



**Charitable Funds Committee**  
**13:30 – 15:00, Kirkstall & Fountains, 11 April 2019**

**Members:-**

Phil Storr (PS)	Chairman of Charitable Funds & Associate Non-Executive Director
Mark Bradley (MB)	Executive Director of Finance
Jeremy Pease (JP)	Associate Non-Executive Director
Perry Duke (PD)	Head of Financial Services
Danielle Norman (DN)	Charitable Fund Manager
Mark Wright (MWr)	Paramedic
Dave Jones (DJ)	Community Defibrillation Officer
Elaine Gibson (EG)	Head of Corporate Communications

**In Attendance:-**

Dr Phil Foster (PF)	Strategic Advisor, Patient and Community Engagement
Emma Scott (ES)	Community Defibrillation Officer

**Apologies:-**

Perry Duke (PD)	Head of Financial Services
Mark Wright (MW)	Paramedic (joined the meeting at 14:50)

**Minutes:**

Dawn Cronian (DC)	Executive PA, Chairman & Non-Executive Directors
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1.	<p><b>Introduction &amp; Apologies</b></p> <p>Apologies as noted above.</p> <p>The Chair introduced the meeting, followed by a welcome around Group in view of the change in membership.</p>	
2.	<p><b>Declaration of Interests</b></p> <p>There were no interests declared for any item on the agenda.</p>	
3.1	<p><b>Minutes of last letting held 19 February 2019</b></p> <p>The minutes of the meeting held 19 February 2019 were noted as an accurate record and therefore approved.</p>	

3.2	<p><b>Action Log &amp; Matters Arising</b></p> <p>The action log was updated as per discussions.</p> <p>Two new actions raised under the update as follows:-</p> <p><b>Action: Investment in relation to policy.</b></p> <p><b>Action: Deeds for the Charity are currently missing. Identifying what needs to be done to sort out the missing deeds for the charity. Could be offsite following merger. DN /MW to assist.</b></p> <p><b>Action: DN to update the action log as discussed.</b></p> <p>There were no matters arising to note at today's meeting.</p>	<p><b>DN</b></p> <p><b>DN</b></p> <p><b>DN</b></p>
3.3	<p><b>Issues Raised to/from Trust Board</b></p> <p>It was confirmed, commitment has been received from the Chairman and wider Board, whom are very keen for the Charity to be a success.</p> <p>Constantly endeavouring to make progress in a challenging arena in the charity sector; need to identify how the community can support the key underpinning and be part of the success of the Trust, and how we remit to the public of Yorkshire.</p> <p>It is essential the Charity remains financially stable, viable, and continues to deliver the charitable mission. Look at setting longer term direction, vision, and sustainable elements of the Charity.</p> <p>MB confirmed, twelve to eighteen months ago the position was very uncertain. It was evident on going sustainability remained a significant challenge. Thankfully this has now been alleviated.</p> <p>Although the Charity has now stabilised, there is uncertainty around the future fund raising strategy and how more funds are generated into the Charity.</p> <p>JP was keen that a conversation around the Charity's strategy takes place. The Trust has a strong brand and we need to take advantage of this. There are lots of things going on but we need to look for something big and look for opportunities for the Trust.</p> <p>JP confirmed there is a Reclaim Fund which holds dormant bank accounts. Could the Trust possibly approach for funding.</p> <p>DJ confirmed, across the Trust there are 1,000 volunteers; it is all about visibility. JP is keen to see more investment into our CFR's.</p>	

	<p>PF stressed it is all about supporting communities and educating the public around the appropriate use of ambulances.</p> <p><b>Action: PS requested for the next meeting, a strategy brain storming session be part of the agenda. Look to captivate on where we are and look ahead to the next five years.</b></p> <p><b>Action: AP will review projects were we may be able to link into.</b></p> <p>Ascertain an internal view of what we would wish to see money spent on. AP suggested putting onto One YAS asking staff their views on what projects they would like to see being worked on.</p> <p>PF confirmed the YAS Advocate has changed the CFR role dramatically. Looking at SCAS; they have upped their game with the role of the Charity within the organisation.</p>	<p><b>All</b></p> <p><b>AP</b></p>
4.1	<p><b>For Approval: Budget 2019-2020</b></p> <p>DN confirmed the Budget stands at £253,000 (a £12,000 credit is due to come back into the Charity account). An increase of £40,000 has been evidenced on last year's budget. There is £65,000 unrestricted income against the £100,000. An underspend has been recorded in several areas within the budget.</p> <p>Current commitments comparison for last year's budget and this year's budget; salary contained is in relation to DN. Within the fund raising expenditure there is £10,000 that remained unspent, but this has been included into this year's budget.</p> <p>DN confirmed there is £10,000 in the budget to source 24 CPADS, Restart a Heart and community training. For staff health &amp; wellbeing, £10,000 remains available.</p> <p>Confirmation was provided that Don Buxton's (DB) role is no longer in the Trust structure, therefore there is no obligation for funding. Ali Richardson is now carrying out most of the work that DB previously carried out.</p> <p>Jason Carlyon (JC) .is working in conjunction with Leeds City Council to provide 50 defibrillators to the community around Leeds. Evidence shows Leeds is the worst hit following receive of data analysis. A meeting is scheduled for the end of May with Public Health; RB, DN and JC attending with a view to ascertaining if some joint working can be arrived at.</p> <p><b>Approval: £25,000 for community training – keep in budget 2019-2020. Members confirmed approval of the budget for 2019-2020.</b></p> <p><b>Action: PS and JP to liaise with MB outside of today's meeting to</b></p>	<p><b>PS/JP</b></p> <p><b>PS/JP/</b></p>

	<b>discuss Bright Ideas.</b>	<b>MB</b>
5.1	<p><b>For Assurance: Financial Update (discussed out of agenda order)</b></p> <p>DN provided an update on the Trust Charity's financial position up to Month 11.</p> <p>As at 28 February, the Charity had unrestricted cash reserves of £241,762.47. Income received to date stands at £85,360.07. So far, £57,604.33 has been spent with £34,643.77 designated. It was noted that income was slightly lower than the previous year due to an unusually large designated donation of £32,000.</p> <p>West Yorkshire and Harrogate STP have awarded a grant to the Trust in the sum of £30,000 to fund the development of a Voluntary and Community Services Director Project to be made available to YAS staff.</p> <p>Confirmation was provided of the support given to YAS BASICS. BASICS schemes operated around Yorkshire fall into the Charitable Funds radar, this will benefit the Trust.</p> <p>The group reviewed the income generation breakdown, including the donation of a £10,000 legacy.</p> <p>The TORs were reviewed by the Board in February 2019. It was confirmed no changes were made.</p>	
4.2	<p><b>Risk Register</b></p> <p>The Risk Register was reviewed and it was noted two new risks added in April:-</p> <p>Risk No 7: (Operational) Relationship between the Charity and the Trust to be clarified. The Charity is unable to set plans and take actions with confidence to meet expectations of Board. This issue has remained unsolved since identification. Hopefully changes to the corporate responsibilities will provide a resolution.</p> <p>Risk No 8: (Financial) Uncertainty around Charity activities has resulted in uncertainty around fundraising. The Charity is effectively in a state of managed decline pending resolution on how the Trust sees the longer term goals.</p> <p><b>Action: DN will update the risk register to incorporate the above.</b></p>	<b>DN</b>
6.1	<p><b>For Discussion: Community First Responder Fundraising</b></p> <p>DN provided an update on the Community First Responder (CFR) Fundraising and a piece of work undertaken to bring this under the</p>	

<p>YAS charity banner with the aim of having more oversight and governance. Formality needs to be factored in and some work needs to be done on the next steps, timeframes and engagement.</p> <p>CFR's provide valuable support to the Trust. Should any issues arise, the reputation of the Trust could be adversely affected. Therefore, a central approach to governance is required.</p> <p>In January 2019, ES and DN carried out a consultation with the CFR Coordinator; the report is attached as Appendix to this paper. The summary has been sent to all CFR Coordinators.</p> <p>It has been evidenced that face to face meetings with the CFR's are not very well attended, but the meetings are useful to understand fund raising activity, how this is organised and how money raised is being spent. In addition, a webinar at the end of the month is available. An online survey is available, but to date, not many responses have been received. A reminder is being sent out on Monday. If a good response is not received then we will not have the true full picture.</p> <p><b>Action: DN and DJ are reviewing with Finance the final recommendations on the way forward for the Charity. These findings will be presented to the Charitable Funds Committee for recommendation to Trust Board, acting as Trustee.</b></p> <p>Following decision from Trust Board, communications will be drafted and sent to CFR schemes.</p> <p>Transition of all existing accounts to YAS Charity and commencement of new arrangements for new funds raised during 2019.</p> <p>There are a number of options how funds can be managed:-</p> <ul style="list-style-type: none"> <li>• Option 1 YAS Charity – CFRs solely fund raise for YAS Charity. Any money raised would be for the general benefit of the YAS Charitable Fund;</li> <li>• Option 2 CFR Fund – CFRs fund raise for YAS Charity in name but funds then get directed to a specific CFR fund. Specific restricted funds would be in place for CFRs which would solely support work of the CFR schemes. Community Resilience Team and CFRs would become involved in the ongoing management of this restricted fund;</li> <li>• Option 3 – Designated Funds – for specific time bound schemes these could go under the Charity number and set up a designation for the project, managing the money for that specific purpose. This is suitable for schemes raising funds for local CPAD or equipment;</li> <li>• Option 4 Branches – this is a legal entity of the YAS Charity, acting independently but under the Charity governance. The Trust would report on their branches as part of its Charitable Commission Return; each bran is required to provide annual accounts. This</li> </ul>	<p><b>DN/DJ</b></p>
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	<p>option is only available to accommodate existing schemes with their existing independence.</p> <p>The option to be agreed on will be discussed at a further meeting. Look at the option of combining all four above.</p> <p>The paper confirms the consultation document has been reviewed and noted. A report will be produced for Trust Board. MB confirmed a discussion was due to take place at Board on 23 May, however, timescales as discussed today are not achievable.</p>	
6.2	<p><b>For Discussion: Terms of Reference</b></p> <p>The ToRs were updated in March 2019 to reflect changes within the Corporate restructure; in addition, Emma Scott was added as a member.</p> <p>It was confirmed DJ would be attending Charitable Funds Committee as a full member of the Committee going forward. This creates a vacancy for a Staff Representative, which will be recruited to.</p> <p>The Trust Secretary role no longer exists and is replaced with Head of Corporate Affairs as a vacant post. In the interim MW will attend Charitable Funds Committee.</p> <p>PS and JP as members need to be incorporated into the revised draft ToRs; MB to stand down and be replaced by Associate Director level. Clarity is required.</p> <p><b>Action: SP is reviewing the TORs for Charitable Funds Committee and will take to Board for review and approval.</b></p> <p><b>Action: Revised Draft TORs to come to the next meeting of Charitable Funds Committee.</b></p>	<p><b>SP</b></p> <p><b>DN</b></p>
6.3	<p><b>For Discussion: Income Generation / Fundraising</b></p> <p>It was noted this item had been mostly covered off under the Budget Update at Item 4.1.</p> <p>Not as much time and investment has been evidenced in fund raising due to having less dedicated resource. However, growth in income has been achieved. Growth areas are:-</p> <ul style="list-style-type: none"> <li>• In memory donations;</li> <li>• Online giving;</li> <li>• Staff and volunteer fundraising activities.</li> </ul> <p><b>Action: A discussion around the Charity's strategy will be on the agenda at the next meeting 11 July 2019.</b></p>	<p><b>All</b></p>

	<b>Action: JP questioned the possibility of holding an Extraordinary meeting of the CFC prior to 11 July. PS confirmed diaries will be reviewed to ascertain if this is possible.</b>	<b>All</b>
7.	<b>For information:</b>  No items for information at today's meeting.	
	<b>AOB</b>  PS thanked members for their attendance, this being his first as Chair of the Charitable Funds Committee. PS also thanked them for their commitment to the Trust and Charity.	
	<b>The meeting concluded at 15:25</b>	