

**CHARITABLE FUNDS COMMITTEE
TERMS OF REFERENCE**

1 Constitution

The Board, as the Trustees of the Robert Jones & Agnes Hunt Fund, have delegated operational management of the Fund to the Charitable Funds Committee. This operates as a sub committee of the Board and has no executive powers other than those specifically delegated in these Terms of Reference.

2 Role

The role of the Committee is to oversee the management of the affairs of the Robert Jones & Agnes Hunt Charitable Fund. This is a delegated duty carried out on behalf of the Robert Jones and Agnes Hunt NHS Foundation Trust, who is the sole corporate trustee of the charity. The role is to ensure that the Charity acts within the terms of its declaration of trust and appropriate legislation and to provide information to the Trustees to enable it to gain assurance that the charity is properly governed and well managed across the full range of activities.

3 Membership

The membership of the Committee shall consist of the Trust Chairman, two Non Executive Directors plus the Chief Executive and Director of Finance. A quorum will be two Non Executive members (or the Chairman and one Non Executive member) and one Executive member. The Trust Chairman will chair the Charitable Funds Committee.

4 Attendance

The following individuals shall normally be in attendance

- Finance Manager with responsibility for Charitable Funds
- If appropriate, any external fund manager
- All Trustees may attend should they wish to do so.

The Finance Manager with responsibility for Charitable Funds shall agree the agenda with the Chair of the Committee and other attendees, collate and distribute the papers and keep a record of matters arising and issues to be carried forward.

5 Frequency of meetings

Not less than four times a year, with one of those meetings attended by all of the Trustees. The Chair may at any time convene additional meetings of the Committee to consider business that requires urgent attention. Members may participate in these additional meetings by telephone, video or computer link

and participation in this manner shall be deemed to constitute presence in person at the meeting.

6 Authority

The Committee is authorised by the Trustees to oversee the management of the Charitable Funds, within its terms of reference. It will approve expenditure from the Funds within the limits delegated to it. It is authorised to seek any information it requires from any employee and all employees are directed to co-operate with any request made by the Committee. The committee is authorised by the Trustees to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with relevant experience and expertise if it considers this necessary.

7 Reporting

The Committee will circulate copies of the minutes of its meeting to all of the Trustees.

The Charities Annual Report will be presented to a meeting of all of the Trustees.

The Committee will also undertake a self assessment and produce an Annual Report of its activities which it will present to the Trustees at the meeting of all Trustees.

8 Key responsibilities

- To manage the affairs of the Robert Jones and Agnes Hunt Charitable Fund within the terms of its declaration of Trust and appropriate legislation
- To manage the investment of Funds in accordance with the Charities' Act 2006 and if necessary appoint fund managers to act on its behalf
- To ensure funding decisions are appropriate and consistent with the Robert Jones and Agnes Hunt Orthopaedic Hospital NHS Foundation Trust's objectives, to ensure such funding provided added value and benefits to the patients and staff of the Trust above those afforded by the Exchequer funds
- To receive regular reports on fundraising activities
- To implement as appropriate, procedures and policies to ensure that accounting systems are robust, donations received and recorded as instructed and that all expenditure is reasonable, clinically and ethically appropriate
- To approve the Annual Accounts and report and to ensure that all relevant information is disclosed
- Identify and consider the major risks to which the Charity is exposed and review the systems to mitigate those risks
- To review annually these terms of reference, recommending any changes to the Trust Board
- Evaluate its own membership and performance on an annual basis.