



Charitable Funds Committee
20 April 2017

Members in Attendance:

Erfana Mahmood (EM)	Chairman of Charitable Funds & Non-Executive Director
Anne Allen (AA)	Trust Secretary
Alexis Keech (AK)	Environmental & Sustainability Manager

In Attendance:

Elaine Gibson (EG)	Head of Corporate Communications
Dave Jones (DJ)	Community Defibrillation Officer & Chairman of Fundraising & Expenditure Group
Danielle Norman (DN)	Charitable Fund Manager
Luke Playford (LP)	Committee Services Administrator (Observing)
Gill Hart (GH)	Associate Director of Corporate Communications & Engagement (on behalf of Leaf Mobbs)
Ali Richardson (AR)	Community Engagement Manager
Maria Amos (MA)	Fundraiser

In Attendance part-time:

Mark Wright (MWr)	Paramedic
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Apologies:

Adrian Harris (AH)	Paramedic
Leaf Mobbs (LM)	Director of Planning & Development
John Cunnington (JC)	YAS Forum Member
Perry Duke (PDU)	Head of Financial Services

Minutes:

Jo Wilson (JW)	Executive PA
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The meeting commenced at 01300 hours.

1.0	<p>Introduction & Apologies</p> <p>Apologies were received as above. Introductions were made, including Danielle Norman (DN) who would be commencing her role as Charitable Fund Manager in May.</p> <p>It was noted that a training session was delivered by Hempsons prior to the Charitable Funds Committee. This session covered trustee duties and responsibilities in the context of NHS charities and tailored specifically to Yorkshire Ambulance Service.</p> <p>EM thanks LP for organising the training</p>	
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	<p>Action LP to arrange for a letter to be sent to Simon Lee, thanking him for his time in delivering this useful session.</p>	<p>LP 2017/008</p>
2.0	<p>Declaration of Interests for any item on the agenda DJ declared an interest for Item 9 relating to the sale of defibrillators/AEDs.</p>	
3.0	<p>Minutes of last meeting The minutes of the meeting on 17 January 2017 were agreed as a true representation of the meeting.</p>	
4	<p>For Approval: YAS' Community and Commercial Education Trainer's Costs AR attended the meeting to provide assurance with regard to YAS' Community and Commercial Education Trainer role and associated costs and to secure support for their continuation from Charitable Funds Committee.</p> <p>This item had been moved up the agenda due to AR having to leave to attend another meeting.</p> <p>In November 2015, the CFC agreed to fund this role for Don Buxton's (DB) hourly rate and vehicle hire expenses and equipment costs. This was agreed to allow the Trust to continue delivering free first aid awareness courses, costing £18,000 in total per annum. This decision is aligned to the Charitable Funds Communications Strategy, 2017-18, which included the broad aims of the Charity.</p> <p>AR drew the Committee's attention to point 2.3 detailing that 156 first aid courses had been delivered, including 2900 attendees who had been trained in CPR.</p> <p>This initiative which invited YAS' Members to nominate a charity or organisation to receive this training has been well received. As a result this has allowed the Trust to positively engage with diverse community groups by teaching lifesaving skills and promoting key public health messages.</p> <p>AR asked that the Committee were assured of the success of this initiative through the good work provided by DB and requested that the role of the Community and Commercial Education Trainer continues to be supported.</p> <p>DJ added that he had worked extensively with DB and it was a pleasure to work with a true ambassador for the organisation.</p> <p>GH questioned whether the figure for the forthcoming year would stay</p>	

	<p>at £18,000? AR confirmed that this is likely to be in the region of £24,000 due to increased number of sessions being delivered. AR added that DB is on a zero hours contract, line managed by herself, and that his vehicle expenses would be charged to the Community Engagement budget.</p> <p>It was noted that this request and decision highlighted the need to ensure that fundraising was maximised to cover this expenditure. AR confirmed that when the Community Engagement Roadshows and first aid sessions are delivered, herself and DB they do always take a Charitable Fund collection tin for donations.</p> <p>DN suggested that a KPI could be put in place to monitor how many members of the public are being reached. It is crucial that income generation is maximised.</p> <p>Agreement The Committee agreed that they were comfortable with this expenditure with a cap of £25,000. If this amount is exceeded that a further request would have to come back to the Committee for approval. This will be covered for a period of two years, after which this will be reviewed.</p> <p>Action AR to work with Corporate Communications, MA and DN to maximise income generation.</p>	<p>MA/DN 2017/009</p>
<p>3.1</p>	<p>Action Log & Matters Arising The Action Log was noted and updated.</p> <p><u>2015/42 Community Medical Unit</u> AA noted that this action dated back to 2015 and it appeared that the focus has been lost. However whilst it was agreed that there were not operating costs picked up by CFC it would still be helpful to be provided with an update of activity and whether this was being utilised to its maximum potential. JW will circulate this information. This action can be removed from the action log.</p> <p><u>2016/14 YAS BASICs Doctors Bid</u> The Committee had previously agreed to this bid and were awaiting a paper from Andy Poutney so that funds can be released. This paper has now been received and the therefore the Committee agreed for these funds to be released.</p> <p>Action Funds are to be released to YAS BASICs Doctors and a paper to be scheduled to come back to the Committee at the end of the three year period detailing the spend and the number of Doctors trained.</p>	<p>JW Action Log Update</p> <p>MA/DN JW Action Log Update</p>

	<p><u>2016/26 – Mission Statements for CFC and Benevolent Fund</u> MA to liaise with Grainne Slavin, Corporate Communication to agree and circulate these mission statements.</p> <p><u>2016/28- BT Telephone Boxes in Rural Areas</u> This action is closed following conversation between MWr and DJ.</p> <p><u>2017/002 – Revolution Waves Donation Agreement</u> This is to be discussed on the agenda at Item 3.2.</p> <p><u>2017/003 – Workplan (duration of Committee meetings)</u> This is to be discussed on the agenda at Item 5.</p> <p><u>2017/004 – Drugwatch</u> This action is still ongoing.</p> <p><u>2017/005 – CFC Effectiveness Review</u> AA & JW have reviewed the actions to ensure that the recommendations have been captured on the Action Log. Action closed.</p> <p><u>2017/007 – Letters of thanks to Jean Hayes & Della Cannings regarding introduction to The Ambulance Service Charity</u> A letter will be sent to Jean Hayes once the date for YAS Staff Awards has been set as an invitation will be included.</p>	<p>MA Action Log Update</p>
<p>3.2</p>	<p>Revolution Waves and YAS Donation Agreement EG confirmed that she had made contact with the Communication Departments for the other selected charities to confirm the reasons they have given to be part of this initiative. MA advised that whilst CFC had not signed a contract, the monies from this initiative were being received in our bank account.</p>	
<p>3.3</p>	<p>Issues Raised from Trust Board PDU delivered a Fund Regulator presentation to the Trust Board in January 2017. This was well received and the Trust Board has agreed to sign up to this.</p> <p>Action JW to circulate the presentation to CFC.</p>	<p>JW 2017/010</p>
<p>5</p>	<p>For Approval: Charitable Fund Workplan 2017/18 The Committee had previously reviewed and agreed the content of the CFC Workplan for 2017/18 to include two meetings during the year. Post meeting it had been suggested that a third meeting in July should be included and the workplan items are spread over the three meetings.</p>	

	<p>Agreement & Action The Committee agreed to the meetings to be left at 2.5 hours and for an additional meeting to be included in the Workplan in July 2017. Action 2017/003 can now be closed.</p>	JW Action Log Update
6	<p>For Information: Benevolent Fund Update YAS Charitable Fund continues its partnership working with Jean Hayes (JH) and TASC (The Ambulance Service Charity).</p> <p>Since the commencement of the Benevolent Fund, 16 applications have been received with 8 grants awarded totalling £6201.37.</p> <p>There was some confusion as to what we had agreed with TASC in terms of financial remuneration. Discussion took place as to whether the total awarded should be given back to TASC in the form of a donation in thanks for them acting as an agent for us.</p> <p>GH noted that TASC is a national initiative funded by donations and grants, including government LIBOR funding, and as such questioned whether we should not be refunding the monies granted to YAS staff.</p> <p>Agreement & Action It was agreed that strong links should remain with JH and that our staff continue to be signposted to TASC. Further discussion regarding remuneration to TASC would take place at the next meeting.</p>	Agenda 2017/011
7	<p>Community Medical Unit Simon Standen (SS), Consultant Paramedic Emergency Care and John McSorley (JM), the Head of Operations for Airedale Bradford and Leeds were unable to attend the meeting to provide an update of activity relating to the Community Medical Unit, and whether there are any issues or support that the Committee can give.</p> <p>Action SS and JM will be asked to provide this information and JW will circulate for information. Action 2015/42 can then be removed from the agenda.</p>	SS/JM/ JW Action Log Update
8	<p>Cashbook Reconciliation, Income & Expenditure Report & Project Summary As at the end of March 2017, the Charitable Fund had a fund value of £259,702.02. Total income received for the year is £57,630.63 with £30,048.60 of this being designated. Total expenditure during this period is £131,836.02.</p>	

	<p>AA noted that during the training session with Hempsons, an issue was raised about the need for the balance of the Charity funds to be split between banks to ensure that this is covered by the financial services guarantee of £75,000.</p>	
	<p>Action JW to revisit the minutes where this item was discussed and AA to pick this up with PDU.</p>	<p>JW/AA 2017/012</p>
9	<p>For Assurance: Fundraising Income, Activity and Expenditure Update MA provided the Committee with this update, highlighting:</p> <ul style="list-style-type: none"> • The main focus in terms of expenditure in quarter four was the provision of defibrillators and CPAD's. A total of 21 CPAD's, 9AED's and 1 cabinet have been sited as of 31 March with a total of £39,059.46 being spent against the agreed limit of £40,000. • A long term Mayoral partnership with the Mayor of Normanton has been secured beginning in May 2017. This partnership has the potential to raise around £2,000-£3,000. • Marks and Spencer are working with us to place 25 AED's in stores across the region. This is following fundraising activities in their stores. GH asked what the benefit would be to YAS in this partnership? 	
	<p>Action DN to pick up this relationship with Marks & Spencer and discuss how this partnership could benefit YAS.</p>	<p>DN 2017/13</p>
	<ul style="list-style-type: none"> • York Ladies Circle have chosen YAS Charitable Fund as their charity of the year starting in June 2017. <p>A discussion concerning the selling of defibrillators excess to the Trust's requirements by the CFR team will be taken outside of the Committee. Due to this not being discussed within the meeting, the declaration of interest noted at the start of the meeting by DJ did not necessitate in him having to leave the meeting.</p>	<p>EM 2017/14</p>
	<p>Action EM to speak to the Chief Executive about this concern.</p>	
	<p>The Committee noted this update and the progress made.</p>	
10	<p>For Assurance: Communication Update</p>	

	<p>EG presented this update.</p> <p>The Corporate Communications team continues to support the YAS Charitable Fund on a number of key initiatives by providing communication material for internal and external audiences, collateral to publicise specific initiatives and events and generally raise awareness of the charity.</p>	
	<p>Action Following the presentation of the high level Charitable Fund Communications Strategy at the last meeting, EG is to send this to DN for her review and input.</p> <p>DN, EG, GH and MA to discuss one large ticket item to focus on, how to manage this and how to engage with staff to encourage their involvement.</p>	<p>EG 2017/015</p> <p>DN/EG/ GH/MA 2017/016</p>
	<p>AA left the meeting at 1456.</p> <p>MWr arrived at the meeting at 1456.</p>	
11	<p>For Assurance: Training Needs As previously discussed, the training session delivered by Hempsons provided training with regard to Trustee duties and responsibilities in the context of NHS charities and tailored specifically to Yorkshire Ambulance Service.</p> <p>Any actions from this meeting will be filtered into the CFC action log.</p>	
12	<p>For Information: Fund Manager Update As previously discussed, DN will commence her role as Fund Manager on 17 May.</p>	
13	<p>For Information: Legislation & Charitable Fund Governance Update There were no updates to be provided.</p>	
14	<p>Any Other Business AK spoke about the opportunity for an investment of CFC funds for solar and wind projects across the YAS estate. This would be to provide a long term investment that would reap rewards for the Trust and also monies coming back into the fund.</p>	
	<p>Action AK to write a paper detailing these options for consideration by the Committee.</p>	<p>AK 2017/21</p>

	Date and Time of Next Meeting An additional date as discussed to be scheduled in July or August 2017.	
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The meeting closed 1504.