

**BURTON HOSPITALS NHS FOUNDATION TRUST  
CHARITABLE FUNDS COMMITTEE  
TERMS OF REFERENCE**

**1. Constitution**

- 1.1 The Board of Directors resolves to establish a Committee of the Board to be known as the Charitable Funds Committee. The Charitable Funds Committee in its workings will be required to adhere to the Constitution of Burton Hospitals NHS Foundation Trust, the Terms of Authorisation and Code of Governance issued by the Independent Regulator for NHS Foundation Trusts. As a committee of the Board of Directors, the Standing Orders of the Trust shall apply to the conduct of the working of the Charitable Funds Committee.

**2. Membership**

All Executive and Non Executive Directors

The Chairman of the Trust shall Chair the meeting.

**3. Attendance**

- 3.1 The Financial Controller should be in attendance.
- 3.2 Other managers/staff may be invited to attend meetings depending upon issues under discussion
- 3.3 The Trust Secretary will ensure that an efficient secretariat service to the Committee is provided.

**4. Quorum**

- 4.1 A quorum shall be three members, one of whom must be a Non Executive Director and one must be an Executive Director.

**5. Frequency of meetings and reporting**

- 5.1 The Charitable Funds Committee will meet at least quarterly. Additional meetings will be convened as necessary.

**6. Authority**

- 6.1 The Charitable Funds Committee is authorised by the Board of Directors to investigate any activity within its Terms of Reference.
- 6.2 The committee is authorised by the Board of Directors to obtain reasonable external legal or other independent professional advice and to secure the attendance of outsiders with relevant experience or expertise, if it considers this to be necessary.

## **7. Duties**

The duties of the Committee can be categorised as follows:

- 7.1 To manage the affairs of the Burton Hospitals Charitable Fund within the terms of its declaration of trust and appropriate legislation and ensure statutory compliance with the Charity Commission regulations.
- 7.2 To manage the investment of funds in accordance with the Trustee Act 2000 and if necessary to appoint fund managers to act on its behalf.
- 7.3 To monitor the performance of appointed Investment Managers.
- 7.4 To ensure funding decisions are appropriate and are consistent with the Burton Hospitals objectives, to ensure such funding provides added value and benefit to the patients and staff of the Trust, above those afforded by the Exchequer funds.
- 7.5 To review and monitor the activities of the Charity, including appeals and receive regular reports on the performance of all charitable fundraising activities.
- 7.6 To implement as appropriate, procedures and policies to ensure that accounting systems are robust, donations received are coded as instructed and that all expenditure is reasonable, clinically and ethically appropriate.
- 7.7 To examine financial statements of the Charity and approve the annual accounts and report and ensure that relevant information is disclosed.
- 7.8 To ensure that the charitable funds committee membership is refreshed and that undue reliance is not placed on particular individuals when undertaking the responsibilities of the charitable funds committee.

## **8. Reporting structure**

- 8.1 The Charitable Funds Committee reports to the Trust Board.

## **9. Review**

- 9.1 The Terms of Reference of the Committee shall be reviewed by the Trust Board at least annually.

Date Revised: November 2009  
Review Date: November 2010