



**Charitable Funds Committee**  
**21 June 2016**

**Members in Attendance:**

Erfana Mahmood (EM)	Chairman of Charitable Funds & Non-Executive Director
Mary Wareing (MW)	Non-Executive Director
Elaine Gibson (EG)	Head of Corporate Communications
Maria Amos (MA)	Fundraiser
Alexis Keech (AK)	Environmental & Sustainability Manager
Cath Cox (CC)	Head of HR Business Partners
Mark Wright (MWr)	Paramedic
Denise Moorwood (DM)	Commercial & Community Education Manager
Dave Jones (DJ)	Community Defibrillation Officer & Chairman of Fundraising & Expenditure Group

**Apologies:**

Perry Duke (PDu)	Head of Financial Services
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**In Attendance:**

Anne Allen (AA)	Trust Secretary (Observing)
Luke Playford (LP)	Committee Services Administrator (Observing)
John Cunnington (JC)	YAS Forum Member
Jean Hayes (JH)	Director of Support Services, TASC, The Ambulance Services Charity
Ian Hinitt (IH)	Interim Head of Estates
David Hickson (DH)	Chairman of YAS BASICS
Lael Hird (LH)	HR Business Partner

**Minutes:**

Jo Wilson (JW)	Executive PA
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The meeting commenced at 0930 hours.

1.0	<p><b>Introduction &amp; Apologies</b> Apologies were received as above.</p> <p>EM welcomed John Cunnington (JC), YAS Forum member and Lael Hird (LJ), HR Business Partner to the meeting. EM explained that JC was attending as an observer with a view to possibly becoming a member of the Committee. LH was attending as she will be the interim lead representative for HR on the Committee once CC leaves the Trust.</p>	
2.0	<p><b>Declaration of Interests for any item on the agenda</b> There were no declarations of interest relating to items on the agenda.</p>	

3.0	<p><b>Minutes of last meeting</b>  The minutes of the meeting on 5 March 2016 were agreed as a true representation of the meeting with the following amendment:</p> <ul style="list-style-type: none"> <li>• Page 2 – Purchase of defibrillators – the word vendor should be changed to purchaser.</li> </ul>	
3.1	<p><b>Action Log &amp; Matters Arising</b>  The Action Log was noted and updated.</p> <p><u>Action 2015/28 – Re-launch of Pennies from Heaven</u>  The form for this has now been amended to reflect the change to the tax contribution. It was agreed that this should now be re-launched with monies received from this initiative to be ring-fenced for the Benevolent Fund and Employee Wellbeing projects. Corporate Communications are to re-launch this. Action remains open.</p> <p><u>Action 2015/34 – Community Trust Foundation Funding</u>  DM to speak to Jason Carlyon regarding tapping into this funding. Action closed.</p> <p><u>Action 2015/35 – Benevolent Fund</u>  MA and CC have spoken to the Legal Team with regard to the wording used on the form of consent for Benevolent Fund applications. Action closed.</p> <p><u>Action 2015/42 – Community Medical Units</u>  The Committee require more focus, including TEG input regarding the use of these vehicles. A member of TEG to be invited to the meeting in October 2016 to discuss the usage of CMUs. Action remains open</p> <p><u>Action 2015/44 – Charitable Funds Induction Course</u>  LP to source induction courses for himself, Mary Wareing, John Cunnington, Denise Moorwood and Dave Jones. Action remains open.</p> <p><u>Action 2016/03 – Charitable Funds Terms of Reference</u>  The reviewed and revised Terms of Reference are to be presented to the Trust Board in July for approval.</p> <p>Post Meeting – AA and SP are undertaking a piece of work reviewing all Level 2 Committee Terms of Reference so these will be presented to a Trust Board meeting following this review. Action remains open.</p> <p><u>Action 2016/05 – Appointment of Chairperson of the Charitable Fundraising Group</u>  DJ has now accepted this role. Action closed.</p> <p><u>Action 2016/06 – Benevolent Fund</u>  The administration of the Benevolent Fund is being progressed by</p>	

	<p>PDU &amp; MA. The attendance of Jean Hayes from The Ambulance Service Charity at this meeting may provide further options to assist with the process. Action closed.</p> <p><u>Action 2016/08 – Benevolent Fund Annual Report to Trust Board</u> This paper has been presented to the Trust Board in May 2016. Action closed.</p> <p><u>Action 2016/09 – ParaTed logo</u> EG has spoken to the Legal team and the ParaTed logo can be used as branding on publications.</p>	
4	<p><b>For Discussion &amp; Approval: Recliner Chairs for Ambulance Stations</b></p> <p>IH arrived at 0948 to answer questions regarding the previously circulated paper requesting funding for the replacement of recliner chairs for ambulance stations.</p> <p>AA noted that within the paper it detailed that there was a shortfall of £21,000 for the replacement of these chairs and this represented 50% of the total furniture budget. AA asked what items were included in the furniture replacement list. IH confirmed that the Estates budget is allocated for items including Disability Discrimination Act (DDA) furniture, white goods and general furniture.</p> <p>JC commented that he understood the need for the replacement of these items but that the Trust should have a duty of care to replace these. He suggested that a loan from the YAS Charity could be an option until such time when this can be repaid.</p> <p>EM questioned what would happen if the YAS Charity were not to support this project, who would pay for these? IH advised that the request was for complete funding but if this was not agreed then the project could not go ahead.</p> <p>MWr noted that from a Paramedic perspective, the recliner chairs did help staff to stretch out and rest during jobs, particularly if the day's jobs had involved heavy lifting.</p> <p>MW advised that the YAS Charity remit is only to provide support for items which are over and above what the Trust would normally provide and that the request for this funding for recliner chairs does not fall into that category.</p> <p>MA suggested that agreeing to this bid could set a precedent for other bids going forward.</p> <p>AA questioned whether some funding can be taken out of other furniture budgets?</p>	
	<p><b>Agreement &amp; Action</b> Whilst the Committee could not agree to the funding of the recliner</p>	2016/10

	<p>chairs at this time, IH/AA to discuss the opportunity of moving some funds between Estates budgets outside of the meeting.</p>	IH/AA
	<p>MA left the meeting at 1000 to allow Item 5 to be discussed.</p>	
5	<p><b>For Discussion &amp; Approval: Charitable Funds Administrator Arrangements</b></p> <p>Due to apologies from PDU, the Committee reviewed the previously circulated paper regarding establishing a structure, policies and procedures that enable the YAS Charity to achieve its purposes and mission to deliver services effectively.</p> <p>The paper proposes the appointment of a Fund Manager to take on responsibility for day-to-day charitable funds activity. The creation of this role would provide the charity with the capacity to function effectively in between committee meetings. A draft job description was attached for consideration.</p> <p>MW commented that the Committee need to be made aware of what changes had been reflected when compared with the original job description for the Fundraiser and the overlap between the two roles. If a different skill set is required then it was suggested that this could be outsourced.</p> <p>JC added that if this was to be a new role then this could be appointed to on a fixed term contract basis pending this being made into a substantive role if this is demonstrated to be a successful appointment.</p>	Agenda July 16 2016/11
	<p><b>Action</b></p> <p>Further discussion is to take place at the meeting on 19 July when PDU will be in attendance.</p>	
	<p>MA returned to the meeting at 1016.</p>	
6	<p><b>For Discussion &amp; Approval: Yorkshire Air Ambulance Equipment</b></p> <p>EM led discussion of this previously circulated paper requesting funding to provide equipment for the new Critical Care Team initiative developed in conjunction with Yorkshire Air Ambulance. This would be to provide medical devices (defibrillators, ventilator and section units) required for each aircraft together with a set for the training team to support the Critical Care Tam doctor's initiative that commences operation in April 2016. This equipment will also be used to update the current equipment in readiness for the new air ambulance aircraft scheduled for delivery in 2016-17.</p> <p>The following questions were raised:</p> <ul style="list-style-type: none"> <li>• Is the cost detailed in the paper the total purchase price for the equipment or the difference in price between the usual pieces</li> </ul>	

	<p>of equipment purchased by the Trust and the new lightweight items?</p> <ul style="list-style-type: none"> <li>• Is the Trust commissioned to provide this service and if so do we receive any funding towards this?</li> <li>• Have these items already been ordered?</li> <li>• Is this equipment over and above what the Trust should provide?</li> </ul>	
	<p><b>Action</b> JW to forward these questions back to IW for his comments.</p>	<p><b>JW</b> <b>2016/12</b></p>
7	<p><b>For Discussion/Information/Approval: Community CPR Bid</b> The Committee reviewed the previously circulated paper from Jason Carlyon providing the Committee with an opportunity to work in partnership with the National Emergency Services Museum based in Sheffield to host educational exhibits and to also deliver CPR training. The CPR centre is to be called 'Save a Life Education Centre'.</p>	
	<p><b>Agreement &amp; Action</b> The Committee agreed to fund this initiative for year to the value of £8333 as detailed in the paper. This represents a third share of financial support required with the remainder to be provided by the other two partnership agencies. It was however questioned that after the first year how would the success of this project be evaluated and would there be an option to continue funding this?</p> <p>During this project, JC to provide the Committee with KPIs to demonstrate the success of the project and good examples of joint working.</p>	<p><b>JC</b> <b>2016/13</b></p>
8	<p><b>For Discussion &amp; Approval: YAS BASICS Doctors Bid for funding</b> DH arrived at the meeting at 1030 and introductions were made.</p> <p>DH explained that he had attended the YAS Charity workshop in February 2016 and had been invited to the meeting today to come and talk about the good work of the YAS BASICS doctor service. DH works closely with Andy Poutney (AP), Medical Governance Lead in running this scheme, which attended 550 incidents last year.</p> <p>He explained that the service the doctors provide is voluntary, so they do not get paid for their work, but they should not be out of pocket for providing this service.</p> <p>YAS supply blue lights for cars and blue lights training, in addition to kitting out the doctors with some paramedic drugs. DH requested additional funding for specialist training and pre-hospital courses. He also added that doctors carry specialist equipment and some medication over and above that provided in a normal Paramedic kit.</p> <p>In the past this scheme has been funded by a few small charities but this money has been spent and there are no monies in the fund.</p>	

	<p>Projected calculations for funding based on the predicted number of doctors and usage of equipment would be £5000-£6000 per year. DH advised that he would maintain an accurate record of this equipment and spend as this may change if members joined or left the scheme.</p> <p>MW noted that there was no reason not to support this bid. AA agreed and suggested that this funding is backdated to the beginning of this financial year. JC added that he totally supports this scheme and agreed that this should be pump primed for this year.</p> <p>DH thanked the committee for their time and their support with this bid.</p> <hr/> <p><b>Agreement &amp; Action</b>  The Committee agreed in principle to this bid pending a paper to come to the next meeting for full agreement.</p> <p>DH to work with the AP and the Clinical Team to write a paper detailing the bid for funding and a breakdown of costs for the items to be purchased.</p> <p>Corporate Communications to provide the necessary communications exposure for this scheme.</p>	<p>DH/AP 2016/14</p> <p>EG 2016/14</p>
9	<p><b>For Discussion &amp; Approval: Yorkshire Ambulance Service 10<sup>th</sup> Anniversary Celebrations</b></p> <p>JW informed the Committee that in order to celebrate the 10<sup>th</sup> anniversary of YAS, a small team has been formed to organise events to mark this occasion.</p> <p>To recognise the hard work and dedication of staff, the team are organising for ‘afternoon tea’ hampers to be sent to all ambulance stations and administration centres filled with Yorkshire-themed items including a Yorkshire Tea teapot, Yorkshire Tea teabags and coffee, parkin, biscuits etc.</p> <p>A birthday card is to be produced containing a message of appreciate from the Chairman and Chief Executive.</p> <p>The Committee are asked to part-fund the production of these hampers. The part cost of these would be £750-£1000.</p> <p>The YAS Charity logo will be included on the birthday card to recognise the joint working and support provided.</p> <hr/> <p><b>Agreement</b>  The Committee agreed to this part-funding of between £750-£1000.</p>	
10	<p><b>For Assurance: Charitable Funds Cashbook reconciliation, Income and Expenditure report</b></p>	

	<p>MA presented this report taking the Committee through the cashbook, income and expenditure, including a summary of approved projects.</p> <p>As at the end of May 2016 the YAS Charity had a fund value of £327,544.67. Total income received year to date as of 31 May was £2,810.29 with £812.79 of this being designated. Total expenditure in the period was £8,147.38. Further detail of these figures is attached in the appendices.</p> <p>AA noted that all names listed in the appendices should be redacted for inclusion in Committee papers. This is so no personal identifiable information can be used in the public domain. This information should still be available in the background on hidden tabs but not used in Committee paperwork.</p> <p>The committee were happy to note this update.</p>	
11	<p><b>For Assurance: Donations &amp; Legacy Update</b>  MA confirmed that she has been made aware that YAS Charity has been named in two legacies. No amounts have yet been disclosed by the solicitors but MA will update the Committee once these are known.</p> <p>EM noted that if the amount of funds in the bank account increases to over £500,000 there may be implications regarding extra accounting processes.</p>	
12	<p><b>For Assurance: Maurice Arthur Taylor Legacy</b>  MA advised that following discussion with the YAS Legal Team, they have passed this matter to Capsticks for their review. It was noted that any charge made by Capsticks would be passed onto the Charity for payment.</p> <hr/> <p><b>Action</b>  MA to speak to the Legal Team with regard to understanding the risk involved in this legacy and any costs incurred by passing this onto Capsticks for review.</p>	<p><b>MA 2016/15</b></p>
13	<p><b>For Discussion &amp; Approval: The Ambulance Services Charity (TASC) Scheme</b>  JH arrived at the meeting at 1120.</p> <p>She explained that TASC work to provide help and assistance through its independent, professional and volunteer team to members of the ambulance service and their families in times of crisis or need. This help and support includes:</p> <ul style="list-style-type: none"> <li>• Financial grants during periods of difficulty</li> <li>• Rehabilitation support for those recovering from serious work-related injury or musculoskeletal damage, suffering from long term illness or recovering from surgery. This includes links into</li> </ul>	

	<p>the Police Treatment Centre in Harrogate</p> <ul style="list-style-type: none"> <li>• Stress, Post-Traumatic Stress Disorder and poor mental health support</li> <li>• Debt advice and debt management programmes</li> <li>• Bereavement support</li> </ul> <p>EM explained the YAS Charity strategy in place for the funding of the Benevolent Fund and employee wellbeing but noted some of the obstacles and challenges in administrating this fund. JH advised that YAS could refer those in need of help to her and her team would do their very best to provide help and support. Discussion took place as to whether the YAS Charity could make a donation to TASC but to have this pot of money ring-fenced for YAS staff?</p>	
	<p><b>Action</b> A meeting to be scheduled in the next couple of months to touch base again with JH, EM &amp; AA.</p> <p>LH to link in with JH in terms of employee wellbeing and report back to the Committee with progress.</p>	<p><b>JW</b> <b>2016/16</b></p> <p><b>LH</b> <b>2016/17</b></p>
	<p>At this point EM presented CC with a card and flowers in recognition of all her hard work over the years for the YAS Charity. CC will be leaving the Trust in August.</p>	
14	<p><b>For Assurance: Charitable Fundraising &amp; Expenditure Group</b> DJ provided a verbal update regarding the work of the Fundraising &amp; Expenditure Group (F&amp;EG).</p> <p>DJ circulated a three year plan mapping out both fundraising and expenditure aligned with the YAS Charity strategy. He highlighted his concern that whilst the strategy had been signed off by the Trust Board, the group still did not have autonomy to spend this money.</p> <p>MA reiterated her concern and the frustration shown by members of the public raising funds who were then not able to access these easily to purchase the items the fundraising had been intended for.</p>	
	<p><b>Action</b> Discussion to take place at the next meeting when PDU is present to reach agreement for delegated authority to be given to the F&amp;EG to spend monies in line with the strategy.</p> <p>A clear communications plan to be linked to the three year plan for fundraising and expenditure</p>	<p><b>Agenda</b> <b>Jul 16</b> <b>2016/18</b></p> <p><b>EG</b> <b>2016/19</b></p>
15	<p><b>For Assurance: Communications Plan Update</b> EG provided an update of the internal and external promotion for the YAS Charity.</p>	



	<p>EG circulated posters and literature featuring the ParaTed logo, explaining that this was now being widely used.</p> <p>The Corporate Communications team continue to support MA and are assisting with the promotion of the YAS Charity linking with the projects for Restart a Heart, WECARE Awards, Pennies from Heaven relaunch and branding on yellow defibrillation cabinets. The team will also be aligning their work to the F&amp;EG three year plan.</p> <p>As increased momentum is provided in raising of the YAS Charity, discussion took place regarding the possibility of buying dedicated Corporate Communications time. EG explained that there have been some changes within the team and one member of the team is linking closely with MA with charitable funds work so there was no need for this at this time. It was therefore agreed that this will be reviewed again if required.</p> <p>The Committee noted this update.</p>	
16	<p><b>For Information &amp; Assurance: Projects/Disbursements Update</b> As a full update had been provided by Chris Sharp at the last meeting no further update was required with regard to projects within Community Education.</p>	
17	<p><b>For Assurance: Training Needs (six month review)</b> Training Needs for new members was discussed under Item 3.1</p>	
18	<p><b>For Assurance: First Aid Training (six month review)</b> In November 2015, the Committee approved a bid for £18000 to provide First Aid Awareness Training within the community. It was agreed that this funding would be over a 12 month period with a 6 month review.</p> <p>AA presented a paper providing a 6 months (November 2015-April 2016):</p> <ul style="list-style-type: none"> <li>• 65 free first aid awareness courses have been delivered with an average of 20 participants per session (1300 in total)</li> <li>• £4,184.00 has been paid for the Community &amp; Commercial Education Trainer's hourly rate (slightly under budget due to Christmas holidays and sickness leave)</li> <li>• The cost of the next 6 months will increase due to increased spring/summer engagement events planned across the region but this will still fall within budget.</li> </ul> <p>Due to a fully planned programme of free first aid training courses for 2016/17, AA requested that the Committee agree to continue funding the remaining months of this financial year and fund the same amount recurrently for 2017/18 onwards.</p>	

	<p><b>Agreement</b> The Committee agreed to fund this first aid awareness training recurrently. In order to show good governance this funding would be reviewed again in three years' time at the end of 2019.</p>	
17	<p><b>Any Other Business</b> EM advised that following the attendance of Benita Jones, Internal Audit at the last committee meeting, a draft report produced as part of the Well Led Review has been signed off. Highlights from this report included concern that there was no consistent strategy or risk mapping.</p> <p>The strategy for the YAS Charity has already been signed off at the Trust Board and a Risk Workshop is to be scheduled prior to the next meeting on 19 July.</p> <p>The report will be brought back to a future committee meeting in the form of an effectiveness session.</p> <p>As there was no other business to discuss, EM thanked everyone for their attendance and what had been a very useful meeting.</p> <p>The meeting closed at 1233.</p>	
	<p><b>Date and Time of Next Meeting</b> 19 July 2016 – 1300-1530</p>	

**CHAIRMAN**  
**CERTIFIED AS A TRUE RECORD OF PROCEEDINGS**

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