



Northern Ireland Ambulance Service
Health and Social Care Trust



Charitable Trust Funds Advisory Committee

TERMS OF REFERENCE

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1.0 ESTABLISHMENT

The Board of the Northern Ireland Ambulance Service Health & Social Care Trust (the Trust) has established the Charitable Trust Funds Sub-Committee.

This is a sub-Committee of the Strategic Performance and Finance Committee.

The sub-Committee has no executive powers other than those specifically delegated by the Board and detailed within these Terms of Reference.

2.0 MEMBERSHIP

The membership of the sub-Committee shall be determined by Trust Board and appointments made from amongst its membership.

The Committee Chair shall be a member of the Strategic Performance and Finance Committee.

A quorum shall be two Non-Executive Directors including the sub-Committee Chair.

In the absence of the sub-Committee Chair, another Non-Executive Member may temporarily act as Chair for a meeting of the sub-Committee by agreement of the other Non-Executive Directors present.

3.0 ATTENDANCE

The Director of Finance and the Assistant Director of Financial Services will be in attendance at meetings of the sub-Committee. Other Trust Officers may be in attendance as required.

The Assistant Director for Governance, Risk and Assurance/Board Secretary (or nominee) may be in attendance at meetings of the sub-Committee (where required).

4.0 FREQUENCY OF MEETINGS

The sub-Committee shall meet at least twice per year.

5.0 AUTHORITY (including escalation to Trust Board)

The sub-Committee is authorised by the Strategic Performance and Finance Committee to undertake the activities stated within these Terms of Reference.

The sub-Committee Chair shall draw to the attention of the Strategic Performance and Finance Committee or Trust Board any issues that may require disclosure or may require executive action by the Chief Executive and/or wider Senior Management Team.

6.0 REMIT

The sub-Committee shall embed the Trust's vision and values in conducting its business.

The sub-Committee will oversee the administration, including banking arrangements, of charitable funds, their investment and disbursement. The responsibility for expending of the charitable funds remains with the Senior Management Team.

The sub-Committee will:

- Satisfy itself that charitable funds are managed in line with the Trust's Standing Financial Instructions, guidance issued by the Department of Health and legislation.
- Ratify the creation of a new fund where funds and/or other assets are received from donors in circumstances where the wishes of the donor cannot be accommodated within the scope of an existing fund.

- Make recommendations on the potential rationalisation and utilisation of funds within statutory guidelines.
- Ensure that assets in the ownership of, or used by, a charitable fund will be maintained with the Trust's general estate and inventory of assets.
- Ensure that funds are not unduly or unnecessarily accumulated.
- Review distribution of funds and ensure that expenditure is subject to due process including appropriate value for money considerations and proper procurement procedures (where applicable).
- Ensure that Annual Accounts are prepared in accordance with Department of Health guidelines and that these are submitted to the Governance, Audit and Risk Assurance Committee within agreed timescales.
- Ensure that a Governance Report and Trustees Report are produced as part of the annual accounts process for charitable funds.

7.0 OPERATIONAL ARRANGEMENTS

Administrative Support to the Committee

The sub-Committee shall be supported administratively by the Board Secretary (or nominees) whose duties in this respect include:

- Preparation and issue of an agenda on behalf of the Chair;
- Collation and distribution of papers to Members in advance of each meeting;
- Taking minutes and keeping a record of matters arising;
- Maintaining a record of attendance at Committee meetings;
- Advising the sub-Committee on pertinent issues;
- Assisting the Chair in ensuring the effective operation of the sub-Committee;

- Arranging attendance of appropriate staff at meetings;
- Ensuring these Terms of Reference are reviewed and updated annually; and
- Developing and maintaining the sub-Committee's meeting schedule.

Conduct of Meetings

All procedural matters in respect of conduct of meetings of the sub-Committee shall be in accordance with the Trust's Standing Orders.

All questions arising will be decided by a simple majority of Members of the sub-Committee. In the case of equal votes, the Chair will have a casting vote.

Agenda Items and Papers for Meetings

The Board Secretary (or nominee) will issue the agenda and associated papers for each meeting no later than five days prior to the date of the scheduled meeting, to provide Members and those in attendance the opportunity to read information in advance.

Papers may be accepted and distributed within five days of the date of scheduled meeting at the discretion of the sub-Committee Chair.

Minutes of Meetings

The minutes of the sub-Committee shall be recorded by the Board Secretary (or nominee) and agreed with the sub-Committee Chair prior to issue in advance of the next meeting. Minutes will be circulated as soon as possible after the meeting.

Once approved by the sub-Committee at its subsequent meeting, the minutes will be submitted to the Strategic Performance and Finance Committee and Trust Board for noting.

8.0 DECLARATION OF INTEREST

The sub-Committee Chair shall ask Members to declare any actual or potential conflict of interest on any matter listed on the agenda for consideration at the outset of each meeting.

Where a conflict arises during the course of the meeting, the Member(s) with the conflict should declare their interest immediately and withdraw for the duration of the discussion on the relevant item(s) of business.

All stated declarations of interest made during each meeting shall be recorded in the minutes.