



CHARITABLE TRUST FUNDS COMMITTEE

ANNUAL REPORT 2025/26



INTRODUCTION

It is the delegated responsibility of the Charitable Trust Funds 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 2026 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 Charitable Trust Funds Committee, I wish to place on record my thanks to my Non-Executive Director colleagues, Mrs Geraldine Browne and Mr Rob Lynas, for their continued support and effective contribution to the work of the Committee during 2025/26. I would also like to acknowledge the contribution of the Executive Director of Finance, Procurement and Estates, Mrs Catherine Marks, for her advice and support to the Committee throughout the year.

On behalf of the Committee, I would like to thank Mrs Vivienne Toal, the Director of Human Resources and Organisational Development, Mrs Alison Rutherford, Assistant Director of Financial Services, Mrs Fiona Jones, Corporate Financial Accountant, and Ms Liz Esler, Charitable Trust Funds Manager, for their continued professionalism and the quality of

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assurance provided to the Committee in relation to the stewardship, governance and management of Charitable Trust Funds. I would also like to acknowledge the contribution of Directorate representatives, Research and Development leads, and Communications colleagues who attended meetings to support specific agenda items and provided valuable insight into the use and impact of charitable funding.

I would like to express my appreciation to the Board Assurance Manager and the Committee Secretary for their ongoing support to the Committee and for ensuring that effective governance arrangements were maintained throughout the year.

During 2025/26, the Committee continued to provide assurance to the Trust Board on the appropriate administration, investment and use of Charitable Trust Funds, while also overseeing significant progress in preparation for Charity Commission for Northern Ireland registration. The Committee maintained a clear focus on strengthening governance arrangements, promoting the effective use of funds in line with donor intent, and ensuring that charitable resources were directed towards initiatives that enhance patient, service user and staff experience.

THE WORK OF THE COMMITTEE

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.

During 2025/26, the Committee fulfilled its role by seeking assurance that Charitable Trust Funds were managed appropriately and in line with donor intent, that funds were not unduly or unnecessarily accumulated, and that assets and investments were subject to appropriate governance and value-for-money considerations. The Committee continues to promote the rationalisation of historic funds and supported the ongoing programme of work to prepare the Trust for registration with the Charity Commission for Northern Ireland (CCNI).

The Committee received regular reports to enable it to discharge its responsibilities effectively. These included the Draft Annual Report and Accounts of the Charitable Trust Funds, reports to those charged with governance confirming no audit findings, periodic finance and investment reports, updates on the Northern Ireland Central Investment Fund for Charities portfolio, directorate proposals for expenditure, progress reports on the Staff Support Fund, communications and engagement updates, and presentations relating to research and development projects supported by charitable funding. Through consideration of these reports, the Committee provided appropriate challenge and assurance on stewardship, governance and the effective use of charitable resources.

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 charities legislation.
- Ratify the creation of a new fund at the request of the Executive Director of Finance, Procurement and Estates where funds and/or other assets are received from donors in circumstances where the

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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 and reported with the Trust's general estate and inventory of assets.
- Seek assurance that funds are not unduly or unnecessarily accumulated by monitoring expenditure plans
- Ensure that a Trustees Report is produced as part of the production of annual accounts for Charitable Trust Funds in accordance with Department of Health (DoH) guidelines and submitted to the Board within agreed timescales.
- Have oversight of returns required by Charities Commission NI as a registered charity.
- Seek assurance that expenditure from Charitable Trust Funds is subject to appropriate value for money considerations including proper procurement procedures where applicable and in line with the Trust Public Benefit Statement.

On behalf of the Board (Trustees), 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 and approved by the Committee on 26TH January 2026.

MEMBERSHIP OF THE COMMITTEE

The membership and attendance at meetings during 2025/26 is set out below:-

Name of Board member	Attendance
<i>* Where the Chair was unavailable, Mr Lynas chaired meetings to ensure continuity of leadership.</i>	
Non-Executive Members	
Mrs M Corkey, Chair	2/4
Mrs G Browne	4/4
Mr R Lynas	4/4
Executive Director Member	
Mrs C Marks, Executive Director of Finance, Procurement and Estates	2/4

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 representative

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

Attendance for specific agenda item

Requirement that Director who has responsibility for the Funds within their Directorate 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.

Other members of Trust staff may be required to attend meetings as the Committee considers necessary.

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 Executive Director or nominated Executive Director Deputy.). During the year commencing 1 April 2025, the CTF Committee met on 4 occasions as detailed below and the meetings were quorate on all occasions.

- 23rd June 2025
- 20th October 2025
- 26th January 2026
- 30th March 2026

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.

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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. During 2025/26, there were no matters identified by the Committee that required formal escalation to the Trust Board, and the Committee was satisfied that appropriate governance and control arrangements were operating effectively in relation to Charitable Trust Funds.

WORK PLAN

In line with best practice, the Charitable Trust Funds Committee maintained a structured work programme during 2025/26 to support delivery of its key responsibilities and to provide assurance to the Trust Board on the stewardship and management of Charitable Trust Funds.

Compliance with the Committee's core responsibilities during the year is evidenced by the following actions:

- i) The Committee continued the practice of inviting Directorate Fund Managers to attend meetings to present their planned and actual expenditure, enabling appropriate scrutiny, challenge and assurance in relation to the use of charitable funds and progress against agreed plans.

- ii) Directorate proposals for spend were reviewed throughout the year, with emphasis placed on improving planning, accountability and the balance of expenditure towards patient and service user focused initiatives.
- iii) The Committee continued to oversee the rationalisation of historic funds, supporting a reduction in the overall number of funds and encouraging the utilisation of smaller legacy balances where possible.
- iv) This work was closely aligned with preparations for Charity Commission for Northern Ireland registration, and the Committee received regular updates on progress, challenges and next steps, including the development of new governance documentation, trustee procedures and a public benefit statement.
- v) The Committee ensured that Charitable Trust Funds were managed in line with the Trust's Standing Financial Instructions, Department of Health guidance and relevant legislation.
- vi) Regular finance reports were reviewed to provide assurance on income, expenditure, fund balances and value for money.
- vii) Investment performance through the Northern Ireland Central Investment Fund for Charities was also monitored, including consideration of market volatility, strategic drawdowns and the appropriate use of investment income.
- viii) During the year, the Committee continued to oversee the production of the Charitable Trust Funds Annual Report and Accounts and considered the Report to Those Charged with Governance, receiving assurance that there were no audit findings requiring action.

- ix) The Committee also maintained oversight of the Staff Support Fund, including progress on the Bannvale Health and Wellbeing Hub, receiving updates on procurement, planning constraints and delivery timelines.
- x) The Committee supported and monitored a programme of work to improve communications and engagement in relation to Charitable Trust Funds. This included oversight of branding, digital content, use of the Trust website, promotional materials and positive stories demonstrating the impact of charitable funding.
- xi) The Committee also received presentations on research and development projects funded through Charitable Trust Funds, providing assurance on the tangible benefits delivered through donations.
- xii) In addition, the Committee undertook a self-assessment during the year and reviewed its Terms of Reference, confirming that these remained appropriate while noting that minor refinements may be required as governance arrangements are finalised to support CCNI registration.

INTERNAL AUDIT

Charitable Trust Funds form part of the Trust's overall internal audit programme. Oversight of internal audit findings and assurance in relation to Charitable Trust Funds is provided through the Audit and Risk Assurance Committee, on which the Chair of the Charitable Trust Funds Committee is represented.

The Committee noted that there were no internal audit reports relating specifically to Charitable Trust Funds during 2025/26. The most recent internal audit was undertaken in 2022/23, with the next scheduled

review planned for 2027/28, in accordance with the rolling audit programme.

EXTERNAL AUDIT

During 2025/26, the Committee received assurance through the Report to Those Charged with Governance in relation to the Charitable Trust Funds Annual Accounts. The Committee noted that there were no external audit findings requiring action.

The Committee was satisfied that appropriate arrangements remained in place to support external audit requirements and continued to oversee preparations for future regulatory compliance associated with CCNI registration.

FINANCIAL REPORTING FOR 2025/26

In line with good governance practice, the Committee reviewed financial reports throughout the year, including income, expenditure, fund balances and investment performance. The Committee also reviewed the Draft Annual Report and Accounts of the Charitable Trust Funds and the associated Report to Those Charged with Governance, providing assurance on the accuracy and completeness of financial reporting.

The Committee continued to monitor the application of funds to ensure compliance with donor intent, legislative requirements and value-for-money principles, and remained assured that financial administration arrangements were appropriate and robust.

CONCLUSION AND ACTIONS FOR 2025/26

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 programme during 2025/26.

Key areas of focus for 2026/27 will include:

- i) continued progress towards Charity Commission for Northern Ireland registration
- ii) further rationalisation of historic funds
- iii) ongoing promotion and utilisation of Charitable Trust Funds across Directorates
- iv) continued assurance over governance, financial stewardship and the appropriate use of charitable resources.

Ms Michele Corkey
Chair, Charitable Trust Funds Committee
June 2026

