

Application Form BHSCT Charitable Trust Funds Management Committee Member

Roles and Responsibilities of the Management Committees

- The CTF Management Committees are authorised by the Trust Board via CFAC to undertake any activity within their terms of reference. Employees are directed to cooperate with any request made by the Committee.
- All of the controls which apply to the management of Public Funds apply to Charitable Funds. This includes the adherence to Procurement, Travel and Subsistence, Recruitment, and other policies to ensure that a sound system of cooperate governance and internal control is maintained, which supports the achievement of the organisation’s policy, aims and objectives, whilst safeguarding Charitable and Public Funds.
- The provision of an Annual Plan, which will be presented to the Trustees (Trust Board) for approval. The plan will set out the direction and strategic approach for the management of the funds in the year ahead and propose allocation of resources from the fund towards high-level strategic aims and objectives in line with those from the BHSCT.
- The committee will be responsible for the implementation of the approved Plan.
- The normal purposes to which funds may be applied include all relevant expenditure likely to assist in the provision of health and social services in accordance with current legislation relating to Charitable funds as well as Standing Financial Instructions and associated operational procedures of the Trust.
- They are accountable for the authorisations of expenditure from the fund under its management control.
- Oversee the fund In line with direction from the Charitable Funds Advisory Committee, (CFAC) in accordance with the BHSCT framework for the management of Charitable Funds and in compliance with current legislation.
- Ensure the assets in ownership of, or used by, the Charitable fund will be maintained with the Trusts general estate and inventory of assets.
- Ensure the funds are not unduly or unnecessarily accumulated including promotion and awareness of existence, purpose and accessibility of Charitable Funds to all staff.
- Have authority to sign approvals in accordance with the Charitable Funds Authorisation Framework
- Ensure the relevant records are maintained and decisions recorded for audit purposes.
- Respond in conjunction with Finance to audit queries providing information as and when required.
- Ensure that expenditure from CTF is subject to appropriate value for money considerations including proper procurement procedures where applicable. These may include Business Cases, Procurement Procedures, Recruitment Procedures , and all Trust protocols relating to the expenditure to be incurred.
- Ensure that all relevant paperwork is in place for applications which will be forwarded to CFAC/Trust Board
- Review all relevant applications value in accordance with the strategic plan and make awards accordingly
- Review at least 4 times annually reports on all expenditure to ensure that all expenditure is appropriate and within guidelines.



- Formally record and submit approved minutes of meetings of the Committee to the CFAC for noting.
- Ratify all expenditure within its delegated level in accordance with the Authorisation Framework
- Review and refer request for funding in excess of the Committee's delegated authority to the CFAC and therefrom to the Trust Board as appropriate
- The term of the committee member shall be two years which may be renewed for a maximum of two consecutive terms.
- Any changes to the Terms of Reference will be authorised by the Trust Board.



**Application Form
BHSCT Charitable Trust Funds
Management Committee Member**

Which Amalgam Committee do you wish to be considered for

- Medical Specialities
- Anaesthetics & Critical Care
- General Medicine & Surgery including Dentistry
- Mental Health & Learning Disability
- Obstetrics & Gynaecology
- Paediatrics
- Diagnostics & Allied Health Professions
- General Purpose
- Research
- Oncology
- Medical Restricted Fund
- Non-Medical Restricted Fund

Applicant Name: _____

BHSCT Staff Number: _____

Job Title: _____

Directorate: _____

Email Address: _____

Contact Telephone Number: _____



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Can you advise if you are involved in outside charities, which may have an association with Belfast HSC Trust and detail your level of involvement?

Signed Applicant: _____

Date: _____

Co-Director / Chair of Division / Divisional Nurse
Signature

