

UK Solidarity Fund

TERMS OF REFERENCE

1. Scope

1.1 Purpose

The Committee, acting only under the delegated authority given to them by the Trustees of the British Red Cross, shall be responsible for decision-making relating to the UK Solidarity Fund (the 'Fund'), a restricted fund established by the Trustees to support victims of terrorism anywhere in the UK. The Fund is not itself a separate charity but forms part of the Charity's funds (with a specific purpose) for which the trustees are legally responsible

1.2 Authority

The committee shall have authority to manage the operation of the Fund and as such is empowered to allocate and manage the Fund's resources as it thinks fit. This authority is always limited in that:

- a. the Committee must report to the Trustees on a regular basis;
- b. the Committee must comply with the Charity's policies as they may relate to the decisions of the Committee;
- c. any resolution passed or decision taken by the Committee must be reported to the Trustees forthwith; and
- d. the Committee must refer any matter to the Trustees where it is reasonable to assume that notwithstanding the delegated authority given to them, the Trustees would reasonably wish to have involvement, bearing in mind their legal responsibility for the Charity, whether due to its financial implications; its potential impact on the Charity's reputation; or it representing a significant issue or opportunity not contemplated by any plan, budget or strategy previously approved by the Trustees.

This Scheme of Delegation may be revoked by the Trustees at any time by notice in writing to the Chair.

1.3 Reporting

The committee reports to the British Red Cross board of trustees.

2. Membership

2.1 Chair

The chair of the Committee (the 'Chair') shall be 'independent' of the Charity [meaning that he or she shall not be a Trustee or employee/contractor of the Charity] and shall be appointed by the Trustees for a term of four years. These terms are renewable and the Chair may serve a maximum of two terms (eight years)

The Chair shall chair Committee meetings and shall arrange an alternative chair from amongst the Committee members if he / she cannot attend a meeting.

2.2 Members

The Committee shall comprise a maximum of five members, three of whom shall be independent of the Charity and two of whom shall be connected to the Charity. The composition of the Committee (including appointments and removals) shall be at the discretion of the Trustees.

The Committee may invite non-Committee members to attend meetings of the Committee but any such attendee will only be in attendance as an observer or in an advisory capacity.

The Committee may co-opt members in the event of a vacancy arising and the term of a co-opted member shall extend to the next Trustee meeting where the Trustees shall either confirm the appointment or remove the co-opted member and appoint a replacement.

2.4 Terms of office

Committee members shall be appointed for a term of four years and with respect to trustee members shall be coterminous with each trustee's terms of office. These terms are renewable and members may serve a maximum of two terms (eight years).

2.5 Quorum

The quorum for meetings of the Committee shall be three Committee members at least one of whom shall be a Trustee of the Charity.

3. Responsibilities

The table below sets out specific decisions which the Board of Trustees has agreed may be taken by the Committee in respect of the Fund.

3.1 Management and Strategy

- a. Decisions regarding the application of the Fund
- b. Providing any routine reports to relevant regulators
- c. Developing a funds allocation policy and process for the Fund
- d. Decisions regarding the promotion of the Fund and the implementation of fundraising in the event of a terrorist incident
- e. the Chair of the Committee will normally act as a public spokesperson for the Fund, if that is required.

3.2 Finance - general

- a. Establishing reasonable payments/deductions that may be charged to the fund
- b. Decisions to award grants (consistent with any Trustee plan and budget) to the amount, at the time, within the UK Solidarity Fund.

- c. Ability to act as signatory for grant agreements, letters and other legal documents as appropriate

Reasonable expenses may be charged to the fund in line with the British Red Cross travel and expenses policy.

Decisions to open or close a bank account in the name of the Charity for use exclusively in relation to the Fund will sit with the Finance and Audit Committee. Finance and Audit Committee will also, in consultation with the committee, agree signatories on cheques and bank accounts in relation to the fund.

4. Management

4.1 Secretary

The Committee shall have whatever secretarial and admin support it needs to carry out its responsibilities. It shall also have a designated secretary appointed by the Trustees. The secretary shall take minutes of Committee meetings and the administration of the Committee.

4.3 Meetings

The Committee shall meet at such intervals, times and places as its members may decide provided that the Committee shall meet at least once in each calendar year.

4.4 Attendance

The Committee may meet by telephone or video conference.

4.5 Decision-making and reporting

- a. Voting shall be by simple majority. In the event of an equality of votes, the Chair shall have a casting vote.
- b. Acts under the delegated authority of the Trustees shall be reported forthwith to the Trustees and the Charity's Chief Executive or such other person(s) as the Trustees may direct from time to time.
- c. A resolution in writing approved by email by all Committee members shall be as valid and effective as if it had been passed at a meeting of the Committee, and such resolution may comprise an exchange of emails.

5. Version control

5.1 Approval

These terms of reference were approved by the committee at their meeting on 13 September 2017.