



CHARITABLE TRUST FUNDS COMMITTEE

ANNUAL REPORT 2024/25

INTRODUCTION

It is the delegated responsibility of the Charitable Trust Funds Committee (formerly called Endowments and Gifts Committee) to ensure that the appropriate arrangements are in place to oversee the administration, including banking arrangements, of Charitable Trust Funds, their investment and disbursement. The Committee provides the Trust Board with assurance on all aspects of the stewardship and management of funds donated or bequeathed to the Trust.

This Annual Report of the Charitable Trust Funds (CTF) Committee to the Trust Board for the financial year ended 31 March 2025 reports on the work of the Committee in its discharge of its oversight responsibilities to the Board.

CHAIR'S FOREWORD

In presenting this Annual Report of the CTF Committee of the Trust, I wish to place on record my thanks to my Non-Executive Director colleagues and the Executive Director of Finance, Procurement and Estates for their support and effective contribution to the successful operation of the Committee. On behalf of the Committee, I wish to express appreciation to the Director of Human Resources and Organisational Development, the Director of Medicine and Unscheduled Care, the Director of Surgery and Clinical Services, the Assistant Director of Financial Services and the Corporate Financial Accountant for their attendance and contribution, as well as the Board Assurance Manager and the Committee Secretary for their work during the year.

THE WORK OF THE COMMITTEE

As part of the Trust's governance review, the Committee was renamed under the reconstitution of Committees and its Terms of Reference were revised during 2024/25. In terms of constitution, the Committee is established to assist the Board and the Accounting Officer in exercising its key functions of:

- Ensuring Charitable Trust 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.
- Seeking advice from whatever source it deems to be appropriate in order to fulfil its function.



The duties of the CTF Committee as laid down in its Terms of Reference are to:

- Satisfy itself that Charitable Trust Funds are managed in line with guidance in the Trust's Standing Financial Instructions, Departmental guidance and legislation;
- Ratify the creation of a new fund by the Executive Director of Finance, Procurement and Estates 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;
- Seek assurance that assets in ownership of, or used by, the Charitable Trust Funds will be maintained with the Trust's general estate and inventory of assets;
- Seek assurance that funds are not unduly or unnecessarily accumulated;
- Ensure that appropriate arrangements are in place to oversee the administration, including banking arrangements of CTF Funds and their investment and disbursement;
- Ensure that a Trustees Report is produced as part of the production of annual accounts for Charitable Trust Funds.
- Seek assurance that expenditure from Charitable Trust Funds is subject to appropriate value for money considerations including proper procurement procedures where applicable.
- Ensure that Annual Accounts are prepared in accordance with Department of Health (DoH) guidelines and submitted to the Board within agreed timescales; and
- On behalf of the Board, and on the advice of the Senior Leadership Team, the Committee will authorise appropriate policies and procedures in relation to Charitable Trust Funds.

TERMS OF REFERENCE FOR THE COMMITTEE

The Committee's Terms of Reference (ToR) are reviewed on annual basis and were reviewed by the Committee during 2024/25 and approved by Trust Board on 3rd April 2025.



MEMBERSHIP OF THE COMMITTEE

The membership and attendance at meetings during 2024/25 is set out below:-

Name of Board member	Attendance
Non-Executive Members	
Ms G Donaghy, Chair (until December 2024)	3/4
Mr M McDonald (until December 2024)	4/4
Mr R Lynas	3/4
Michele Corkey, Chair (From 1 st January)	2/2
Geraldine Browne from (1 st January)	2/2
Executive Director Member	
Ms C Teggart, Executive Director of Finance, Procurement and Estates	4/4

In attendance for full meeting

Director of Human Resources and Organisational Development
 Director of Medicine and Unscheduled Care
 Director of Surgery & Clinical Services
 Assistant Director of Financial Services
 Corporate Financial Accountant
 Charitable trust funds manager
 Communications team

Other Trust Directors and Trust staff are invited to attend meetings, as required.

Attendance for specific agenda item

The Committee requires that the Fund Managers of the 4 Directorate wide funds attend twice a year (March and October) to present their expenditure plans and provide a mid year update.

A Director / Assistant Director will be requested to attend when a report pertinent to their area of responsibility is being discussed.



The Board Assurance Manager, supported by the Committee Secretary is the Secretary to the Committee and attends all meetings to provide appropriate support to the Chair and Committee members.

MEETINGS OF THE COMMITTEE

The Committee's Terms of Reference require it to meet at least four times per annum and a quorum is three members, including two Non-Executive Directors and one Director). During the year commencing 1 April 2024, the CTF Committee met on 4 occasions as detailed below and the meetings were quorate on all occasions.

- 17th June 2024
- 21st October 2024
- 27th January 2025
- 18th March 2025

Formal minutes are recorded of each meeting and these are approved at the subsequent meeting. Minutes of meetings reflect discussions held by the Committee and any actions agreed.

The Committee has an appropriate process between meetings in place for actions/matters arising from Committee business to be appropriately pursued by the relevant Director.

The Committee has a process in place for recording declarations of conflicts of interest and this mirrors the process used at Trust Board level.

REPORTING TO TRUST BOARD

Formal minutes were submitted to the Trust Board for information, following Committee approval.

The Chair of the Committee presented a summary report to the subsequent Board meeting bringing to the attention of Trust Board any items requiring attention or escalation to the Board.




WORK PLAN

In line with best practice, the CTF Committee developed a core work programme for 2024 and this was approved by Trust Board on 25th January 2024. During 2023/24, the Committee prioritised its work to receive and spend funds for staff and patients of the Southern HSC Trust in support of the ongoing delivery of services.

The Committee's work plan is reviewed and approved on an annual basis. Compliance with a number of its key responsibilities is evidenced by the following actions:

- i. Continued the practice of inviting the Fund Managers of the four Directorate wide funds to present their proposed spending plans for 2023/24;
- ii. Ensured that CTF funds were managed in line with guidance in the Trust's Standing Financial Instructions, Department of Health guidance and legislation;
- iii. Continued to promote the rationalisation of existing historic funds where possible in 2023/24. The Committee approved a CTF Manager post to progress the rationalisation of funds and participate in the regional workplan towards CCNI registration.
- iv. Sought assurance that funds were not unduly or unnecessarily accumulated;
- v. Ensured that a Trustees' Report was produced as part of the production of annual accounts for Charitable Trust Funds
- vi. Sought assurance that expenditure from CTF Funds was subject to appropriate value for money considerations including proper procurement procedures where applicable;
- vii. Ensured that the Annual Accounts were prepared in accordance with Department of Health guidelines and submitted to the Trust Board within agreed timescales;

- 
- viii. Reviewed its Investment Policy in 2023-24. It did not make any changes to the existing policy at this time. However, it will continue to review the investment policy and portfolio annually, with particular reference to the achieved dividend rate underperforming against the comparative benchmark. The position will be reviewed during 2025-25 with exploration of alternative investment options.

The Committee approved a financial administration levy for 2023/24 of £35,810. This administration charge to CTF is based on the estimated salary costs of Finance staff administering CTF plus associated goods and services. This charge is £6.2k lower than the prior year charge of £42,010 which included £7,000 non-recurring costs which had been incurred in connection with the migration from the Trojan to Harlequin accounting software.

- ix. On behalf of the Trust Board, and on the advice of the Senior Leadership Team, the Committee will authorise appropriate policies and procedures in relation to CTF Funds. The Procedures for the Management of Charitable Trust Funds are scheduled for review by the Committee in January 2025.
- x. Following receipt of a £3m donation from the Department of Health in March 2021, under Ministerial Direction, the Committee continued to have oversight over the deployment of these monies during 2023/24. The majority of the £3m has been allocated to various schemes which have all been aligned to the 3 strategic priorities of the People Framework and Health & Wellbeing Action Plan: #wellbeing #belonging #growing. The Committee received an update report on a six monthly basis.

INTERNAL AUDIT

BSO Internal Audit includes the Trust Funds as part of their rolling programme of audits. The Southern HSC Trust Audit and Risk Assurance Committee carries out an oversight role in reviewing Internal Audit reports and the annual accounts. The Chair of the Audit and Risk Assurance Committee is a member of the CTF Committee.

The last Internal Audit report on Charitable Trust Funds was carried out during 2022/23. There were no Priority 1 recommendations. The Charitable Trust Funds Committee reviewed progress against the recommendations through 2023/24 and was pleased to note that all of the Priority 2 recommendations are now fully implemented.

EXTERNAL AUDIT

There was one external recommendation to progress following the RTTCWG in 2022/23 in respect of CTF donations lodgements. The Committee received an update on progress at its meeting on 29th January 2024 and this recommendation has now been implemented.

FINANCIAL REPORTING FOR 2023/24

In line with best practice, the Committee reviewed the final audited Trust Funds Accounts and Trustee's Report for the year ended March 2024, together with the extract from the draft Report to those charged with Governance from NIAO.

CONCLUSION AND ACTIONS FOR 2024/25

As Chair of the Charitable Trust Funds Committee, I am satisfied that the Committee has discharged its duties in line with its agreed Terms of Reference and Work Plan for the year.

Areas for action during 2024/25 include:

- i) Focus on preparations for the restructuring of the Trust Funds required in order to proceed with CCNI registration;
- ii) Continue to actively promote the use of Trust Funds and continue to monitor Directorate expenditure plans as recommended in the most recent Internal Audit report;
- iii) Membership of the CTF Committee will be reviewed in 2024/25 in light of the tenures of 2 Non Executive Director members ending on 31.12.2024.

Ms Michele Corkey
Chair, Charitable Trust Funds Committee
June 2025

