



Charitable Funds Committee
3 July 2014

Members:

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| Elaine Bond (EB) | Non-Executive Director |
| Michelle Scott (MS) | Finance Project Manager |
| Rod Barnes (RB) | Executive Director of Finance & Performance |
| Elaine Gibson (EG) | Assistant Director, Corporate Communications |
| Alexis Keech (AK) | Environmental & Sustainability Manager |
| Cath Cox (CC) | Head of HR Business Partners |
| Maria Amos (MA) | Fundraiser |
| Chris Sharp (CS) | Head of Leadership and Learning |

Apologies:

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| Erfana Mahmood (EM) | Chairman of Charitable Funds & Non-Executive Director |
| Adrian Harris (AH) | Paramedic |

In Attendance:

Minutes:

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| Jo Wilson (JW) | Executive PA |
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The meeting commenced at 1345 hours.

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| 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 deferred. These would be circulated separately for approval and then presented to the Trust Board in July 2014. | |
| 4.0 | Action Log & Matters Arising The Action Log was noted and updated. <u>Action 2013/32</u> An update regarding Public Access Defibrillators will be given at the October 2014 meeting. The estimated closure date to be amended to October 2014. <u>Action 2013/28</u> EG circulated a pack of press cuttings relating to the Community Medical Unit (CMU). Action closed. | MS Closed |

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| | <p><u>Action 2013/29</u> Commercial sponsorship towards the running costs of the CMU is still being progressed but as yet there has been no take up.</p> <p><u>Action 2014/12</u> MA has spoken to Damien Moloy with regard to visiting the CMU in a busy city centre. This action is closed.</p> <p><u>Action 2014/14</u> The draft Communication Strategy will be presented at today's meeting. This action is closed.</p> | <p>Closed</p> <p>Closed</p> |
| 5.0 | <p>Charitable Funds Cashbook Reconciliation, Income and Expenditure Report and Project summary MS presented this report, including a summary of approved projects.</p> <p>I was reported that income and expenditure amounts were much the same at £3,800 for each, with a total balance in the account of £102,359.96.</p> <p>The Project Summary identified overall profit from Tour de YAS as £2000 plus two lifecycles.</p> <p>It was noted that the quarterly charifund dividend payment relating to the bond of £11,000 generated approximately £400.00-500.00 profit last year. As this has provided a good return the fund could look to taking out a further bond.</p> <p>The Committee were happy to note this report.</p> | |
| 6.0 | <p>Donations & Legacy Update Within the Income Schedule, it was highlighted that a donation had been received from the estate of Harold Haigh for £1000.00, with no restrictions.</p> | |
| 7.0 | <p>Annual Review of the Investment, Reserves & Disbursement Policy and the Accounting Procedures for the Charitable Fund MS presented this paper to the Committee highlighting:</p> <ul style="list-style-type: none"> • No legacies are now restricted • All current restricted funds have been spent • No specific changes have been made in terms of how we operate the funds • Staff will be advised via the intranet that all donations will be placed in general funds with no restrictions to specific stations. However any special requests will be passed onto Estates and Alexis Keech and these will be accommodated if possible if this fits within the remit of the fund • Title changes for individual roles have been amended as necessary eg Rod Barnes and Maria Amos • No authorisation limits have changed. | |

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| | <p>Agreement & Approval The Committee reviewed and approved this document.</p> <p>Action The Trust Board are to have sight of this document as part of their Charitable Funds Minutes update at the next Trust Board meeting.</p> | Trust Board |
| 8.0 | <p>Charitable Funds Benevolent Fund MS presented this paper detailing the Benevolent Fund application form, together with the previously approved Terms and Conditions, Outline Document and Procedure Note.</p> <p>Following discussion it was noted:</p> <ul style="list-style-type: none"> • Appendix 1 paragraph 2 – the wording to be amended to ‘dependant’ not ‘independent’ • A paragraph detailing financial information required has been added to this document as per previous Committee discussion • MS to work with Corporate Communications to ensure that this document is produced in a corporate style • Marital status is to be removed as this would be covered in household income • The Legal Team and Anne Allen (AA), Corporate Secretary are to review this document prior to wider circulation • RB questioned the confidentiality of where these applications would be received. MS advised that these will be received in a separate restricted e-mail account. This information should be detailed in the Procedure Note • A note to advise that the panel’s decision is final with no option of appeal should be included in the Procedure Note • RB to take this document to TEG, following which this will be circulated to TMG and uploaded onto the Intranet <p>Action MS to amend the working in Appendix 1 Paragraph 2</p> <p>MS to work with Corporate Communications to ensure that this document is produced in a corporate style</p> <p>MS to remove the Marital Status</p> <p>MA to ensure that the Legal Team and AA review this document prior to wider circulation</p> <p>MS to update the Procedure Note with regard to receiving applications confidentially</p> <p>MS to update the Procedure Note to advise that the panel’s decision is final with no option of appeal</p> | <p>MS</p> <p>MS</p> <p>MS</p> <p>MA</p> <p>MS</p> <p>MS</p> |

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| | <p>RB to take this document to TEG, following which this will be circulated to TMG and uploaded onto the Intranet</p> <p>The Trust Board are to have sight of this document as part of their Charitable Funds Minutes update at the next Trust Board meeting.</p> <p>Approval and Agreement The Committee reviewed and approved this document pending the changes detailed above.</p> | <p>RB</p> <p>Trust Board</p> |
| 9.0 | <p>Annual Review of the Fundraising Group Terms of Reference and the Fundraising Procedure Note MS presented this paper detailing the Charitable Fundraising Committee Terms of Reference and Procedure Note for Committee review.</p> <p>Following discussion it was noted:</p> <ul style="list-style-type: none"> • Within Appendix 2 of the Procedure note, the explanation around VAT Issues should be reworded with regard to fundraising activity involving buying and selling. RB clarified that in this instance the charity would be liable to pay tax <p>Agreement & Approval Subject to a review by AA the Committee were happy to approve these documents.</p> | <p>MS</p> |
| 10.0 | <p>Update on the Department of Health response to the Consultation on the review of the Regulation and Governance of NHS Charities MS updated the Committee on the DoH response to the above consultation.</p> <p>MS summarised the document advising:</p> <ul style="list-style-type: none"> • The DoH preferred option under the reform would be to allow charities to transfer property to a specifically established charity thereby enabling the transfer of current assets to the new charity. • The new charity would be free to establish its own constitution, objectives and appoint its own Trustees. • There will be no requirement for Trustees to adopt the proposed way forward • The take up is anticipated to be small, with the very large NHS Trusts opting to establish a new charity <p>MS highlighted that there will be significantly increased costs associated with such a decision to transfer to a new charity, in terms of legal and management fees for the initial set up and ongoing costs. The cost would outweigh the amount currently held in out bank account.</p> <p>The DoH is going to publish a further paper and this will be circulated when received.</p> | |

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| | <p>It was questioned whether there is a deadline for this decision. MS confirmed that no deadline had been given yet.</p> <p>The Committee noted the paper and looked forward to receiving further updates when this is published by DH.</p> | |
| 11.0 | <p>Communication Action Plan EG tabled the Communications Strategy for YAS Charitable Fund.</p> <p>EG explained that this sets out the background and purpose of what the fund is trying to achieve in terms of:</p> <ul style="list-style-type: none"> • Raising awareness of the Charitable Funds and support the Fundraising strategy • Work with the Fundraiser to publicise events, large appeals and activities • Provide a pro-active approach to publicising large donations and items of expenditure • Establish and build the ParaTed brand <p>Following discussion it was noted:</p> <ul style="list-style-type: none"> • It would be helpful to split this strategy into quarters and this could be entered onto the Workplan • EB asked for feedback from MA. MA advised that as Corporate Communications (CC) are extremely busy there may be a possibility to buy in some dedicated time from EG and her team. MA confirmed that she had met with EG for their first of what will be a regular monthly meeting. The Committee agreed to continue with the regular monthly meetings to the end of the financial year and these re-assess if some dedicated CC time was need to be funded • It was suggested that in order to raise the profile, a link to Charitable Funds could be included within documents that we send out in standard mailings eg annual accounts and training documents. • EB suggested that an input from Andrea Broadway-Parkinson, our Expert Patient would be helpful | |
| | <p>Actions EG to split the strategy into quarters so that this could be entered into the Workplan</p> <p>The Committee to re-assess the possibility of funding dedicated Corporate Communications time at the end of the financial year</p> <p>EG to look at the possibility of adding a link to Charitable Funds to be included within documents that we send out in standard mailings eg annual accounts and training documents.</p> <p>EG to contact Andrea Broadway-Parkinson, Expert Patient, for her input into the Corporate Communications strategy for Charitable</p> | <p>EG</p> <p>Workplan</p> <p>EG</p> <p>EG</p> |

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| | <p>Funds</p> <p>The committee noted this update but asked for documents to be circulated ahead of future meetings.</p> | |
| 12.0 | <p>Fundraising Committee Update MA provided an update of the Fundraising Committee activities.</p> <p>On behalf of the Charitable Funds Committee, EB thanked those who had taken part in Tour de YAS and added that this had been an excellent first large project. MA added that this had been a huge learning curve and it had helped her in increasing her knowledge of the organisation and staff within her first few weeks in her new role.</p> <p>Jo Liles is looking at the possibility of forming a YAS Sports and Social club and MS asked the Committee if they would be in support of this? RB advised that this should be taken through TEG for a decision.</p> | |
| | <p>Action MS to speak to JL about presenting this idea to TEG.</p> | MS |
| | <p>MA asked whether Departments within YAS using the CMU should be asked to make a donation? The Committee advised that as we had donated the vehicle to YAS this is not something that we can ask a donation for.</p> <p>MS confirmed that the request from Yorkshire Air Ambulance (YAA) to place clothing bins on our sites would mean that all profits would go to YAA and nothing to YAS.</p> <p>The Committee asked whether the clothing bins initiative is something that YAS could progress? AK advised that it was her understanding that initial discussion with YAA were to split the proceeds and for both sets of branding to be used on the bins.</p> <p>The Committee noted this update.</p> | |
| | <p>Action & Agreement The Committee agreed that they would not support this request if YAS would not benefit from this initiative.</p> <p>MA to speak to YAA regarding this and ask for clarification.</p> <p>Future Fundraising Committee notes should be completed on the corporate minute template and include a cover sheet.</p> | MA JW |
| 13.0 | <p>Projects/Disbursements MS provided the Committee with an update of Projects/Disbursements by way of the Summary of approved projects appendix at Item 5.0.</p> | |

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| | <p><u>AED Cabinets</u> 14 out of the 15 purchased have now been placed. Paul Stevens, Community Resilience Manager is chasing up the final placement. EG added that Corporate Communications is liaising with CRF Co-ordinators to pull together information regarding this for publicising the placement of these with local media.</p> <p><u>Key Stage 2 Ambulance Educational Resources</u> CS confirmed that the content for these resources is being developed to include information regarding blood and circulation, bleeds and cuts (cartoon images), bones and skeletal system, bones and fractures, heart and pumping blood around the body. This does also incorporate an element of first aid and actions they can take. No monies have yet been incurred for this project.</p> <p><u>Restart a Heart Day</u> CS advised that a small donation from Charitable Funds has already been approved. This initiative will take place annually and this year will take place on 16 October. The Community and Commercial Education Team with the full support of YAS Clinical Development Managers and the Community Resilience Team will provide a high profile YAS Charitable Fund event.</p> <p>The aim is to visit as many schools in the locality to assist the teachers in the delivery of this training by providing some hands on CPR training.</p> <p>The Committee noted this update. This will be placed on the Project Summary and look forward to receiving an update at future meetings.</p> | |
| | <p>Action Restart a Heart Day to be placed on the Project Summary.</p> | <p>MS</p> |
| 14.0 | <p>Risk Register RB advised that there are no risks to be aware of.</p> | |
| 15.0 | <p>Training Needs No training needs were highlighted.</p> | |
| 16.0 | <p>Legislation Update No further legislation updates were noted in addition to that discussed at Item 10.0.</p> | |
| 17.0 | <p>Any Other Business <u>Tour de YAS Lessons Learned</u> RB requested that a lessons learned paper be produced to be discussed at a future meeting.</p> | |
| | <p>Action MS/MA to produce this lessons learned document</p> | <p>MS/MA</p> |
| | <p>CS advised the Committee that for a future fundraising idea he had</p> | |

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| | <p>been in contact with the Guinness World Records for a resuscitation team to take part in trying to break the record for a marathon resuscitation event.</p> | |
| | <p>Action CS to discuss the Guinness World Records idea will at the next Fundraising Committee meeting.</p> | CS |
| | <p>Date and Time of Next Meeting 5 March 2016 - 1.45pm – Kirkstall & Fountains</p> | |

The meeting closed at 1455 hours

CERTIFIED AS A TRUE RECORD OF PROCEEDINGS

CHAIRMAN