



<b>MEETING TITLE</b> Trust Board Meeting in Public		<b>MEETING DATE</b> 21/05/2013	
<b>TITLE of PAPER</b>	Charitable Funds Committee Report	<b>PAPER REF</b>	7.2
<b>STRATEGIC OBJECTIVE</b>	To provide services which exceed patient and commissioner expectations Choose an item. Choose an item.		
<b>PURPOSE OF THE PAPER</b>	To give the Yorkshire Ambulance Service (YAS) Trust Board assurance that the Charitable Funds Committee is meeting the requirements set down in the Terms of Reference		
<b>For Approval</b>	<input type="checkbox"/>	<b>For Assurance</b>	<input checked="" type="checkbox"/>
<b>For Decision</b>	<input type="checkbox"/>	<b>Discussion/Information</b>	<input checked="" type="checkbox"/>
<b>AUTHOR / LEAD</b>	Jo Wilson, Executive PA	<b>ACCOUNTABLE DIRECTOR</b>	Executive Director of Finance & Performance
<b>DEBATED AT:</b>	<b>Committee/Group:</b> Charitable Funds Committee Choose an item.	<b>Date:</b> 18/04/2013 21/11/2012	
<b>PREVIOUSLY AGREED AT:</b>	<b>Committee/Group:</b> Charitable Funds Committee Choose an item.	<b>Date:</b> 18/04/2013 Click here to enter a date.	
<b>RECOMMENDATION</b>	The Trust Board has sufficient assurance on the matters reviewed by the Committee		
<b>RISK ASSESSMENT</b>		<b>Yes</b>	<b>No</b>
<b>Corporate Risk Register and/or Board Assurance Framework amended</b> <i>If 'Yes' – expand in Section 4. / attached paper</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Resource Implications (Financial, Workforce, other - specify)</b> <i>If 'Yes' – expand in Section 2. / attached paper</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Legal implications/Regulatory requirements</b> <i>If 'Yes' – expand in Section 2. / attached paper</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Quality and Diversity Implications</b> <i>If 'Yes' – please attach to the back of this paper</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>ASSURANCE/COMPLIANCE</b>			
<b>Care Quality Commission Registration Outcome(s)</b>		Choose an item. Choose an item. Choose an item.	
<b>NHSLA Risk Management Standards for Ambulance Trusts</b>		Choose an item. Choose an item. Choose an item.	

## **PURPOSE/AIM**

- 1.1 This paper is presented to inform the Yorkshire Ambulance Service (YAS) Trust Board of the activities of the Charitable Funds Committee and to provide assurance to the to the Trust Board of the discharge of their duty as Corporate Trustee.

## **2. BACKGROUND/CONTEXT**

- 2.1 The Charitable Funds Committee meets bi-monthly. The Trust Board have previously received a summary report detailing the meeting on 21 November 2012 and the Committee agreed minutes are attached for completeness. The date of the last meeting was 18 April 2013 and a summary of the meeting is detailed below.
- 2.2 Michelle Scott, Finance Project Manager was welcomed as a new Committee member. The Committee Terms of Reference have been approved by the Trust Board. The Disbursement Policy will be sent to Committee members for agreement following which this will be sent to Trust Board for approval.
- 2.3 The first meeting of the Fundraising Committee took place but was not well attended. A second meeting will take place on 20 May 2013. A meeting is to be re-scheduled with the Executive Director of Finance & Performance, Finance Project Manager and a member of the Partnership Team at with a member of the Partnership team at Yorkshire Air Ambulance (YAA) on 11 March to discuss possible partnership working.
- 2.4 A training event to provide an update on the governance of NHS Charitable Funds for Charitable Funds Committee and Fundraising Committee members has been scheduled for 29 May 2013.
- 2.5 The Charitable Funds Committee workplan was reviewed and updated accordingly.
- 2.6 The 2011/2012 Charitable Funds Committee Annual Accounts had been subject to an independent check by the Trust's External Auditors in December 2012 and had been signed off. There were no outstanding issues to bring to the Committee's attention.
- 2.7 The Committee noted the funds statement. It was anticipated that following the establishment of the Fundraising Committee expenditure should start to increase.
- 2.8 The Committee considered the three recommendations contained in the recent Internal Audit Report on YAS's Charitable Funds:

- *All income received should be reflected in the statement of income (cash book) to ensure that an accurate running total can be obtained and for easier reconciliation to the bank account.*

All income received would now be reflected in the statement of income (cash book) to ensure that an accurate running total could be obtained and for easier reconciliation to the bank account.

- *Electronic payment direct to the bank account should be implemented. A form is available to complete and submit to M&G Investments to enable this.*

The investment dividends from the M&G investment would now be paid electronically direct to the Charity's Barclays current account.

- *The Trust should consider other payment options available to maximise the opportunities for donations*

Once the Fundraising Committee starts to bring in additional funds, this would be looked at again.

- 2.9 The Committee noted a new legacy received in the form of a memorial fund. A member of the Operations senior management team is to speak to the person donating this legacy to advise her of items which would be appropriate to purchase for this amount.
- 2.10 Corporate Communications outlined the new proposed Communications Action Plan which would re-brand, re-launch and promote the YAS Charitable Fund to internal and external stakeholders, encourage fundraising activity and donation and publicise expenditure from the fund.
- 2.11 The Committee are to consider further ways to promote and generate more interest in the Pennies from Heaven scheme.
- 2.12 A presentation was given by Chris Sharp (CS), the Head of Leadership & Learning, Organisational Effectiveness & Education to request funding for a public access defibrillator cabinet for a school in Boroughbridge. The Committee agreed to purchase the cabinet as a pilot to be dealt with as an individual partnership between the Charitable Fund and the school. The Committee were also supportive of the principle of purchasing some additional cabinets and asked for a plan to be presented at the next meeting.
- 2.13 CS also presented a paper which provided an overview of how YAS Charitable funded projects linked in with a wider Public Education and Community Engagement Strategy for the Trust. Following discussion CS was asked to revise the paper taking on board all comments from Committee members.

- 2.14 A strategy meeting to include both the main Charitable Funds Committee and the Fundraising Committee is to be scheduled to decide on the focus of both fundraising and project expenditure for the coming year.

#### **4. PROPOSAL/NEXT STEPS**

- 4.2 The report to be accepted by the Trust Board.

#### **5. RECOMMENDATIONS**

- 5.1 The Trust Board has sufficient assurance on the matters reviewed by the Committee.

#### **6. APPENDICES**

- 6.1 Minutes of the meeting on 21 November 2012.