

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

REPORT BY TRUST BOARD COMMITTEE TO TRUST BOARD

DATE OF TRUST BOARD MEETING: 5 November 2015

COMMITTEE: Charitable Funds Committee

CHAIRMAN: Mr M Traynor, Non-Executive Director

DATE OF COMMITTEE MEETING: 1 October 2015

RECOMMENDATIONS MADE BY THE COMMITTEE FOR CONSIDERATION BY THE PUBLIC TRUST BOARD:

The Trust Board are invited to endorse all recommendations under Minutes 42/15, 43/15 and 44/15.

The revised terms of reference of the Charitable Funds Committee (further to amendments suggested under Minute 42/15) are appended to this report.

OTHER KEY ISSUES IDENTIFIED BY THE COMMITTEE FOR NOTING BY THE PUBLIC TRUST BOARD:

- None

DATE OF NEXT COMMITTEE MEETING: To be confirmed.

**M Traynor, Non-Executive Director
26 October 2015**

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

MINUTES OF THE CHARITABLE FUNDS COMMITTEE MEETING HELD ON THURSDAY 1 OCTOBER 2015 AT 2:15PM IN SEMINAR ROOMS A AND B, CLINICAL EDUCATION CENTRE, LEICESTER GENERAL HOSPITAL

Present: Mr M Traynor – Non-Executive Director (Chair)
Dr S Dauncey – Non-Executive Director
Mr P Traynor – Chief Financial Officer

In Attendance: Col (Ret'd) I Crowe – Non-Executive Director
Mr T Diggle – Head of Fundraising
Mrs H Majeed – Trust Administrator
Ms L Napier – Cazenove Investment Managers (for Minute 48/15)
Mr N Sone – Charity Finance Lead
Mr S Ward – Director of Corporate and Legal Affairs

RECOMMENDED ITEMS

ACTION

42/15 CHARITY REVIEW - PROGRESS

The Head of Fundraising presented paper D, an update further to the review of the Charity's governance and operation. Appendix A of paper D outlined the proposed revised terms of reference of the Charitable Funds Committee. A new process had been developed for applying to the Charity for funding and establishing fundraising appeals – this aimed to streamline the decision-making process and reduce delay in awarding grants (section 5 of paper D detailed this new process). In discussion on the 'Request for Funding Support' form, it was suggested that the guidance notes for filling the form should be included within the same document.

HoF/CFL

The proposed revised terms of reference of the Charitable Funds Committee were supported, and recommended to the Trust Board (acting as Corporate Trustee) for approval subject to the following:-

DCLA

- (a) inclusion of a named deputy for the Executive and Non-Executive Director members of the Committee;
- (b) inclusion of details of charity approval process, in particular the delegated decision making powers for bids up to £10,000 (within an agreed overall programme);
- (c) inclusion of the new process for scrutinising applications, and
- (d) removal of the word 'ethical' under point 7 on page 4 of the terms of reference.

It was suggested that a calendar of business for the Charitable Funds Committee be developed.

HoF/CFL

Recommended – that (A) the proposed revised terms of reference of the Charitable Funds Committee be supported, and recommended to the Trust Board (acting as Corporate Trustee) for approval subject to the amendments made in points (a) to (d) above;

DCLA

(B) the guidance notes for filling in the 'Request for Funding Support' form be included within the same document, and

HoF/CFL

(C) a calendar of business for the Charitable Funds Committee be developed.

HoF/CFL

43/15 ITEMS FOR APPROVAL

Paper F outlined the grant applications received since the August 2015 Charitable Funds Committee meeting, noting that all bids received had been pre-reviewed as per current guidelines. The Charity Finance Lead considered that all applications fell within the scope of the funds, were affordable, and had been appropriately authorised by the fund advisers. Applications totalling £199,997 had been approved by the Charity Finance Lead through

the scheme of delegation (they did not, therefore, require additional Charitable Funds Committee approval), and were detailed in appendix 1 of paper F. Appendix 2 outlined two applications which had been rejected by the Charity Finance Lead. Appendix 3 detailed transfers between funds requested by the relevant fund managers in order to facilitate grant applications (in accordance with the Transfer of Unrestricted Funds Policy agreed by the Committee).

The Committee undertook detailed consideration of the following new applications for funding (as detailed in appendices 4 – 9 inclusive):

- (i) application 5595 (appendix 4 refers) was an application for £33,000 from the renal patient benefit and medical equipment specific fund for UVO decontamination system – this was approved;
- (ii) application 5507(appendix 5 refers) was an application for £8,933 from the general purposes fund for the purchase of hand day case surgery unit equipment. Committee members supported the application in principle, but suggested that the applicant should be requested to share with the Charity Finance Lead outwith the meeting, the CMG business case for the change in pathway if purchase of the equipment were to be approved. The Charity Finance Lead was given delegated authority to approve the application if satisfied that there was a material and beneficial change in the patient pathway;
- (iii) application 5730 (appendix 6 refers) – £307 from the general purposes fund for printing 200 copies of a celebrating success booklet for the patient experience team – this was approved;
- (iv) application 5746 (appendix 7 refers) – £332 from the general purposes fund for a portable projector for the referral to treatment team – this was approved;
- (v) application 5754 (appendix 8 refers) was an application for £19,757 from the general purposes fund for 42 notes trolleys with hinged lids and digital locking systems for medical wards at the LRI – this was not approved;
- (vi) application 5675 (appendix 9 refers) was an application for £12,280 from the general purposes fund for ceiling mounted image tiles for two angiograph rooms at the LRI (one of these rooms was to move to the Glenfield Hospital) – half-funding for the purchase of visual therapy panels and backlights for the ceiling of one interventional fluoroscopy room at the LRI was approved;
- (vii) application 5570 (appendix 10 refers) - £4,341.60 had previously been awarded from the general purposes fund for the provision of Safe Touch pagers for the Ambulatory Assessment Unit at the LRI. Since the application, it had come to light that some pagers within Cancer Services, purchased by the cancer charitable fund, were not able to be used due to compatibility issues. It was possible to relocate the pagers to the Ambulatory Assessment Unit, however, the applicant had requested the Committee to give consideration to whether a transfer of £1,000 from the general purposes funds to the Cancer patient benefit fund could be made in recognition of the monies spent from donations made to Cancer Services. This would mean that the full allocation of £4,341.60 previously granted would no longer be needed – this was approved;
- (viii) application 5487 (appendix 11 refers) – the original bid for £2,668 for the redecoration of the blood room at the LGH had been presented to the Committee at its meeting on 6 August 2015 (Minute 30/15 (ii) refers). The application had been deferred pending information being obtained from the Director of Estates and Facilities in respect of whether it could be funded through the Exchequer refurbishment budget. Further to this, the colleagues in the Facilities Directorate had advised that, due to pressures on the estates programme, this was not an area that could be accommodated currently. In discussion, the Chief Financial Officer undertook to liaise with the Director of Estates and Facilities regarding whether the Facilities Directorate would be able to progress the work in relation to this application (i.e. getting quotes etc.) if it was approved to be taken forward through charitable funds. If the Director of Estates and Facilities confirmed that the work in relation to this application could be accommodated, the Committee gave agreement that this application could go ahead through charitable funds, and
- (ix) application 5678 (appendix 12 refers) was an application for £15,967 for

seating areas within the Balmoral building, LRI – this application had been presented to the Committee in August 2015 and deferred pending information from the Director of Estates and Facilities. Although the Facilities Directorate could not take this forward at the current time, they had supported this application from charitable funds with some conditions around the use of artificial plants which they had discussed with the applicant – this was approved.

Recommended – that (A) the contents of this report and its appendices be received and noted;

(B) applications 5595, 5730, 5746, 5570 and 5678 be approved;

Chair

(C) application 5507 (an application for hand day case surgery unit equipment) not be approved, and the applicant to be notified of the outcome of their application by the Charity Finance Lead, and the applicant be requested to share with the Charity Finance Lead outwith the meeting, the CMG business case for the change in pathway if the equipment were to be approved – with the Charity Finance Lead being given delegated authority to approve the application if satisfied that there was a material and beneficial change in the patient pathway;

CFL

(D) application 5754 (an application for notes trolleys for medical wards, LRI) not be approved, and the applicant to be notified of the outcome of their application by the Charity Finance Lead;

CFL

(E) application 5675 (an application for ceiling mounted image tiles for angiograph rooms) – half-funding in the sum of £6,140 for purchase of visual therapy panels and backlights for the ceiling of one interventional fluoroscopy room at the LRI be approved - applicant to be notified of the outcome of their application by the Charity Finance Lead, and

CFL

(F) the Chief Financial Officer be requested to liaise with the Director of Estates and Facilities regarding whether the Facilities Directorate would be able to progress the work (i.e. getting quotes etc.) in relation to the redecoration of the Blood Room at the LGH (application 5487 refers) (if the application was approved to be taken forward through charitable funds). Subject to this confirmation, the application be approved and the applicant be notified of the outcome of their application by the Charity Finance Lead.

CFO

44/15 CHARITY ANNUAL REPORT

Paper D presented the 2014-15 Leicester Hospitals Charity - Trustee's annual report, for Charitable Funds Committee endorsement and recommendation on for Trust Board approval (as Corporate Trustee). However, it was noted that the Leicester Hospitals Charity accounts had not yet been audited, which was also required for Trust Board approval – it was agreed to chase this accordingly and if necessary, a special meeting of the Charitable Funds Committee be convened for the approval of the Leicester Hospitals Charity Accounts and Annual Report 2014-15, noting that the Charity Annual meeting was scheduled on 19 November 2015.

Chair

DCLA

The Chief Financial Officer suggested that consideration be given to including within the Annual Report, the percentage of money spent on meeting the Charity's objectives (e.g. nett of administration, management etc.) for each pound donated.

Recommended – that (A) the Charity Annual Report 2014-15 now submitted, be supported, and recommended to the Trust Board (acting as Corporate Trustee) for approval further to the availability of the Leicester Hospitals Charity accounts, and

Chair

(B) the Director of Corporate and Legal Affairs be requested to liaise with the Charity Finance Lead outwith the meeting regarding the timescale for the availability of the financial accounts and ensure that (if necessary) a special meeting of the Charitable Funds Committee be convened for the approval of the Leicester Hospitals Charity

DCLA

45/15 **REPORT FROM THE TRUST'S INVESTMENT MANAGERS**

Resolved – that this Minute be classed as confidential and reported in private accordingly.

RESOLVED ITEMS

46/15 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Ms J Smith, Chief Nurse, Mr C Sutton, Chairman of the Medical Equipment Executive and Mr M Wightman, Director of Marketing and Communications.

47/15 **MINUTES**

Resolved – that the Minutes of the 6 August 2015 Charitable Funds Committee meeting (paper A refers) be confirmed as a correct record.

48/15 **MATTERS ARISING FROM THE MINUTES**

In respect of Minute 30/15e of 6 August 2015 (an application for £149,789 for the provision of a 3D printer for the maxillofacial department at the LRI) – it was noted that the Chief Financial Officer had emailed the applicant and recommended the procurement of this equipment from routine Exchequer capital rather than charitable funds and therefore it should be considered through the 2016-17 Medical Equipment budget. It was noted that the Chair of the Medical Equipment Executive had included this equipment on the medical equipment plan for 2016-17. However, it was also noted that the case in revenue terms (cost and income) needed to be made more fully and accurately and required full CMG support/sign off. Therefore, subject to CMG support and ratification of the overall plan at the Capital Monitoring and Investment Committee, the printer could be procured via Exchequer funds for delivery on or after 1 April 2016.

In respect of Minute 38/15 of 6 August 2015, the Committee Chair clarified that, at the May 2015 Trust Board meeting, it had been agreed that the Meaningful Activity Coordinator posts would be funded until 31 March 2016.

In relation to Minute 27/15 of 2 April 2015 (potential fundraising scheme for the Children's Hospital), it was noted that the Children's Board would be developing an outline business case for the Children's Hospital fundraising scheme by January 2016. The Head of Fundraising was requested to invite Crompton Fundraising Consultants to attend the Charitable Funds Committee in February 2016 to provide an update on the fundraising scheme for the Children's Hospital.

HoF

In discussion on Minute 04/15 of 19 January 2015 and Minute 62/14 of 17 November 2014, the Head of Fundraising undertook to liaise with the Director of Workforce and Organisational Development regarding the concept of a centrally managed training fund.

HoF

Resolved – that the matters arising report (paper B refers) be confirmed as a correct record and any associated actions, as noted above, be appropriately progressed.

HoF/TA

49/15 **FINANCE AND GOVERNANCE REPORT**

Paper E detailed the financial position of the Charity for the period ending 31 August 2015 and also provided a specific update on the general purposes charitable fund. There was a detailed discussion on the lack of general purpose funds and yet the position against plan indicated that the Charity's total funds were £5,137k as of 31 August 2015. Appendix 3 of paper E indicated that the Charity's funds were held across 178 separate funds and the general purposes fund itself did not attract many donations, although any large legacies were normally allocated to this fund. Each fund had a fund manager and in most cases, the

fund managers did not have convincing plans to spend the money raised.

In discussion, it was noted that most of the funds were “unrestricted”, however, the Chief Financial Officer emphasised that unless the Committee was willing to move the funds into general purposes, then the funds were in effect being “restricted”.

Members noted the need for an urgent reduction in the number of funds highlighting that the position of individual fund balances, commitments and available funds was detailed in appendix 3. In response, one of the suggestions was to have one fund per CMG which would act as a ‘general purpose fund’ for that CMG, instead of having a large number of individual funds. If fund managers insisted on maintaining individual funds, then it was agreed that restricted funds could be established for a specific purpose (i.e. a fundraising appeal), providing that there was an expenditure plan in place. These funds should have a time-limit set for a year within which the funds should have been put to use, if not, the funds could be transferred to the general purposes fund. It was noted that the initial aim of the current LiA process on charitable funds was for a discussion with the fund managers in respect of the governance arrangements of the existing established funds within CMGs.

CFL

Resolved – that (A) the contents of paper E be received and noted, and

(B) the Charity Finance Lead be requested to consider the proposal that all restricted funds have a time-limit set for a year within which the funds should have been put to use, if not the funds would be transferred to the general purposes fund and report back to the Committee on the implications of such an approach as part of the ongoing Charity review.

CFL

50/15 FUNDRAISING UPDATE – PERFORMANCE REPORT

Paper G detailed the recent fundraising and promotional activities undertaken by the Charity. An update on the following was provided in particular:-

- (a) Little Lives, Big Journeys Appeal – both sets of cooling equipment (Criticool machine) had now been ordered for the 2 ambulances, and
- (b) Staff Christmas Meal – negotiations were on-going with Interserve in respect of the price of the Christmas meal.

Resolved – that the contents of paper G be received and noted.

51/15 ESTABLISHING A PUBLIC LOTTERY

The Head of Fundraising introduced paper H, advising that Leicester Hospitals Charity had been running the UHL staff lottery successfully for a number of years. It currently had three thousand staff playing and generated a turnover of around £200,000 per annum, providing £50,000 in funds for staff benefit. He highlighted the intention to launch a public lottery, to generate funds for patient and staff benefit.

The proposal was to maintain the staff lottery as a separate lottery and, for the public lottery, the proposal was to join an existing national lottery. This was approved in principle. The Head of Fundraising was requested to liaise with the Head of Procurement and Supplies in respect of setting up a tendering exercise for selecting an existing national lottery with whom Leicester Hospitals Charity would join to establish a public lottery. The Committee Chair also noted the need for other major local lotteries to be informed about UHL’s intention to establish a public lottery.

HoF

Resolved – that (A) the proposal to develop a separate public lottery, to benefit patients as well as staff be approved in principle (paper H refers), and

(B) the Head of Fundraising be requested to liaise with the Head of Procurement and Supplies in respect of setting up a tendering exercise for selecting an existing national lottery with whom Leicester Hospitals Charity would join to establish a public lottery and report further on this initiative to a future meeting of the

HoF

Committee.

52/15 ANY OTHER BUSINESS

52/15/1 Charity Annual Meeting

Members were advised that the Charity Annual meeting was scheduled on 19 November 2015 and details would be sent out when the timings were confirmed.

Resolved – that the position be noted.

53/15 DATE OF NEXT MEETING

To be confirmed.

The meeting closed at 4:23pm

Cumulative Record of Members' Attendance (2015-16 to date):

Voting Members

<i>Name</i>	<i>Possible</i>	<i>Actual</i>	<i>% attendance</i>	<i>Name</i>	<i>Possible</i>	<i>Actual</i>	<i>% attendance</i>
<i>S Dauncey</i>	3	2	66%	<i>M Traynor (Chair)</i>	3	3	100%
<i>C Ribbins</i>	1	1	100%	<i>P Traynor</i>	3	2	66%
<i>J Smith</i>	2	1	50%				

Non-Voting Members

<i>Name</i>	<i>Possible</i>	<i>Actual</i>	<i>% attendance</i>	<i>Name</i>	<i>Possible</i>	<i>Actual</i>	<i>% attendance</i>
<i>T Diggle</i>	3	2	66%	<i>N Sone</i>	3	3	100%
<i>I Crowe</i>	2	2	100%	<i>S Ward</i>	3	3	100%
<i>R Moore</i>	1	1	100%	<i>M Wightman</i>	3	2	66%
<i>K Singh</i>	1	1	100%	<i>J Wilson</i>	1	1	100%

Hina Majeed, **Trust Administrator**

DRAFT

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

LEICESTER HOSPITALS CHARITY

SCHEME OF DELEGATION

Title: CHARITABLE FUNDS COMMITTEE

Constitution: The Charitable Funds Committee is established as a standing committee of the University Hospitals of Leicester NHS Trust for the oversight and management of the Leicester Hospitals Charity.

The Minutes of all meetings of the Charitable Funds Committee shall be formally recorded and submitted to the Trust Board, as Corporate Trustee of the Leicester Hospitals Charity.

Membership: The Committee shall be appointed by the Trust Board, acting as the Corporate Trustee for the Leicester Hospitals Charity. The Committee will comprise of the following –

Three Non-Executive Directors of the Trust Board, one of whom shall be appointed as Chairman. (Voting)

Two Executive Directors of the Trust Board (Voting): Chief Financial Officer and Chief Nurse

Director of Marketing and Communications and Director of Strategy (non-voting)

One nominated member of the Trust's Patient Partner Team (Non-voting)

Chair of the Medical Equipment Executive (non-voting)

Secretary to the Committee:

The Director of Corporate and Legal Affairs shall act as Secretary to the Committee and will attend meetings to take Minutes and provide appropriate support to the Chairman and Committee members. (Non-voting)

Attendance: The Head of Fundraising and the Charity Finance Lead will have standing invitations to attend meetings of the Committee (non-voting).

Attendees, other than those appointed to the membership of the Committee, may attend any meeting of the Committee but shall not count towards the quorum. Other Directors and officers of the Trust may be invited to attend a meeting or meetings of the Committee.

Quorum: A quorum for the transaction of business at any meeting of the Committee shall be three voting members, one of whom must be a Non-Executive Director.

Frequency: The Committee shall meet at least four times in any financial year.

Authority: The Committee is duly authorised by the Trust Board, in its capacity as Corporate Trustee, to undertake any activity within these terms of reference.

The Trust Board, in its capacity as Corporate Trustee, may from time to time refer items of business to the Committee for consideration and/or, where appropriate, to ask for recommendations to the Trust Board (as Corporate Trustee) in matters pertaining to the Charity.

The Committee is duly authorised to seek any relevant information it requires from any employee of the Charity, and where appropriate, all such employees are directed to co-operate with any request made by the Committee.

The Committee is duly authorised by the Trust Board, in its capacity as Corporate Trustee, to obtain outside legal and/or other independent professional advice, and to secure the attendance of professionals with relevant experience and expertise, where it is considered necessary for the transaction of business.

Terms of Reference:

Governance

1. To keep under review and advise the Trust Board, as Corporate Trustee, as necessary upon:-

- a) the form and nature of the governing document(s) of the Charity (as may be amended from time to time);
- b) the measures established by the Committee to ensure that the Trust Board, as Corporate Trustee, is and remains well informed on all matters relating to the Charity;
- c) the arrangements to be adopted to ensure that charitable business is conducted by the Charity on a regular and timely basis;
- d) the adequacy of the resources available to the Charity to help it maintain a high standard of management and control;
- e) the documentation of rules by which the Charity shall be run, under the auspices of the Trust's overall corporate governance arrangements (e.g., Standing Orders, Standing Financial Instructions, and procedural guidelines).

f) the induction procedures established by the Charity for new members of the Trust Board, in its capacity as Corporate Trustee;

g) the arrangements to be adopted to ensure that adequate procedures are in place to deal with any potential conflicts of interest in the management of the Charity;

h) the measures to be taken to make information about the Charity's affairs widely available.

Financial Control

2. To keep under review and advise the Trust Board, as Corporate Trustee, as necessary upon:-

a) the arrangements adopted by the Committee to ensure that the Charity's funds are managed securely, economically, and deployed to the best advantage of users and beneficiaries, having due regard to the wishes of donors and the charities objectives;

b) the reliability of financial systems;

c) comprehensive guidance and procedure notes;

d) agreed policies for the use of reserves;

e) forward planning and budgeting;

f) provision of accurate, timely management information to the Committee;

g) management of investments;

h) audit arrangements;

i) agreed spending objectives;

j) adequate control of all funds within the Charity.

2.1 The Committee shall rely on the Trust's Audit Committee to review and advise the Trust Board, as Corporate Trustee, as necessary upon 2(b) and 2(h) above.

Fundraising

3. To keep under review and advise the Trust Board, as Corporate Trustee, as necessary upon:-

a) the development and implementation of the Charity's fundraising strategy;

- b) the support and facilitation of initiatives, both within the Charity and the community, to raise charitable funds;
- c) the development of criteria for the consideration of proposals for fundraising schemes in accordance with the University Hospitals of Leicester NHS Trust's corporate objectives and clinical priorities;
- d) all proposals received for fundraising schemes, which shall be presented to the Committee for consideration, and to make recommendations thereon to the Executive Team (where appropriate) and Trust Board, as Corporate Trustee;
- e) the conduct of all approved fundraising appeals at the Trust;
- f) the evaluation of different types of fundraising initiatives;
- g) the achievement of objectives in respect of individual appeals;
- h) the consideration and recommendations to the Trust Board, as Corporate Trustee, on applications for the use of general purpose charitable funds to establish fundraising appeals;
- i) the ongoing monitoring of fundraising contracts with commercial participants.

Investment Management

- 4. To appoint, on behalf of the Trust Board, as Corporate Trustee, a Charitable Funds Investment Manager for the Charity, who will provide quarterly reports to the Committee and attend at least two Committee meetings per financial year.
- 5. To review, quarterly, the performance of the Charity's Investment Manager, and to consider an annual independent review of the Investment Manager's performance.
- 6. To review, quarterly, the performance of the Charity's investment portfolio.
- 7. To consider and advise the Trust Board, as Corporate Trustee, upon the investment of charitable funds.

Determination of Grant Applications

- 8. The Charitable Funds Committee, under delegated authority, will consider all grant applications and approve/reject such applications as it deems fit. The Trust Board, as Corporate Trustee, reserves the right to approve any applications where:
 - a) the proposed expenditure is in excess of £50,000 in any financial year.
 - b) the proposal is for more than one financial year, and is in excess of £50,000 cumulative.

9. The Charitable Funds Committee shall first consider applications for expenditure from charitable funds (including general purpose funds) of a value of £50,000 or more and shall make recommendations to the Trust Board (as Corporate Trustee) as to whether the applications should be approved or rejected.

10. The Charity's officers are hereby authorised to consider and decide upon applications for expenditure from charitable funds (including general purpose funds) up to a value of £10,000. All decisions taken by the Charity's officers shall be reported for information to the next meeting of the Charitable Funds Committee.

11. The Committee will provide oversight of all grant applications approved by the Charity's officers under the scheme of delegation, from designated funds, where the value is £10,000 or less. This will include all grant applications from the general purposes fund, approved under the scheme of delegation by the charity's officers, where the value is £10,000 or less, but see point 12 below.

12. All grant applications will require the support and prior approval of the relevant CMG Clinical Director, Head of Operations or Head of Nursing. In the case of applications with a value of £10,000 or less to the general purposes fund, the approval of the Executive Directors on the Committee is required.

13. The Charitable Funds Committee is hereby authorised to consider and decide upon applications for expenditure from charitable funds (including general purpose funds) of a value of £10,000 or more up to a value of £50,000.

14. The Committee shall require all successful applicants to provide a written evaluation within twelve months of the start of the project. Any waiver to this requirement will be at the discretion of the Committee.

General

15. The Committee will approve the Charity's Annual Accounts and Annual Report prior to their submission to, and consideration by, the Trust Board as Corporate Trustee for formal adoption.

16. To consider general issues relating to the Charity, including guidance issued from time to time by the Charity Commission.

November 2015