



Charitable Funds Committee **Terms of Reference**

1. Constitution

1.1 South Central Ambulance Service (SCAS) NHS Trust Board hereby resolves to established a committee to be know as the Charitable Funds Committee of the Trust Board. The Trust Board is responsible for all the affairs and activities of the SCAS Charitable Trust (registered charity no 1049778) in its role as Corporate Trustee.

2. Purpose

2.1. The Committee's purpose is to:

- Act as the delegated authority of the Corporate Trustee to appropriately govern the activities of the Charity and stewardship of the Charity's assets.
- Seek assurance that the application and investment of funds is in accordance with the spending priorities, criteria and scheme of delegation set by the Board.
- Confirm that the Charity acts in compliance with relevant legislation.
- Ensure that appropriate arrangements are maintained in respect of financial reporting, accounting, audit and internal control systems.
- Monitor and review the integrity of the SCAS Charity Annual Financial Statements, including having them independently examined or audited, recommending the Annual Financial Statements to the Corporate Trustee for approval and ensuring their subsequent submission to the Charity Commission in the required format and timescale.
- To appoint the Independent Examiner or Auditor responsible for externally examining or auditing the Charity's annual accounts.
- Monitor, review and recommend annual plans and budgets and longer-term strategies as well as the use of funds and applications for funding to the SCAS Board for approval.
- Taking some day-to-day decisions regarding application and investment of charitable funds, in accordance with the framework set by the Board (a delegated authority limited for expenditure will be set by the Board and all spending decisions taken by the Charitable Funds Committee should be reported back to the Board as part of an assurance report).

2.2. Sub-Committees/Groups of this Committee may be established to deliver specific programmes or projects of work. The Committee will review and approve the Terms of References for such Sub-Committees/Groups.

3. Membership

3.1. Voting members of the Committee are:

- Three Non Executive Members of the Board.
- One to act as Chair

Non Voting members of the Committee are:

- Chief Financial Officer
- Charity Chief Executive Officer
- Head of Operations, Community Engagement & Training
- Chief Digital Officer
- Volunteer Governor
- Charity Finance Manager
- Volunteer Manager
- Head of Corporate Governance & Compliance

3.2. Voting members will have one vote for decision-making purposes and in the event that it is required, the Chair of the Committee will have a casting vote.

3.3. Attendees may be invited to attend the meeting, at the discretion of the Chair.

3.4. Observers may attend at the discretion of the Chair to observe only e.g., Trust Governors.

4. Quoracy

4.1. The quorum necessary for formal transaction of business by the Committee shall be Chair or Deputy Chair and one other NED.

5. Attendance

5.1. The Chair will determine whether a meeting is held either in person or virtually but where attendance is on a virtual basis, each member/attendee must be able to make an appropriate contribution to the meeting (e.g., no technological constraints) and comply with good practice in relation to virtual meetings. In any meeting form, members will conduct themselves in accordance with the values of the Trust.

5.2. Members must send their nominated deputy if they are absent through either annual leave or sick leave. The attendance of the nominated deputy must be notified to the Chair and Secretary at least 24 hours in advance of the meeting. The deputy must be of an appropriate standing, and sufficiently briefed, to attend meetings, and they will count towards the quoracy requirements and assume the voting entitlements of the member if required.

6. Frequency

6.1. Meetings will generally be held once a quarter and additional/extra-ordinary meeting may be called by the Chair between regular meetings to discuss and resolve any critical issues arising.

7. Authority

- 7.1. The Committee has the following delegated authority:
- 7.2. The Committee is authorised by the Board to act within or investigate any activity within its Terms of Reference.
- 7.3. The Committee is authorised to seek any further information it requires from any employee, and employees are directed to cooperate with any reasonable request made by the Committee.
- 7.4. The Committee is authorised to obtain outside legal or other independent professional advice, subject to cost-effectiveness considerations, and to secure the attendance of outsiders with relevant experience and expertise if it considers it to be necessary.

8. Duties

- 8.1. The Duties of the Committee are as follows:
- Ensure meetings are conducted in line with SCAS values and behaviours.
 - Make decisions on escalated issues
 - Ensure risks are tracked and managed effectively
 - Escalate any risks/challenges or issues promptly to the Trust Board
 - Monitor and evaluate performance
 - Monitor finances
 - Monitor and evaluate projects
 - Ensure that the Trust Board receive an upward report after each meeting.
 - Provide the Trust Board with an annual report.
 - Report to the Audit Committee on work in support of the Annual Governance Statement, the Board Assurance Framework and effectiveness of risk management.

9. Reporting

- 9.1. The Board reports into the Finance and Performance Committee.

10. Committee support

- 10.1. The secretary of the Committee will be the Executive Assistant/PA to the Charity Chief Executive Officer

11. Meeting Principles

- 11.1. Meeting papers should be uploaded to the Teams folder five working days before the meeting to give members time to read papers. Any papers beyond this time will be deemed late and should be submitted by exception and in agreement with the chair of the Committee. Papers submitted outside this should be excluded as members will not have time to read them.

11.2. All outstanding actions in the action logs should be updated prior to the meeting to save the Chair time going through these at the meeting.

11.3. Forward planner: the Chair and members to agree the key business for the year ahead.

12. Review

12.1. The Committee will undertake periodic self-assessments to review its effectiveness in discharging its responsibilities as set out in these Terms of Reference.

12.2. The Committee shall review its own performance and Terms of Reference at least once a year to ensure it is operating at maximum effectiveness.

13. Scheme of Delegation

13.1. Charity funds can be distributed according to the following scheme of delegation:

- Over £50k SCAS Board
- Over £10k Charitable Funds Committee
- Up to £10k Director of Finance or Director of Strategy & Business Development
- Up to £5k CEO of Charity
- Up to £2.5k Operations Manager, Community Engagement & Training Team
- Up to £1.5k Volunteer Manager
- Up to £250 Community Engagement & Training Officers
- Up to £50 CFR scheme leaders

This review date: April 2025

Next review date: April 2026