

<b>To:</b>	Trust Board
<b>From:</b>	Karen Brown, Interim Director of Finance & Corporate Affairs
<b>Date:</b>	4 July 2017

<b>Title:</b>	<b>Charitable Trust Responsibilities</b>									
<b>Author/Responsible Director:</b>	Colin Hills, Assistant Director of Finance / Karen Brown, Interim Director of Finance and Corporate Affairs									
<b>Purpose of the Report:</b>	To agree the establishment of and terms of reference for the Charitable Funds and Fundraising Sub-Committees to discharge the responsibilities of the Trust as Corporate Trustee.									
<b>The Report is provided to the Board for:</b>	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Information</td> <td style="width: 5%;"></td> <td style="width: 50%;">Assurance</td> <td style="width: 5%;"></td> </tr> <tr> <td>Discussion</td> <td>✓</td> <td>Decision</td> <td>✓</td> </tr> </table>		Information		Assurance		Discussion	✓	Decision	✓
Information		Assurance								
Discussion	✓	Decision	✓							
<b>Summary/Key Points:</b>	<ul style="list-style-type: none"> <li>It is good practice to set up a Charitable Funds Committee to undertake the responsibilities of management and monitoring of charitable funds on behalf of the Corporate Trustee.</li> <li>The Charitable Funds Committee will discharge the Trust's responsibilities with regards to governance of the funds and decision making.</li> <li>The Trust may consider the establishment of a separate Fundraising Committee to co-ordinate raising of funds for specific items as directed and in accordance with the wishes of the Corporate Trustee. This Committee may report direct to the Trust Board or be a sub-committee to the Charitable Funds Committee.</li> <li>Special consideration should be given to the membership of each Committee.</li> <li>The scheme of delegation to approve Charitable Funds expenditure should be reviewed to reflect the establishment of the Charitable Funds Committee.</li> </ul>									
<b>Recommendations:</b>	<p>The Board are asked to:</p> <ul style="list-style-type: none"> <li>Approve the establishment of a Charitable Funds Committee to oversee the management and monitoring of Charitable Funds on behalf of the Corporate Trustee.</li> <li>Approve the establishment of a Fundraising Committee to co-ordinate fundraising on behalf of the Corporate Trustee.</li> <li>Consider potential Governance structures, and Terms of Reference for the Charitable Funds and Fundraising Committees) with specific focus upon membership and functions of each Committee</li> <li>Discuss and approve the proposed revision to the scheme of delegation for Charitable Funds as set out within this paper.</li> </ul>									
<b>Strategic Risk Register</b>	<b>Performance KPIs year to date</b>									
<b>Resource Implications (e.g. Financial, HR)</b>										
<b>Assurance Implications</b>										
<b>Patient and Public Involvement (PPI) Implications</b>										
<b>Equality Impact</b>										
<b>Requirement for further review?</b>										

## 1. Introduction

Currently, all of the Charitable Funds governance and decision making is undertaken by the Trust Board.

This paper:

- Proposes the Trust Board approve the establishment of a Charitable Funds Committee to discharge the Trust's Governance responsibilities in relation to the Charity.
- Offers two alternative options in relation to the Governance of the Charitable Funds Committee and relationship with a new Fundraising Committee to co-ordinate raising of funds for specific items as directed and in accordance with the wishes of the Corporate Trustee.
- Proposes a revision to the scheme of delegation and approval process for Charitable Funds expenditure to facilitate decision making and to enable funds to be directed to where they are needed without unnecessary delay .

## 2. Purpose of the Charity and current structure

2.1. The United Lincolnshire Hospital Charitable Fund is an 'Umbrella Fund' and was set up in 1996. The purpose or objects of the fund are set out within the Charity Deed and state:

***'The Trustees shall hold the trust fund upon trust to apply the income, and at their discretion, so far as may be permissible, the capital, for any charitable purpose or purposes relating to the National Health Service.'***

2.2. The Fund is set up with the Trust as Corporate Trustee.

2.3. Members of the Board therefore share joint responsibility for the Governance of the Charity and ensuring that the duties of the Corporate Trustee are discharged.

2.4. As the Board acts in two capacities (managing the exchequer funds on the one hand, and the charitable funds on the other), there is a risk of failing to make separate decisions for the two types of fund. Good governance arrangements are therefore essential to supporting clear separation of decision making. A failure to separate decision making (and to be able to demonstrate that separation) can lead to breaches of trust in respect of the charitable funds.

2.5. Trustees cannot delegate their duties and responsibilities, including the major decisions relating to the management and use of the charitable funds. What can be delegated is the implementation of trustee decisions, together with the necessary powers for implementation. A clear governance structure is an essential tool to define and control the delegation arrangements.

2.6. In summary, for corporate NHS Trustees, the underlying issue is not that certain types of spending are automatically ruled out with regard to the charitable funds. Instead the issue is that the corporate trustee must be able to demonstrate that, before applying charitable funds towards service delivery, there has been a clear and open decision- making

process. That process must be independent of that body's decisions concerning the use of its exchequer funds.

- 2.7. The Charity Commission does not prescribe the manner in which Governance responsibilities of Trustees should be discharged but offers the following advice in relation to decision making and convening of meetings; Trustees should either:
- Ensure that charity business is dealt with as separate item(s) on board agendas and are recorded as such; or
  - Convene separate meetings to address Charitable Fund issues.
- 2.8. United Lincolnshire Hospitals holds in excess of £4.0m of charitable donations. Given this and the need to devote an appropriate level of Trustee time and attention to Charity Governance issues, the appropriate way for the Trust to discharge its responsibilities is to set up a Charitable Funds Committee.
- 2.9. In a similar way, to enable an appropriate level of time and attention to be directed towards fundraising, the Corporate Trustee should consider the establishment of a separate Fundraising Committee to implement the Trustees wishes, co-ordinating and engage staff and the wider public in fundraising activities. This Committee could report direct to the Trust Board or sit as a sub-committee to the Charitable Funds Committee.

### 3. Establishment of a Charitable Funds Committee

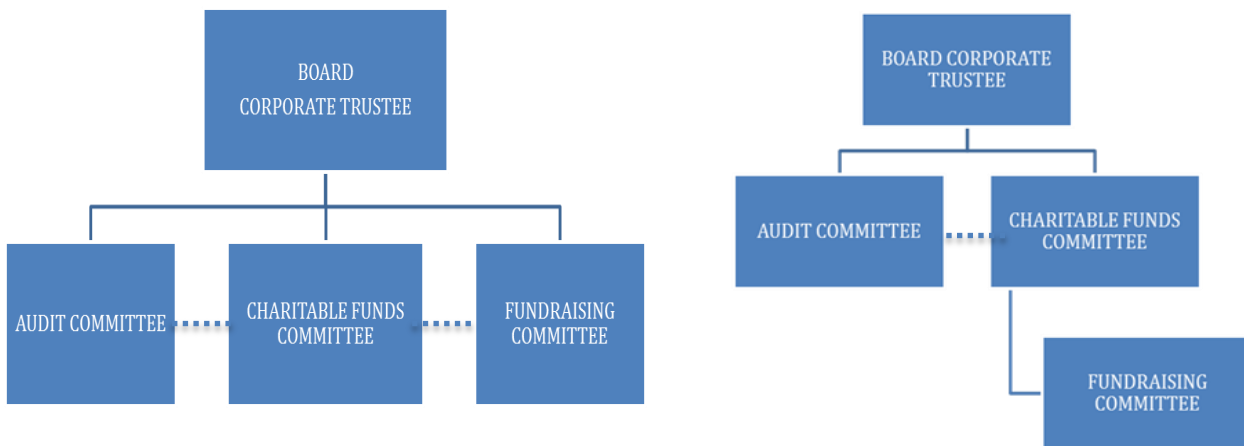
- 3.1. The Healthcare Financial Managers Association (HFMA) with input and advice from NHS Managers, the Charity Commission and National Audit Office have published a practical guide for Charitable Funds. This confirms that Trustees can in practice delegate day to day management of Charitable Funds to a sub-committee and beyond that certain functions to staff, but that Trustees remain accountable for all decisions and the performance of the Charity.
- 3.2. HFMA recommends that in order to keep Trustees well informed:
- The Chair of the Charitable Funds Committee formally reports decisions taken to the next meeting of the full Trust Board
  - Any decisions taken by the Charitable Funds sub-committee should be ratified by all Trustees and minutes submitted / reviewed.

### 4. Fundraising Committee

- 4.1. The Charity Commission is silent in relation to the creation of a separate fundraising sub-committee.
- 4.2. Enquiries of other Trusts indicate a range of positions taken which include:
- No specific fundraising activities
  - Fundraising being co-ordinated through the Charitable Funds Sub-Committee
  - The establishment of a separate Fundraising Committee to implement strategy as agreed by Trustees through the Charitable Funds Committee.
- 4.3. The United Lincolnshire Hospitals Charity has to date been in the first of the three categories.

### 5. Charitable Funds Governance – Options for discussion

- 5.1. The following options in terms of Committee structure for Charitable funds are available (preferred options shown in bold).
- Charitable Funds managed directly by the Corporate Trustee – retain the status quo.
  - **Establish a Charitable Funds Committee and separate Fundraising Committee both of which report direct to the Corporate Trustee.**
  - **Establish a Charitable Funds Committee which reports to the Corporate Trustee and a Fundraising Committee which reports to the Charitable Funds Committee.**
  - Establish a Charitable Funds Committee with dual functions , to oversee Charity Governance and to 'direct' fundraising.
- 5.2. The inter-relationship between the Committees and the Board as Corporate Trustee under the two preferred options is shown in diagrammatic form below:



The Audit Committee will have a role to scrutinise and provide assurance to the Corporate Trustee that expenditure committed and spent through Charitable Funds is appropriate and in accordance with donors wishes. This will be achieved through a bi-annual report from the Chair of the Charitable Funds Committee to the Audit Committee. The Fundraising Committee will similarly be required to provide six monthly updates to the Charitable Funds Committee.

5.3. The Trustee should also consider the membership of each Committee, specifically the mix of Executive / Non-Executive representation on each.

The Charity Commission does not make explicit recommendation but instead makes the point that the corporate trustee must be able to demonstrate that, before applying charitable funds towards service delivery, there has been a clear and open decision- making process.

**That process must be independent of that body’s decisions concerning the use of its exchequer funds.**

5.4. Draft Terms of Reference for each of the preferred Committee structures are set out within appendices 1-4 as below:

- Appendix 1 / 2 – ToR assuming the establishment of Charitable Funds and Fundraising Committees both of which report direct to the Corporate Trustee.
- Appendix 3 / 4 – ToR assuming the Fundraising Committee reports to the Charitable Funds Committee.

The majority of content within the Terms of Reference remains unchanged whichever proposal is adopted. For ease of reference those sections which are different or require special consideration are highlighted.

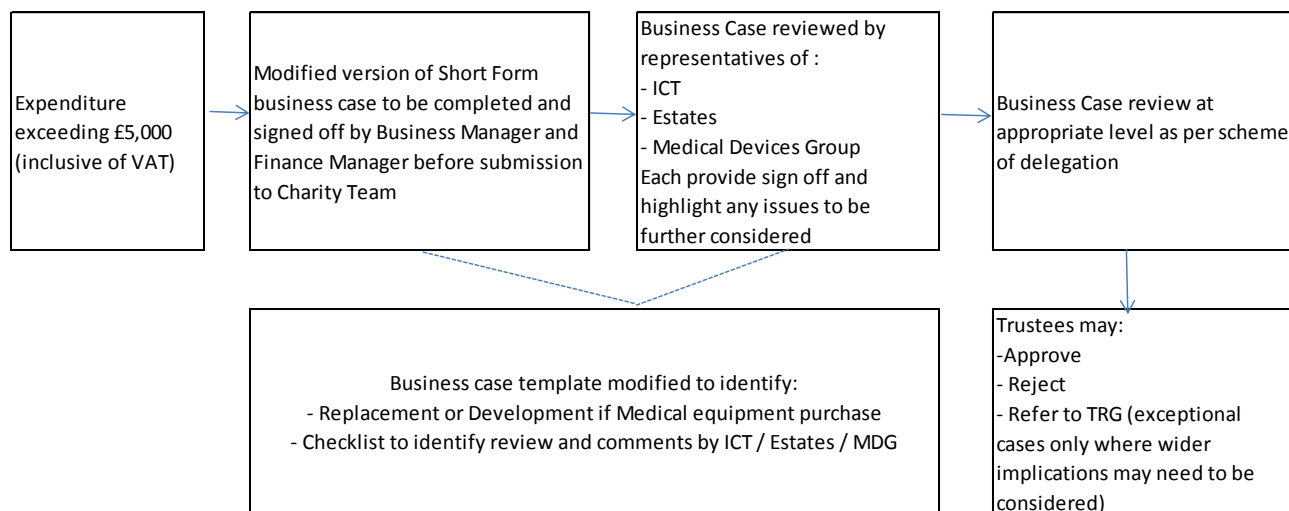
## 6. Scheme of Delegation

6.1. It is important that expenditure requests are dealt with in a timely manner and that an appropriate level of scrutiny is applied in assessing and approving each request. The scheme of delegation is fundamental to ensuring that these objectives are met. Low value items can be delegated while purchases of a high value should be assessed through a short form business case and authorised at an appropriate level.

6.2. The table below sets out the proposed scheme of delegation for all Charitable Funds expenditure on an interim basis, and will be included in the review of the Standing Financial Instructions during 2017/18.

Description		Expenditure Limit (inc VAT)	
		General purpose	All other Funds
Approval via modified Short Form Business Case	Corporate Trustee	>£50,000	
	Charitable Funds Committee	£10,000 – 49,999	
	Director of Finance / Chair Charitable Funds Committee	£5,000 – 9,999	
Approval of spend request form	Business Manager / Clinical Director / Matron		£1,000 – 4,999
	Assistant / Deputy Director of Finance	< £5,000	
	Level 1 Manager (eg Ward Sister)		< £1,000

6.3. The flowchart below shows the current process which it is proposed would remain in place to give assurance to Trustees that appropriate challenge and due diligence has been undertaken before Trustees are asked to provide approval for expenditure exceeding £5,000.



## 7. Recommendations

### 7.1. It is recommended that the Trustees:

- Establish a Charitable Funds Committee to oversee the management and monitoring of Charitable Funds on behalf of the Corporate Trustee.
- Establish a Fundraising Committee to co-ordinate raising of funds for specific items as directed and in accordance with the wishes of the Corporate Trustee.
- Consider potential Governance structures, and Terms of Reference for the Charitable Funds and Fundraising Committees (as set out at Appendix 1-4) with specific focus upon membership and functions of each Committee.
- Approve the scheme of delegation and process for approval for Charitable Funds expenditure as set out in paragraphs 5.2 - 5.3.

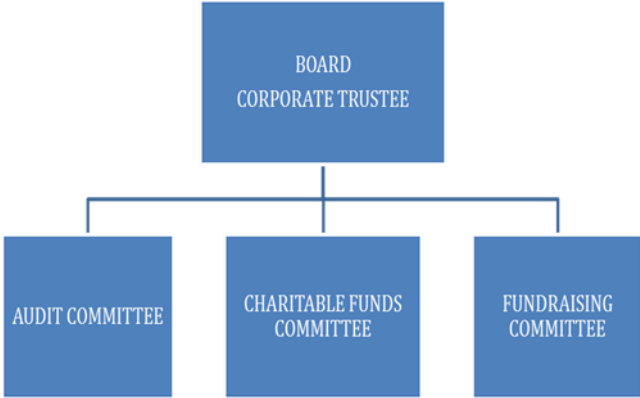
**Karen Brown**  
**Interim Director of Finance and Corporate Affairs**

## Charitable Funds Committee Terms of Reference

<b>Function</b>	The Board of Directors as Corporate Trustee to agree the establishment of the Charitable Fund Committee to oversee the management and monitoring of charitable funds on behalf of the Corporate Trustee.
<b>Purpose</b>	<p>To ensure the Trust's charitable funds are managed in accordance with the governing document and all laws and regulations governing charitable funds, including:</p> <ul style="list-style-type: none"> <li>• Trustee Act 2000</li> <li>• The Charities Act 1993</li> <li>• The Charities Act 2006</li> </ul> <p>To ensure the charitable funds are managed in a way that is fully compliant and respects charity objects clauses and in accordance with the donors' wishes.</p> <p>To seek assurance that accounting for the charitable funds is in accordance with all relevant accounting policies and to make recommendations to the Corporate Trustee on the accounting policies adopted.</p> <p>To act on behalf of the charity in satisfying the duties and responsibilities of the Corporate Trustee in managing the charitable funds.</p> <p>To review and monitor income and expenditure transactions of the charitable funds.</p> <p>To make recommendation to the Corporate Trustee on changes to the scheme of delegation applicable to charitable funds.</p> <p>To agree and authorise the establishment of new funds and new charities; agree and authorise the amendment or consolidation of existing funds and charities.</p> <p>To review legacies received and ensure that the Trust is compliant with the terms of the legacy.</p> <p>To ensure the banking arrangements for the charitable funds are kept entirely distinct from the Trust's NHS exchequer and capital funds.</p> <p>Ensuring separate current and deposit accounts are minimised consistent with meeting expenditure commitments.</p> <p>To make recommendations to the Corporate Trustee on reserves and investment policy and to seek assurance on compliance with that policy.</p> <p>To make recommendations to the Corporate Trustee on how the investments are to be managed including the appointment of third party agents and to monitor the performance of the investments and any third party appointed for the investment management by the Corporate Trustee.</p> <p>To review and make recommendations to the Corporate Trustee for approval of the Annual Return, Annual Report and Annual Accounts, having regard to the opinion of External Audit, and such that the items may be approved by the Corporate Trustee at a Corporate Trustee</p>



	<p>meeting in time for submission to the Charity Commission by the due deadline and ahead of the Trust's Annual Public Meeting.</p> <p>To ensure there is an annual review of the Charitable Fund Committee performance.</p>
<b>Governing document</b>	<p>The United Lincolnshire Hospital Charitable Fund is an 'Umbrella Fund' and was set up in 1996 under Charity Registration No:105065 The purpose or objects of the fund are set out within the Charity Deed and state:</p> <p>'The Trustees shall hold the trust fund upon trust to apply the income, and at their discretion, so far as may be permissible, the capital, for any charitable purpose or purposes relating to the National Health Service.</p>
<b>Level of Authority</b>	<p>All major decisions relating to the management and use of the charitable funds to be reviewed by the sub-committee for recommendation to the Corporate Trustee for approval.</p> <p>The Charitable Funds Committee is authorised to take action and investigate any actions arising from its meetings and through the reporting bodies. It is authorised to seek clarification and further investigation of any charitable matter as necessary</p> <p>The Standing Orders and Standing Financial Instructions of the Trust, as far as they are applicable, shall apply to the Charitable Funds Committee.</p> <p>In which case the term "Chairman" is to be read as a reference to the Chairman of the committee as the context permits, and the term "member" is to be read as a reference to a member of the committee also as the context permits.</p>
<b>Level of Financial Authority</b>	<p>In accordance with the scheme of delegation and those executive powers delegated in the terms of reference.</p>
<b>Reports Received</b>	<p>Charitable Fund update report</p> <p>Trustees Annual report</p> <p>Annual Accounts</p> <p>Internal Audit reports</p> <p>External Audit reports (ISA 260)</p> <p>Investment Manager's reports</p> <p><b>Fund Raising Committee bi-annual update report</b></p> <p>Charity Commission Updates</p> <p>Business Cases as necessary in accordance with the scheme of delegation</p>
<b>Reports to</b>	<p>The Corporate Trustee – The minutes of the Committee will be submitted to the next available Trust Board meeting and decisions ratified.</p>

<b>Links to Other Committees</b>	<p>Audit Committee - assurance report to confirm expenditure through Charitable Funds is appropriate and in accordance with donors wishes</p>  <pre> graph TD     A[BOARD CORPORATE TRUSTEE] --- B[AUDIT COMMITTEE]     A --- C[CHARITABLE FUNDS COMMITTEE]     A --- D[FUNDRAISING COMMITTEE] </pre>
<b>Status</b>	<p>Standing</p>
<b>Frequency and Duration</b>	<p>Not less than <b>three</b> times a year.</p> <p>One meeting must be scheduled to focus on the Annual Return, Annual Accounts and Annual Report.</p> <p>One meeting must be scheduled to consider a report from the investment manager.</p>
<b>Minimum Required Attendance</b>	<p>Each member should attend at least 75% of meetings</p> <p>A quorum shall be two of the voting members, including the chair or vice chair of the committee.</p>
<b>Membership</b> <b>Chair</b> <b>Vice Chair</b>	<p><b>Deputy Chief Executive</b></p> <p><b>Director of Human Resources / Deputy</b></p> <p><b>Director of Finance / Deputy</b></p> <p><b>Deputy Director of Operations</b></p> <p>Other officers of the Trust may attend the Committee at the request of the Committee Chairman.</p>
<b>Declaration of Interest</b>	<p>All members must declare any actual or potential, prejudicial or material, conflicts of interest. These must be recorded in the minutes. Members should exclude themselves from any part of the meeting where it is deemed they have a prejudicial or material conflict of interest. The Chair will decide if a declared interest represents a prejudicial or material conflict.</p>
<b>Standing Agenda Items</b>	<p>Review of Charitable Fund Strategy</p> <p>Request for new funds</p> <p>Fund balances</p> <p>Legacies and grants received</p> <p><b>Fundraising – bi-annual report from Fundraising Committee</b></p>

	Donations and expenditure items over £5,000 Risk Register review Business case approval Review of Investment Strategy - Quarterly updates from Investment Managers Charity Commission notifications Recommendations to the Corporate Trustee Any other business?
<b>Administration</b>	The Trust Secretary will ensure appropriate support is afforded the Committee.
<b>Archive responsibility</b>	
<b>Quorum</b>	A quorum of Two Executive Directors plus one further Director / Deputy
<b>Process for Compliance with ToRs</b>	To be reviewed annually

**Agreed date:**

**Endorsed by:**

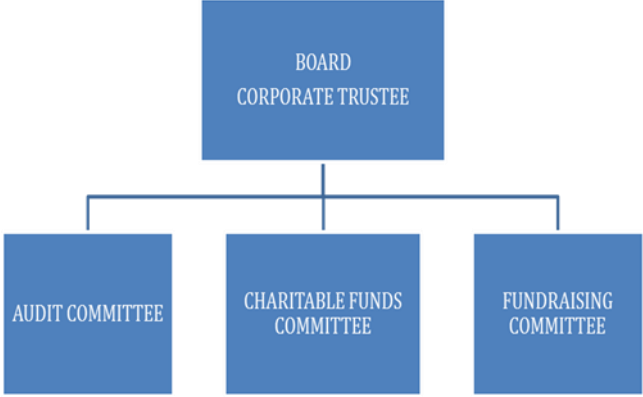
**Date of endorsement:**

**Date of review:**

**Date of expiry:**

## Fundraising Committee Terms of Reference

<b>Function</b>	The Board of Directors as Corporate Trustee to agree the establishment of the Fundraising Committee to co-ordinate raising of funds for specific items as directed and in accordance with the strategy set out by the Corporate Trustee.
<b>Purpose</b>	<p>Advise the Board on any fundraising matter.</p> <p>Implement, monitor and evaluate the fundraising strategy as set out by the Corporate Trustee.</p> <p>Identify and maintain a list of existing and potential sponsors and funders</p> <p>Assume the lead for certain fundraising activities</p> <p>To support the Corporate Trustee by managing interactions with sponsors/funders, thanking sponsors/funders in writing</p>
<b>Governing document</b>	<p>The United Lincolnshire Hospital Charitable Fund is an 'Umbrella Fund' and was set up in 1996 under Charity Registration No:105065 The purpose or objects of the fund are set out within the Charity Deed and state:</p> <p>'The Trustees shall hold the trust fund upon trust to apply the income, and at their discretion, so far as may be permissible, the capital, for any charitable purpose or purposes relating to the National Health Service.</p>
<b>Level of Authority</b>	The Standing Orders and Standing Financial Instructions of the Trust, as far as they are applicable, shall apply.
<b>Level of Financial Authority</b>	The Committee has no authority to commit expenditure in its own right without prior approval in accordance with the Charitable Funds Scheme of Delegation.
<b>Reports Received</b>	n/a
<b>Reports to</b>	The Corporate Trustee – The minutes of the Committee will be submitted to the next available Trust Board meeting.

	 <pre> graph TD     A[BOARD CORPORATE TRUSTEE] --- B[AUDIT COMMITTEE]     A --- C[CHARITABLE FUNDS COMMITTEE]     A --- D[FUNDRAISING COMMITTEE] </pre>
<b>Links to Other Committees</b>	Charitable Funds Committee – Bi-annual report
<b>Status</b>	Standing
<b>Frequency and Duration</b>	Not less than four times a year.
<b>Minimum Required Attendance</b>	Each member should attend at least 75% of meetings
<b>Membership</b> <b>Chair</b> <b>Vice Chair</b>	Trust Chair Deputy Trust Chair Audit Committee Chair Chairman / Deputy from League of Friends at Lincoln, Boston and Grantham (non-voting members) Other officers of the Trust may attend the Committee at the request of the Committee Chairman. Other external stakeholders may be co-opted onto the Committee
<b>Declaration of Interest</b>	All members must declare any actual or potential, prejudicial or material, conflicts of interest. These must be recorded in the minutes. Members should exclude themselves from any part of the meeting where it is deemed they have a prejudicial or material conflict of interest. The Chair will decide if a declared interest represents a prejudicial or material conflict.
<b>Standing Agenda Items</b>	Fundraising Strategy Current and Future Fundraising activities Sponsorship Governance issues Any other business?
<b>Administration</b>	The Trust Secretary will ensure appropriate support is afforded the Committee.

<b>Archive responsibility</b>	
<b>Quorum</b>	A quorum shall be two of the voting members
<b>Process for Compliance with ToRs</b>	To be reviewed annually

**Agreed date:**

**Endorsed by:**

**Date of endorsement:**

**Date of review:**

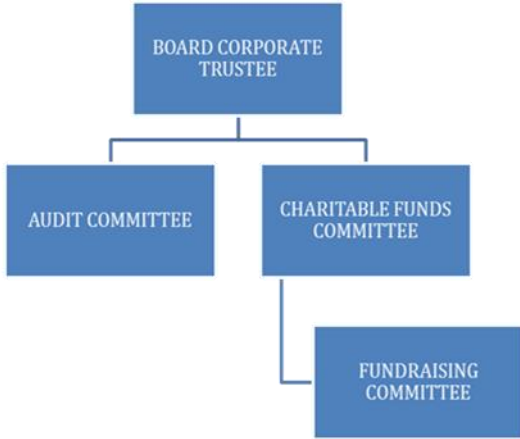
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## Charitable Funds Committee Terms of Reference

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	<p>approval of the Annual Return, Annual Report and Annual Accounts, having regard to the opinion of External Audit, and such that the items may be approved by the Corporate Trustee at a Corporate Trustee meeting in time for submission to the Charity Commission by the due deadline and ahead of the Trust's Annual Public Meeting.</p> <p>To ensure there is an annual review of the Charitable Fund Committee performance.</p>
<b>Governing document</b>	<p>The United Lincolnshire Hospital Charitable Fund is an 'Umbrella Fund' and was set up in 1996 under Charity Registration No:105065 The purpose or objects of the fund are set out within the Charity Deed and state:</p> <p>'The Trustees shall hold the trust fund upon trust to apply the income, and at their discretion, so far as may be permissible, the capital, for any charitable purpose or purposes relating to the National Health Service.</p>
<b>Level of Authority</b>	<p>All major decisions relating to the management and use of the charitable funds to be reviewed by the sub-committee for recommendation to the Corporate Trustee for approval.</p> <p>The Charitable Funds Committee is authorised to take action and investigate any actions arising from its meetings and through the reporting bodies. It is authorised to seek clarification and further investigation of any charitable matter as necessary</p> <p>The Standing Orders and Standing Financial Instructions of the Trust, as far as they are applicable, shall apply to the Charitable Funds Committee.</p> <p>In which case the term "Chairman" is to be read as a reference to the Chairman of the committee as the context permits, and the term "member" is to be read as a reference to a member of the committee also as the context permits.</p>
<b>Level of Financial Authority</b>	<p>In accordance with the scheme of delegation and those executive powers delegated in the terms of reference.</p>
<b>Reports Received</b>	<p>Charitable Fund update report</p> <p>Trustees Annual report</p> <p>Annual Accounts</p> <p>Internal Audit reports</p> <p>External Audit reports (ISA 260)</p> <p>Investment Manager's reports</p> <p><b>Fund Raising Register</b></p> <p>Charity Commission Updates</p> <p>Business Cases as necessary in accordance with the scheme of</p>



	delegation
<b>Reports to</b>	The Corporate Trustee – The minutes of the Committee will be submitted to the next available Trust Board meeting and decisions ratified.
<b>Links to Other Committees</b>	<p>Audit Committee - assurance report to confirm expenditure through Charitable Funds is appropriate and in accordance with donors wishes</p> <p><b>Fundraising sub-committee reports to Charitable Funds Committee.</b></p>  <pre> graph TD     A[BOARD CORPORATE TRUSTEE] --&gt; B[AUDIT COMMITTEE]     A --&gt; C[CHARITABLE FUNDS COMMITTEE]     C --&gt; D[FUNDRAISING COMMITTEE] </pre>
<b>Status</b>	Standing
<b>Frequency and Duration</b>	<p>Not less than <b>four</b> times a year.</p> <p>One meeting must be scheduled to focus on the Annual Return, Annual Accounts and Annual Report.</p> <p>One meeting must be scheduled to consider a report from the investment manager.</p>
<b>Minimum Required Attendance</b>	<p>Each member should attend at least 75% of meetings</p> <p>A quorum shall be two of the voting members, including the chair or vice chair of the committee.</p>
<b>Membership</b> <b>Chair</b> <b>Vice Chair</b>	<p><b>Deputy Chief Executive</b></p> <p><b>A Non-Executive Director</b></p> <p><b>Director of Finance</b></p> <p><b>One additional Executive / Non-Executive Director</b></p> <p><b>Chairman / Deputy from League of Friends at Lincoln, Boston and Grantham (non-voting members)</b></p> <p>Other officers of the Trust may attend the Committee at the request of the Committee Chairman.</p>
<b>Declaration of</b>	All members must declare any actual or potential, prejudicial or material, conflicts of interest. These must be recorded in the minutes. Members

<b>Interest</b>	should exclude themselves from any part of the meeting where it is deemed they have a prejudicial or material conflict of interest. The Chair will decide if a declared interest represents a prejudicial or material conflict.
<b>Standing Agenda Items</b>	<p>Review of Charitable Fund Strategy  Request for new funds  Fund balances  Legacies and grants received  Review of Fundraising strategy and Fundraising register  Donations and expenditure items over £3000  Risk Register review  Business case approval  Review of Investment Strategy - Quarterly updates from Investment Managers  Charity Commission notifications  Recommendations to the Corporate Trustee  Any other business?</p>
<b>Administration</b>	The Trust Secretary will ensure appropriate support is afforded the Committee.
<b>Archive responsibility</b>	
<b>Quorum</b>	A quorum of two executive directors and two NEDs.
<b>Process for Compliance with ToRs</b>	To be reviewed annually

**Agreed date:**

**Endorsed by:**

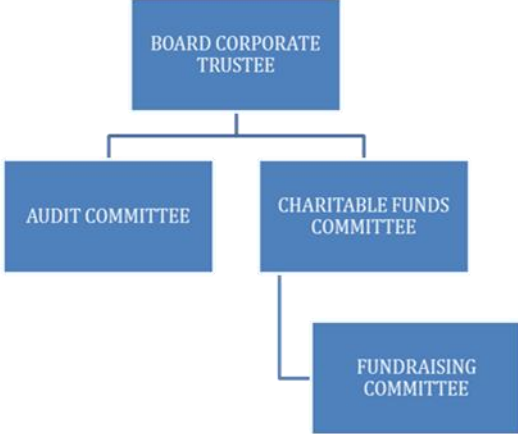
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## Fundraising Committee Terms of Reference

<b>Function</b>	The Board of Directors as Corporate Trustee to agree the establishment of the Fundraising Committee to co-ordinate raising of funds for specific items as directed and in accordance with the strategy set out by the Corporate Trustee.
<b>Purpose</b>	<p>Advise the Charitable Funds Committee on any fundraising matter.</p> <p>Implement, monitor and evaluate the fundraising strategy as set out by the Charitable Funds Committee.</p> <p>Identify and maintain a list of existing and potential sponsors and funders</p> <p>Assume the lead for certain fundraising activities</p> <p>To support the Charitable Funds Committee by managing interactions with sponsors/funders, thanking sponsors/funders in writing</p>
<b>Governing document</b>	<p>The United Lincolnshire Hospital Charitable Fund is an 'Umbrella Fund' and was set up in 1996 under Charity Registration No:105065 The purpose or objects of the fund are set out within the Charity Deed and state:</p> <p>'The Trustees shall hold the trust fund upon trust to apply the income, and at their discretion, so far as may be permissible, the capital, for any charitable purpose or purposes relating to the National Health Service.</p>
<b>Level of Authority</b>	The Standing Orders and Standing Financial Instructions of the Trust, as far as they are applicable, shall apply.
<b>Level of Financial Authority</b>	The Committee has no authority to commit expenditure in its own right without prior approval in accordance with the Charitable Funds Scheme of Delegation.
<b>Reports Received</b>	n/a
<b>Reports to</b>	The Charitable Funds Committee – The minutes of the Committee will be submitted to the next available Charitable Funds Committee meeting.
<b>Links to Other Committees</b>	Charitable Funds Committee

	 <pre> graph TD     A[BOARD CORPORATE TRUSTEE] --&gt; B[AUDIT COMMITTEE]     A --&gt; C[CHARITABLE FUNDS COMMITTEE]     C --&gt; D[FUNDRAISING COMMITTEE] </pre>
<b>Status</b>	Standing
<b>Frequency and Duration</b>	Not less than four times a year.
<b>Minimum Required Attendance</b>	Each member should attend at least 75% of meetings
<b>Membership</b> <b>Chair</b> <b>Vice Chair</b>	<p>Trust Chair</p> <p>Deputy Trust Chair</p> <p>Audit Committee Chair</p> <p>Chairman / Deputy from League of Friends at Lincoln, Boston and Grantham (non-voting members)</p> <p>Other officers of the Trust may attend the Committee at the request of the Committee Chairman.</p> <p>Other external stakeholders may be co-opted onto the Committee</p>
<b>Declaration of Interest</b>	<p>All members must declare any actual or potential, prejudicial or material, conflicts of interest. These must be recorded in the minutes. Members should exclude themselves from any part of the meeting where it is deemed they have a prejudicial or material conflict of interest. The Chair will decide if a declared interest represents a prejudicial or material conflict.</p>
<b>Standing Agenda Items</b>	<p>Current and Future Fundraising activities</p> <p>Sponsorship</p> <p>Governance issues</p> <p>Any other business?</p>
<b>Administration</b>	The Trust Secretary will ensure appropriate support is afforded the Committee.
<b>Archive responsibility</b>	
<b>Quorum</b>	A quorum shall be two of the voting members

<b>Process for Compliance with ToRs</b>	To be reviewed annually
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**Agreed date:**

**Endorsed by:**

**Date of endorsement:**

**Date of review:**

**Date of expiry:**