

**Document title:** Charitable Funds Committee of the  
Board of Trustees: Terms of  
Reference

**Document number:** TOR003

Staff involved in Development (job titles):	Trust Secretary Director of Finance Committee Members
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### Key points of this document

Terms of Reference for a Committee of the Board of Trustees

**Royal Papworth Hospital NHS Foundation Trust  
Board of Trustees  
Charitable Funds Committee**

**Terms of Reference**

**1 Authority for Committee:**

- 1.1 The Charitable Funds Committee is a Committee of the Board of Trustees.
- 1.2 The Charitable Funds Committee will be advised on the broad types of requests which are eligible for support within the objectives of the Charity by the Board of Trustees.

**2 Purpose:**

- 2.1 To undertake on behalf of the Board of Trustees the duties listed in these terms of reference.

**3 Delegated Authority:**

- 3.1 The Committee is invested with the delegated authority to act on behalf of the Board of Trustees. The limit of such delegated authority is restricted to the areas outlined in the Duties of the Committee and subject to the rules on Reporting. The Committee is empowered to investigate any activity within its Terms of Reference, and to seek any information it requires from staff, who are requested to co-operate with the Committee in the conduct of its inquiries.
- 3.2 One subcommittee reports into this Committee: Fundraising Group.

**4 Duties:**

- 4.1 To receive information on charitable funds income and expenditure as prepared by the Finance Department.
- 4.2 To monitor, on behalf of the Board of Trustees, the performance of the Trust's Fundraising Department against the Charity's Annual Plan.
- 4.3 To authorise expenditure of charitable funds over £25,001 and up to a delegated limit of £50,000, for each item of expenditure.
- 4.4 To receive reports of the Trust's activity in relation to fundraising.
- 4.5 To receive and review the Trust's Charitable Funds' Annual Report and Accounts and recommend these to the Audit Committee and Board of Trustees.
- 4.6 To establish and annually review the Trust's Charitable Funds Reserves Policy and receive assurance that the Trust is carrying an appropriate amount of charitable funds as reserves, in line with policy and best practice.
- 4.7 To establish and regularly review a Policy for the use of Charitable Funds and

- to monitor the implementation of that policy.
- 4.8 To approve and review at least every 3 years the appointment of investment managers to advise, invest, administer and realise the Trust's charitable funds in accordance with the policy.
  - 4.9 To regularly review a Charitable Funds Investment Policy (CG013). To ensure that the investment of funds by the investment managers is in accordance with the policy and in accordance with any policy on ethical investments that the Trust may establish.
  - 4.10 To review a Gift Acceptance Policy (Charitable Donations Procedure – DN338).
  - 4.11 To receive assurance that the receipt, management and use of the Trust's charitable funds is in accordance with the Trust's Standing Financial Instructions.
  - 4.12 To ensure through documented policies and procedures and delegated authority, that charitable funds are used for any reasonable purpose connected with patients or staff of Royal Papworth Hospital NHS Foundation Trust, consistent with the overall policies and objectives of the Trust, including clinical research and in accordance with the wishes of the donor.
  - 4.13 To ensure all policies within the purview of the Committee are reviewed in line with the timescales defined in the Trust's Document Control Policy, and ensure new policies are approved and distributed to relevant staff. In the absence of a separate Charity policy the policies of Royal Papworth Hospital NHS Foundation Trust will apply.
  - 4.14 The Committee shall contribute to the Trust's assessment of risk for those areas that fall within the Committee's terms of reference and report on these to the Board of Trustees.
  - 4.15 To receive the minutes from the Fundraising Group and ensure that any approvals sought by that Group are met.

## **5 Membership/Quorum:**

### Voting Membership

- 5.1 Chair: Nominated Non-Executive Director  
One other Non-Executive Director  
~~Director of Finance~~ Chief Finance Officer  
Director of Workforce and OD  
Trust Secretary

### Quorum

- 5.2 The Committee shall be deemed quorate if there is representation of one Non-executive Director and one Executive Director.

### In Attendance

- 5.3 ~~Assistant Director of Finance~~ Deputy Chief Finance Officer  
Head of Business Services  
Representative(s) of Fundraising Team as business requires

### Lengths of Term of Committee Chair and Members

- 5.4 The Committee will review its Chair and Membership arrangements annually as part of the annual review of its terms of reference. This will be reported to the Board of Trustees through the Committee's minutes.

## 6 **Meetings**

- 6.1 A member of the Trust's staff will act as Secretary to the Committee.
- 6.2 The Committee will meet a minimum of three times a year and will convene additional meetings, as appropriate.
- 6.3 Agendas and briefing papers should be prepared and circulated in sufficient time for Committee Members to give them due consideration.

## 7 **Conduct of Business**

- 7.1 The conduct of business will conform to guidance set out in the Board of Directors' Standing Orders, unless alternative arrangements are defined in these Terms of Reference.

## 8 **Equality Statement**

The Committee will ensure that these terms of reference are applied in a fair and reasonable manner that does not discriminate on such grounds as race, gender, disability, sexual orientation, age, religion or belief.

## 9 **Monitoring**

- 9.1 Minutes of Committee meetings should be formally recorded and distributed to Committee Members within 10 working days of the meetings. Subject to the approval of the Chair, the Minutes will be submitted to the Board of Trustees at its next meeting and may be presented by the Committee Chair.
- 9.2 The Annual Report and Accounts for the Charity submitted to the Charity Commission shall include sufficient information to demonstrate to the Board of Trustees the discharge of the Committee's duties.

### Further document information

Approved by Executive Director/local committee <b>(required for all documents):</b>	Charitable Funds Committee						
Approval date ( <i>this version</i> ):	<del>7 February 2018</del> 28 February 2018						
Approved by Board of Directors or Committee of the Board <b>(required for Strategies and Policies only):</b>	Board of Trustees						
Date:	02 August 2018						
This document supports: <i>standards and legislation – include exact details of any CQC &amp; NHSLA standards supported</i>							
Key related documents:	DN142 Standing Orders DN140 Standing Financial Instructions DN137 Scheme of Delegation						
Equality Impact Assessment: Does this document impact on any of the following groups? If YES, state positive or negative, complete Equality Impact Assessment form from DN507 Single Equality Scheme, and attach.							
Groups:	Disability	Race	Gender	Age	Sexual orientation	Religious & belief	Other
Yes/No:	No	No	No	No	No	No	No
Positive/ Negative:							
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