

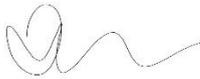
TERMS OF REFERENCE

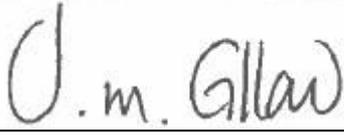
for the

University Hospitals Dorset
NHS Foundation Trust

Charitable Funds Committee

DOCUMENT DETAILS

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Chair:	Judy Gillow, Interim Chair
Signed:	
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Date of Issue	Version No:	Next Review Date:	Date Approved:	Person responsible for Change	Nature of Change
March 2026	1	March 2027	11 March 2026	Director of Corporate Governance	New Terms of Reference template

TERMS OF REFERENCE

COMMITTEE NAME:	Charitable Funds Committee
PURPOSE (1.2):	<p>The Charitable Funds Committee is established as a committee of the Corporate Trustee, with the University Hospitals Dorset NHS Foundation Trust Board acting as the Board of the Trustee (Charity Registration Number 1057366).</p> <p>The purpose of the Committee is to provide assurance to the Board regarding the administration, application, investment and stewardship of the charitable funds in accordance with the Charities Acts, external guidance and all applicable legislation.</p> <p>The Committee will ensure that all charitable funds are used in line with donors' wishes and that the Charity is managed effectively, efficiently and with appropriate governance oversight.</p>
RESPONSIBILITIES (2.1):	<p>The Committee is responsible for the following:</p> <ul style="list-style-type: none"> • Monitor and authorise the application of all charitable funds in accordance with the Charities Acts, applicable legislation and donor conditions. • Make decisions regarding the investment of charitable funds in line with legislation, policy and Charity Commission guidance. • Ensure compliance with the Trust's Standing Financial Instructions and Scheme of Delegation as relevant to charitable funds. • Monitor the performance of the investment portfolio, including review of spending plans and balances. • Review and recommend approval to the Board of the Annual Report and Accounts of the Charity for submission to the Charity Commission. • Receive and review quarterly charitable funds income and expenditure accounts and associated reporting. • Ensure expenditure is controlled and utilised on appropriate projects. • Establish and monitor policies and procedures for the effective day-to-day management of charitable funds. • Review detailed business cases relating to major investment decisions and make recommendations. • Ensure legacies are realised completely and in a timely manner. • Safeguard donated money and ensure appropriate use. • Review the overall fundraising strategy and projects annually and recommend schemes to the Board for approval. • Enact the strategy for use of charitable funds as set by the Board.

MEMBERS (3.1):	<p>Membership of the Committee comprises:</p> <ul style="list-style-type: none"> • Three Non-Executive Directors • Chief Finance Officer 	STANDING ATTENDEES (3.2):	<p>Standing attendees:</p> <ul style="list-style-type: none"> • Charity Director • Deputy Chief Finance Officer
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	<ul style="list-style-type: none"> • Chief People Officer 		<ul style="list-style-type: none"> • Deputy Chief People Officer
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CHAIR (3.3):	Non-Executive Director	DEPUTY CHAIR (3.3):	Non-Executive Director Deputy Chair	SECRETARY (5.5):	The Director of Corporate Governance or their nominee. An Executive Assistant/ Business Manager will be responsible for preparing minutes and updating action log.
MEETING TIMING (FREQUENCY AND DURATION) (5.1):	The Committee will meet on a quarterly basis with additional meetings scheduled as required.		QUORUM (5.2)	Meetings will be quorate if at least three members are present: <ul style="list-style-type: none"> • the Chair (or Non-Executive Director Deputy), • one other Non-Executive Director • one Executive Director. 	
ACCOUNTABLE TO: (the Accountable Group) (6)	The Committee is accountable to the Corporate Trustee, with the Trust Board acting on behalf of the Trustee in making trustee decisions.		REPORTING GROUPS (6.5):	N/A	

UNIVERSITY HOSPITALS DORSET NHS FOUNDATION TRUST

TERMS OF REFERENCE

1. PURPOSE

- 1.1 The Trust's vision is to positively transform its health and care services as part of the Dorset Integrated Care System. Its mission is to provide excellent healthcare for its patients and wider community and be a great place to work now and for future generations.
- 1.2 The purpose of the Committee and how it will achieve its purpose is as set out above.
- 1.3 The Committee has no executive powers other than those specifically delegated in these terms of reference.

2. RESPONSIBILITIES

- 2.1 The responsibilities of the Committee are set out above.

3. MEMBERSHIP/ ATTENDANCE

- 3.1 Membership of the Committee is set out above.
- 3.2 Standing attendees are set out above. In addition, other individuals may be invited to attend with agreement of the Chair (or in their absence the Deputy Chair).
- 3.3 The Committee will be chaired by the role holder above. A Deputy Chair may be nominated. In the absence of the Chair and/or an appointed Deputy Chair, the remaining members will elect another member present to chair the meeting (which, in the case of a Board Committee will be a Non-Executive Director).
- 3.4 Subject to paragraph 3.2 above, only members of the Committee have the right to attend meetings. If a standing member is unable to attend, they may exceptionally send a deputy to the meeting. (In the case of a Board Committee, a deputy will not have voting rights at the meeting). The Chair or other person chairing the meeting may ask any or all of those who attend, but who are not members, to withdraw to facilitate open and frank discussion of particular matters.
- 3.5 Committee members should aim to attend all scheduled meetings but in any event are expected to attend a minimum of three quarters of all meetings. For the purposes of calculating attendance, a deputy attending on behalf of a member will not count towards the members' attendance. A record of members' attendance will be maintained.

4. AUTHORITY

- 4.1 The Committee is authorised to approve its governance cycle.

- 4.2 The Committee is authorised by the Board to investigate/review any activity within its Terms of Reference.
- 4.3 The Committee is authorised by the Board to obtain any external advice it requires to discharge its duties and to request the attendance of individuals and authorities from outside the Trust with relevant experience and expertise if it considers this necessary for or expedient to the exercise of its functions.
- 4.4 The Committee is authorised to obtain such internal information as is necessary and expedient to the fulfilment of its functions.

5. CONDUCT OF BUSINESS

- 5.1 The Committee will normally meet at the frequency set out above and at such other times as the Chair will require.
- 5.2 Meetings of the Committee will be quorate if there are at least the members present set out above for a quorum.
- 5.3 If a meeting of the Committee is inquorate, then the meeting can progress if those present determine. However, no business will be transacted.
- 5.4 Meetings of the Committee will be called by the secretary at the request of the Committee Chair. The secretary of the Committee will be as stated above.
- 5.5 The secretary (or their nominee) is responsible for preparing the agenda for agreement by the Committee Chair. The secretary (or their nominee) will collate and circulate papers to Committee members. Unless otherwise agreed by the Committee Chair, papers should be provided no less than seven working days before the meeting and the agenda and papers should be circulated no less than five working days before the meeting.
- 5.6 Under exceptional circumstances, in the case of emergency or urgency, items of business may be conducted outside of formal meetings. This should normally be agreed by the Committee in advance and carried out either by: Chair's action, calling an extraordinary meeting or reaching consensus on a decision by e-mail. Any decisions made in this manner must be formally ratified by the Committee at the next meeting.
- 5.7 Committee business may be transacted through virtual media (including but not limited to video conferencing). At the start of each meeting taking place without all parties physically present, the Chair will be responsible for determining that the meeting is quorate.
- 5.8 Proceedings and decisions made will be recorded in the form of minutes (as specified above), which will be submitted to the next meeting of the Committee for agreement.

- 5.9 Members will be expected to conduct business in line with the Trust's values and objectives.

6. RELATIONSHIPS AND REPORTING

- 6.1 The Committee will be accountable to the group set out above (the Accountable Group), to whom it will make recommendations in relation to issues that require decision or resolution.
- 6.2 The Committee will present a report summarising the proceedings of each of its meetings at the next meeting of the Accountable Group. For the avoidance of doubt, where practicable, this will be a written report, with a verbal update being provided as necessary.
- 6.4 The Committee may refer to the other groups specified above any matters requiring review or decision in such forum(s).
- 6.5 The Committee will receive reports from the Reporting Groups set out above.

7. MONITORING

- 7.1 Attendance will be monitored at each Committee meeting. A matrix (see example at Appendix A) of membership attendees will be used for monitoring purposes.
- 7.2 The Trust's Annual Report will include attendance of members, frequency of meetings and whether meetings were quorate.
- 7.3 On an annual basis, the Committee will provide a self-assessment report to the Accountable Group detailing how the Committee has discharged its obligations as set out within its terms of reference, specifically incorporating an assessment of its effectiveness and making recommendations for improvement, where appropriate.

8. REVIEW

- 8.1 These Terms of Reference will be reviewed annually or sooner if appropriate.
- 8.2 The position of the Chair of the Committee will be reviewed at least every three years.

APPENDIX A

ATTENDANCE AT COMMITTEE/GROUP MEETINGS

NAME OF [Amend as appropriate: COMMITTEE/	[Insert name of Committee/Group]											
Present (include names of members present at the meeting)	Meeting Dates											
In Attendance												
Was the meeting quorate? Y / N (Please refer to Terms of Reference)												