



Charitable Funds Committee
6 March 2014

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
Chris Sharp (CS)	Head of Leadership and Learning

In Attendance:

Damien Maloy (DM)	Emergency Care Practitioner & Project Lead for CMU
Tasnim Ali	Service Planning and Development Manager

Minutes:

Jo Wilson (JW)	Executive PA
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The meeting commenced at 1100 hours.

1.0	Introduction & Apologies Apologies were received as above. EM introduced Maria Amos (MA) to the Charitable Funds Committee.	
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. EM advised that due to the Charitable Funds Committee and Audit Committee falling on the same date this was causing some issue with the timely production of meeting packs. EM suggested that when this happens, the production of papers should fall two weeks prior to the meeting.	

	<p>Agreement and Action The Committee agreed this this process should be adopted.</p> <p>JW to cascade this information to those staff members producing papers for the Committee.</p> <hr/> <p>EM advised that whilst advice had been taken not to consolidate CF accounts with the Trust annual accounts this decision would need to be revisited in the future it terms of taking the Committee forward.</p> <p>Independence of the Committee was discussed and it was advised that a presentation will be made to Audit Committee later today prior to work commencing on the annual accounts to discuss and challenge if required. This will retrospectively be cascaded to CF committee members.</p> <p><u>Bank account</u> MS updated the Committee on the action to open a further bank account. The guidance linked to the Treasurers Account with Lloyds Bank advises that all Trustees of the Charitable Fund would need to be signatories. This would mean that every Trust Board member would need to have a credit check to allow them to be a signatory. This would also mean that there would be a process of nominating a colleague from Finance to act as signatory.</p> <p>MS advised that there is another account with HSBC with free bank charges for two years for a Community Account.</p>	JW
	<p>Agreement & Action For operational purposes, the Committee agreed that it would not be wise to open the account with Lloyds Bank and that the HSBC account would be a sensible plan going forward.</p> <p>MS to open the account with HSBC.</p>	MS
	<p>MA gave an overview of her role and an update of her work to date:</p> <ul style="list-style-type: none"> • Community Medical Unit (CMU) promotion • Establishing a good working relationship with EG and Corporate Communications, with some good work being undertaken between them in terms of press releases etc. • Connections are being made with local businesses to secure sponsorship <p>MA advised that in order for her to promote fundraising and sponsorship further she requested a float of approximately £500.00 to purchase collection buckets, tins, print posters etc. MA added that she already has outlets waiting for collection boxes.</p>	

	<p>Agreement & Action The Committee agreed that a float of £500.00 would be made available for the above.</p> <p>MA was asked to produce a briefing paper for the next Committee giving costings and ideas going forward.</p> <p>EM thanked MA for her attendance and looked forward to future updates.</p>	MA
4.0	<p>Action Log & Matters Arising The Action Log was updated.</p> <p>Community Medical Units TA & DM presented this Community Medical Units (CMU) update. The Committee were asked for feedback as to whether this report contained the correct information in the format that they would find useful. The Committee advised that this was sufficient for the update.</p> <p>The CMU is primarily running in the Leeds area on a regular basis. Sheffield, York and Hull have also been trialling the CMU concept. Two bespoke vehicles would assist with the service delivery and enable better management of patients.</p> <p>A second unit has been donated to the Trust by Barca Leeds, but this vehicle would need to be liveried prior to being used. As this vehicle will be used in the York area, York Council has donated £1000.00 toward this and TA & DM requested a further £500.00 from CF to pay for the lettering on the vehicle.</p> <p>Running costs for the CMU were discussed and DM confirmed that he had spoken to Dave Williams, Associate Director, Operations and this cost will be picked up by the Trust. MS advised that the vision is that the Charitable Funds Committee will be a conduit between the donations coming in and the staffing costs, insurance and fuel etc. will be picked up by the Trust.</p> <p>Barca Leeds has requested that as they had donated the vehicle they would like to have their logo incorporated on the side of vehicle.</p> <p>In terms of the Memorandum of Understanding between Barca Leeds and the Trust, further investigation has taken place to ensure that they were able to donate this vehicle to us. Evidence will be received by letter confirming the transfer for ownership.</p> <p>DM added that he did not see any risk to the charity with regard to the CMU as this vehicle had been fully inspected by Fleet prior to taking ownership.</p>	

<p>Action The transfer of ownership letter from Barca Leeds to be circulated at the next Committee meeting.</p> <p>DM and MS to discuss the receipt of the £1000.00 donation from York City Council outside of the meeting.</p>	<p>TA</p> <p>DM/MS</p>
<p>Day to day usage of the CMU was discussed. DM advised that Chris Sharp is asking for further usage for Educational Training and this will progress further over time.</p> <p>TA has met with a number of voluntary sector agencies providing outreach work relating to safe health checks, drug advice, needle exchange etc. This would mean that the CMU would be used as a multi-health unit capturing those members of society who are falling through the system. Contractual arrangements were also discussed. At the moment the CMU is being offered out to these agencies free of charge but going forward contracts would need to be signed. A donation for use of the vehicle would be preferable.</p> <p>Clinical Governance was discussed in terms of ECPs and Paramedic Practitioners. A Health and Safety risk assessment has been undertaken but the paperwork for this is still being awaited and will be included in the next update.</p> <p>TA confirmed that Paramedic Technicians can drive the CMU but will need familiarisation training. DM has undertaken a train the trainer course.</p>	
<p>Action TA is to link in with Dr Dave Macklin regarding clinical governance to ensure that this is sufficiently covered.</p>	<p>TA</p>
<p>Health & Safety Risk Assessment to be included in the next update.</p>	<p>TA</p>
<p>EM advised that she has visited the CMU and gave very positive feedback and that she could see a real aspect of growth.</p> <p>The launch of the CMUs will take place once the vehicles come back from being liveried and when the awning has been fitted. EG advised that they could involve local newspapers and news stations on the back of Comic Relief.</p> <p>DM will be moving base to Rotherham with Glenn McPeak for the next three months. Whilst still having an oversight of the CMU, Pam Saveall (PS) will be taking over the running of this on a day to day basis.</p>	
<p>Action PS to be invited to the next Charitable Funds Committee.</p>	<p>PS</p>

<p>MS advised that once CF has taken delivery of the second CMU and this had been liveried this will be donated as an asset to the Trust.</p> <p>The Committee noted the CMU performance information provided by TA, noting that this was included in the Trust's overall performance. It was requested that a useful addition would be for this information to be broken down into CCG areas.</p> <p>TA is producing a paper relating to CQUINS to CCGs and it was agreed that MS should be involved in this piece of work.</p>	
<p>Action MS input should be included in this piece of work.</p>	MS/TA
<p>EB asked whether patient feedback is passed onto Hester Rowell (HR), Head of Stakeholder Engagement? DM advised that HR is aware of this feedback and advised that this information would be shared with her going forward.</p> <p>DM left the meeting at 11.53pm.</p> <p>TA presented a business case to CF to purchase two further CMU vehicles. The Committee advised that they would need a breakdown of running costs and how this vehicle would support the Trust overall.</p> <p>RB added that the business case talks about resilience but this needs to be more community focused to fit in with the vision of our charitable purpose linked with education and community health.</p>	
<p>Action TA to provide an updated business case to include information covering the running costs and how this CMU supports the Trust overall.</p>	TA
<p>MS advised that after taking into consideration all on-going projects, the charity would have £60,000 left in the bank. If each of the CMUs cost £28,000 each then this would leave very only a small amount of funds in the bank.</p> <p>RB added that the Committee needed to look at how much we would need to fundraise for a further unit. RB also suggested that a benchmarking exercise should be undertaken.</p>	
<p>Action TA, RB and MS to discuss this offline.</p>	TA/RB/ MS
<p>TA summed up the overall actions and added that the additional vehicles would be more of an aspiration for future rather than purchasing them now.</p>	

	<p>EB added that it was important to fully promote the two CMUs to social enterprises, local authorities etc. to gauge the amount of partnership working that could be utilised.</p>	
	<p>Action MA is to speak to DM to arrange for her to visit the CMU whilst in a busy city centre location.</p>	MA/DM
	<p>TA left the meeting at 12.07.</p> <p><u>YAS Charitable Funds Benevolent Fund</u> The Committee discussed the possibility of setting up a YAS Charitable Funds Benevolent Fund to provide financial support to those serving or retired YAS staff or their dependents, in times of crisis, exceptional hardship or poverty.</p>	
	<p>Action MA to amend/develop the outline document/application form to replace the work debt with wording around hardship and include that any application requested should be sent to the Chair of Charitable Funds via MA.</p>	MA
	<p>Once the application form and outline document has been agreed, details of this fund should be communicated to TEG and SMG, put on the Team Brief agenda and on the Charitable Funds page on the intranet</p>	JW/RB
5.0	<p>Report to Trust Board This report was noted.</p>	
6.0	<p>Funds Statement The Committee noted the current funds statement including:</p> <ul style="list-style-type: none"> • £98,000 total funds • £27,000 due to be received • Mrs Wilkinson has raised a further £1631.00 • Summary of projects • 15 defibrillator cabinets have been purchased against the 10 originally projected • The bill for £4,000 for the KS2 workbooks project has not yet been received from Chris Sharp • The designated funding from Mrs Gardner around defibrillators continues to be received. Photo opportunities relating to this fundraising have been included in Operational Update 	

7.0	<p>Donations & Legacy Update Mr Eric Dobson has donated £3,400 with no restrictions.</p>	
8.0	<p>Communication Action Plan A communication update was given by EG.</p> <p>Media Information relating to the CMU was discussed in Item 4.</p> <p>EG circulated photographs of Parated to be used in a logo for CF. The designer will then be able to use these as cut-outs for promotional material and also will be used on the livery on CMUs.</p> <hr/> <p>Action EG to produce a Communications Strategy document to circulate in either late April or Early May.</p> <hr/> <p>The launch of the new charitable funds branding should take place late April or Early May.</p>	<p>EG</p> <p>EG</p>
9.0	<p>Fundraising Committee MS advised that she will remain Chair of the Charitable Fundraising Committee but MA will take over the day to day running of this. MA will also provide an update of this group to the Charitable Funds Committee.</p> <p>The last meeting of the Fundraising Committee came up with good ideas and these will be progressed.</p>	
10.0	<p>Training Needs (Standing Item) No training needs were noted.</p> <p>EM has e-mailed the representative from Capsticks regarding consolidation of the funds and is awaiting a response.</p>	
11.0	<p>Projects/Disbursements A summary of projects was given in the appendix at Item 6.0</p> <p><u>Tour de YAS</u> MA advised that 48 expressions of interest had been made to take part in this event.</p> <p>It was agreed that the event should take place over one week to allow the event to be more manageable and also to co-incide with the free public liability insurance being offered during bike week.</p> <hr/> <p>Action The logo for this event will be circulated once finalised.</p> <hr/> <p>Fundraising packs will be circulated toward the end of April</p> <hr/> <p>MA to speak to CS and Legal Services to sense check fundraising documents with them before this is included in packs.</p>	<p>MA</p> <p>MA</p> <p>MA/CS</p>

	<p><u>AED Cabinets</u> 15 cabinets have been purchased for £9950.00 opposed to the 10 originally projected to purchase.</p>	
12.0	<p>Annual Accounts & Annual Report Della Cannings has looked at the website and noted that in previous years the CF accounts have been agreed but not submitted until much later in the year. MS confirmed that the review of the accounts is scheduled in the Auditors timetable around December and this is when the review is carried out. The deadline of 31 January for submission is achieved.</p>	RB/EM
	<p>Action RB and EM to speak to the Audit Committee regarding this.</p>	
13.0	<p>Legislation Update There were no update given.</p>	
14.0	<p>Any Other Business There was no other business to discuss.</p>	
	<p>Date and Time of Next Meeting 6 May 2014 1000-1200</p>	

The meeting closed at 12.47pm

CERTIFIED AS A TRUE RECORD OF PROCEEDINGS

CHAIRMAN