



MEETING TITLE Trust Board Meeting in Public		MEETING DATE 26/05/2015	
TITLE of PAPER	For Assurance: Charitable Funds Committee Review of Benevolent Fund	PAPER REF	5.6
STRATEGIC OBJECTIVE	Develop culture, systems and processes to support continuous improvement and innovation		
PURPOSE OF THE PAPER	The purpose of this paper is to provide the Trust Board with an update of the process and activities of the YAS Benevolent Fund.		
For Approval	<input type="checkbox"/>	For Assurance	<input checked="" type="checkbox"/>
For Decision	<input type="checkbox"/>	Discussion/Information	<input type="checkbox"/>
AUTHOR / LEAD	Erfana Mahmood – Non-Executive Director	ACCOUNTABLE DIRECTOR	Erfana Mahmood – Non-Executive Director
DISCUSSED AT / INFORMED BY – include date(s) as appropriate			
PREVIOUSLY AGREED AT:	Committee/Group:	Date:	
RECOMMENDATION	It is recommended that the Trust Board note the update and are assured that the process going forward will be strengthened on the back of lessons learned		
RISK ASSESSMENT		Yes	No
Corporate Risk Register and/or Board Assurance Framework amended		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Resource Implications (Financial, Workforce, other - specify)		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Legal implications/Regulatory requirements		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Equality and Diversity Implications		<input type="checkbox"/>	<input checked="" type="checkbox"/>
ASSURANCE/COMPLIANCE			
Care Quality Commission		3: Caring	
Monitor Quality Governance Framework		1: Ensuring required standards are achieved	

1. PURPOSE/AIM

- 1.1 The purpose of this paper is to provide the Trust Board with an update of the process and activities of the YAS Benevolent Fund.

2. BACKGROUND/CONTEXT

- 2.1 The Charitable Fund exists to support the work of the Trust. Key uses of the fund include the provision of additional services over and above a level that would normally be delivered as part of our core NHS funding.
- 2.2 The objectives of the YAS Charitable Fund envisage providing for aspects which will give benefit to both YAS patients and personnel. To support YAS personnel and to further enhance use of the funds as stipulated by the charitable objects, the Charity Funds Committee established a Benevolent Fund towards the end of 2014.
- 2.3 The purpose of the fund was to provide financial support to existing and retired YAS personnel in times of crisis and hardship. The Charitable Fund has allocated a sum of £15,000 from existing funding to support potential requests.
- 2.4 The Committee chose to review each application on an individual basis and applications were to be made in writing and managed by two individuals within YAS who were allocated to manage the process on a day to day basis.
- 2.5 The existence of the fund was promoted in a number of ways through Operational Update, Trust Executive Group (TEG) meetings, Trust Management Group (TMG) and YAS intranet
- 2.6 The first and only application so far has been received by a former YAS employee who was involved in a single vehicle traffic collision. A request was made in writing and completed asking for support. The application was revised by the Charitable Funds Committee and agreed.
- 2.7 There have been a number of aspects which have been highlighted through this first application and consequently lessons have been learned and will be implemented for future applications.
 1. It is not clear that the initial process map was followed or adhered to namely that the application was not anonymised.
 2. Confirmation of the award was sent but this was outside the timescales stipulated in the process chart.
 3. The current process is managed by one individual

4. Payment mechanism for future applications.

3. PROPOSALS/NEXT STEPS

3.1 To date only one application has been received.

3.2 It has been agreed by the Chair of the Charitable Funds Committee and Trust Secretary that once the first application has been completed a gap analysis will be completed to reflect lessons learnt and improvements that may be made to improve the management of any future applications made to the Benevolent Fund.

4. RECOMMENDATIONS

4.1 It is recommended that the Trust Board note the update and are assured that the process going forward will be strengthened on the back of lessons learned.