

# Betsi Cadwaladr University Health Board Guidelines

## CHARITABLE FUNDS ADVISORY GROUP

### 1. INTRODUCTION

- 1.1 The Charitable Funds Committee (the 'Committee') has established the Charitable Funds Advisory Group. The function of this group is to consider funding applications from £5,000 to £25,000 from general or specific charitable funds and approve or reject those applications. The decision to approve or reject an application is undertaken on behalf of the Charitable Funds Committee under the Charitable Funds Scheme of Delegation.
- 1.2 The Health Board's scheme of delegation sets out the rules for approval for all levels of funding applications. Funding for applications over £25,000 must be approved by the Charitable Funds Committee. Such applications may also be reviewed by the Advisory Group to provide comments and reflections to support the Charitable Funds Committee in discharging its responsibility.

### 2. DUTIES OF THE CHARITABLE FUNDS ADVISORY GROUP

- 2.1 The Charitable Funds Advisory Group reviews funding applications from £5,000 to £25,000 following the charity strategy and guidelines given by the Charitable Funds Committee, and approves or rejects applications.

### 3. AUTHORITY

- 3.1 The Advisory Group has authority to approve funding applications under the Charitable Funds Committee Scheme of Delegation.
- 3.2 The Advisory Group is authorised by the Charitable Funds Committee to investigate or have investigated any activity (clinical and non-clinical) within its terms of reference. It may seek relevant information from any Employee (and all employees are directed to cooperate with any legitimate request made by the Advisory Group)

### 4. MEMBERSHIP

#### 4.1 Members

A panel of 8 members including the following

- The Head of Financial Services or Charitable Funds Accountant (Chair)
- Fundraising Manager (or deputy)
- An Area Director (Vice-Chair)

- 3 Ward or Clinical Managers, one each from West, Centre and East; one to be from Cancer and one to be from Public Health
- One Patient representative
- One Voluntary Services representative

#### Members

- Geographical spread of members should be such that there are at least 2 members each from the West, the Centre and the East

#### Chair/ Vice Chair

- The Chair (or Vice Chair) will prepare a report for each Charitable Funds meeting detailing the funding applications reviewed by the Advisory Group, the recommendation to approve or deny funding for each and the reason for the recommendation.
- The Chair (or Vice-Chair) will attend each Charitable Fund Committee meeting to provide further information on the applications if required

#### Secretary

- As determined by the Operational Director of Finance

### **4.2 In attendance**

4.2.1 The Advisory Group may require the attendance for advice, support and information routinely at meetings from :

- Charitable Funds Accountant
- Fundraising Manager
- Appropriate clinical or other staff

### **4.3 Membership**

4.3.1 The membership of the Advisory Group shall be determined by the Charitable Funds Committee, based on the recommendation of the Committee Chair, taking account of the balance of skills and expertise necessary.

4.3.2 Group Members shall hold office on the Advisory Group for a minimum period of a year

## **5 ADVISORY GROUP MEETINGS**

### **5.1 Quorum**

At least 5 members must be present to ensure the quorum of the Advisory Group, one of whom should be the Chair or Vice-Chair.

## **5.2 Frequency of Meetings**

Meetings shall be held bi monthly and otherwise as the Advisory Group Chair deems necessary.

## **6 REVIEW**

6.1 These Guidelines shall be reviewed annually by the Charitable Funds Committee and any changes recommended to the Health Board for approval.

## **7 DATE OF ACCEPTING THE GUIDELINES AND APPROVAL**

Approved by Audit Committee 14.9.17

Ratified by Board 21.9.17

Reported to Charitable Funds Committee 4.12.17

V2.0