



Charitable Funds Committee
5 March 2015

Members:

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| Erfana Mahmood (EM) | Chairman of Charitable Funds & Non-Executive Director |
| Elaine Bond (EB) | Non-Executive Director |
| Rod Barnes (RB) | Interim Chief Executive |
| Alex Crickmar (AC) | Interim Executive Director of Finance & Performance |
| Elaine Gibson (EG) | Head of Corporate Communications |
| Maria Amos (MA) | Fundraiser |
| Chris Sharp (CS) | Head of Leadership and Learning |
| Adrian Harris (AH) | Paramedic |

Apologies:

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| Cath Cox (CC) | Head of HR Business Partners |
| Alexis Keech (AK) | Environmental & Sustainability Manager |

In Attendance:

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| Anne Allen (AA) | Corporate Secretary |
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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 meeting on 9 October 2014 were agreed as a true representation. | |
| | Action Page numbers are to be included in future minutes. | |
| 4.0 | Action Log & Matters Arising The Action Log was noted and updated. | |
| | <u>Action 2011/54</u> It was confirmed that the Charitable Funds Committee status change | |
| | | Closed |

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| | <p>had been discussed in both Audit Committee and Trust Board meetings and it had been agreed that this will remain a stand-alone fund. Action closed.</p> <p><u>Action 2013/35</u> This item will be covered in the agenda at Item 10.0. Action closed.</p> <p><u>Action 2013/29</u> MA remains in contact with local organisations regarding sponsorship to assist in the running costs of the CMUs. It was highlighted that organisations being approached should be relative to what the CMU is being used for. Action remains open.</p> <p>Further Action Following a conversation between EM and Dr David Macklin (DM), Interim Director of Operations, regarding operational daily usage of CMUs it had been agreed that he would be the Director lead for this project, including discussions regarding a third vehicle.</p> <p><u>Action 2014/2</u> MA to work with the Financial Accounting Team to provide an update to the Committee regarding both the current account and savings accounts advising best possible accounts that the funds should be placed in. Action remains open.</p> <p><u>Action 2014/6 & 2014/7</u> The Health & Safety report for the CMU has been received. Both actions are closed.</p> <p>CC arrived at the meeting at 1402.</p> <p><u>Action 2014/28</u> Tour de YAS Lessons Learned paper is to be discussed at Item 9. Action closed.</p> | <p>DM</p> <p>Closed</p> |
| 5.0 | <p>Charitable Funds Cashbook Reconciliation, Income and Expenditure Report and Project summary MA and AC presented this report, including a summary of approved projects.</p> <p>It was reported that a substantial amount of income received since the last Committee meeting totalling £158,389.17, a large amount of this being received from bequests. The total cash book balance stands at £230,153.67.</p> <hr/> <p>Action It was suggested and agreed that going forward the reconciliation should be split out into fundraising and bequests.</p> <hr/> <p>It was reported the BT Donate line was working well and that over</p> | <p>MA</p> |

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| | <p>£1000.00 had been received through this route.</p> <p>RB noted that Mrs Gardner is continuing her fundraising and asked how Charitable Funds keep our relationship going with her? MA advised that she telephones Mrs Gardner every three weeks</p> | |
| | <p>Action EM to phone Mrs Gardner to thank her for her continued support of the charity.</p> | EM |
| | <p>It was noted from the Project Summary that no further spending had taken place since the last meeting.</p> <p>Discussion took place regarding possible future projects:</p> <ul style="list-style-type: none"> • RB advised that in the Quality Committee, discussions had taken place for the Charitable Funds Committee to look at funding a post with regard the Re-start a Heart campaign. | |
| | <p>Action RB to speak to MA and CS and for a paper to come to the next meeting for consideration.</p> | MA/CS |
| | <ul style="list-style-type: none"> • AA advised that that this may provide an opportunity for Forum Members to become involved the Charitable Funds to give ideas for fundraising and projects. | |
| | <p>Action AA & JW to contact Forum members to join the Fundraising Committee.</p> | AA/JW |
| | <p>EM asked for confirmation of who was taking ownership of administration of the Charitable Fund since Michelle Scott had left the Trust?</p> | |
| | <p>Action AC advised that the Financial Accounting Team will prepare the accounts and the Senior Finance Team would identify this role going forward.</p> | AC |
| | <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 legacy had been received from the estate of Patricia Ada Moore totalling £128,000. This came from a total legacy of £450,000 to be split between YAS, the British Heart Foundation and Diabetes UK. A further £8,000 had been received from the estate of Mr George Cottle.</p> | |

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| 6.1 | <p>There are no restrictions on either of these legacies but some for designated which the Charitable Funds will help to spend at they express.</p> <p><u>Review Maurice Arthur Taylor Legacy (buildings insurance premium)</u> MA updated the Committee on the yearly insurance premium to be paid on the part house left to us by the estate of Maurice Arthur Taylor. The solicitors dealing with this property have now changed and the Senior Partner from the new solicitors has advised that they have no record that we should be paying half the buildings insurance premium. EM advised that she was reluctant to leave this and therefore MA was asked to check records regarding the insurance renewal date and pass this information to the new solicitors</p> | |
| | <p>Action MA is to check our records for the insurance renewal date and pass this information to the new solicitors.</p> | MA |
| 7.0 | <p>Benevolent Fund Application AC presented this update on the application made to the Benevolent Fund and the advice sought from External Audit.</p> <p>An application was made to the fund and a decision was made to support the application. External Audit provided advice on the process and suggested that the Committee may wish to make changes to the eligibility criteria. The advice provided by External Audit regarding the process is that an invoice should be received prior to the funds being issued. Whilst not implying any wrong doing, they have suggested that going forward the Trust identified individuals to assist with applications who are not Trust or Charitable Funds Committee members. As such, they would not have a say in the approval process for the Benevolent Fund. Therefore they would be viewed as independent from the Charitable Funds, as all Trust Board members act as the Trustee.</p> <p>Following discussion, it was agreed that an invoice will be received directly from the builder and the family will confirm that they are happy with the work carried out. The invoice will then be paid directly to the builder.</p> <p>Further discussion took place regarding whether this invoice should be VAT exempt.</p> | |
| | <p>Action AA advised that within her legislation update later in the agenda, bathrooms may be tax exempt and that she would look into this.</p> | AA |
| | <p>Items to be noted and lessons learned from this first application were discussed, including:</p> | |

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| | <ul style="list-style-type: none"> • This was an unusual first case • It was questioned whether the amount agreed of £5,000 should have been given when the request was for £10,000? • A detailed estimate of work to be completed would have helped with the decision making process • A letter confirming the application had been successful had been sent directly from the Chairman, and it was decided that with hindsight this should have come directly from Charitable Funds Committee • A person independent of the Committee should be available to help applicants complete the application form if required | |
| | <p>Action CC advised that she could make two members of her HR Business Partner team available to assist applicants with the completion of these applications.</p> <p>As part of this Benevolent Fund Application procedure, a log should be kept of any correspondence received and sent.</p> | <p>CC</p> <p>MA</p> |
| | <p>The Committee noted this update.</p> | |
| 8.0 | <p>Communication Action Plan EG presented the Committee with an update to the Communication Action Plan including:</p> <ul style="list-style-type: none"> • EG circulated copies of an A5 flyer showing a summary of the Charitable Funds Committee, a Questions & Answer A5 leaflet and a vinyl roller banner and asked for feedback to be given. It was noted that the leaflet showing a pile of coins was not really appropriate to use on the leaflet and for the image to be changed | |
| | <p>Action The Committee are to provide any further feedback to EG by e-mail in relation to the promotional materials tabled.</p> | <p>ALL</p> |
| | <ul style="list-style-type: none"> • A dedicated page for Charitable Funds on the intranet is being developed • The placement of 19 Yorkshire Air Ambulance/YAS clothing bins has been agreed across YAS sites. The Corporate Communications team will link into this to provide external PR to promote the charity. YAS and YAA are working jointly to suggest further sites for these bins. It was suggested that a clothing bins should be sited on the Springhill site. | <p>Agenda</p> |
| | <p>Action The placement and revenue received from the siting of these clothing bins will be assessed and reviewed after the first 3 months.</p> | |

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| | <ul style="list-style-type: none"> EG and MA continue to meet monthly to discuss promotion and re-launch of the charity. | |
| | <p>Action JW to set up monthly meetings for EM, MA and JW to discuss progress of Committee actions, with EG to be invited to part of this meeting to discuss the re-launch of the charity and Corporate Communications actions.</p> | <p>JW</p> |
| | <p>EM thanked EG for the update and her continued efforts.</p> | |
| <p>9.0</p> | <p>Fundraising Committee Update MA presented this update providing an overview of fundraising activity:</p> <ul style="list-style-type: none"> There have been no further meetings with Fundraising Group since 9 September due to changes in staff moving roles and leaving. MA and JW are to plan a recruitment drive for the group. MA is administering all donations to the charity, recording and acknowledging same and sending Gift Aid claim form where appropriate YAS is working jointly with Yorkshire Air Ambulance on clothing bins project. 19 sites have been agreed with bins now sited. YAS charitable funds will receive 50% of all proceeds from this at no cost to us Current Text to donate code has changed to YCMU15. Vinyl's are being created to display in both CMU's in order to allow service users to make a donation directly from the Units MyDonateBT service up and running and working well with total donations of £999.97 to date MA continues to attend various groups to give presentations on the work of YAS charitable fund. Attendance at these groups has resulted in the setting up of a Community First Responder Scheme in Netherton, Wakefield. Volunteers for this group currently being sourced by MA and Paul Stevens Thornhurst Park Golf Club in Doncaster has taken delivery of a defibrillator together with CPR basic training to fifteen of their members MA is in discussions with a cricket club, running club, recreational association and a village hall committee around the installation of defibrillators and provision of training MA is working with the Corporate Communications team regarding the production of various printed materials which can be used/adapted to suit the various audiences and the production of a generic pull up banner | |
| | <p>Action MA to provide 2 or 3 ideas for large ticket items to be discussed at the next meeting to enable the group to focus minds as to the next</p> | <p>MA</p> |

large events to be supported.

Recent events/Significant donations

- YAS charitable funds Facebook page has now set up with 477 'likes. MA updates with all relevant information around forthcoming events, achievements etc
- Re-start a Heart saw basic lifesaving skills given to 12,000 students across 51 Schools in Yorkshire and the Humber. Plans in place to repeat the event on Fri 16 October 2015. MA working with the group on this project
- Flashmob took place at Leeds Railway Station and The White Rose Shopping Centre involving again basic lifesaving skills given to members of the public by our CFR colleagues
- The Scarborough Arms, Wakefield, held their Harvest Festival which raised £423.48 and also hold a collection box which so far has raised a further £39.40
- MA visited the CMU in Leeds in early December. This proved extremely helpful and informative on the work of the unit and as a result, printed materials are being supplied to the unit(s) in order that service users have our contact details and can make a donation should they wish
- Public engagement events have been organised and attended along with Trust Foundation, PTS, Community First Responder and YAS charitable funds promoting the various different ways in which members of the public can become involved with YAS
- The launch of our first 'Christmas Counts' campaign raised £33.00, but it is hoped that this will be increased for next Christmas.
- £750.00 donation has from Thornhurst Golf Club for installation of de-fibrillator
- £826.37 donation received from Mr Taylor's estate (Filey) from a Council tax refund
- £1,268.70 has been received from Pat Gardner's ongoing fundraising
- Various donations have been received in memory of loved ones totalling £2289.00 from October 2014 to January 2015
- £127,691.11 legacy received from the late Patricia Ada Moore
- £886.21 from HMRC following my re-claiming gift aid on past donations
- £8,099.95 legacy has been received from the late Mr George Cottle
- £104.81 has been from Non Uniform Day held at Springhill HQ
- £575.00 has been received from Wakefield Chantry Rotary for the set-up of a Community First Responder scheme

Lessons learned from Tour de YAS

MA advised that all participants received a feedback form for completion and these were circulated to the Committee. MA

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| | <p>highlighted:</p> <ul style="list-style-type: none"> • There has been lots of constructive advice in the feedback forms, along with offers of help should we choose to organise such an event in the future. • Suggested we look into more appropriate ways in which to communicate with colleagues as there is huge scope for much higher numbers. • In the time available to us for this first event, the planning and co-ordination went really very well but this could be improved upon in the future with more time in the lead up. • Suggested a date by which all sponsor monies have to be in, especially if we are to offer a prize to the highest sponsorship as we did last year. This will sure a speedier collection and banking of the monies raised. • If the event was to take place again, it was suggested that the final day should be over the weekend. Although this would probably not encourage higher numbers of participants, owing to shift work, it could encourage higher numbers of friends and family coming along to support those who do take part and result in wider promotion of the charity and of course the possibility of bigger cash collections / raffle proceeds etc on site. • Total cash donations/sponsorship; £3,523.02 • 2 x Life Cycles donated back to YAS; £2,000.00 <p>The Committee were happy to note this report.</p> | |
| 10.0 | <p>Projects/Disbursement Update <u>Community Medical Unit</u> As previously discussed at Item 4, EM advised that Dr David Macklin, Interim Operations Director would now be the lead for this project.</p> <p><u>Development of KS2 Learning Resources</u> CS advised that he has received feedback on the First Aid Heroes booklets from Science teachers and other education staff and following these a new iteration of the booklets had been produced and are colour and print friendly.</p> <p>The YAS IT Department have been requested to look at developing some of the content of the workbooks into a smartphone/mobile tablet application.</p> <p>EM asked what the timescale would be for rollout of these materials to schools? CS advised that he is working with Corporate Communications with the final wording and a final copy will be presented at the next meeting.</p> | |
| | Action | |

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| | <p>A final copy of First Aid Heroes will presented to the July 2015 meeting.</p> <p>EM asked for confirmation of the total cost for this project. CS advised that the cost for this project is £2300, not including printing costs.</p> <p>EM thanks CS for this update and recognised the huge amount of effort that has been put into this project and that this had been a good success story for the charity.</p> <p><u>Re-start a Heart</u> CS provided the Committee of an update of this scheme, including confirmation that this event would be bigger and better than last year. Approximately 100 schools have already registered their interest for this event.</p> <p>Action Jason Carlyon, Clinical Development Manager will be invited to attend the next meeting in July to speak to the Committee about support for a Community CPR Centre.</p> <p><u>Flash Mob</u> MA advised that she is continuing to work with Dave Jones and his Community First Responders with these flash mob events. The next event is to be at Wakefield Wildcats rugby league ground and hopefully this will be rolled out at other rugby grounds. At each event a charitable funds cash bucket is take to collect donations.</p> | <p>CS</p> <p>JW</p> |
| 11.0 | <p>Risk Register EM advised that regular updates will be provided to the Charitable Funds Committee. Only one additional risk has been added to the risk register and this is the banking guarantee.</p> <p>The Committee noted this update.</p> | |
| 16.0 | <p>Training Needs There were no training needs identified.</p> | |
| 17.0 | <p>Legislation Update AA presented a paper detailing changes to legislation and governance with regard to the YAS Charity and its funds.</p> <p>This update covered:</p> <ul style="list-style-type: none"> • The Government Response to the Consultation on Charity Audit & Independent Examination • Charity tax reliefs: guidance on Charity Commission policy • How the Charity Commission reports on its regulatory work • Getting certain goods and building work for disabled people | |

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| | <p>VAT free if you're a charity</p> <ul style="list-style-type: none"> • Guidance on the fit and proper persons test | |
| | <p>Action Finance is to give assurance whether the documentation relating to charity tax reliefs is relevant to the YAS charity.</p> | Finance |
| | <p>EM questioned whether the guidance on the fit and proper persons test relates to member of the Committee or Trustees at Board level? AA confirmed that no DBS or employment checks are in place.</p> <p>This update is now a standing item on the agenda and will be presented at each meeting should any update be required.</p> <p>The Committee noted this update and EM thanked AA for providing this.</p> | |
| 14.0 | <p>Any Other Business AA suggested that terms of reference and/or criteria should be produced for the role of the independent person providing assistance to those persons completing a Benevolent Fund application.</p> | |
| | <p>Date and Time of Next Meeting 2 July 2015 - 1345 – Kirkstall & Fountains</p> | |

The meeting closed at 1535 hours

CERTIFIED AS A TRUE RECORD OF PROCEEDINGS

CHAIRMAN