### **1. Committee name and purpose**

- 1.1. The Committee is named as the 'Charitable Funds Committee'. It is formed by the Board, acting as the Directors of the Corporate Trustee.
- 1.2. The Committee is formed to-
  - 1.2.1. Have oversight, on behalf of the Board of the Corporate Trustee, of the operation of the Charity;
  - 1.2.2. Approve applications for the use of charitable funds in accordance with the approved Schedule of Delegations;
  - 1.2.3. Consider the future strategy of the Charity, and make recommendations to the Board of the Corporate Trustee accordingly;
  - 1.2.4. Consider proposals for major fundraising campaigns, and make recommendations to the Board of the Corporate Trustee accordingly.
- 1.3. The *General Orders for Committees* form part of these Terms of Reference.

#### **2. Membership**

- 2.1. The Committee is formed of-
  - 2.1.1. Three Non-Executive Directors;
  - 2.1.2. The Chief Executive
  - 2.1.3. The Director of Finance
  - 2.1.4. The Chief Nurse
  - 2.1.5. The Director of Strategy, Research and Innovation
- 2.2. The following are expected to regularly attend meetings of the Committee-
  - 2.2.1. The Director of Communication and Engagement
  - 2.2.2. The Director of Governance
  - 2.2.3. The Associate Director of the Charity
  - 2.2.4. The Charitable Funds Accountant
- 2.3. The Board may appoint Associate Non-Executive Directors to attend the meeting.
- 2.4. The Director of Communication and Engagement will be the lead Executive Director for the Committee.
- 2.5. The Committee has the right to exclude some or all non-members from its meetings should it judge that to be convenient.

#### **3. Meetings**

- 3.1. The Committee shall meet at least six times a year, to a schedule agreed in advance as part of the annual calendar of meetings.

#### **4. Specific duties and responsibilities**

- 4.1. Approval of policies and procedures pertaining to the management of charitable funds, including fundraising, acceptance and expenditure of funds.
- 4.2. Consider any internal or external audit reports of charitable funds, (including the adequacy of any management response) in liaison with the Audit & Risk Committee; and advise the Board of the Corporate Trustee accordingly.
- 4.3. Adhere to the principles and responsibilities of trusteeship as defined by the Charity Commission; and ensure that the Trust's charitable funds are managed in line with the rules and guidance provided by the Commission
- 4.4. Oversee relationships with other charities and other bodies.
- 4.5. Assess the available assurance that procedures ensure all donations and legacies are appropriately accounted for, and that any terms and conditions attached to them are complied with.
- 4.6. Approve the establishment of all new designated charity funds.
- 4.7. Review and approve expenditure plans where required under the ESNEFT policy for the management of charitable funds.
- 4.8. Approve expenditure requested for charitable funds over £5,000 and under £250,000; and make recommendations to the Board of the Corporate Trustee on all requests at or over £250,000.
- 4.9. Ensure that expenditure requests for charitable funds are of a charitable nature and would not more appropriately be met from Exchequer funding.
- 4.10. Establish an investment strategy for the Charity, and monitor the performance of investments; and appoint and monitor the performance of any investment advisors.
- 4.11. Receive and review regular financial monitoring reports for the Charity.
- 4.12. Receive and consider the annual report and accounts for the Charity, prior to submission to the Board of the Corporate Trustee for approval.
- 4.13. To consider any other return required by the Charity Commission or other regulatory body for the Charity.
- 4.14. Establish and oversee the implementation of a fundraising strategy for the Charity; and review regular fundraising reports.
- 4.15. Review policies and procedures for internal control arrangements operating for charitable funds.
- 4.16. Approve fundraising appeals or projected fundraising requests between £5,001 and £250,000; and make recommendations to the Board of the Corporate Trustee for appeals or projected requests targeting more than £250,000.