



**Charitable Funds Committee**  
**11 October 2016**

**Members in Attendance:**

Erfana Mahmood (EM)	Chairman of Charitable Funds & Non-Executive Director
Maria Amos (MA)	Fundraiser
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
Lael Hird (LH)	HR Business Partner
Dave Jones (DJ)	Community Defibrillation Officer & Chairman of Fundraising & Expenditure Group

**Apologies:**

Alexis Keech (AK)	Environmental & Sustainability Manager
Adrian Harris (AH)	Paramedic
Leaf Mobbs (LM)	Director of Planning & Development (Observing)
John Cunnington (JC)	YAS Forum Member
Luke Playford (LP)	Committee Services Administrator (Observing)
Denise Moorwood (DM)	Commercial & Community Education Manager

**Minutes:**

Jo Wilson (JW)	Executive PA
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The meeting commenced at 0830 hours.

1.0	<b>Introduction &amp; Apologies</b> Apologies were received as above.	
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 5 March 2016 were agreed as a true representation of the meeting.	
3.1	<b>Action Log &amp; Matters Arising</b> The Action Log was noted and updated.  <u>2015/42 – Community Medical Units</u> A briefing note had been received from Jason Carlyon with regard to his usage of these vehicles, which appears to be extensive. The	

briefing note is to be circulated to the Committee.

It was agreed that a senior manager from Operations should attend the next meeting to provide an update of usage and highlight any issues or help that the YAS Charitable Fund could provide.

Action 2016/03 – YAS Charitable Fund Terms of Reference

The revised Committee Terms of Reference are to be discussed at the Trust Board Meeting in January, following which these will be brought to the next Charitable Fund meeting.

Action 2016/14 – YAS BASICs Doctor's Bid

JW to speak to Dr Julian Mark to request that a paper is produced by his team to enable these funds to be released.

Action 2016/17 – Referral to TASC (The Ambulance Service Charity)

LH advised that Rob Dimsdale, Employee Wellbeing Adviser is linking in with Jean Hayes from TASC with regard to these staff wellbeing referrals. Action closed.

Action 2016/19 – Fund Manager Job Description

PDU confirmed that the job description had now been banded and the recruitment process is being progressed. This item is on the agenda for further discussion. Action closed.

Briefing Note: Maurice Arthur Taylor Legacy

MA circulated a briefing note regarding the above.

MA has been liaising with Danielle Conway, Claims & Legal Services Manager and the following summary from an e-mail from covers the actions taken.

*As a result of the 2013 restriction, even if [REDACTED] appoints a second trustee or executor, if the property is sold the sale cannot be registered without the applicant signing a certificate to say that the Trust received written notice of the sale. The Trust's position is protected as far as possible and Capsticks have not identified any other action required or necessary in order to protect the Trust's interest.*

*There was never any formal agreement for the Trust to contribute 50% of the insurance costs (building only), but B&S were happy to confirm and accept (on behalf of [REDACTED]), the cost of premiums for 2007 – 2009.*

*Now we have a clearer understanding of the position Capsticks are going to make contact with the necessary people to get the payment arrangements set up again.*

The Committee thanked MA for this update. This item is on the Committee workplan for annual review.

	<p><b>Action</b></p> <p>MA to send a copy of the land registry to JW for keeping on file.</p> <p>AA to pass on the Committee's thanks for Danielle for her assistance with this issue.</p>	<p><b>MA</b></p> <p><b>AA</b></p>
3.2	<p><b>Issues Raised from Trust Board</b></p> <p>There were no issues noted to or from the Trust Board.</p>	
4	<p><b>Risk Register</b></p> <p>PDu presented this paper and risk register in the form of a spreadsheet. He confirmed that the Charity has adopted the guidance provided by the Charity Commission and has established a risk register, based on a workshop help on 19 July 2016. This paper provides a review progress and an update to the register.</p> <p>Key risks identified were:</p> <ol style="list-style-type: none"> <li>1. Ineffective organisational structure</li> <li>2. Lack of clear objectives</li> <li>3. Need to improve relationship with funders and public</li> <li>4. Unclear procedures and/or systems and documentation</li> <li>5. Not getting the most from resources</li> <li>6. Lack of clarity about project benefits</li> <li>7. Need for clear fundraising strategy</li> </ol> <p>PDu noted the progress made and action taken in more detail within the paper.</p> <p>The Committee noted the progress made and the risk remaining. They supported the actions proposed to tackle further risks and issues.</p>	
5	<p><b>YAS Charitable Fund Annual Workplan</b></p> <p>AA advised that the Trust Board and Level 2 Committee meeting date schedules had been reviewed by herself and Steve Page, Executive Director of Quality, Governance and Performance Assurance. This review has resulted in less Level 2 Committees.</p> <p>The meeting schedule has now been produced and the expectation is that Charitable Funds Committee will have two meetings per year. This will mean that a lot of the work will be done outside of the Committee in the form of business as usual and the Committee will only meet to be provided with an oversight for assurance and challenge. However, should it be required to have an extra meeting to the two scheduled this could be agreed, for example for sign-off of the Accounts.</p> <p>PDu advised that it may be necessary to slip the date of the April</p>	

	meeting by one week due to Finance colleague's workload with the annual accounts.	
	<p><b>Action</b> JW/PD to produce the Charitable Fund workplan and bring to the next meeting for discussion and agreement.</p>	<b>JW/PD</b>
	JW to circulate the Charitable Fund meeting dates for 2017/18.	<b>JW</b>
6.0	<p><b>YAS Charitable Fund Annual Accounts Review &amp; Sign-off</b> P Du presented the 2015/16 Trustee Report and Account for the Charitable Fund for approval.</p> <p>P Du highlighted that from 1 January 2015, the 2005 SORP has been replaced by a choice of SORPs which comply with both sets of accounting guidance</p> <p>AA commented that Robert Toole (RDT) is noted as the signatory. As he is an interim appointment, and therefore not a Trustee, this signature needs to be provided by another Executive.</p>	
	<p><b>Action</b> P Du to look into this and check the legislation as to whether RDT can be the signatory.</p>	<b>P Du</b>
6.1	<p><b>Trustees Annual Report Review</b> It was confirmed that the submission date for the Accounts and Annual Report is 31 January 2017. Prior to this, they will be presented to the Audit Committee on 12 January 2017.</p>	
	<p><b>Action</b> It was agreed that the Committee would review this outside of the meeting and any further comments should be sent to P Du within a week.</p>	<b>ALL</b>
7.0	<p><b>Review and Agree YAS Charitable Fund Investment &amp; Reserves Policy</b> P Du presented track-changed copies of the above policy for review and agreement.</p>	
7.1	<p>AA noted that within the Ethics statement, this reads quite negatively, and this needs to be turned into a more positive statement.</p> <p>It was also suggested discussion should take place with Barrie Senior, Chairman of Audit Committee regarding the risk register and the role of Trustees, and any necessary amendments made.</p> <p>Subject to these amendments, the Committee approved this policy.</p>	

	<p><b>Review and Agree YAS Charitable Fund Accounting &amp; Disbursement Policy</b>  PDU presented track-changed copies of the above policy for review and agreement.</p> <p>It was noted that where a decision needs to be considered by the Committee over £25k, this must include the Chairman or their deputy and must include 2/3 of the Committee to be present.</p> <p>Subject to this clarification, the Committee approved this policy.</p>	
8	<p><b>Cashbook Reconciliation, Income &amp; Expenditure Report &amp; Project Summary</b>  MA took the Committee through the cashbook, highlighting:</p> <ul style="list-style-type: none"> <li>• A cheque had been issued with regard to the funding for the Neil Hare Legacy following receipt of an invoice. A few days later the cheque had been returned advising that payment had already been made by the Trust.</li> </ul> <p>It was noted that purchase orders should be used each time an item is purchased to ensure that a better purchase to pay system is established.</p> <hr/> <p><b>Action</b>  Commentary is to be included within the cashbook to close this off.</p>	MA
9	<p><b>Donation &amp; Legacy Update</b>  MA provided a donation and legacy update.</p> <p>Discussion took place regarding the mission statement for YAS Charitable Fund and Benevolent Fund.</p> <hr/> <p><b>Action</b>  It was agreed that MA would liaise with Grainne Slavin in Corporate Communications to collate these suggestions and decide on the final mission statements.</p> <hr/> <p><b>Knitting Club – Beachcroft Solicitors</b>  A ‘knit and natter’ club has been set up at Beachcroft Solicitors to produce twiddlemuffs for Dementia payments. JW and MA will be visiting Beachcroft at the beginning of December to thank staff for their kind efforts and collect these items. These items will then be distributed to Dementia payments across the Yorkshire region.</p> <p>The Committee noted this update.</p>	MA

10	<p><b>Charitable Fund Manager Update</b>  The Committee reviewed the revised job description for the post of Charitable Fund Manager. P Du confirmed that this job description had been through the job evaluation process and that the recruitment would be treated in the same way as any other advertised role within YAS.</p> <p>Following discussion it was agreed:</p> <ul style="list-style-type: none"> <li>• The job description covered the elements required for the role of Charitable Fund Manager and it was agreed that this could go out to advert.</li> <li>• Panel members for shortlisting and interviews will be AA, P Du, DJ.</li> <li>• The interview process will take the form of an interview with presentation and also a lunchtime meet and greet session.</li> </ul>	
	<p><b>Action</b>  P Du to request quotations from HR for where the role could be advertised. However, it was agreed in the first instance to use the various free routes for advertising eg Charity Commission, NHS Jobs and local authority websites.</p>	P Du
	<p>The Committee noted this update and looked forward to progress being made with this appointment.</p>	
11	<p><b>Charitable Fundraising Group Update</b>  MA advised that whilst the Charitable Fundraising Group had not met since the last meeting, herself, DJ and JW meet two-weekly to discuss and agree funding for bids for defibrillators and AEDs. MA is producing a spreadsheet detailing these bids and funding and will be presented to the Committee at the next meeting.</p> <p>DJ and his CFR staff are encouraging local groups to bid for funding. EM asked that MA liaise with Corporate Communications to ensure that maximum exposure in terms of press coverage is received for the funding of these items.</p> <p>DJ added that currently defibrillators and cabinets are bought from Well Medical. However another cabinet manufacturer has offered us the cabinets at a saving of £125.00. The benefit is also that this manufacturer has offered to customise the cabinet with the YAS and Charitable Fund crests and logo.</p>	
	<p><b>Action</b>  For future meetings, MA was asked to produce this update in the form of a paper.</p>	MA
	<p>MWr and DJ are to speak outside of the meeting regarding BT</p>	MWr/

	<p>telephone boxes being used to house defibrillators.</p> <p><b>Fundraiser – Increase in hours</b>  Conversation regarding this will be taken outside of the meeting.</p>	<b>DJ</b>
12	<p><b>Benevolent Fund</b>  MA presented this paper, confirming that the YAS Charitable Fund Committee established a Benevolent Fund and initially aside £15,000 for applications for monies from the fund. In line with the most recent strategy, a further £10k per annum has been agreed through 2016-2019.</p> <p>To date, the fund has received twelve enquiries. Four of which have led to full applications with completed forms being received and reviewed by Committee members including colleague(s) from HR.</p> <p>The fund has awarded a total of £8,280 to date, which has provided help with home adaptations, hardship, training needs and respite.</p> <p>A representative from TASC (The Ambulance Service Charity), Jean Hayes (JH), attended the Charitable Funds Committee Meeting in March 2016 to share information around various ways in which they may well be able to help, including where applications are of a more sensitive/ time critical nature. Since that time, we have referred three enquiries over to TASC. JH is to update us on a yearly basis as to what help, if any, they have been able to provide. At such time, the F Committee agreed that we would then consider making a donation to TASC by way of a thank you for their assistance.</p> <p>A spreadsheet detailing the funds applications and allocations was provided.</p> <p>TASC have had 4 members of staff directed to them and whilst JH has advised that they hadn't awarded a financial grant, they have been able to signpost to other organisations. A further report will be received from JH in April 2017.</p> <p>Awareness of the Benevolent Fund is being raised at Team Brief and TMG.</p>	
13	<p><b>Projects/Disbursements</b>  This item has already been covered in Item 8.</p>	
14	<p><b>Communication Update</b>  EG provided an update to the Committee on communications support provided to the YAS Charitable Fund in the second quarter of the year through to October 2016.</p> <p>Highlights include the following:</p> <ul style="list-style-type: none"> <li>▪ Refreshed literature including a logo for use on material</li> </ul>	

	<ul style="list-style-type: none"> <li>with a white background.</li> <li>▪ Updated material on Pulse (intranet).</li> <li>▪ YAS TV (electronic notice board in stations) slide promoting the YAS Charitable Fund.</li> <li>▪ Relaunch of <i>Pennies from Heaven</i> in September 2016 with article in <i>Staff Update</i> and material on Pulse (intranet) Launch of clothing bin initiative at YAS HQ and reminder of clothing bins located at YAS ambulance stations.</li> <li>▪ Front page features in <i>Staff Update</i> including £2,000 raised by Dragon Boat event (14 July 2016), support for life-saving initiative at the National Emergency Services Museum (22 September 2016) and charity clothing bin at YAS HQ (6 October 2016).</li> <li>▪ Golf Day and Dragon Boat Event posters, pre and post-event articles in <i>Staff Update</i>, Pulse front-page carousel promotion and tweets on social media. Restart a Heart Day 2016 – media releases highlighting support from YAS Charitable Fund, support for microsite. and associated merchandise (branding on drawstring bags given to children participating in the initiative).</li> <li>▪ Publicising the forthcoming Craft Fair (17 November 2016).</li> </ul> <p>The communications activity calendar is being refreshed for the second half of 2016-17. Support will continue for forthcoming initiatives and reminders will be provided on how staff can get involved in raising funds for the charity and applying for assistance from the Benevolent Fund.</p> <p>Planning is already underway for Restart a Heart Day on 2017 and the involvement of the YAS Charitable Fund.</p>	
	<p><b>Action</b> It was requested the EG provide a high-end strategy for the next meeting.</p>	<p><b>EG</b></p>
<p>15</p>	<p><b>Training Needs (6 monthly review)</b> EM confirmed that Hempsons have agreed to provide a bespoke training session for the Charitable Funds Committee.</p> <p><b>Action</b> LP/JW to confirm the date and location and send out an invitation to Committee members.</p>	<p><b>LP/JW</b></p>
<p>16</p>	<p><b>Legislation &amp; Charitable Fund Governance Update</b> There were no updates to be provided.</p>	



17	<p><b>Any Other Business</b>          Robert Toole, Executive Director of Finance visited the meeting to show his support for all the good work being progressed. EM advised that she was always happy to meet with RDT to discuss the activities of the YAS Charitable Fund.</p>	
	<p><b>Date and Time of Next Meeting</b>          17 January, 2017 – 1300-1530 – Kirkstall &amp; Fountains</p>	

The meeting closed at 1108.

**CHAIRMAN**

**CERTIFIED AS A TRUE RECORD OF PROCEEDINGS**

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