



Western Health
and Social Care Trust

ENDOWMENTS & GIFTS (E&G) COMMITTEE

TERMS OF REFERENCE
November 2019

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1. CONSTITUTION

The Board hereby resolves to establish a Committee of the Board to be known as the Endowments and Gifts (E&G) Committee. E&G funds are administered by the Trust Board as Trustees under the Health and Personal Social Services (NI) Order 1972, as amended by Article 16 of the Health and Personal Social Services (NI) Order 1991.

The Committee is authorised by the Board to undertake any activity within its terms of reference. It is authorised to seek advice from whatever source it deems to be appropriate in order to fulfil its function. All employees are directed to co-operate with any request made by the Committee.

2. MEMBERSHIP OF THE COMMITTEE

Membership of the Committee shall be as follows:

- Not less than 2 Non-Executive Directors, 1 of whom shall act as the Committee's Chairman;
- The Director of Finance;
- The Director of Human Resources;
- The Director of Acute Services;
- The Director of Adult Mental Health and Disability Services.

3. QUORUM

A quorum shall be 3 members, including 1 Non-Executive Director.

4. FREQUENCY OF MEETINGS

The E&G Committee will meet no fewer than 3 times per year.

5. ROLE AND RESPONSIBILITIES OF THE COMMITTEE

The role of the Committee is to oversee the administration, including banking arrangements, of E&G Funds, their investment and disbursement.

The normal purposes to which funds may be applied include all relevant expenditure likely to assist in the provision of health and social services in accordance with current legislation relating to E&G funds as well as Standing Financial Instructions and associated operational procedures of the Trust.

The Committee will:

- Manage E&G funds in line with guidance in the Trust's Standing Financial Instructions, Departmental guidance and legislation;
- Provide a robust review, on behalf of the Trustees, of expenditure proposals, in line with Schedule of Delegated Authority (SODA) limits, in order to provide recommendations of approval to Trust Board.
- To give due consideration to proposals which could be considered novel, contentious or repercussive in forming recommendations for Trust Board.
- Ratify the creation of a new fund by the Director of Finance 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 for rationalisation of funds within statutory guidelines;

- Ensure that assets in ownership of, or used by, the E&G fund will be maintained with the Trust's general estate and inventory of assets;
- Ensure that funds are not unduly or unnecessarily accumulated;
- Ensure that expenditure from Endowments and Gifts Funds is subject to appropriate value for money considerations including proper procurement procedures where applicable;
- On behalf of the Trust Board, and on the advice of the Corporate Management Team, the Committee will authorise appropriate policies and procedures in relation to E&G Funds.

6. REPORTING

The minutes of meetings of the Committee shall be formally recorded and submitted to the Trust Board for approval and resolution.

7. SECRETARIAL SUPPORT

Secretarial and administrative support will be provided to the Committee by the Assistant Director of Finance (Accounting and Financial Services).