

BrisDoc Community Fund Terms of Reference (TOR)

Version:	Owner:	Created:
3.3	Kelly Shore (Chair)	29 th March 2015
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08/09/2026	Margaret Hickman (non-executive director NED)	08/09/2027

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Purpose

The 'Community Fund' is a committee set up by BrisDoc Healthcare Services

The Committee has been formed to take responsibility for an agreed percentage of BrisDoc's pre-tax profits to invest them in local Bristol North Somerset, South Glos (BNSSG) charitable projects across two separate arms: in the wider Bristol area: and overseas.

It is hoped that BrisDoc staff who get involved in this Community Fund will find their lives enriched in a variety of unforeseen ways. The organisation will also benefit from enhancing its reputation both across the city and in the wider health community.

The committee's primary purpose will be to form links with selected registered charities within the two arms of the fund and through these active relationships, identify appropriate funding opportunities, that must meet **two** or more of the following criteria

- to improve Health and Wellbeing,
- to address poverty and Health inequalities,
- to protect the environmental and tackle climate change
- allow for areas of practical engagement with Brisdoc Co-owners.

Match Funding. Co-owners who wish to raise funds for a charity of their choosing, may request match funding support up to a total of £250 per instance of charities outside our ethos ie (dogs trust) to support all co-owner in their fund raising, and up to the full amount for charities that Aline with our ethos. Each request is reviewed on a case-by-case basis.

Funding stream

10% of operating profit which is decided by the BrisDoc Board with a split between overseas and local donations decided by the Co-owners Council.

Membership

The membership of the Board will be comprised of no more than 12 individuals;

- Chairperson/Vice Chairperson
- Secretary
- Finance Officer
- Members
- Co-owners Council representative when requested
 - To support the development of the skills, knowledge and experience of healthcare workers and support in the UK and the developing world

Decision Making and Quoracy

- Decisions will be made by simple majority voting where the Chair will have the casting vote in a tie.

- The committee must be quorate to hold a vote & meeting. To achieve quoracy, at least four members of BCF must be present including the Chairperson or Vice Chairperson for a decision to be made.

Working Practice and Governance

- Meetings will be held quarterly, with minutes taken. Additional exceptional meetings can be called by the chairperson as required.
- Minutes will be shared within the Brisdoc intranet with regular reports to the Co-owners council and where appropriate with the Co-owners Council and Corporate Leadership Board.
- Membership of the committee is by open invitation, up to a maximum of 12 members. Members must strive to attend the majority of meetings, read papers beforehand and engage with communications between meetings
- The Committee has the authority to spend its allocated funds in ways agreed by the committee if they are in line with the agreed objectives. The Chairperson/Vice Chairperson (or Co-Chairs) can exercise authority (both need to agree) to approve items up to £1,000 as long as there is a balance of £10,000 or more remaining.
- **Match Funding.** To encourage charitable fundraising amongst co-owners in general the Committee is also able to match fund up Co-owners who wish to raise funds for a charity of their choosing, up to a total of £250 per instance of charities outside our ethos ie (dogs trust) to support all co-owner in their fund raising, and up to full amount for charities that Aline with our ethos. Each request is reviewed on a case-by-case basis and ideally should achieve at least one of the above criteria.
- The BCF is accountable to the Corporate Leadership Board. The Chair will report to the Corporate Leadership Board on the activity and outputs of the BCF providing assurance on service performance.
- The accounts will be kept up to date and be presented at BrisDoc AGM and at each committee meeting

Co-owners Council Engagement

A clear channel of communication with the co-owners' council will ensure that both parties are able to share information and consult one another as appropriate and that the co-owners' council remains part of this group's consciousness when making key decisions.

Review

The TOR for the BCF When changes occur however a minimum of every five years.

Version Control

Version	Date	Author	Changes Overview
V1.0	29 th Mar 2015	Michael Taylor (Chairperson)	Initial TOR
V2.0	17 th Nov 2022	Jane Isaac (BCF Secretary)	Review. Major update to support meeting structure of BrisDoc.
V3.0	Feb 2024	Kelly Shore (Co Chair)	Reviewed and agreed changes to match funding at Feb 2024 meeting & updated TOR to reflect agreement
V 3.1	Feb 2025	Kelly Shore (Co Chair)	Reworded match funding requests to make clearer
V3.2	09/04/2025	JB	Changed owner to Kelly Shore and signed off by Margaret Hickman.
V3.3	08/09/2026	KS	Reviewed – no changes

Agenda Template

Number	Item	Presenter
1	Introductions, Apologies & Conflicts of Interest	Chair
2	Actions from previous meeting	Chair
3	Minutes agreed/amendments	Secretary
4	Finance update	Finance officer
5	Project funding updates	All
6	Presentations for giving	All
7	AOB	All