



Charitable Funds Committee
21 November 2012

Members:

Erfana Mahmood	Non-Executive Director
Cath Cox (CC)	Head of HR Business Partners
Anna Rispin (AR)	Associate Director of Finance
Rod Barnes (RB)	Executive Director of Finance & Performance
Elaine Bond (EB)	Non-Executive Director
Elaine Gibson (EG)	Assistant Director, Corporate Communications

Apologies:

Alexis Keech	Environmental & Sustainability Manager
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In Attendance part time:

Chris Sharp	Head of Leadership & Learning, Organisational Effectiveness & Education
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Minutes: Jo Wilson (JW)	Executive PA
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The meeting commenced at 9.00am.

1	Introduction & Apologies EM introduced herself as new Chair of the Committee. Apologies were received as above.	
2	Minutes of the last meeting 14 August The minutes were agreed as an accurate record. Discussion took place regarding the writing of the Framework for Disbursement policy. The Terms of Reference will be produced based on HRMA Charitable Funds guidance. Work has started on these amendments and will be circulated for agreement once completed. Once agreed, the Terms of Reference will link into the production of the Framework for Disbursement.	

	<p>Action EM, AR and RB are to meet to discuss the process for producing these documents.</p> <p>Amended Terms of Reference to be circulated by the end of November 2012.</p>	<p>EM/AR/ RB</p> <p>AR</p>
<p>3</p>	<p>Action Log & Matters Arising</p> <p><u>Action 2011/54 – Charitable Status Update</u> National changes to the charitable status of the Trust has been deferred for 12 months. The DoH should be publishing detailed guidance and this will be shared with the Committee.</p> <hr/> <p>Action The workplan is to be amended to reflect this change.</p> <hr/> <p><u>Action 2011/56 – Communication Action Plan</u> It was agreed that once the Terms of Reference has been updated, the Communication Action Plan is to be produced. This should be produced by the end of December with a view to this action plan being used to launch the ‘new-look’ Charitable Funds Committee in January 2013.</p> <p><u>Action 2011/61 – Guidance to cover externally sourced funding</u> This guidance will be incorporated into the Framework for Disbursements.</p> <p><u>Action 2012/1 – Framework for Disbursement</u> This will be written following the agreement of the Terms of Reference.</p> <p><u>Action 2012/2 – Sub-Committee Changes</u> This action is to be incorporated into Action 2011/56 Communication Action Plan.</p> <p><u>Action 2012/3 – Review Terms of Reference</u> This action is to be incorporated into Action 2012/1.</p> <p><u>Action 2012/4 – Review & Agree Accounting Procedures</u> This will be amended once the Terms of Reference and Framework for Disbursement has been agreed.</p> <p><u>Action 2012/5 – Review and agree Investment, Reserves &</u></p>	<p>JW</p>

	<p><u>Disbursement Policy</u> This action will be incorporated into Action 2012/4.</p> <p><u>Action 2012/6 – Yorkshire Air Ambulance Partnership Working</u> This will be further discussed at the first Charitable Fundraising Committee in January 2013.</p>	
3a.	<p>Terms of Reference & Training Update RB presented the previously circulated update on the amendment of the Terms of Reference and current training requirements and provision.</p> <p>Following discussion it was agreed that the Terms of Reference would be updated internally using HFMA charities guidance.</p>	
	<p>Action JW to advise Anne Allen that external legal advice is no longer required in the updating of this document.</p>	JW
	<p>The Committee also agreed with the proposal that training could be provided in-house or from an external provider free of charge or at a minimal cost. The contents of the training session were also agreed but this training should include Trust Board members to give an overall understanding of their role as Trustees.</p>	
	<p>Action RB to look into training provided by HFMA or CASS business school.</p>	RB
	<p>It was felt whilst the Committee are going through a process of change and re-launch, it was a good opportunity for current members of the main committee to be asked if they were still committed to being involved and whether they were available to attend all future meetings and training.</p> <p>EG arrived at the meeting at 9.25am.</p>	
4	<p>Charitable Funds Committee Report to Trust Board The Committee noted this report.</p>	
5	<p>Annual Workplan The Committee noted the workplan.</p>	

6	<p>Funds Statement at 31 October 2012 The Committee noted this funds statement showing a healthy balance.</p>	
7	<p>Donations & Legacy Update No donation or legacy updates had been received since the previous meeting.</p>	
8	<p>Charitable Funds Committee Communication Action Plan EG gave this update and the following was discussed, noted and action agreed:</p> <ul style="list-style-type: none"> • Re-branding of the Charitable Fund • The final meeting of the sub-committee will be scheduled for December. EG will draft a letter of thanks to the sub-committee members and send this to EM for approval. • An article asking for volunteers for the new Charitable Fundraising Committee has been drafted. This will be included in an Operational Update following the final sub-committee meeting • A communication strategy and implementation plan will be written and circulated to the Committee by the end of December. • The agreed new projects to be included in Operational Update • Website development will be included in the implementation plan • It was agreed that once the Terms of Reference has been updated, the Communication Action Plan is to be produced. This should be produced by the end of December with a view to this action plan being used to launch the 'new-look' Charitable Funds Committee in January 2013. 	
9	<p>Annual Accounts Review AR presented the draft Annual Accounts review.</p> <p>External Audit will visit the Trust in December to verify these accounts and they will then come back to the Committee for agreement before being submitted to the Charities Commission.</p> <p>It was questioned whether the large balance within the accounts, showing very little spending during the year would raise any issues</p>	

	<p>with the Charities Commission? RB advised that this will only be questioned if the balance was a lot higher.</p> <p>The balance sheet details an equity investment held in the Charitable Funds name.</p>	
	<p>Action AR to look into the performance of this investment and whether this money could be better invested.</p>	AR
	<p>AR advised that the bequeathed half share of a house has not been incorporated into the annual accounts because at this moment this is not a realised asset due to the spouse still living in the property.</p>	
	<p>Action JW to send EM all correspondence related to this legacy.</p>	JW
	<p>CS arrived at the meeting at 9.30am.</p>	
10	<p>Trustees Annual Report Review AR presented the Trustees Annual Report review.</p>	
	<p>Action Following discussion it was agreed that future projects detailed on Page 2 should be amended to read 'During the year the Trustees have been working on developing community projects'.</p>	EM
	<p>Pending the above amendment, the Committee approved this report.</p>	
11	<p>Review and agree Accounting Procedures The document will be amended following agreement of the Terms of Reference.</p>	
12	<p>Review and agree Investment, Reserves & Disbursement Policy The document will be amended following agreement of the Terms of Reference.</p>	
13	<p>Yorkshire Air Ambulance Partnership Working This will be further discussed at the first Charitable Fundraising Committee in January 2013.</p>	

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Projects to be considered:

CS presented the two previously circulated projects for consideration.

RB confirmed that it was important not to use the monies from Charitable Funds to fund items which the Trust should be providing as business as usual.

Road Safety Campaign for Young Drivers

Following discussion it was noted or agreed:

- The funding for this project will allow the Trust to deliver education above and beyond activities that the Trust currently provides eg. road safety week.
- From a commissioning perspective the Trust do not receive funding for this type of project
- It was questioned where this sits in the overall strategy and will more projects of this nature be coming to the Committee for review and funding? CS advised that this is a project within a number of workstreams and whilst this will be based in Hull and East initially, the plan will be to review this and made a decision whether this should be rolled out throughout Yorkshire
- It was questioned whether the cost of the leaflet production provides value for money? CS advised that the Procurement team will use processes in place to obtain quotes from three suppliers and choose the best option

Agreement

The committee agreed to fund this project subject to the procurement process being followed.

Action

The progress and success of this project will be reviewed in February 2013. JW to include this on the workplan.

JW

CS to keep the Committee updated at each meeting with a running tally of the projects coming to the committee for approval. JW to include this as a standing item on the workplan.

CS

Community Health Champions

Following discussion it was noted or agreed:

- The project will provide Community Health Champions with a

	<p>bespoke health promotion linked basic health support course for train a trainer</p> <ul style="list-style-type: none"> • Any funding for these support packs will be matched by Altogether Better. A written agreement for this will be requested • It was questioned whether there would be any issues from a legal aspect? CS advised that this is a well known and established scheme so there should be no issues • There would need to be reasonable attendance at training events and CS would manage this • Discussion took place regarding the funding of this to YAS staff. CS confirmed that this would not take staff way from their normal duties to provide support to the charity • The cost of this training would cover petrol, service line issues, vehicle, consumables • It was questioned whether the abolition of the SHA would cause any issue? CS advised that he felt that CCG involvement would be better as this is would lighten the load on GPs and could potentially give free hire of rooms in surgeries 	
	<p>Agreement The Committee supported and approved this project.</p>	
	<p>Action CS to produce a wider paper and strategy on how all projects would hinge together for the next meeting.</p>	CS
15	<p>Pennies From Heaven Update The Committee noted the quarterly update.</p>	
	<p>Action The monies raised since this project started would be reported in Operational Update.</p>	EG
16	<p>Any Other Business There was no other business to discuss.</p>	
17.	<p>Date and Time of Next Meeting 12 February 2013 – Kirkstall & Fountains, Springhill 1</p> <p>The meeting closed at 10.00am.</p>	

CERTIFIED AS A TRUE RECORD OF PROCEEDINGS

CHAIRMAN