

TERMS OF REFERENCE

Name of committee
CHARITABLE FUNDS ADVISORY COMMITTEE (CFAC)
Purpose
To oversee the management, investment and disbursement of the Queen Victoria Hospital (QVH) NHS Foundation Trust Charitable Fund within the regulations provided by the Charities Commission and to ensure statutory compliance.
Objectives
Governance
<ol style="list-style-type: none"> 1. To ensure that policies and procedures are in place to meet the requirements of charity law and Charities Commission guidance. 2. To recommend the investment policy and reserves policy for approval to the Board of Directors acting on behalf of the Trustee, and following approval, to monitor the performance. 3. To review and recommend amendments to the Trust's charitable fund strategy. 4. To consider the annual return and annual accounts prior to approval by the Board of Directors, as Corporate Trustee. 5. To provide an annual report to the Board of Directors, as Corporate Trustee.
General funds
<ol style="list-style-type: none"> 6. To manage the income and expenditure of the suite of general funds. 7. To consider applications for funding from the suite of general funds and to authorise expenditure up to a maximum value of £20,000, as specified by the Trust's Standing Financial Instructions and Scheme of Delegation. 8. To honour and protect the use of restricted funds, in line with the donor's wishes. 9. To review retrospectively, any applications to the suite of general funds approved by the Director of Finance and Commerce.
Directorate funds
<ol style="list-style-type: none"> 10. To assign and supervise signatories to each of the suite of directorate funds. 11. To receive regular reports on, and supervise where necessary, the expenditure and income of the suite of directorate funds.
Reporting arrangements
The CFAC is responsible to the Board of Directors, as Corporate Trustee of the QVH NHS Foundation Trust Charitable Fund.
Level of authority
On behalf of the Corporate Trustee, the CFAC is authorised to consider applications for funding from the suite of general funds up to a maximum value of £20,000, as specified by the Trust's Standing Financial Instructions and Scheme of Delegation.
Membership
<p>Members (with voting rights)</p> <ul style="list-style-type: none"> • x2-3 Non Executive Directors, one of whom is the CFAC Chairman and one is a

- member of the QVH Audit Committee
- Director of Finance and Commerce
- Medical Director
- Chairman of the QVH Consultants' Committee
- x1 Public Governor
- x1 Staff Governor

Invited attendees (without voting rights):

- Charitable Funds Manager
- Head of Corporate Affairs/Company Secretary and/or Charitable Funds Coordinator (secretariat)
- x1 Independent Advisor (once restructure is established)

Quorum

- x2 Non Executive Directors
- x1 Governor
- Director of Finance and Commerce **OR** member of the QVH Audit Committee
- Medical Director **OR** Chairman of the Consultants' Committee

Meetings

- Meetings will be held quarterly.
- The draft minutes of each meeting will be agreed remotely by email and published on the Trust's intranet for information within two weeks of the meeting date.
- Additional meetings may be held in the event of an application to support an urgent need, on the advice of the Charitable Funds Manager and/or Head of Corporate Affairs/Company Secretary.

Review date

These terms of reference will be reviewed in March 2013 or sooner, if agreed at a formal meeting by a majority of the CFAC.