



MEETING TITLE Trust Board Meeting in Public		MEETING DATE 26 November 2013	
TITLE of PAPER	Charitable Funds Committee	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 verbal update detailing the meeting on 1 August 2013 but and the Committee approved minutes are attached for completeness. The date of the last meeting was 22 October 2013 and a summary of the meeting is detailed below.
- 2.2 The Committee had previously received a paper requesting funding for four Static Medical Units (SMU). Mike Fox Davies, Interim Executive Director of Operation and Damien Moloy, Emergency Care Practitioner attended the meeting to answer further question in relation to this bid. The Committee gave their agreement in principle to this bid but requested further information with regard to obtaining agreements in writing from potential internal users of the vehicle, a schedule of a typical week's usage of the vehicles and an update of the costings.
- 2.3 The Committee noted the current funds statement, including a recent donation of £15k. Following discussion at the August meeting regarding the Financial Services Compensation Scheme, it was suggested that a further bank account should be opened with another financial institution, in order to mitigate the risk of losing any amount over £85k held in the current bank accounts. The new bank account will also allow a balance to be held up to £50k without any bank charges being made for transactions. The Committee agreed to this request. Due to personnel changes within the Finance team, it was agreed that a change to the authorised persons on the accounts could be made.
- 2.4 At a previous meeting, a question was raised over the suitability of the Public Access Defibrillators supplied by the British Heart Foundation. Concern was shown whether these defibrillators met the Trust's governance arrangements. It was reported that this issue had been discussed with Dave Macklin, Associate Medical Director and he advised that he fully supported the BHF initiative for match funding and would welcome the opportunity to place more AED's in the community. The Committee accepted this update and supported the investigation of matched funding for these units.
- 2.5 The Committee discussed the possibility of setting up a YAS Charitable Funds Benevolent Fund to provide financial support to those serving or retired YAS personnel or their dependents, in times of crisis, exceptional hardship or poverty. Following discussion further

information was requested to come back to the next meeting with regard to how this fund will be managed and administered and a clear framework of terms and conditions

- 2.6 The Fundraising Committee has met once since the last Charitable Funds Committee and discussed area of potential fundraising. The final version of the Fundraising Strategy and Business Plan was circulated.
- 2.7 The job description for a Fundraiser to be appointed on a part-time basis was circulated for information and it was confirmed that interviews will take place at the end of November. The Committee will be kept up to date with progress on this appointment and it is hope that the Fundraiser will be in post in January 2014.
- 2.7 A communication update was given by Head of Corporate Communications focusing on raising awareness amongst staff and members of the public regarding a refresh of the branding and promotion associated with the fundraising activities.
- 2.8 Chris Sharp, Head of Leadership & Learning presented a paper to propose a unique fundraising event that would link the celebration of the forthcoming Tour de France with a YAS cycling event that will raise funds for the YAS Charitable Fund. It is planned that this event will take place over a 3 week period during June 2014 departing at Whitby Ambulance Station taking in all stations across the Yorkshire region. The Committee were very supporting of this proposal and asked CS to start conversations with staff members and agree a timeline of fundraising activity for consideration.

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.

5. APPENDICES

- 5.1 Charitable Funds Committee Minutes 1 August 2014



**Charitable Funds Committee
1 August 2013**

Members:

Erfana Mahmood (EM)	Chairman of Charitable Funds & Non-Executive Director
Michelle Scott (MS)	Finance Project Manager
Rod Barnes (RB)	Executive Director of Finance & Performance
Cath Cox (CC)	Head of HR Business Partners

Apologies:

Elaine Gibson (EG)	Assistant Director, Corporate Communications
Elaine Bond (EB)	Non-Executive Director
Adrian Harris (AH)	Paramedic
Alexis Keech (AK)	Environmental & Sustainability Manager

In Attendance:

Chris Sharp (CS)	Head of Leadership and Learning
Tasnim Ali (TA)	Senior Service & Quality Improvement Manager
Damien Maloy (DM)	Emergency Care Practitioner
Michael Fox Davies (MFD)	Associate Director of Operations

Minutes:

Angela Turner (AT)	PA, Head of Business Development
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The meeting commenced at 1510 hours.

1.0	Introduction & Apologies Apologies were received as above.	
2.0	Declaration of Interests for any item on the agenda There were no declarations of interest.	
3.0	Minutes of last two meetings <ul style="list-style-type: none"> • 18 April 2013 • 4 June 2013 	
4.0	Action Log & Matters Arising The Action Log was updated. Briefing Note – Financial Services Compensation Scheme. Discussed MS briefing note detailing the risk to the deposit account	

	<p>with regard to the Governments indemnity only covering up to £85k. Action: It was agreed to open an additional bank account to ensure that all funds are protected. Going forward Annual Accounts to include a tag line at the bottom showing where funds are deposited.</p>	MS
5.0	<p>Report to Trust Board The Committee noted the report - no actions.</p>	
6.0	<p>Annual Workplan Risk register – RB stated that the Risks identified for this Committee were:</p> <ul style="list-style-type: none"> • Banking Guarantee of funds if Barclays ceased trading • There are always risks around fund raising • Set money aside for identified support, could have insufficient in future years for things we have committed to • Failure to meet Regulations & Compliance going forward when become a Foundation Trust <p>Committee briefly discussed the Disbursement Policy Eligible Expenditure on what is deemed eligible and ineligible. It has been agreed at Board to be included in the Operational Update for all staff to be made aware of.</p> <p>Dignity and Respect project (disposable patient gowns) to be closed.</p>	
7.0	<p>Funds Statement EM asked for tag lines to be included showing brief descriptions on each expenditure.</p> <p>EM expressed thanks to everyone involved in the success of Jo Liles, Equine-Oriented First Aid Event on 25 July, which raised a total of approx. £400.</p> <p>Actions: Tag lines to be included giving brief description on each expenditure on expenditure log. Letter to be sent to Jo Liles congratulating her on the funds raised from the Equine - Oriented First Aid Award on 25 July 2013.</p>	MS MS
8.0	<p>Donations & Legacy Update <u>Terrance Gardner Memorial Fund</u> MS discussed the briefing note on the amount of monies raised to date of £1,434 by Mrs Gardner for the purchase of Defibrillators for sites around the Doncaster area.</p> <p>The Community First Responders have been working with Mrs Gardner with the intention of applying to the British Heart Foundation for Joint funding of the equipment going forward.</p> <p>Concerns were raised by the Committee, that the British Heart Foundation equipment may not meet our governance standards.</p>	

	<p>Action: MS/CS to produce a short paper around the clinical issues and costings and to seek Dr Julian Marks medical opinion. AT to invite Paul Stephens to next meeting to discuss if funds may be available for joint funding.</p> <p>.</p> <p><u>Maurice Arther Taylor Legacy</u> MS confirmed that our solicitors Jackson's, had written confirmation from the Estate of Mr M A Taylor that we are not liable for the buildings insurance as this would be paid in full by Mrs Taylor.</p> <p>MS confirmed that the building insurances has been paid in full for 2013 and it was agreed to continue paying it in the future.</p> <p>Action: EM stated that we should check the policy in more depth to ensure that we protect our legacy.</p>	<p>MS/CS AT</p> <p>MS</p>
9.0	<p>Communication Action Plan In EG's absence a briefing note update was given on the following:</p> <p>Discussions had taken place with EG and RB to discuss the Charitable Trust having a specific campaign appeal, similar to hospital appeals for major initiatives such as buying a scanner. Once the major projects are confirmed by the Charitable Trust we will work up a specific proposal for communications activity, e.g. if we decide to go ahead with fund-raising for AEDs in local communities we might choose to have the <i>YAS Community Lifeline Appeal</i>.</p> <p>Pennies from Heaven - update on money raised so far and reminder of how to join will be in Operational Update 2 August 2013. Ann-Marie Walker is confirming up to date amount raised.</p> <p>YAS Matters (July 2013) - reminder about the Charitable Trust – fundraising and project ideas encouraged from staff.</p> <p>We are in the process of refreshing information on our website about the Charitable Trust.</p> <p>Supporting individual employees and teams who are participating in fund-raising activities – producing promotional material and publicising their efforts.</p> <p>EM expressed interest in keeping a constant theme with YAS Community Lifeline Appeal as opposed to local areas giving the fund a different name.</p> <p>Action: A full update to be given at next meeting on the response and where we are at.</p>	<p>EG</p>

10.0	<p>Fundraising Strategy & Business Plan (Operating Plan) MS gave an update on the above operating plan which includes ideas for potential fundraising and an estimate of potential areas of expenditure.</p> <p>MS informed that a new post for a part time Charitable Fund Administrator has been agreed. This role will enable income to be increased by raised awareness of the fund and the role will include the appropriate administration required.</p> <p>Action: EM to be present at the interviews for the admin role.</p> <p>A discussion took place on whether we should fund 10 Public Access Defibrillators out of the £20k allocated. Members recommended that YAS donate £10k to supply the PAD cabinets only, not the defibrillators.</p> <p>Action: MS to confirm with Paul Stephens and update with a mini paper next meeting.</p> <p>Budget reduced to £4k for Fund Community Training & Education</p> <p>All other identified expenditure areas to remain as per Business Plan 2013-14.</p> <p>The Benevolent Fund was discussed and it was agreed that a separate paper on Terms of Reference be drawn up and reviewed.</p>	<p>MS</p> <p>MS</p> <p>MS</p> <p>MS/RB</p>
11.0	<p>Fundraising Committee Update</p> <ul style="list-style-type: none"> • Minutes of last meeting 2 July 2013 • Fundraising Procedure Note • Fundraising Terms of Reference <p>All points were agreed by the Committee</p>	
12.0	<p>Training Needs (Standing Item) None required</p>	
13.0	<p>Projects/Disbursements CS gave an update on the Charitable Funds Projects and it was suggested that going forward we only supply to The Community Resilience Team the Public Access Defibrillation Cabinets (PAD's) and do not include the defibrillators. The defibrillators to be made available by local rotary clubs, schools, and parish/ward councils.</p> <p>There is a need to pro-actively look at hot spots in communities and assess best place to allocate these cabinets.</p> <p>Action: MS as above in point 10.00</p> <p>Public Education Champions – CS highlighted that there is no</p>	<p>MS</p>

<p>programme at present for staff to go into schools and increase awareness. We need staff to volunteer/participate in being PE Champions with support through their Personal Development Plans identifying those that demonstrate the right skills.</p> <p>CS is looking for the Charitable Fund to support the re-branding of materials that are already developed by the Community and Commercial Education team for Key Stage I and to produce new material for Key Stage II which will cost approx. £4k.</p> <p>Members voted to develop the material required for Key Stage II children (7 – 11yrs).</p> <p>Going forward the fund would require a breakdown on how the monies for this were managed; reporting expenditure to ensure spend is controlled within guidelines.</p> <p>Action: MS to provide a paper each month to update the meeting.</p> <p>‘Le Tour de YAS’ – the meeting thought that it was an excellent idea, engaging all areas of staff and local communities.</p> <p>Action: CS to provide an update at next meeting.</p> <p>Static Medical Unit – a presentation was given by Tasnim Ali and Damien Maloy to the meeting for consideration of funding of a number of Static Medical Units.</p> <p>EM stated that they were in agreement in principal to support one unit however, due to the fact that not all members of the Committee were in attendance they could not make a final decision on the way forward.</p> <p>Action: EM requested TA/DM to provide additional information as follows:</p> <ul style="list-style-type: none"> • Overall revenue costs • Fleet costs • In what capacity would the vehicle be used outside the hours required • Key benefits overall; staff, community, YAS • Seek agreement from Local Directors to provide an ECP and ECA long term • What would be the long term benefits • Benefits for the Charitable Fund Committee <p>When all information available a separate meeting to be scheduled for the beginning of September for the Committee to discuss and make a decision to support.</p>	<p>CS/MS</p> <p>CS</p> <p>TA/DM</p> <p>AT</p>
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14.0	<p>Legislation Update The amount of our charitable fund is so low that it does not fall within the accounting changes.</p> <p>Action: MS to produce a paper to put forward to the board.</p>	MS
15.0	<p>Any Other Business RB informed meeting that there were funds of £30k left over from the Charity Basic's Scheme, which no longer was in existence. There is no formal connection with YAS and is not administered by us. Therefore not appropriate for the funds to be deposited within our Charitable Funds.</p> <p>Action: RB/MS to email EM confirming that we do not want the monies and to copy in Della Cannings and Dr Julian Mark. However, if they do transfer the funds to us, we could charge administration fees.</p> <p>EM thanked those present for their time and staying late.</p>	RB
	<p>Date and Time of Next Meeting Thursday 17 October, – 9am – 10.00</p> <p>The meeting closed at 17.30pm</p>	

CERTIFIED AS A TRUE RECORD OF PROCEEDINGS

CHAIRMAN