



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

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

The meeting commenced at 8.30am.

1 Apologies

Apologies were received as above.

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.

2 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.

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

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.

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.

AR

Action

It was agreed that a communications plan should be developed on the basis of the Committee's new structure and approach, and this would need to include the sensitive handling of the disbandment of the current sub-committee.

EM/EG/ JW

Ideas for Fundraising

The workshop in May provided good ideas and opportunities for fundraising. These would be developed by the new sub-committee, taking particular account of the input expected from the proposed partnership with the Yorkshire Air Ambulance.

Review Terms of Reference

Following discussion, the areas of amendment should take account of changes to:

- Membership provision for inclusion of the chair of the fundraising sub-committee and other members who might be co-opted by the Committee because of the interst they had expressed.
- Authority section in terms of expenditure of the sub-committee replaced by the Finance department and also the fundraising sub-committee.
- Principles, reflecting the above discussion.

Action

RH is to re-draft the principles section and incorporate this into the review of the terms of reference with EB, EM and JW. These redrafted terms of reference are to be circulated to the Committee for agreement prior to these being presented to the Trust Board.

RH EB/EM/ JW

3 Action Log and Matters Arising

The Action Log was noted and updated.

Action 2010/47 – Dignity & Respect campaign

JW updated the Committee with the progress of the Dignity & Respect Campaign.

- The dignity and respect awards had been incorporated into the YAS WE CARE awards ceremony so the monies allocated for the trophies will not be required.
- The disposable gown trial is no longer taking place as no suitable gown had been found to trial. In addition, no new issues of dignity and respect from ambulance crews had been received.

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

Action

The Dignity and Respect project is to be removed.

JW

6	Funds Statement at 31 July 2012 The Committee noted the funds statement at 31 July 2013 with no				
	The Committee noted the funds statement at 31July 2012 with no areas of concern highlighted.				
7	Internal Audit Recommendations Update There were no updates to be noted.				
	Action This item is to be removed from the agenda until any	1347			
	This item is to be removed from the agenda until any recommendations arising from the next audit report are received.	JW			
8	Donations & Legacy Update AR advised that the charity had received a legacy donation of £24,000.00.				
9	Charitable Funds Communication Action Plan				
	Action EM is to meet with the Corporate Communications team to agree proposals for a new action plan.	EM/EG/ AM			
10	Charitable Funds Sub-Committee Minutes The sub-committee has not met since the last Charitable Funds Committee.				
11	Review and agree Accounting Procedures				
	Action AR will amend this document in line with changes to the main and sub-committee.	AR			
12	Review and agree Investment, Reserves and Disbursement Policy				
	Action	_			
	AR is to revise this policy in light of earlier discussions and bring this back to the next meeting for agreement.	AR			

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

CERTIFIED	AS A TRUE	RECORD C	F PROCEEDIN

CHAIRMAN