



Charitable Funds Committee
17 August 2018

Members in Attendance:

Ronnie Coutts (RC)	Chairman of Charitable Funds & Non-Executive Director
Anne Allen (AA)	Trust Secretary
Mark Bradley (MB)	Executive Director of Finance
Danielle Norman (DN)	Charitable Fund Manager
Elaine Gibson (EG)	Head of Corporate Communications
Anne Allen (AA)	Trust Secretary

In Attendance:

Luke Playford (LP)	Committee Services Administrator (Observing)
Alexis Keech (AK)	Environmental & Sustainability Manager

Apologies:

Tim Gilpin (TG)	Non-Executive Director
Perry Duke (PDu)	Head of Financial Services
Mark Wright (MW)	Paramedic
Dave Jones (DJ)	Community Defibrillation Officer

Minutes:

Rebecca Steer (RS)	Executive PA
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The meeting commenced at 1035 hours.

1.0	<p>Introduction & Apologies Apologies as noted above.</p> <p>The Chair introduced the meeting and confirmed that as his term as a Non-Executive Director was coming to end on 31 August, Non-Executive Director Tim Gilpin (TG) will be acting as Chair of the Charitable Funds Committee going forward.</p>	
2.0	<p>Declaration of Interests for any item on the agenda There were no interests declared for any item on the agenda.</p>	
3.1	<p>Minutes of Last Meeting The minutes of the meeting on 17 April 2018 were agreed as a true representation of the meeting.</p>	

<p>3.2</p>	<p>Action Log & Matters Arising The action log was noted and updated.</p> <p>2015/42 – Community Medical Units (CMU) – Helen Houghton (HH) has requested the use of the smaller CMU for Health and Wellbeing activities. Richard Moyes has provided a paper with details of the use and upkeep of the CMUs. The paper recommended that HH use the smaller vehicle and the sale of the larger vehicle at auction if it is not being used. MB will discuss this with Rod Barnes (RB) prior to taking the paper to the Trust Executive Group (TEG). HH has also requested £3,000 to upgrade the interior of the smaller CMU, which will be re-branded to include the charity logo. It was agreed to consider allocating the money received from the sale of the larger vehicle to the YAS Charity. The action remains open.</p> <p>2017/012 – Financial Services Guarantee –MB, the Chairman and the Chief Executive are being asked to disclose personal details to enable this. Meetings have been booked between PDU and the above staff members to explain the reasons behind this and to obtain signatures. The action remains open.</p> <p>2017/015 – Solar and Wind Project – AK is currently in the process of putting a bid together for the Board for approximately £100k of solar technology, and confirmed that if the Charitable Funds Committee would like to be involved then this can be factored into the bid. There has been agreement from the Estates department that Charitable Funds is able to create a ‘rent-a-roof’ scheme if they chose to do this, and that Charitable Funds would buy the solar panels and this would then pay itself back through Estates. The Committee agreed that this is a good idea that needs to be looked into further.</p> <p>2018/04 & 2018/06 – Fundraising Strategy – A budget was put in place at the last meeting. The recruitment of the Community Fundraiser role has been delayed due to the pending corporate service review. RC stated that a Community Fundraiser is needed, and suggested recruiting an administrator for this position. The possibility of the role being based elsewhere in Yorkshire was discussed to enable them to be mobile and make links with the communities. Regional Champions were suggested and it was agreed that this would be looked into. It was noted that this needs to be rectified as the strategy cannot be executed without another member of the team in place.</p> <p>2018/04 & 2018/06 – Naming of Ambulances – This issue is not covered in the identity guidelines, and it would need to be agreed by the Trust and the National NHS Identity team. There was discussion around considering applications on an individual basis and in conjunction with other ongoing activities within the Trust, and the possibility of working with the Procurement Team to contact our suppliers with the opportunity to sponsor and name ambulances. EG to pick this up with Mike Fairbotham and agree who will be dealing</p>	
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	<p>with this going forward. There was also a suggestion that Yorkshire brands who are not our suppliers could be contacted as they may like to be associated with YAS. It was agreed for EG to contact NHS England to seek clarification on the position of naming ambulances and keep Richard Moyes updated with progress.</p> <p>2018/08 – Charitable Funds Terms of Reference – The Corporate Services review is pending. The current TOR state that two members of the Executive Team are required and there was discussion around this being amended to state TMG members.</p> <p>2018/11 – Fundraising Group – This is currently on hold as the Chair resigned due to their workload, and the last meeting was held in May. It was suggested that a decision log could be introduced for future meetings for governance and to reduce the workload for the future Chair.</p> <p>2018/12 – Promotion of YAS Charity – A link has been included on the new YAS website, and a leaflet has also been produced but this is not aimed at staff. DN has been updating the information and policy to be uploaded onto Pulse. There was a suggestion from a staff member of a dual-sided business card, with one side for compliments and the other with instructions on how to donate. It was suggested that analysis could be done on the charity section of the YAS website. It was suggested that the YAS Charity could be included on the promotion of various YAS events.</p> <p>2018/13 – Fob Watches – These have been bought and are on order, so the CFRs have not received them yet.</p> <p>2018/14 – Peer to Peer Support – MW was not present at the meeting to provide an update.</p> <p>Action EG to discuss the potential for the Procurement Team to contact suppliers to sponsor naming ambulances with Mike Fairbotham and agree who will be dealing with this going forward.</p> <p>EG to contact NHS England to seek clarification on the position of naming ambulances and keep Richard Moyes updated with progress.</p>	<p>EG</p> <p>EG</p>
3.3	<p>Issues Raised from Trust Board There were no issues to report from Trust Board meetings.</p>	
4.1	<p>For Approval: Charitable Funds Annual Report This report is scheduled to go to the November Board meeting for submission to the Charity Commission in January. RC sent his comments on the report through to attendees prior to the meeting.</p>	

	It was agreed that this report in future will be noted on the agenda as for recommendation to the Board of Directors, acting as the Charity Trustee.	
4.2	<p>For Approval: Health and Wellbeing Repurposing of CMU The application for funding was considered and was approved by the Committee subject to the following conditions:</p> <ul style="list-style-type: none"> • That this is promoted clearly as an initiative funded in the partnership with The YAS Charity. • That the £3,000 total sum of the work includes the use of the YAS Charity logo clearly on the re-branding of the vehicle. • That HH provides an itemised costing and assurance that the costs to run and maintain the vehicles are provided for within the Health and Wellbeing budget and is at no extra cost to the Trust. <p>Action MB to discuss and confirm with Richard Moyes the ongoing maintenance costs of the vehicle, and bring assurance of this to the next meeting.</p>	MB
5.1	<p>For Assurance: Financial Update As of 30 June, the cash reserves are at £201k. The Charity received an income of approximately £17k and around £21k has been spent, with £8k designated for the cPAD Grant programme. This is slightly higher as the salary payment for the end of the last financial year has been carried over. Income overall is lower than the income for last year as £32k was received from Marks and Spencers last year, however if this is factored out then the income is almost double the income from last year.</p> <p>The YAS Charity took part in the Knaresborough Bed Race in June. There were 27 walkers from across the Trust who took part in the Yorkshire Three Peaks Challenge which resulted in approximately £4k income. The Charity has verbally committed to take part in this again along with Harrogate Charity and York Teaching Hospitals Charity. There were no upfront costs for the YAS Charity this year so this is a very low risk fundraising activity. There was a challenge around staff being able to get the time off in advance.</p> <p>There have been 60 of the new collection boxes distributed.</p> <p>The YAS Charity has also been successful in the Zurich Trust bid and will receive £2k.</p>	
5.2	<p>For Assurance: Update on GDPR DN provided an updated action plan to attendees. There was an issue initially as the Charity has a corporate governance model in a public body, because the original draft of the GDPR Bill stated that any</p>	

	<p>organisations that are public bodies do not have the legitimate interest clause to contact active donors, which has now been confirmed by the Information Commission as an oversight.</p> <p>The main area was point two, which states that the Charity needs to meet the right to respond to Subject Access Requests, the right to be forgotten, and the right to object. The Charity could not previously meet this requirement as the data was not all held in the same place, however there are now two places that data is kept, with one showing the complete data and one showing just a reference number. These are now password protected and all data that is older than six years old has been disposed of.</p> <p>The meetings was adjourned at 1138 and reconvened at 1147.</p>	
6.0	<p>For Discussion: Thoughts from the Retiring Chair RC delivered the attached presentation.</p> <p> YAS Charity Concept.pptx</p> <p>RC summed up his thoughts as follows:</p> <ul style="list-style-type: none"> • The fundraising strategy is currently being executed well and there should be no deviation from this. • The vacant role needs to be recruited to. • More of the workforce is now engaged so the range of charity activities can be expanded. • Expansion into the Trusts supply chain should be considered. • There is a clear view on communications so this should be followed. • The next phase for the Charity moving forward is a focused campaign. 	
7.0	<p>For Information There were no items for discussion.</p>	
8.0	<p>Any Other Business It was discussed and noted that there is a risk with Community First Responders raising and collecting money locally on behalf of YAS. Some groups have got their own bank accounts. This is an issue which needs addressing as YAS has a responsibility for these activities. There are many options as these could be made into branches or be kept separately.</p> <p>DN is meeting with Emma Scott shortly to discuss this. It was agreed for DN to discuss with PDU and for PDU to put together a range of potential measures to monitor this and bring this to the next meeting.</p>	<p>DN PDU</p>

	<p>DN raised that Longley Ambulance Station has received a specific donation of £170 to the YAS Charity in the name of their station. The usual policy is that the funding would go to YAS Charitable Funds and they can make a request for this separately. They have now made a request for these funds as they would like to buy a bench for their garden. In the meantime, they have secured an agreement with B&Q that they will come and complete a whole makeover of their garden. The Committee supported the request for the funding for the bench if the agreement with B&Q does not go ahead.</p> <p>MB thanked RC for his contributions to the Charitable Funds Committee.</p> <p>The meeting ended at 1230.</p>	
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