



Charitable Funds Committee
5 November 2015

Members:

Erfana Mahmood (EM)	Chairman of Charitable Funds & Non-Executive Director
Mary Wareing (MW)	Non-Executive Director
Rod Barnes (RB)	Chief Executive
Alex Crickmar (AC)	Associate Director of Finance
Elaine Gibson (EG)	Head of Corporate Communications
Maria Amos (MA)	Fundraiser
Chris Sharp (CS)	Head of Leadership and Learning
Cath Cox (CC)	Head of HR Business Partners
Alexis Keech (AK)	Environmental & Sustainability Manager

Apologies:

Adrian Harris (AH)	Paramedic
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In Attendance:

Anne Allen (AA)	Trust Secretary
Ann-Marie Walker (AMW)	Head of Transactional Processing
Fred Chambers (FC)	

Minutes:

Jo Wilson (JW)	Executive PA
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The meeting commenced at 1345 hours.

1.0	Introduction & Apologies Apologies were received as above. EM welcomed Rod Barnes, Chief Executive to the meeting, thanking him for taking time out of his busy schedule to attend.	
2.0	Declaration of Interests for any item on the agenda There were no declarations of interest relating to items on the agenda.	
3.1	Minutes of last meeting The minutes of the meeting on 9 July 2015 were agreed as a true representation.	
	Action Log & Matters Arising The Action Log was noted and updated. <u>Action 2013-29 Community Medical Units (CMUs)</u> Discussion took place regarding the need for the Committee to have	

	regular sight of the use of these units.	
	<p>Action It was agreed that the project for CMU's would be discussed twice during the year to review running costs, utilisation and sponsorship.</p>	W/Plan
	The Committee discussed and agreed that they would feel comfortable with one or two larger projects being sponsored by the Charitable Fund and for smaller projects to be agreed and reviewed by a sub-committee.	
	<p>Action AA to work with MA and draft a Terms of Reference for the sub-committee to include clear delegation of financial limits, quoracy and ensuring that the decisions made fits with the charities objectives.</p> <p>These Terms of Reference to be brought back to the next meeting for approval.</p>	AA/MA
	<p>FC advised that he would be leaving the Trust shortly and Perry Duke (PDu), Head of Financial Services, would be taking over as the financial link for the Charitable Funds Committee.</p> <p>Action 2015/27 - CPR Centre Discussion took place regarding the bid that Jason Carlyon for a CPR centre.</p>	
	<p>Action RB to speak to JC requesting that he attends a future meeting for further discussion.</p>	RB
3.2	<p>Briefing Paper on Charity tax reliefs: guidance on Charity Commission policy FC presented a paper providing an overview of the Charity Commission's regulatory guidance to trustees on the use of fiscal reliefs available to charities. The update included an overview of current legislation, ensuring that the charity was compliant with this.</p> <p>EM thanked FC for this update, adding that this was a useful paper for those undertaking projects. As the charity is growing larger these projects may able to utilise the tax reliefs available.</p> <p>Purchase of defibrillators and CPAD's Linked to the tax relief's update, FC provided an update to the Committee on the purchase of defibrillators and CPAD's for use in the community.</p> <p>The update is a follow up from the paper presented to the Committee in July 2015 purchasing AED's/CPAD's from charitable funds on</p>	

behalf of third parties following a designated donation. The July 2015 paper came to the conclusion that the purchase of the defibrillator would qualify for VAT relief following a review of VAT notice 706 on charitable funded equipment.

In July, the purchase of a defibrillator and case from the company Well Medical included VAT and this prompted a further review by the Trust's finance department into this issue. We also received from Well Medical a copy of a letter from HMRC that stating that, "*VAT relief does not extend to defibrillators that are bought for wider community use*". Based upon this, Well Medical charged VAT for the supply of the equipment.

A further review of the VAT notice was undertaken and it became clear that to be eligible for VAT relief, the purchase of medical equipment must meet qualifying criteria and must be purchased for use in medical diagnosis or treatment by an eligible body. In this instance the "wider community" is not regarded as an eligible body.

The Trust then contacted the HMRC Charities VAT Team directly and asked the question of eligibility to them. In their response they stated:

"There is no VAT relief on purchase of defibrillators to install in public places such as community centres, town centres or clubs.

VAT relief only applies to purchases of medical equipment when the equipment or funds to purchase the equipment are donated to an eligible body for use in medical treatment etc. A defibrillator sited in a public place for use by anyone who needs it doesn't meet these conditions."

It was concluded therefore that there is no VAT relief on the purchase of defibrillators for the community and the full cost on future purchases will include VAT.

MA circulated a list of CPAD's already bought and placed in the community.

It was recommended that in future, the charity offer a part funding scheme to groups who wish to work with the charity, paying an agreed percentage of the cost. This gives groups a reason to continue working with the charity to provide defibrillators to the wider community.

CS added that lessons would be learned from how the British Heart Foundation works with the community.

EM asked whether the payment of tax would need to be paid retrospectively?

	<p>Action FC to contact HMRC to ask them the question whether this VAT cost will be due retrospectively and if so whose responsibility would this be, the charity or the vendor.</p>	FC
<p>4.1 & 4.2</p>	<p>Charitable Funds Annual Accounts & Trustees Annual Report AA provided an overview of the process for sign off of the Charitable Funds Committee annual accounts, including providing assurance to the Audit Committee who will then provide this assurance to the Trust Board as Trustees. As such, the Audit Committee will discuss these annual accounts at the meeting on 7 January 2016 and will then take these to the Trust Board on 26 January to advise that these are appropriate and fit for sign off.</p> <p>It was confirmed that the same process had been adopted as last year, the Finance team prepared the accounts, FC and AC have reviewed them and these were then independently examined by external auditors and didn't find anything significant to change. FC advised that this was not a complex set of accounts but it is important for the Committee to note that the donations have been noted accurately.</p> <p>MW questioned why certain costs had been restated? FC confirmed that this was on the advice of the auditors. The cost of generating funds was not reflected by this made no material difference. This will be adopted going forward.</p> <p>During agreement of the annual accounts, discussion took place regarding the statement of financial activity. It was noted that significant legacies and donations had been received during the year totalling £162k. Expenditure has totalled £26k compared with £27k last year.</p> <p>Investment procedures were discussed in terms of the fixed asset with M&G for £12k. It was questioned whether the fund invests in other securities and whether this was in-line with investment procedures?</p>	
	<p>Action FC to review the percentage of the cash balance and how this is linked to the spending profile. Also to check whether this investment and possible future investment fall within the criteria the fund adopts.</p> <p>With the balance of the fund growing significantly, MW asked whether there is a need to review this policy in proportion with the amount of growth? FC advised that balance of the fund is subject to federal insurance with £75k being covered by this. FC added that options to move this money had been reviewed but the National Investment and Savings have stopped issuing such an account for</p>	FC

	Charities.	
	<p>Action FC to investigate how much the fund invests and how the risk is spread against the option appraisal.</p>	FC
	<p>MW advised that timelines should be put in place to include a lead time for projects being carried through and monies being spent.</p> <p>AA added a related thought that questioned what would be a reasonable anticipated growth of funds over the next 5-10 years?</p> <p>Charitable Funds Trustees Annual Report Following review, some dates were questioned as to when some Executives and Non-Executives served their terms and whether this had been reflected accurately.</p>	
	<p>Action AA to check the accuracy of the appointment dates listed in the Trustees Annual Report.</p>	AA
	<p>Agreement The Committee were assured that both the Annual Accounts and Trustees Annual Report were correct and recommended both documents are presented to the Audit Committee on 7 January 2016.</p>	
5.1 5.2	<p>Investment, Reserves & Disbursement Policy Accounting Procedures The Committee reviewed both the above policies and agreed with the recommendations provided.</p> <p>Agreement The Committee approved both the Investment, Reserves & Disbursement Policy and Accounting Procedures.</p>	
6	<p>Legislation & Charitable Funds Governance Update AA and EM recently attended a workshop focused on the governance of charities. AA presented a paper providing the Charitable Funds Committee (CFC) with an understanding of new options available for structuring NHS Charities. This was to enable the Committee to make a recommendation to the Trust Board (the Trustees), through the Committee Chair, for the structure of YAS' NHS Charity.</p> <p>The new options for NHS charities' structure are:</p> <ul style="list-style-type: none"> a) Establish a new 'independent' charity; b) Establish (or join) a Community Foundation Trust; c) No change, i.e. - the NHS Charity corporate arrangement can continue. 	

	<p>The possible advantages and disadvantages were highlighted, and it was recommended that the CFC make no change to the current status, but to review this in the future if legislation changes.</p> <p>EM added that whilst the decision could be made to not join the Community Foundation Trust, there was still an opportunity to request for funds to be taken out of this in form of a bid eg. CPR centre suggested by Jason Carlyon (JC).</p>	
	<p>Action CS to speak to JC regarding the possibility of requesting funding from the Community Foundation Trust.</p>	CS
	<p>Agreement & Action The Committee agreed with the recommended way forward and for the charity status to remain the same. EM to include this decision in the next CFC report to the Trust Board.</p>	
7	<p>Benevolent Fund</p> <p>Since the last Charitable Funds Meeting on 2 July, a further six enquiries have been made to the Benevolent Fund. In each case, the enquirer has been sent confirmation of receipt of the enquiry, along with Terms and Conditions and an Application Form. Each enquirer has also been made aware that they can access confidential assistance with the completion of the form should they choose, from a colleague from our HR Team.</p> <p>MA circulated hard copies of Benevolent Fund cases for consideration. All cases had been given a case number and anonymised for confidentiality.</p> <p><u>Case 4</u> This applicant is experiencing difficulty paying rent arrears due to having to divert payment away from their rent to pay legal fees.</p> <p>MW advised that potentially the fund could support this individual but some thought would need to be given as to what assistance it would take to get them to a point of sustainability. The aim would be to make a one-off payment but this would require an understanding of what this level would be.</p> <p>MA has spoken to this applicant to offer the support of a HR colleague and an initial conversation has taken place with CC.</p> <p>It was agreed that insufficient information had been collected to make a definite decision. To enable further information to be collected from the applicant, it was suggested that Caroline Squires (CSq), Information Governance Manager should be contacted to discuss what wording could be used in a form of consent to enable a member of the HR team to act as an intermediary between the</p>	

<p>applicant and the Committee. From a governance perspective, this would then ensure that a HR professional could be seen as an impartial contact to discuss a proposal.</p> <p>EG noted that whatever the decision outcome may be then the Committee has a duty of care to look after this applicant in terms of not just a financial award but discussions regarding other pathways that are open to them eg. PAM Assist. The follow-up meeting with a HR professional should include this discussion.</p>	
<p>Action MA to speak to CSq with regard to a HR professional obtaining a form of consent to enable them to speak to the applicant as an impartial contact.</p> <p>AA and EM to discuss and review the Benevolent Fund process.</p> <p>Once the relevant paperwork has been signed to allow confidentiality, CC is to speak to the applicant. The extra information gained from this conversation is to be recorded on a report template for consideration by the Committee. Alternative pathways should also be discussed with the applicant.</p>	<p>MA</p> <p>AA/EM</p> <p>CC</p>
<p><u>Case 7</u> This applicant has requested funds to build a porch to house a wheelchair at a cost of £3500. It was noted that this individual is supported by their parents and brother so details of the family income was not requested.</p> <p>AA questioned whether the applicant is aware that this request has been submitted on their behalf?</p>	
<p>Action It was agreed that further information was required in terms of a detailed estimate, bank balance details and whether part funding was an option. This is another case where wording for a form of consent should be sought from CSq.</p>	<p>CC</p>
<p><u>Case 6</u> Following an accident whilst on duty this has resulted in a lengthy time away from work. An investigation is taking place with regard to this, but in order to move forward, this applicant has requested funding to undertake a first aid course to enable them to return to work of a full-time basis and also earn additional monies.</p> <p>MW questioned whether this would be the most cost effective way of offering assistance? CS suggested that this applicant could offer distance learning and reduce this funding to £250.00. CS also offered that this applicant could shadow his Commercial Training team for additional training and join his team on a bank contract.</p>	

	<p>AC asked whether this application was looking to gain a qualification and whether this request was for help with the debt too?</p>	
	<p>Action The Committee felt that this was a very positive request. Therefore it was agreed to offer the applicant CS and his team to provide this first aid training. Also to utilise a HR professional to gather the additional information requested by the Committee.</p>	CS/CC
	<p>Action To ensure that the Benevolent Fund Inbox is read on a daily basis during times of annual leave for MA it was agreed, JW and CC are to be given permissions to access this inbox.</p>	MA
8	<p>Free First Aid Training AA presented a paper to approve proposals for recurrent funding for:</p> <ul style="list-style-type: none"> i funding for the Community and Commercial Education Trainer’s hourly rate and travelling expenses, to continue delivering free first aid awareness courses, costing £10,000; ii funding for 1000 face mask shields to be handed out to all course attendees, costing £1,000; iii funding for 1000 plastic credit cards (CPR aid memoirs) to be handed out to all course attendees, costing £500; iv funding for 1000 First Aid Heroes Booklets (Key Stage 2) to be handed out to children at community events, costing £1000. <p>The total cost of funding on a recurrent basis is £12500.00.</p> <p>MW questioned why the total cost is £12500.00 when this was originally £18000.00 and how could the Committee be assured that this is the best value for money for the delivery of this training. AA confirmed that there had been a changed approach in the delivery of this training since last year. Instead of YAS identifying the venue and inviting attendees, the Trust is offering community groups our services. Our Membership Manager does all the engagement but has no overall control of the numbers on each course. In terms of value for money, the bank trainer is the same individual as last year. He is multi-lingual and has a particular flare for this type of training. As this is a bank trainer the Trust only pays for his services when we request this.</p> <p>MW suggested that targets are set for the number of training sessions and that this is reviewed after six months.</p> <p>EM added that in line with policy, the recurrent cost of £12500.00 would need to go to Trust Board for approval. The six month review</p>	

	<p>would provide evidence required when taking this to the Trust Board.</p>	
	<p>Agreement & Action It was agreed that this bid could be progressed and this should be reviewed again in six months' time.</p>	<p>W/Plan</p>
<p>9</p>	<p>Charitable Fundraising Group Update MA provided an update of fundraising activity since the last meeting including:</p> <ul style="list-style-type: none"> • MA re-claiming gift aid on appropriate donations from HMRC. To date, £1,303.50 re-claimed • MyDonateBT, ongoing success. To date (since set up 13 August 2014) £3,955.01 raised plus a further £741.00 gift aid on applicable donations • Text to donate service, £169.00 received since set up in August 2014 • Joint working with Yorkshire Air Ambulance on clothing bins project as raised £921.58 to date (50/50 split) £460.79 each • Ongoing promotion of the Benevolent Fund, including recent attachment with wage slips • Continuing to attend various groups to give presentations on the work of YASCF • Currently working with Community groups on the provision of AED's and CPAD's. Units now installed in Doncaster, Thirlby, Stockton on the Forest, Selby and Swanland. • Continuing to call on local companies, Funeral Directors to send out appropriate literature on the work of YASCF • Contacted GP surgeries to discuss our details/logo being displayed on LCS screens where available. General feedback was that they have too much information of their own to display and no spare available, however, happy to take printed promotional materials. This is currently being distributed by post • YASCF Facebook page now has 544 likes and is used to direct people to online giving pages and individual pages for fundraising events <p>Recent events/Significant donations include</p> <ul style="list-style-type: none"> • Golfing event took place on 10 July raising £1,360.00 Next year's event for July 2016 • Dragonboat event took place 11 July raising total of £1500.00, £1050.00 of which came to Charitable Funds, the remaining going to Rotary charities. Registration for the event was sponsored by Cardiac Science at a cost of £350.00. Planned discussions around suggestion we may be one of those chosen charities for the 2016 event in July • 24 Hour CPR'athon organised by Dave Jones and the Community Resilience Team raised a total of £1524.00 Plans in place to purchase a CPAD to be situated in Pudsey where the money was raised 	

- Restart a Heart took place as scheduled reaching 20,000 students across almost 100 Secondary Schools. MA working on this project group
- Public engagement events attended along with Trust Foundation, PTS, CFR and YASCF during National Volunteers Week 1-5 June
- Community events in Crofton and Ryhill attended by MA during the Summer distributing information on the work of the Charity
- Pat Gardner's fundraising activity continues. Total raised to date £5057.56 with expenditure of £2400 leaving a balance of £2657.56 available
- Various donations received in memory of loved ones totalling £4071.49 from January 2015 to present date
- A further £4443.73 received in memory of our late colleague, Mr Neil Hare
- Mr and Mrs Loncaster donated £1310 for the purchase of a CPAD in their son Jamie's memory. This is now installed and fundraising continues
- Swanland Primary School (where Jamie attended) have donated a further £1310 for the provision of a second unit at the School
- Landlord and Landlady at The Scarborough Arms Public House in Wakefield donated a further £422.00 in lieu of gifts for their 40th Wedding Anniversary. They have now raised sufficient total funds to provide at CPAD at the premises

Future events/plans include:

- Awaiting response from Wakefield Trinity Wildcats re giving CPR training pre-match at the ground involving their players, along with our CFR colleagues and to include a bucket collection on the day
- Continue to approach companies re corporate support.
- Face to face visits and/or telephone calls planned to Funeral Directors to supply appropriate literature for families wishing to make donations
- Continue with approach to groups and associations across the Region with a view to offering talks/presentations and hopefully leading to further donations
- Continue to encourage local communities to raise funds in order to access a De-fib and complimentary CPR training. MA working in conjunction with the CFR team on this
- Distribute collection boxes around the Region
- Evaluate the success of the YAA/YASCF clothing bins and look to secure more sites, including approaches to our existing corporate partners across the organisation
- Awaiting information from Finance Department around ongoing running costs for the two CMU's in order that MA can then approach corporates re sponsorship of same
- Low Laithes Charity golfing event booked 15 July 2016

	<ul style="list-style-type: none"> • Charity book exchange still running in Canteen at Trust HQ, Springhill • Looking into sale of toners which are not usable within YAS at the suggestion of Claire Carter, propose to ask for donations for same • Planning Christmas Jumper event to include raffle/tombola • Planning for future pro-active approaches across the region now that some administration tasks are to be shared • Thank you cards/Christmas cards from Charitable Funds? <p>The Committee noted this updated and thanked MA for her continued fundraising activities.</p>	
10	<p>Charitable Funds Cashbook reconciliation, Income and Expenditure report and Project Summary</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 September, the charitable fund had a fund value of £339,537.38. Total income received year to date as of 30 September was £117,840.32, £11,818.40 of this being designated. Total expenditure in the period was £18,065.77.</p> <p>The Committee were happy to note this update.</p>	
11	<p>Changes in Accounting Framework for Charities</p> <p>FC presented this paper asking the Committee to consider the differences between the Charities Statement of Recommended Practice (SORP) for Financial Reporting Standard for smaller entities 2015 (FRSSE) and the Charities SORP for the Financial Reporting Standard (FRS 102).</p> <p>FC noted that it is apparent from the brief review of accounting treatment and practice highlighted in this paper, FRS 102 SORP requires more disclosure than FRSSE for the Charitable Fund. However this level of disclosure is presently in the Trust's annual accounts and would therefore not require new or different accounting treatment. It would therefore seem reasonable for the Charitable Fund to adopt the same level of disclosure by adopting FRS 102 SORP. Thereby ensuring following the same reporting practice.</p> <p>The Committee were happy to approve the accounting practise detailed in the paper to adopt FRS 102 Statement of Recommended practice for the preparation of financial statements.</p>	
12	<p>Donation & Legacy Update</p> <p>MA advised the Committee that she has received telephone calls from solicitors confirming details of two legacies to be paid to the charitable fund of £12500.00 and £86104.00. Thank-you letters will</p>	

	<p>be sent out once further details have been received.</p> <p>The Committee noted this update.</p> <p>AC left the meeting at 1535.</p>	
13	<p>Communications Action Plan EG provided an update of the internal and external promotion for the YAS Charitable Funds.</p> <p>EM advised that she would like to see more focus on staff awareness of the charity eg. at the Long Service Awards Ceremony, WECARE Awards and on Pulse.</p> <p>EG circulated a newly produced flyer promoting the charity which was well received. These flyers will be attached to payslips. A pull up banner and leaflets are to be placed in the new Reception area. It was suggested that MA could go out to stations to promote the charity to staff.</p> <p>The Committee thanked EG for her update.</p>	
14	<p>Projects/Disbursement Update CS provided an update of progress on projects within the Commercial Training team:</p>	
14.1	<p><u>Development of KS2 Learning Resources</u> CS advised that additional content to these learning resources has extended to strains and sprains, scalds and burns, and asthma. These publications are provided when delivering first aid courses in schools.</p> <p>The next stage is to look at Key Stage 3 students. CS is going to link in with Jason Carlyon with the Re-start a Heart events.</p>	CS
14.2 & 14.4	<p><u>Re-start a Heart</u> CS thanked the Corporate Communications team for their help is setting up the Re-start a Heart website, which has received 987 hits to view two videos of 'Alex's Story' and also how to perform CPR.</p>	
	<p>Action CS to share the link to this website with the Committee.</p> <p>It was suggested and agreed that when this is rolled out to schools, that Jason Carlyon's CPR video should be used on this website instead of the link to the British Heart Foundation video. This website could then incorporate details of the charitable fund.</p>	
14.3	<p><u>Working to become Dementia Friendly</u> Work is progressing with this initiative. Items have been purchased</p>	

	<p>for Patient Reception Centres (PRCs) (reminiscence books, clocks, dominoes, cards, artificial and real plants). Each PRC has been contacted to discuss their individual requirements and which elements of the package are required. Visits have been mapped and scheduled for these 'make-overs'. 20 PRCs will be rolled out in manageable chunks. Feedback from patients has been very positive.</p>	
	<p>Action CS to provide a full set of PRC Dementia Friendly resources for EM to take to a Trust Board meeting.</p> <p>CS to provide a detailed breakdown of total spends on this initiative.</p>	
	<p><u>Neil Hare Legacy</u> CS asked the Committee to consider a proposal for matched funding for the provision of additional training equipment in the Hull & East Riding area.</p> <p>Following the sudden death of Clinical Supervisor, Neil Hare, based in the Hull & East Riding, his family asked for donations from his funeral to go towards enhancing the provision of training within the region, as Neil was a passionate educationalist and took pride in developing skills others.</p> <p>A total of £4443.73 was raised by family, friends and colleagues which has been donated and received by the YAS Charitable Fund.</p> <p>Tim Butterill, Clinical Development Manager (Hull & East Riding) has requested matched funding too purchase additional equipment to be placed into a regional training room at Sutton Fields Ambulance station. These pieces of equipment are in addition to what YAS would supply within a regional training office to include an ECG clinical simulator.</p> <p>CS is working with colleagues in training and clinical departments to ensure that the items purchased fits with our purpose.</p>	
	<p>Action Whilst the Committee were happy to support this project in principle, CS is to provide a paper detailing specific items and costings for consideration by the Committee.</p>	
14.5	<p>TA arrived at the meeting at 1607.</p> <p><u>Community Medical Unit (CMU)</u> TA provided an update to the Committee detailing the utilisation of the CMUs.</p> <p>Leeds CMU</p>	

	<p>The CMU in Leeds is fully supported by the Trust, manned by an Emergency Care Practitioner (ECP) most weekends.</p> <p>John McSorley, Head of Operations in Leeds is managing the CMU on a day to day basis.</p> <p>York CMU The YAS charitable fund paid for the livery of this vehicle that had been donated. ECPs did utilise this vehicle when this was first available but now the ECP service in York is a commissioned service the ECPs do not have as much flexibility.</p> <p>The unit was used for the Tour de Yorkshire, by Private & Events, Christmas markets and key dates in the run up to Christmas. Michael Long, ECP is the contact for the CMU in York.</p> <p>EM noted her disappointment about the lack of use of the York vehicle, adding that operational oversight of this is required. TA advised that the Clinical Governance Group (CGG) will be reviewing the use of this unit and have asked for a copy of the Strategic Outline Case (SOC). This is also being used by the Foundation Trust team for some events.</p> <p>AA questioned whether the Clinical Governance Group, by way of them reviewing the SOC are they in effect considering the current and future usage?</p>	
	<p>Action On behalf of the charitable fund, AA is to discuss the role of CGG reviewing the SOC for the CMUs with David Macklin, Director of Operations.</p>	AA
	<p>TA to summarise in a one page update, the activity of the CMUs for JW to circulate to the Committee.</p>	TA
15	<p>Risk Register Following a Charities Risk Workshop in London delivered by Hempsons, EM advised that she had been directed to a risk map that small charities can adopt.</p> <p>Action FC to review this risk map and present this in the form of a considered approach and methodology for the charity to adopt.</p>	FC
16	<p>Training Needs MW and LP expressed interest in attending an induction course providing an overview of being involved in the running of a successful charity.</p>	

	<p>Action LP to source a charitable fund induction course for himself and MW.</p>	LP
17	<p>Any Other Business Maria Amos – Fundraiser EM thanked MA for all her hard work picking up extra administration on a day to day basis since the departure of Michelle Scott.</p> <p>MA was asked to leave the meeting at 1620 to allow the Committee to discuss the role of Fundraiser and the fixed term contract due for renewal.</p> <p>The contact for this role is due to end in February 2016. When MA was appointed it was suggested that she should be able to generate funds of twice the amount of her salary. However due to the extra administration tasks being picked up it was agreed that this was a little unfair as she was not given sufficient time to do this.</p> <p>MW noted that it was her impression that MA is undertaking a lot of good work and generating funds into the charity, and questioned how this would be achieved if she were not in the role. AA added that credit should be given that she has undertaken all this work for the last 12 months without a direct line manager. Perry Duke (PDU), Head of Financial Services will be line manager for MA when he starts with the Trust next week.</p>	
	<p>Agreement & Action It was agreed to extend the contract for MA for the next 12 months. The Committee will review progress against her PDR set by PDU in 6 month and again in 9 months.</p>	W/Plan
	<p>FC to advise MA of the decision to extend her contract.</p>	FC
	<p>The meeting closed at 1637.</p>	
	<p>Date and Time of Next Meeting As meeting dates already scheduled for 2016/17 need to amend, JW will circulate the new dates and times by e-mail</p>	

CERTIFIED AS A TRUE RECORD OF PROCEEDINGS

CHAIRMAN