



MEETING TITLE Trust Board Meeting in Public		MEETING DATE 23 July 2013	
TITLE of PAPER	Charitable Funds Committee – Chairman’s Report of the last meeting on 4 June 2013	PAPER REF	7.2
STRATEGIC OBJECTIVE	<i>To provide services which exceed patient and commissioner expectations</i> Choose an item.		
PURPOSE OF THE PAPER	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.		
For Approval	<input type="checkbox"/>	For Assurance	x
For Decision	<input type="checkbox"/>	Discussion/Information	x
AUTHOR / LEAD	Director of Finance & Performance	ACCOUNTABLE DIRECTOR	Director of Finance & Performance
PREVIOUSLY CONSIDERED BY	Committee/Group: Not Applicable	Date:	
RECOMMENDATION	The Trust Board has sufficient assurance on the matters reviewed by the Charitable Funds Committee.		
RISK ASSESSMENT			Yes No
Corporate Risk Register and/or Board Assurance Framework amended <i>If ‘Yes’ – expand in Section 4. / attached paper</i>			<input type="checkbox"/> x
Resource Implications (Financial, Workforce, other - specify) <i>If ‘Yes’ – expand in Section 2. / attached paper</i>			<input type="checkbox"/> x
Legal implications/Regulatory requirements <i>If ‘Yes’ – expand in Section 2. / attached paper</i>			<input type="checkbox"/> x
Quality and Diversity Implications <i>If ‘Yes’ – please attach to the back of this paper</i>			<input type="checkbox"/> x
ASSURANCE/COMPLIANCE			
Care Quality Commission Registration Outcome(s)			
NHSLA Risk Management Standards for Ambulance Trusts			

1. 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 18 April 2013 but minutes for this meeting have not yet been Committee agreed so these will be circulated at a later date. The date of the last meeting was 4 June 2013 and a summary of the meeting is detailed below.
- 2.2 The Fundraising Committee has met once since the last Trust Board Meeting. A draft operating plan has been drafted and is with the Chairman of Charitable Funds for review. The Terms and Reference and Procedure Notes for this Committee were presented and approved.
- 2.3 A training event took place on 29 May 2013, where Capsticks provided an update on the governance of NHS Charitable Funds. This event was attended by the Chairman, Charitable Funds Committee and Charitable Fundraising Committee members. It was felt that this event was very worthwhile and provided a greater understanding of new legislation and governance around charitable funds.
- 2.4 The Head of Safeguarding and the Associate Director of Risk & Assurance attended the Committee to give an update of the Independent Oversight of NHS & Department of Health investigations into matters relating to Jimmy Savile. Discussions took place to ensure that robust processes are in place for safeguarding vulnerable adults and children with regard to fundraising activities, particularly with regard to using celebrities. The Terms of Reference and Fundraising Committee procedures will be updated accordingly.
- 2.5 The Trust has recently revised its internal assurance processes so that the Chairs of the three level 2 assurance committees, Quality Committee, Finance & Investment Committee and Charitable Funds Committee provide regular feedback to the Audit Committee on management and mitigation of corporate risks that fall with their Terms of Reference.
- 2.6 The Trust currently has a limited level of charitable fund activity (charitable funds currently stand at circa £120k). Historically, income into the charitable funds comes through donations and legacies rather than pro-active fundraising. For these reasons risks associated with

the management of charitable funds are relatively low at the current time.

- 2.7 The latest internal audit report into charitable funds was issued in April 2013, reporting a significant level of assurance. Three recommendations were contained in the report graded 'requires attention' the lowest priority rating. These related to ensuring all income received was entered into the cash book (items paid directly into the bank have not previously been entered); receiving investment dividends directly into the bank account rather than cheque and allowing public donations using debit and credit cards.
- 2.8 The Charitable Fundraising Committee has recently undertaken a review of the use of charitable funds and is developing a new fundraising strategy. This will include exploring opportunities for joint fundraising with Yorkshire Air Ambulance and running local fundraising activities. This potentially increases both the level of reputational risk and financial risk, should fundraising activities not be in keeping with Charity Commission guidance, tight controls not be maintained over collection of funds or income not match planned expenditure. The Fundraising Strategy proposes the appointment of a part-time Fundraiser and Administrator to help maximise income opportunities.
- 2.9 The Charitable Funds Committee Chair and lead Executive Director have agreed that a review of emerging risks will be maintained as a standing item on the Charitable Funds Committee agenda for future meetings. This information will be used in conjunction with Internal Audit reports to develop a local risk register for charitable funds. Any significant risks will be reported through to the Associate Director of Risk & Safety for inclusion in the corporate register and reported at the Audit Committee. As a minimum the Charitable Funds Committee will provide an annual report to the Audit Committee summarising the findings of the Internal Audit report and enclosing the most up to date risk register for Charitable Funds.

3. PROPOSAL/NEXT STEPS

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

4. RECOMMENDATIONS

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