

## **Trust Fund Committee**

### **Terms of Reference**

#### **1. Title and Constitution of the Committee**

1.1 This Committee was established by resolution of the Board on and shall be known as the:  
**THE TRUST FUND COMMITTEE**

#### **2. Membership**

2.1 Members of the Committee, who shall operate as representatives for NHSBT as a Corporate Trustee, shall be:

Charles St John	:	Non-Executive Director
Vacant	:	Non- Executive Director
Rob Bradburn	:	Finance Director
Patricia Grealish	:	Chief of people

#### **3. Chair**

3.1 The Committee shall be chaired by Charles St John.

#### **4. Secretary**

4.1 The Secretary of the Committee shall be the Assistant Director Finance Operations.

#### **5. Meetings**

5.1 The Committee shall meet as frequently as it may determine to be necessary to complete its key tasks minimum of 3 meetings a year and not exceeding 6.

5.2 A quorum at a meeting shall consist of two members: one Executive and one Non-Executive Member.

5.3 The meetings shall be open to attendance by any Authority Board Member. Officers of the Authority shall attend by invitation of the Committee.

#### **6. Key Tasks**

6.1 The Committee shall take responsibility for the following matters regarding the management of funds held on trust by the Authority, keeping the Board advised of its deliberations and actions and making recommendations to the Board on policy matters and where it has no delegated executive powers:

6.1.1 Ensures that the Authority manages the funds it holds on charitable trust within, its powers as corporate trustee and legal requirements and guidance to good practice, and meets all its obligations to the NHS Executive and to the Charity Commission (the regulatory bodies)

6.1.2 Avoids, wherever possible, the receiving and holding of non-charitable funds on trust and ensures the appropriate separate treatment of such funds, should they exist at any time.

6.1.3 Ensures that there is an appropriate distinction between the Authority as corporate trustee and the Authority as a public body

6.1.4 Ensures that the charitable funds are used further the interests of the Authority, its staff, blood donors and other bodies and persons with whom the Authority has a relationship as part of the NHS in England and Wales, all within the objects of the funds held.

6.1.5 Ensures that the Authority's corporate governance procedures, as they affect charitable funds, are up to date, appropriate and effective. The Committee shall make recommendations to the Board as to the powers it may delegate to be exercised by the Committee Chair and by and through the Chief Executive.

6.1.6 Liaises with the Audit Risk and Governance Committee on matters of internal control affecting the charitable funds, including the approval of audit plans and fees and dealing with matters raised in audit reports and management letters.

6.1.7 Conducts its proceedings in as open a manner as possible and ensures the appropriate publication of the Annual Report, the Annual Accounts and other documents at its discretion.

## **7. Executive Powers**

7.1 The Committee shall exercise full executive powers on behalf of the Board and the Authority as corporate trustee in the management of funds held on trust, except where the Board has retained its decision-making powers, as regards:

- Receiving and holding funds
- Promoting the raising of funds
- Spending funds
- Investing funds
- Obtaining professional advice and the services of appropriate consultants
- Entering into agreements for the delivery of services and the supply of goods
- Corresponding with the regulatory bodies

7.3 In using its executive powers the Committee may incur expenditure from a budget which the committee approves annually, and which has been funded from the charitable funds of the Authority.

7.4 The Committee may require staff of the Authority and persons in contract with the Authority to appear before it on matters relating to the management of funds held on trust.

## **8. Accountability**

8.1 The Committee shall be accountable to the Board for all of its actions and shall submit an annual report on activities and compliance to these terms of reference

## **9. Dates of Revisions**

July 2019

Terms of Reference for the Trust Fund  
Committee

December 2020