



Charitable Funds Committee
14 August 2012

Members:

Roger Holmes (RH)	Non-Executive Director
Cath Cox (CC)	Head of HR Business Partners
Anna Rispin (AR)	Associate Director of Finance
Alexis Keech	Environmental & Sustainability Manager
Amy Moorhouse	Acting Corporate Communications Manager
Erfana Mahmood	Non-Executive Director

Also in attendance:

Katie Collinson	Yorkshire Air Ambulance
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Apologies:

Rod Barnes (RB)	Executive Director of Finance & Performance
Adrian Harris (AH)	Paramedic
Elaine Gibson (EG)	Assistant Director, Corporate Communications
Elaine Bond (EB)	Non-Executive Director

Minutes: Jo Wilson (JW)	Executive PA
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The meeting commenced at 8.30am.

1	<p>Apologies Apologies were received as above.</p> <p>RH welcomed to EM to her first meeting and introductions were made. It was confirmed that EM will be taking over the chairmanship of the Committee but EB will continue to be involved.</p>	
2	<p>Minutes of the Last Meeting 31 May 2012 Workshop The minutes of the last meeting were agreed as an accurate and true reflection of the meeting. The output of the workshop was welcomed as a major step in the development of the charity.</p> <p>RH advised that following the workshop in May, suggestions for fundraising and disbursements had been collated and discussed. It was proposed that the primary purpose and focus of the Charitable Funds Committee going forward should be on community related activities to enable the fund to reach more people and be more in line with our Foundation Trust journey. This should not rule out the funding of staff welfare items, but in order to continue to justify charitable status, there was a need for a high proportion of</p>	

expenditure to be demonstrably and directly for the benefit of the public. This in turn would require an expansion of fundraising activities, so that sufficient funds would be available for more patient-related projects as well as staff welfare.

Agree the make up of the Committee

Sub-Committee

It was proposed to disband the current sub-committee and replace this with a fund-raising committee, reporting into the main committee.

Fund-raising Committee

It was proposed that the Chair of the fund-raising committee should be a member of the main committee. This Committee will focus on and co-ordinate fundraising.

Framework for Disbursement Authority

Disbursements of up to £2500.00 will be approved by a nominated senior person in Finance, and a clear framework for disbursement authority is to be put forward as soon as possible, to enable the Committee's terms of reference to be suitably amended. Any disbursements falling outside of this framework will be referred to the main Charitable Funds Committee.

Action

AR to circulate by email a proposal for a clear framework for disbursement authority.

AR

Ideas for Disbursements

The workshop in May provided good ideas for disbursements and these were noted in the appendices to the minutes of the last meeting.

As previously advised, the focus of the Charitable Funds Committee going forward should be on community related activities to enable the fund to reach more people and be more in line with our Foundation Trust journey. With this in mind the Committee noted and discussed the following areas of focus:

- Community First Responders
- Related community education and awareness
- Staff welfare was a proposal offered outside of the workshop from the Workforce Health Group. There were a number of themes and projects likely to come forward which would offer benefit to staff and indirectly give benefits to patients
- Work with partner organisations eg Yorkshire Air Ambulance and Artworks who focus on engagement and motivation for care home residents.

The Committee agreed with these themes in principle and acknowledged that projects relating to these areas needed to be identified and progressed quickly to ensure that momentum is not lost.

	<p>Action This item is to be removed from the workplan.</p>	JW
	<p><u>Action 2010/67 – Donation and legacy leaflet</u> The leaflet detailing how to donate funds or leave a legacy will be incorporated into the new communications plan.</p> <p><u>Action 2011/40 & 2011/54 – Charitable Status/Consolidation of funds proposal</u> This action is time critical as this proposal needs to be presented to the Trust Board.</p>	
	<p>Action JW to send AR all relevant information previously discussed.</p>	JW
	<p><u>Action 2011/56 – Profile Charitable Funds on the intranet</u> This action will be incorporated into the refresh of the communication plan. This is to be brought back to the next meeting.</p>	
	<p><u>Action 2011/57 – TV Licences</u> It was agreed that as long as the Committee can deliver some public benefit in other projects then the charity can continue with the payment of television licences for stations.</p>	
	<p><u>Action 2011/61- Externally sourced funding</u> Following the changes being made to the sub-committee, a policy covering fundraising will be written.</p> <p><u>Action 2011/62 – Network First Response</u> This area will become one of the main areas of activity for both disbursement and fundraising..</p>	
4	<p>Charitable Funds Committee Report to the Trust Board This report was noted.</p>	
5	<p>Annual Workplan The Committee noted the workplan with no additions to be made.</p>	JW
	<p>Action The Dignity and Respect project is to be removed.</p>	

6	<p>Funds Statement at 31 July 2012 The Committee noted the funds statement at 31 July 2012 with no areas of concern highlighted.</p>	
7	<p>Internal Audit Recommendations Update There were no updates to be noted.</p>	JW
	<p>Action This item is to be removed from the agenda until any recommendations arising from the next audit report are received.</p>	
8	<p>Donations & Legacy Update AR advised that the charity had received a legacy donation of £24,000.00.</p>	
9	<p>Charitable Funds Communication Action Plan</p>	EM/EG/ AM
	<p>Action EM is to meet with the Corporate Communications team to agree proposals for a new action plan.</p>	
10	<p>Charitable Funds Sub-Committee Minutes The sub-committee has not met since the last Charitable Funds Committee.</p>	
11	<p>Review and agree Accounting Procedures</p>	AR
	<p>Action AR will amend this document in line with changes to the main and sub-committee.</p>	
12	<p>Review and agree Investment, Reserves and Disbursement Policy</p>	AR
	<p>Action AR is to revise this policy in light of earlier discussions and bring this back to the next meeting for agreement.</p>	

13	<p>Yorkshire Air Ambulance Partnership Working Katie Collinson (KC), Partnerships Manager, Yorkshire Air Ambulance (YAA) attended the Committee to give a presentation on partnership working.</p> <p>The presentation and question and answer section gave an interesting and thought provoking insight into partnership working and how both YAS and YAA could mutually benefit from this.</p> <p>A commercial partnership agreement would be over a three year terms to give sufficient time to establish events, fundraising and partnerships.</p>	
	<p>Action It was agreed that the specific arrangements for a partnership should be pursued through a further meeting with YAA.</p>	JW
14	<p>Six Monthly Review of Dignity & Respect Project As previously agreed, this item will be removed from the workplan.</p>	
	<p>Date and Time of Next Meeting 13 November 2012 – Kirkstall & Fountains, Springhill 1</p>	

CERTIFIED AS A TRUE RECORD OF PROCEEDINGS

CHAIRMAN