



Charitable Funds Committee
19 February 2019

Members in Attendance:

Tim Gilpin (TG)	Chairman of Charitable Funds & Non-Executive Director
Mark Bradley (MB)	Executive Director of Finance
Danielle Norman (DN)	Charitable Fund Manager
Mark Wright (MWr)	Paramedic
Dave Jones (DJ)	Community Defibrillation Officer

In Attendance:

Dr Phil Foster (PF)	Strategic Advisor, Patient and Community Engagement
Emma Scott (ES)	Community Defibrillation Officer
Rosie England (RE)	PTS Volunteer Co-ordinator

Apologies:

Perry Duke (PDu)	Head of Financial Services
Elaine Gibson (EG)	Head of Corporate Communications
Anne Allen (AA)	Trust Secretary

Minutes:

Rebecca Steer (RS)	Executive PA
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The meeting commenced at 1300 hours.

1.0	Introduction & Apologies Apologies as noted above. The Chair introduced the meeting.	
2.0	Declaration of Interests for any item on the agenda There were no interests declared for any item on the agenda.	
3.1	Minutes of Last Meeting The minutes of the meeting on 17 August 2018 were agreed as a true representation of the meeting.	
3.2	Action Log & Matters Arising The action log was noted and updated. 2015/42 – Community Medical Units (CMU) – It was confirmed that the Health and Wellbeing team will be repurposing the smaller CMU	

and the Charitable Funds Committee are supporting this with £3k. It was agreed at the last TMG that the larger vehicle will be sold and the proceeds will be received by the Charity. It was agreed that an update from the Health and Wellbeing Team will be sought in six months time. Action closed.

2017/012 – Financial Services Guarantee – This is nearing conclusion, action closed.

2017/015 – Solar and Wind Project – There has been no further progress on this project. A further project of fuelling points for electric cars is also being considered. It was agreed for DN to get an update from AK and report back to the next meeting.

2018/04 & 2018/06 – Fundraising Strategy – The strategy is now in place; it is largely based on piloting the community fundraising model and is linked to the Trust's refreshed vision and values. This role has not yet been recruited to while the corporate restructure has been ongoing, so the Trust has been working to the previous model. Action closed.

2018/04 & 2018/06 – Naming of Ambulances – EG has not yet received a response from NHS England. It was agreed that this would not be pursued further. Action closed.

2018/08 – Charitable Funds Terms of Reference – The CFC TOR will be taken to the Trust Board meeting on 28 February. The membership of the group relating to NED involvement is currently under discussion, and will be informed by the corporate review. DN to provide an update at the next meeting.

2018/11 – Fundraising Group – The group is currently inactive as the Chair stood down and a new Chair has not been recruited. Further updates are detailed within item 5.1. Action closed.

2018/12 – Promotion of YAS Charity – A new link has been added to the main YAS website. A leaflet has been produced but is not aimed at staff specifically. A two-sided business card has been considered with information about the Charity but has not been taken forward. Action closed.

2018/13 – Fob Watches – This has been completed and updates on social media were well received. Action closed.

2018/14 – Peer to Peer Support – This is now going through a PIC review. Action closed.

Matters Arising

DN and PF presented the following overview of the vision for the Charity going forward, and circulated the attached complete document.

	<p>Yorkshire Ambulance Service Charity exists to support the work of our NHS Trust, providing funding for projects which go over and above that funded by the NHS. The Charity wants everyone to be able to respond appropriately in a medical emergency. This will be done by enabling volunteering, providing training, advocating for YAS and supporting YAS colleagues.</p> <p>It was discussed and agreed that the Charitable Funds Committee supports the direction of travel set out in this document, given that there are material differences from the last iteration. It was agreed to develop this document including consultation with relevant individuals in the coming months so that there is a more complete document for when the new AD starts. This will be taken to the Board via the minutes of this meeting.</p>	
3.3	<p>Issues Raised from Trust Board</p> <p>There were no issues to report from Trust Board meetings.</p> <p>There was a brief update given at the last meeting and the Board were supportive of the Committee's direction of travel.</p>	
4.1	<p>For Approval: Funding Application – Fob Watches for Volunteer Car Service</p> <p>RE attended the meeting to present the funding application to the Committee.</p> <p>The Committee discussed and agreed not to support this application due to the following reasons;</p> <ul style="list-style-type: none"> • There is currently no clinical need for fob watches as VCS drivers do not conduct clinical observations. • A precedent would be set if this application was approved for future funding applications for equipment that is not clinically necessary. <p>The Committee recognised the work that the VCS drivers do, and the value of this to the Trust and patients. It was noted that Committee is receptive to other suggestions that may reinforce this with the drivers. It was suggested that this could include the wellbeing of volunteers.</p>	
5.1	<p>For Assurance: Financial Update Paper</p> <p>As at 31 January, the Charity has unrestricted cash reserves of £236,090.93.</p> <p>To date the Charity has received income of £78,680.93 and spent £56,596.73, with £26,485.77 of the income being designated.</p> <p>Year to date income is slightly lower than the comparable figure for 2017-18, due to the unusually large designated donation of £32k received from Marks and Spencers in 2017-18. Factoring out this one-</p>	

	<p>off donation, income has increased by 59% (£78k compared to £49k). The level of expenditure includes the salary recharge for the end of financial year 2017/18 months. It does not currently include salary recharges for 2018-19 (Community Education Trainer and Fund Manager) as the approach to this funding is under discussion.</p>	
5.2	<p>For Discussion: Community First Responder Fundraising It was noted that this item is noted as ‘for assurance’ on the agenda, however this should be noted as ‘for discussion’.</p> <p>ES and DN updated the group on the work they have been carrying out to date on this topic.</p> <p>Fundraising by CFRs has previously been seen as separate to Trust activities, however it is now acknowledged that as CFRs are fundraising under the Trust’s name and crest that this presents a risk to The Trust, the YAS Charity and crucially to the volunteers themselves.</p> <p>The Trust and the Charity are aiming to move the CFR Fundraising under the Charity. There are several ways in which this can be done and the main outcome is that the CFRs continue with their work, which support the Trust and are supported to do so.</p> <p>To date CFR Schemes have been surveyed and from those that replied we estimate that approximately 30% of CFR schemes are carrying out some form of fundraising activities. Four consultation meetings were held in January, with 27 people attending in total representing 19 schemes. A wider survey of their activities is required to inform our future actions as we are unsure of the total amount that they have raised and how it is spent. Without this information it is difficult to make alternative arrangements.</p> <p>This year marks 20 years of CFRs in Yorkshire, and it was suggested that the review of the CFR fundraising schemes could be linked to this.</p> <p>An issue was raised from an operational perspective as areas often use small amounts of these funds as petty cash so the Trust/Charity would need to consider how to fund these small payments as it will come with administrative burden.</p> <p>CFRs are committed to their roles and their communities, and it was noted that the Committee do not wish to stifle their enthusiasm and fundraising so this needs to be considered.</p> <p>It was agreed that this needs to be discussed by the Trustees and will be taken to the Trust Board meeting in March.</p>	

5.3	<p>For Assurance: 2017/18 Annual Report and Accounts The Charitable Funds Committee meeting prior to the Board meeting in November 2018 was cancelled, so the annual report and accounts were circulated online and then taken to the Board meeting. This document was submitted to the Charity Commission on 4 January.</p>	
8.0	<p>Any Other Business There were no items of AOB raised.</p>	
9.0	<p>Review and Close The Chair thanked attendees for their contributions. The meeting closed at 1425.</p>	