



Charitable Funds Committee
10 December 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
Elaine Gibson (EG)	Assistant Director, Corporate Communications
Elaine Bond (EB)	Non-Executive Director

Apologies:

Alexis Keech (AK)	Environmental & Sustainability Manager
Cath Cox (CC)	Head of HR Business Partners
Adrian Harris (AH)	Paramedic

In Attendance:

Chris Sharp (CS)	Head of Leadership and Learning
Damien Maloy (DM)	Emergency Care Practitioner
Tasnim Ali (TA)	Service Planning & Development Manager

Minutes:

Jo Wilson (JW)	Executive PA
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The meeting commenced at 1330 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 relating to items on the agenda.	
3.0	Minutes of last meeting The minutes of the last meeting were agreed as a true representation.	
4.0	Action Log & Matters Arising The Action Log was updated. <u>Static Medical Units</u> DM and TA attended the Committee to provide an update of progress of this project. DM has met with Chris Sharp to discuss ideas of how this vehicle can be integrated into the remit of Commercial Training. External interest has been received from charities in Leeds and the surrounding areas to provide the community with general awareness of issues including the homeless, prostitution, drugs and alcohol. It	

<p>was questioned how this would fit contractually with this vehicle and DM advised that this was still in negotiation but would feedback to the Committee once this has been confirmed.</p> <p>The vehicle is to be delivered on Friday 20 December and this will be used in Leeds city centre on that day. Due to the timing of this the vehicle will not be sign-written at this time but signage will be provided by a company in Hull in the New Year.</p> <p>These units are now to be known as Community Medical Units (CMU).</p>	
<p>Action The Committee agreed that the sign-writing for the CMU should include reference to the vehicle being donated by YAS Charitable Funds.</p>	DM
<p>EG advised that the launch of the vehicle will take place in the New Year when there would be more opportunity for internal promotion in Operational Update and the intranet and externally for a photoshoot and press launch with newspapers and local TV stations.</p>	
<p>Action EM requested an action plan for the press launch.</p>	EG
<p>CC arrived at the meeting at 1.40pm.</p> <p>The Committee discussed the use of community groups and local partnerships in addition to local sponsorship and fundraising to assist with running costs.</p>	
<p>Action Local organisations eg. micro breweries, charities and pharmaceuticals are to be contacted regarding possible sponsorship.</p>	F/Raising Committee
<p>DM advised that the vehicle will be situated in Briggate, Leeds outside McDonalds. Local engagement has taken place with Leeds City Council and also local Police who have agreed to provide extra patrols in this area. There will also be a link with door staff so that the team manning the vehicle will be aware of any incidents that may impact on them.</p> <p>This vehicle whilst having stretchers included will not convey patients to hospital.</p> <p>Costings for the vehicle were discussed. Lyntons have been paid a deposit of £20,000 and the remainder will be paid on delivery of the vehicle.</p> <p>The Committee was asked whether the two Paramedics manning the vehicle could use fundraising buckets whilst on duty to collect donations. The Committee advised that they were not comfortable</p>	

<p>with this as this could cause an issue of risk of theft. However staff not on duty could attend with donation tins/buckets. It was suggested that leaflets could be produced to hand out advising people how they could donate to YAS Charitable Funds.</p>	
<p>Action EG to look into the production of leaflets for the vehicle.</p>	EG
<p>A standing agenda item for CMU is to be presented at every meeting until this vehicle is fully established. A quarterly update should include include progress, financials, a performance report and timetable for vehicle use.</p> <p>Any further request for monies from Charitable Funds should be presented in the form of a business case.</p> <p>DM & TA were thanked for their hard work and they left the meeting at 2.00pm.</p> <p><u>Briefing Note: YAS Charitable Funds Benevolent Fund</u> A briefing note was provided presenting a draft Terms and Conditions for the proposed Charitable Funds Benevolent Fund. Following discussion the Committee questioned or noted:</p> <ul style="list-style-type: none"> • Use of the word debt in the Terms and Conditions needed further clarification as to what this would cover. It was agreed that ‘hardship’ would be a better phrase to use • It was agreed that the stipulation of an capped amount available should not be used • The Committee agreed that the application should be submitted by a third party on behalf of a staff member • EM clarified that this application should be scrutinised by the Committee and was not solely the Chairman’s decision • EM asked how the Benevolent Fund would fit in with the audit of the Charitable Funds accounts? MS advised that would be picked up within the yearly audit of the Charitable Fund. • CC questioned whether there would be any tax implications to the staff member? RB advised that other organisations applications should be reviewed but that the staff member would be liable for tax • Staff should also be signposted to other avenues of help eg. medical equipment and employee assistance • The review and allocation of funding should be a timely process • A process of how to cascade this funding opportunity to staff was discussed and agreed that this would be cascaded through the Senior Management Group and HR network. Application details will be posted on the intranet. 	
<p>Action MS to amend the Terms and Conditions and application for the Committee to once again review for agreement.</p>	MS

5.0	<p>Report to Trust Board This report was noted with no actions required.</p>	
6.0	<p>Funds Statement The Funds Statement including income and expenditure was noted.</p>	
7.0	<p>Annual Accounts MS took the Committee through the annual accounts</p> <hr/> <p>Agreement The Committee noted and approved the accounts subject to any amendments following the Independent Examination.</p>	
8.0	<p>Donations & Legacy Update MS provided an update of recent donations and legacies.</p> <p>RB suggested that Mrs Gardner should be nominated for a We Care Award for her fundraising efforts. The Committee agreed that it would be a good idea for a Charitable Funds Award could be included within this award ceremony.</p> <hr/> <p>Action The Charitable Funds Award is to be included on the Workplan for discussion.</p>	Workplan
9.0	<p>Communication Update EG provided a Communications update and circulated ideas for the new branding for Charitable Funds.</p> <p>The Committee discussed the idea of ParaTed being used as the corporate image of the fund and this be slightly tweaked for each appeal.</p> <hr/> <p>Action EG to bring further update and launch details to the next meeting.</p>	EG
10.0	<p>Fundraising Committee Update The Committee were provided with an update of activities of this group including fundraising received and ideas for future fundraising.</p> <p>It was confirmed that Maria Amos (MA) has been appointed as the Trust's Fundraiser and should commence her role in January 2014. Her fundraising background is working at Macmillan Cancer Support. Jo Liles will undertake a secondment from her current role within ICT one day per week to assist with charitable fundraising.</p> <p>It was questioned which directorate MA would be linked with, either Finance or Corporate Communications.</p> <hr/> <p>Action EG and MS to discuss this outside of the meeting.</p>	EG/MS

11.0	Training Needs No updates were required.	
12.0	Projects/Disbursements	MS
	Action For future meetings a summary is to be produced providing the name of the project manager, approved budget and actual expenditure.	
13.0	Legislation Update A stocktake of legislation will be undertaken when the Fundraiser commences.	
14.0	Any Other Business There was no other business to discuss.	
	Date and Time of Next Meeting Thursday 6 March – 1100-1230	

The meeting closed at 3.10pm.

CERTIFIED AS A TRUE RECORD OF PROCEEDINGS

CHAIRMAN