

ELFT Charity Committee

Terms of Reference

1 Introduction

- 1.1 East London NHS Foundation Trust (the Trust) will oversee the arrangement for the ELFT charitable fund.
- 1.2 The ELFT Charity Committee (Committee) manages the ELFT charitable fund by executing plans, monitoring actions, and making decisions regarding expenditure in relation to all the sites from which the Trust operates, within the framework agreed by the Charitable Funds Committee, and the Trust's Standing Financial Instructions.

2 Authority

- 2.1 The Committee is constituted as a standing committee of the Trust's Board of Directors (Board). Its constitution and terms of reference are set out below, subject to amendment and approval by the Board.
- 2.2 The Committee is authorised by the Board to act within its terms of reference.
- 2.3 The Committee is authorised to seek any information required and necessary and expedient to the fulfilment of its duties. All members of staff are expected to co-operate with any request made by the Committee.
- 2.4 The Committee is authorised to obtain legal or other independent professional advice and to secure the attendance of external individuals/organisations with relevant experience and expertise if it consider this necessary in support of its duties.
- 2.5 These terms of reference should be read in conjunction with the Trust's Scheme of Delegation, Standing Orders, Constitution and Standing Financial Instructions as appropriate.

3 Purpose

- 3.1 The purpose of the Committee is to maintain a detailed overview of the charitable funds assets and resources in relation to the achievement of the agreed strategy, this includes specifically:
 - 3.1.1 Develop the strategy for the charitable fund in line with the Trust's aims and vision for consideration and approval by the Board of Directors

- 3.1.2 Oversee the implementation of an infrastructure appropriate to the efficient and effective running of the charitable fund
- 3.1.3 Oversee the charitable funds expenditure and income generation
- 3.1.4 Oversee the charitable funds investment opportunities and long-term investment plans
- 3.1.5 Effectively monitor the performance of all aspects of the charitable funds activities and ensure it adheres to the principles of good governance and all relevant legal requirements
- 3.1.6 Develop and monitor all work plans in accordance to the agreed strategic plans
- 3.1.7 Monitor the day to day operational activities
- 3.1.8 Develop and monitor clear marketing activities, including communication plan and brand development through engaging staff, patients, public and wider stakeholders

4 Duties

4.1 The Committee will:

- 4.1.1 Ensure that the charitable funds are managed in a manner consistent with the requirements of the relevant regulatory and statutory frameworks and the guidance set out by the Charity Commission
- 4.1.2 Oversee the charitable funds strategy, governance, major plans and key risks on behalf of the Trust
- 4.1.3 Establish, prioritise and approve fundraising activities, and approve major expenditure in line with the Trust's SFIs
- 4.1.4 Ensure the approval and submission of annual accounts and report in accordance with the Charity Commission's Statement of Recommended Practice
- 4.1.5 Monitor the usage of all charitable funds and make recommendations where possible to consolidate funds if inactive
- 4.1.6 Oversee the development and delivery of the annual Operational Plan for all activities within the charitable fund
- 4.1.7 Oversee the development and delivery a clear Marketing Plan to promote the activities across key stakeholders

- 4.1.8 Oversee the development and delivery of a Communication Plan, highlighting strategies that involve staff, patients and the wider stakeholders

5 Membership

- 5.1 The members of the Committee will be appointed by the Board and will comprise of the following:

- 2 Non-Executive Directors, one of whom will be the chair of the Committee
- Chief Finance Officer
- Chief Nurse
- Executive Director of Commercial Development
- Communication Team representative
- 2 Governors
- Associate Director of People Participation
- Project Manager (Committee administrator)
- Other key individuals relevant to the development of the charitable fund

- 5.2 In the absence of the chair of the Committee, the other Non-Executive Director will chair the Committee meeting.

6 Attendance at Meetings

- 5.3 In addition to Committee members detailed above, up to four fund holders as agreed by the Executive Directors will be non-voting attendees

- 5.4 All members and attendees are expected to attend all meetings. When a member or attendee is unable to attend a meeting they should appoint a deputy to attend on their behalf. The nominated deputy of an Executive or Non-Executive Director will have the same voting rights as the Director, but other deputies will have no vote. The name of the deputy must be advised to the Committee Administrator in advance of the meeting

- 5.5 Other charitable fund and/or Trust officers may be asked to attend when the Committee is discussing areas that are the responsibility of that individual. The Committee may also invite external advisors to attend for appropriate items.

- 5.6 Attendance at meetings may be by teleconference or videoconferencing at the discretion of the Committee chair.

6 Quorum

- 6.1 The quorum for the meeting shall be one Non-Executive Director and one Executive Director, plus the Project Manager for the Charity committee

7 Frequency of Meetings

- 7.1 The Committee shall meet a minimum of three times a year and as required to fulfil its duties as the Committee chair shall decide

8 Sub-Committee Arrangements

- 8.1 The Committee will establish a sub-committee for the purpose of the day to day operational role
- 8.2 The sub-committee will have delegated responsibility to manage the operational aspects of the charitable fund, including the management of fundraising activities, processing of grant requests and regularly meeting fund holders.

The sub-committee will provide an assurance report to the Committee after each meeting and at least 10 working days before the Committee's next meeting. The report will set out the matters discussed together with any recommendations to the Committee, any pertinent issues and/or those that require disclosure, escalation, action or approval

9 Reporting and Minutes

- 9.1 The Committee will provide an assurance report to the Board after each meeting. The report will set out the matters discussed together with any recommendations to the Board, any pertinent issues and/or those that require disclosure, escalation, action or approval
- 9.2 The minutes of the Committee meetings will be formally recorded and a draft copy circulated to Committee members together with the action log as soon after the meeting as possible
- 9.3 The approved minutes will be available to the Board on request
- 9.4 The Committee will receive and agree a description of its work (in the form of an annual work plan) and will regularly monitor progress against this plan
- 9.5 The chair on behalf of the Committee will report annually to the Board in respect of fulfilment of its functions as set out in these Terms of Reference.
- 9.6 In order to support the continual improvement of governance standards, the Committee will:

- 9.6.1 Undertake an annual review of its effectiveness and provide a report to the Board of its findings including highlighting areas for improvement
- 9.6.2 Review the terms of reference for the Committee annually, reaffirming the purpose and objectives, and reporting to the Board for ratification.

10 Support to the Committee

- 10.1 The Project Manager will act as support to the Committee and working with the Executive Director lead will:

- 10.1.1 Agree the agenda and work plan with the Committee chair
- 10.1.2 Ensure meeting papers are distributed in good time in line with the Standing Orders
- 10.1.3 Ensure that minutes are taken, action points and matters arising are recorded and followed up in a timely manner
- 10.1.4 Advise the Committee on pertinent areas
- 10.1.5 Draft the assurance report for the Board following each Committee meeting
- 10.1.6 Draft the Committee's annual report of the review of its effectiveness and the terms of reference.

13 Review Dates

- 13.1 Date Originally Approved: xxx
- 13.2 Next review date: xxx (annually) with a six-month review in xxx (being a new Committee)