

ENDOWMENTS & GIFTS

(E&G)

COMMITTEE

TERMS OF REFERENCE

CONTENTS

	Page
CONSTITUTION	3
MEMBERSHIP OF THE COMMITTEE	3
QUORUM	3
FREQUENCY OF MEETINGS	4
ROLE AND RESPONSIBILITIES OF THE COMMITTEE	4-5
REPORTING	6

CONSTITUTION

1. 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.
2. The Committee is authorized 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 fulfill its function. All employees are directed to co-operate with any request made by the Committee.

MEMBERSHIP OF THE COMMITTEE

3. Membership of the Committee shall be as follows:
 - Not less than 3 Non-Executive Directors, 1 of whom shall act as the Committee's Chair
 - The Director of Acute Services (or his/her nominee)
 - The designated Director with responsibility for Human Resources and Organisational Development (or his/her nominee)

The Director of Finance or his/her representative shall normally attend meetings.

The Committee may seek the attendance of other parties if deemed necessary.

QUORUM

4. A quorum shall be 3 members, including 2 Non-Executive Directors and 1 Director.

FREQUENCY OF MEETINGS

5. The E&G Committee will meet no fewer than 4 times per year.

The Chair of the Committee may convene additional meetings as is deemed necessary.

ROLE AND RESPONSIBILITIES OF THE COMMITTEE

6. The role of the Committee is to ensure that appropriate arrangements are in place to oversee the administration, including banking arrangements, of E&G Funds, their investment and disbursement.
7. The normal purposes to which funds may be applied include all relevant expenditure likely to enhance the provision of health and social services in accordance with current legislation relating to E&G funds as well as Standing Financial Instructions, associated operational procedures of the Trust and the wishes of the donor.
8. The Committee will:
 - satisfy itself that E&G 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 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.

- seek assurance 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.
- seek assurance that funds are not unduly or unnecessarily accumulated.
- ensure that a Trustees Report is produced as part of the production of annual accounts for E&G.
- seek assurance that expenditure from E&G 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 Trust Board within agreed timescales
- on behalf of the Trust Board, and on the advice of the Senior Management Team, the Committee will authorise appropriate policies and procedures in relation to E&G Funds.

REPORTING

9. The minutes of meetings of the Committee shall be formally recorded and approved at the subsequent Committee meeting prior to submission to Trust Board for information.
10. Following each Committee meeting, the Chair of the Committee will provide a written summary report on the meeting to the next Trust Board meeting.
11. The Committee will report to the Board annually on its work.

SOUTHERN HEALTH AND SOCIAL CARE TRUST
ENDOWMENTS AND GIFTS (E&G) COMMITTEE

MEMBERSHIP 2022-23

Membership

Ms Geraldine Donaghy	(Chair)
Mrs Hilary McCartan	(Non Executive Director)
Mr Martin McDonald	(Non Executive Director)
Mrs Melanie McClements	(Director of Acute Services)
Mrs Vivienne Toal	(Director of Human Resources and Organisational Development)

In Attendance

Ms Catherine Teggart	(Director of Finance, Procurement and Estates)
Mrs Alison Rutherford	(Assistant Director of Finance)
Mrs Fiona Jones	(Corporate Financial Accountant)