

Terms of reference
<p>Name of governance body</p> <p>Charity Committee</p>
<p>Constitution</p> <p>The Queen Victoria Hospital Trust Charitable Fund (“QVH Charity”) is registered with the Charity Commission (no.1056120).</p> <p>The charitable objects are <i>‘For any charitable purpose or purposes relating to the National Health Service wholly or mainly for the service provided by the Queen Victoria Hospital NHS Trust’</i> and the Charity policy sets out the criteria used in considering applications.</p> <p>Queen Victoria Hospital NHS Foundation Trust (“the Trust”) is the corporate trustee of the QVH charity. As corporate trustee, the Trust is responsible for controlling the work, management and administration of the QVH Charity on behalf of its beneficiaries who are the Trust, its patients and its staff.</p> <p>The charity committee (“the committee”) is a standing and permanent sub-committee of the corporate trustee, established in accordance with the Trust’s standing orders and standing financial instructions..</p>
<p>Accountability</p> <p>The committee is accountable to the corporate trustee for its performance and effectiveness in accordance with these terms of reference.</p>
<p>Authority</p> <p>The committee has delegated authority from the corporate trustee to:</p> <ul style="list-style-type: none"> • Approve specific policies and procedures relevant to the committee’s remit, and review the annual accounts prior to submission to the corporate trustee for approval • Approve submissions required by regulators and auditors • Disperse charity funds in accordance with the Trust’s standing financial instructions and reservation of powers and scheme of delegation •
<p>Purpose</p> <p>On behalf of the corporate trustee, the purpose of the committee is the scrutiny and oversight of the work, management and administration of the QVH Charity on behalf of the corporate trustee and other beneficiaries including its patients and staff.</p>
<p>Duties and responsibilities</p> <p>On behalf of the corporate trustee, the committee shall:</p> <p>General</p> <ul style="list-style-type: none"> - Support promotion of the values, work and impact of QVH Charity - Support the fostering of strong working relationships with other relevant charitable organisations, especially those which are also based on the Trust’s site <p>Charitable funds</p> <ul style="list-style-type: none"> - Ensure that charitable funds are managed in accordance with the Trust’s standing orders and standing financial instructions and the wishes of donors - Manage the income and expenditure of the funds and ensure grant making systems and process that facilitate the expenditure are effective - Honour and protect the legacy of donors - Sponsor the development of fundraising strategies, appeals and initiatives - Receive and review regular reports from the director of finance and performance covering the number and value of funds, purpose of funds and income and expenditure analysis <p>Governance</p>

- Ensure that policies and procedures are in place to meet the requirements of legislation, regulatory guidance and general good practice
- Ensure that the requirements of the Charities Acts and Charities Commission are met and approve submissions required by the regulators and auditors
- Approve specific policies and procedures relevant to the committee's remit, and review the annual accounts prior to submission to the corporate trustee for formal approval.

Chairing

The committee shall be chaired by a non-executive director, appointed by the Trust Chair following discussion with the corporate trustee.

If the chair is absent or has a conflict of interest which precludes his or her attendance for all or part of a meeting, the committee shall be chaired by one of the other non-executive director members of the corporate trustee.

Secretariat

The charity co-ordinator shall be the secretary to the committee and shall provide administrative support and advice to the chair and committee members. The duties of the secretary shall include but not be limited to:

- Preparation of the draft agenda for agreement with the chair
- Organisation of meeting arrangements, facilities and attendance
- Collation and distribution of meeting papers
- Taking the minutes of meetings and keeping a record of matters arising and issues to be carried forward
- Maintaining the committee's work programme.

Membership

Members with voting rights

The following posts are entitled to membership of the Charity Committee and shall have full voting rights:

- x2 non-executive directors
- Director of Finance
- Medical Director
- Representative of the nursing workforce
- Representative of the allied health professional workforce

Members without voting rights

- Director of communications and corporate affairs

In attendance without voting rights

The following posts shall be invited to attend routinely meetings of the committee in full or in part but shall not be a member or have voting rights:

- The secretary to the committee (for the purposes described above)
- Head of fundraising and voluntary services
- Relevant finance manager
- Any other member of the board of directors, senior member of trust staff or advisor considered appropriate by the chairperson of the committee.

Quorum

For any meeting of the committee to proceed one non-executive director member of the committee, one executive director member and either the representative of the nursing workforce or the representative of the allied health professional workforce must be present.

In the event that the committee is required to make an urgent decision outside of a meeting, such a decision can be considered by email, subject to the quorum endorsing the required decision.

Attendance
<p>Members and attendees are expected to attend all meetings or to send apologies to the chair and committee secretary at least five clear days* prior to each meeting.</p> <p>Attendees may, by exception and with the consent of the chair, send a suitable deputy if they are unable to attend a meeting. Deputies must be appropriately senior and empowered to act and vote on behalf of the committee member and will count towards the meeting quorum.</p>
Frequency of meetings
<p>Meetings of the committee shall be formal, minuted and compliant with relevant statutory and good practice guidance and members will adhere to the Trust's codes of conduct.</p> <p>Meetings shall be held quarterly.</p> <p>The committee chair may cancel, postpone or convene additional meetings as necessary for the committee to fulfil its purpose and discharge its duties.</p>
Papers
<p>Papers to be distributed to members and those in attendance at least 5 days clear in advance of the meeting.</p>
Reporting
<p>Minutes of the committee's meetings shall be recorded formally and approved by the committee at its next meeting.</p>
Review
<p>These terms of reference shall be reviewed annually or more frequently if necessary. The review process should include the company secretarial team for best practice advice and consistency. The corporate trustee shall be required to ratify all changes.</p> <p>The next scheduled review of these terms of reference will take place in September 2023.</p>