



**Charitable Funds Committee**  
**17 January 2017 2016**

**Members in Attendance:**

Erfana Mahmood (EM)	Chairman of Charitable Funds & Non-Executive Director
Alexis Keech (AK)	Environmental & Sustainability Manager
Perry Duke (PDU)	Head of Financial Services

**In Attendance:**

Anne Allen (AA)	Trust Secretary (Observing)
Mark Wright (MWr)	Paramedic
Elaine Gibson (EG)	Head of Corporate Communications
Dave Jones (DJ)	Community Defibrillation Officer & Chairman of Fundraising & Expenditure Group
Rebecca Robinson	Head of HR Operations
Luke Playford (LP)	Committee Services Administrator (Observing)

**Apologies:**

Maria Amos (MA)	Fundraiser
Adrian Harris (AH)	Paramedic
Leaf Mobbs (LM)	Director of Planning & Development (Observing)
John Cunnington (JC)	YAS Forum Member

**Minutes:**

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

1.0	<b>Introduction &amp; Apologies</b> Apologies were received as above. Rebecca Robinson, Head of HR Operations introduced herself to the Committee.	
2.0	<b>Declaration of Interests for any item on the agenda</b> There were no declarations of interest relating to items on the agenda.	
3.0	<b>Minutes of last meeting</b> The minutes of the meeting on 8 November 2016 were agreed as a true representation of the meeting with the following amendment:  Page 3 first paragraph – the wording to be changed to ... less Level 2 meetings.	
3.1	<b>Action Log &amp; Matters Arising</b> The Action Log was noted and updated.	

<p>3.2</p>	<p><b>YAS Charitable Fund Terms of Reference</b></p> <p>AA advised the Committee that all Board committees are being reviewed in light of changes to the Executive Team and the changing environment. A thorough review of the Standing Financial Instructions and Standing Orders has been undertaken and the Terms of Reference are an addendum to these. All the revised Terms of Reference for these Committees will be presented to the Trust Board on 31 January for approval.</p> <p>AA presented the recently revised Terms of Reference for the YAS Charitable Fund, highlighting:</p> <ul style="list-style-type: none"> <li>• Item 4 – Membership – The ‘second member of the Trust Executive Group’ has been left as open and will be nominated at a later date.</li> <li>• Item 10.2 - Approval of expenditure up to an individual limit of £1,000 and £12,000 in total per annum to the Associate Director of Finance and in their absence the Financial Projects Manager;</li> <li>• Item 10.2 - Joint approval with two signatories, of individual expenditure between £1,000 and £2,500 with a total per annum of £30,000, to the Deputy Director of Finance or the Head of Financial Services and the Executive Director of Finance (or the Chief Executive in their absence).</li> </ul> <p>RR advised that in her opinion a HR representative should be invited as and when necessary and should not attend every meeting. It was suggested that RR become a member of the Fundraising &amp; Expenditure Group.</p> <p><b>Agreement/Action</b></p> <p>It was proposed and agreed that AA, Trust Secretary should become a member of the YAS Charitable Fund.</p> <p>It was agreed to remove the Head of HR Business Partners from the membership.</p> <p>PDU is to provide a form of words in terms of the practicality of this approval of expenditure function in Item 10.2.</p> <p>Subject to the changes made as discussed above, this would be presented to the Trust Board for approval, following which these will be filed and updated on the Intranet.</p>	
<p>3.3</p>	<p><b>YAS Charitable Fund Annual Accounts</b></p> <p>PDU presented the YAS Charitable Fund Annual Accounts highlighting:</p> <ul style="list-style-type: none"> <li>• The Accounts have been reviewed by the Audit Committee</li> <li>• The Accounts should be signed off by Robert D Toole and Erfana Mahmood</li> </ul>	

	<ul style="list-style-type: none"> <li>The Letter of Representation should be signed by Robert D Toole and Erfana Mahmood and sent to Auditors</li> </ul> <p>AA advised that the names of the Executive Directors and Non-Executive Directors should be checked against those listed on the Annual Accounts.</p> <p><b>Agreement</b> Subject to any changes to the names of the Executive Directors and Non-Executive Directors, the Committee were happy to agree for these YAS Charitable Fund Annual Accounts to be signed off.</p>	
3.4	<p><b>Issues Raised from Trust Board</b> There were no issues noted to or from the Trust Board.</p>	
4	<p><b>Revolution Waves and YAS Donation Agreement</b> MA had circulated a briefing note from Revolution Waves with regard to the above. Revolution Waves is a York based company who have produced a zero sugar soft drink and would like to donate 10p from the sale of every bottle to five Yorkshire based NHS Charities. Following conversations between MA and the company, YAS Charitable Fund have been selected as one of these charities to receive 2p per bottle sold.</p> <p>A CPA (Commercial Participation Agreement) is being asked to be signed to confirm that the charity is happy to be part of this initiative and receive these donations.</p> <p>YAS' Legal Department has reviewed the agreement and the analysis provided by Danielle Conway, Head of Legal, has confirmed that the contract is non-enforceable. Following this information, Steve Page, Executive Director of Quality, Governance &amp; Performance Assurance is happy for this to be signed.</p> <p>The Committee discussed whether this partnership would cause a reputational issue and AA advised that before the YAS logo is used she would like to preview the label.</p> <p>PDU added that with only two meetings per year, it is not feasible for such agreements to be made in Committee meetings. Therefore a framework needs to be put in place to make such decisions and a mechanism to move projects along in a timely way.</p> <p><b>Action/Agreement</b> EG is to make contact with the Communication Departments for the other selected charities to confirm the reasons they have given to be part of this initiative.</p> <p>It was agreed that the newly appointed Fund Manager will be tasked</p>	

	<p>with setting up this framework and produce a matrix to follow.</p> <p>The Committee agreed that pending favourable conversations with the other selected charities then they would be happy to enter into this donation agreement.</p>	
5	<p><b>Charitable Fund Workplan 2017/18</b></p> <p>The Committee reviewed and agreed the content of the Charitable Fund Workplan for 2017/18. It was suggested that with only two meetings per year that these should be increased to 3 hours.</p> <p><b>Action</b></p> <p>JW to amend the timings of future meetings to be increased to 3 hours.</p> <p><i>Post meeting is has been suggested that a third meeting in July should be included and the workplan items be spread over the three meetings. Therefore the meetings have been left at 2.5 hours until this is discussed and agreed at the Committee in April 2017.</i></p>	JW
6	<p><b>Drugwatch</b></p> <p>The Committee considered a request for funding from The Drugs Watch Foundation to produce 200 drug and alcohol awareness packs. The packs are distributed to schools within the North Yorkshire areas. The Trust have supported this initiative in the past through the Operations budget.</p> <p>PDU advised that the YAS Charitable Fund cannot provide monies to other charities.</p> <p><b>Agreement</b></p> <p>Following discussion, the Committee agreed that whilst this was not a project that they could support at this time, it was suggested that data could be reviewed with regard to how many drug and alcohol related issues there has been across the patch and look at other ways in which help can be provided.</p>	JW/MA
7	<p><b>Charitable Fund Committee Effectiveness Review (Internal Audit Final Report)</b></p> <p>The Committee considered this report and noted the key recommendations and themes arising for identified development areas against kloes (Key Lines of Enquiry):</p> <p><i>1 The CFC should implement a refreshed and comprehensive strategy (covering fundraising and expenditure) and which clarifies the roles and expectations of officers (including the fundraiser) and groups and enables the ongoing operation of Charity business outside of CFC meetings. This will also inform whether changes to the administrative basis of the Charity is appropriate.</i></p> <p><i>2 The underpinning infrastructure of Charity operations (through the</i></p>	

	<p><i>fundraiser and surrounding systems and processes) should be reviewed to ensure an appropriate level of resource is being directed (including appropriate recharging to the Trust) to enable the Charity to deliver its operational and financial objectives.</i></p> <p><i>3 Key strategies (including risk management and communications) underpinning the activity of the CFC should be refreshed.</i></p> <p><i>4 The assurance provided to and from the CFC should be reviewed and reaffirmed to ensure it remains appropriate for Corporate Trustee and Audit Committee purposes.</i></p> <p><i>5 Report authors and committees would benefit from clarification on conduct and responsibilities and in the delivery and receipt of assurance reporting (differentiated from reassurance) and to ensure that reports are properly and fully constructed with clear purpose and appropriate pathway. A Quality Assurance process of committee papers would assist in embedding expectations.</i></p> <p><b>Action</b> AA &amp; JW to ensure that the actions recommended are captured within the Charitable Fund Action Log.</p>	AA/JW
8	<p><b>Risk Register</b> PDU circulated the updated Risk Register, advising that mitigations had now been included.</p> <p>The Committee agreed that this now provided them with sufficient assurance to advise the Trust Board that the risks for the YAS Charitable Fund have been captured and gripped through the YAS Charitable Fund Risk Register.</p>	
9	<p><b>Community Medical Unit</b> Simon Standen (SS), Consultant Paramedic Emergency Care and John McSorley (JM), the Head of Operations for Airedale Bradford and Leeds will be asked to attend the next meeting in April. They will be asked 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>SS will provide a description of his new role and whether there are any pilot schemes the YAS Charitable Fund could link into.</p>	Agenda for April 2017
10	<p><b>Cashbook Reconciliation, Income &amp; Expenditure Report &amp; Project Summary</b> PDU took the Committee through the paper highlighting that the YAS Charitable Fund is on track with reducing the large balance carried forward from last year</p>	

	<p>The salary for Don Buxton, YAS' Community &amp; Commercial Education Trainer was discussed. This salary is currently being covered by YAS Charitable Fund.</p> <p><b>Action</b>  PDU is to produce a paper for presentation at the next meeting detailing the trajectory of what actions are being undertaken by this role and what future income the Fund is likely to achieve.  <i>Post Meeting: Ali Richardson, Community Engagement Manager has written a paper detailing the role YAS Community &amp; Commercial Education Trainer and asking for the funding for this to continue.</i></p>	<b>Agenda for Apr 2017</b>
10	<p><b>Charitable Fund Manager Update</b>  PDU advised that the advert for this role will close on 22 January and shortlisting and interview will take place shortly afterwards. Two good applications have already been received.</p> <p>The Committee noted this update and looked forward to progress being made with this appointment.</p>	
12	<p><b>Charitable Fundraising Group Update</b>  The Charitable Fundraising and Expenditure Group continue to meet every two weeks to discuss and agree funding for bids received for the purchasing and siting of defibrillators and AEDs.</p> <p>The quarterly budget of £30,000 ring-fenced for the purchase of defibrillators and AEDs for the third quarter, between October-December 2016 had been successfully reached. There are further bids for funding for these items in the pipeline and these will be considered in April.</p> <p>Beachcroft Solicitors 'Knit &amp; Natter club' continue to produce Twiddlemuffs and these will be distributed to Dementia patients across Yorkshire.</p> <p>It is important that a clear message of what the YAS Charitable Fund monies are being used for is cascaded to YAS staff. MA continues to work with Corporate Communications to raise awareness of the YAS Charitable Fund.</p> <p>The Committee noted this update and the progress made.</p>	
13	<p><b>Benevolent Fund – Yearly Review</b>  YAS Charitable Fund continues its partnership working with Jean Hayes (JH) and TASC (The Ambulance Service Charity).</p> <p>JW provided an update from JH:</p> <p>Five cases have been referred to TASC. Out of these five:</p>	

	<ul style="list-style-type: none"> <li>• One has received financial support and their need was met.</li> <li>• One did not require any financial support but did receive advice and information on local services to meet his needs.</li> <li>• One received a great deal of emotional support, but did not complete and return their application form, so they were unable to offer any financial support.</li> <li>• Two have received application forms and are currently pending, awaiting return of the forms.</li> </ul> <p>The advice TASC have provided include:</p> <ul style="list-style-type: none"> <li>• Benefit advice</li> <li>• Research and signposting to local services for:- cleaning service, breakfast/luncheon clubs, befriending services, further education, volunteering, details of NHS Retirement Fellowship, details of Veteran’s Agency and local veteran’s groups.</li> </ul> <p>Awareness of the Benevolent Fund continues to be raised at Team Brief, Staff Update and TMG.</p> <p>The Committee noted this update and the good partnership link with JH and TASC. The Committee also re-iterated its pledge to reimburse TASC with their financial support to our staff up to a maximum of £10,000.</p> <p><b>Action</b> AA to write to JH thanking her for her invaluable partnership working and to Della Cannings for the introduction.</p>	<b>AA</b>
14	<p><b>Communication Update – High End Strategy</b> EG presented the Communication Strategy for 2017/18.</p> <p>The purpose of this strategy is to focus on how the Trust will enhance communications and engagement activities to proactively publicise the work of the YAS Charitable Fund and increase the funds raised. This strategy will include:</p> <ul style="list-style-type: none"> <li>▪ <b><i>To raise awareness of the Charitable Fund - what funds can be used for and how they can be accessed.</i></b> <i>It is recommended this is done through having a single, easy-to-understand objective, with a realistic fundraising target so that supporters have a clear aim to work towards. It is important to harness the power of the collective audience - small contributions collectively count for a lot.</i></li> </ul> <p><i>Provide a ‘shopping list’ of donation values, starting with small amounts and what they could pay for and moving up to higher amounts. This way, everyone feels that they can donate at a value that’s affordable to them. By providing greater clarity</i></p>	

	<p><i>around what the funds will be spent on means that more people will understand the purpose of fundraising and be more inclined to support the charity.</i></p> <ul style="list-style-type: none"> <li>▪ <b><i>To work with the Fundraiser to support and publicise the Charitable Fund’s programme of events/activities - plan campaign content to build momentum.</i></b></li> <li>▪ <b><i>To take a proactive approach to publicising significant donations and items of expenditure.</i></b></li> <li>▪ <b><i>To establish and build the brand and any specific major appeals and associated branding.</i></b></li> <li>▪ <b><i>To develop communications and engagement activity throughout the Trust and with key stakeholders including local media, patients and the public.</i></b></li> </ul> <p>PDU and the Committee thanked EG for a great paper and looked forward to this being implemented.</p>	
15	<p><b>Training Needs</b> EM confirmed that Hempsons has agreed to provide a bespoke training session for the Charitable Funds Committee and this will take place prior to the next meeting on 20 April 2017. Meeting invitations have been sent.</p>	
16	<p><b>Legislation &amp; Charitable Fund Governance Update</b> There were no updates to be provided.</p>	
17	<p><b>Any Other Business</b> There was no other business to discuss.</p>	
	<p><b>Date and Time of Next Meeting</b> 20 April , 2017 – 1300-1530 – Roche</p>	

**CHAIRMAN**

**CERTIFIED AS A TRUE RECORD OF PROCEEDINGS**