

WELSH AMBULANCE SERVICES NHS TRUST

MINUTES OF THE MEETING OF THE CHARITABLE FUNDS COMMITTEE HELD ON 31 MARCH 2016 AT VANTAGE POINT HOUSE, CWMBRAN AND VIA VIDEO CONFERENCING FROM TRUST HEADQUARTERS, ST ASAPH

PRESENT :

Mrs P Hall	Non Executive Director and Chair	PH
Mr E Davies	Non Executive Director	ED
Mrs C Vaughan	Director of Workforce and OD	CV

IN ATTENDANCE:

Mr M Evans	Finance Manager North	ME
Mrs C Jones	PA to Corporate Secretary	CJ
Mr R Lee	Interim Director of Operations	RL
Mr B Roberts	Staffside Representative	BR
Mr C Turley	Assistant Director of Finance and ICT	CT

APOLOGIES

Mr J Collins	Finance Manager South	JC
Mr K Cox	Corporate Secretary	KC
Prof K Davies	Non Executive Director	KD
Mr A Dobbinson	Staffside Representative	AD
Mrs J Gill	Financial Accountant	JG
Mrs P Roseblade	Director of Finance and ICT	PR
Mr D Turner	Staffside Representative	DT

01/16 PROCEDURAL MATTERS

The Minutes of 10 September 2015 were confirmed as a correct record subject to the recognition of Non Executive Director, Emrys Davies, being a retired member of UNITE which had been omitted.

Matters Arising

Terms of Reference/National Sub Group

The Staffside Representative raised the question of the quorum being inclusive of a Staffside representative. Whilst members agreed that Staffside Representatives were an important part of the Committee, it was agreed that business would still continue in the event of there being no representative in attendance. The Committee confirmed advice would be sought from the Board Secretary in this regard.

The Interim Director of Operations felt that the Advisory Group

membership should be amended to include additional staff and staffside representation with nominations for staff coming from each area. Proposed names would be brought to the 12 April meeting by the Director. The Committee also felt that the inclusion of a Staffside Representative within the quorum of the Advisory Group was more appropriate.

The Committee welcomed the Director's confirmation that the Advisory Group would meet before the end of April 2016. Members asked that the Group looked at specific and collective approaches to the spending of funds taking into account all Charitable Funds regulations.

Income and Expenditure Guidelines

Members reviewed the guidelines and felt that there were still further amendments to be made to ensure the document was more formal and robust. Following a discussion in relation to retirement allowances, the Director of Workforce and OD agreed to look at other Health Boards in respect of their retirement policies in conjunction with the guidelines and report back to the April meeting to ensure consistency for all staff. The Director also agreed to look further at the terminology relating to "gifts".

Members asked if the Trust had an agreed standard level of equipment list which would provide guidance for all stations for consistency. The Interim Director of Operations stated that this would only be deviated from in relation to larger numbers of staff on station being able to purchase more of the same item of equipment rather than a superior specification. It was agreed that the recently appointed Head of Estates, Mr Richard Davies be asked for this.

The Interim Director of Operations agreed to contact the Financial Accountant to discuss in more detail the document and the changes discussed.

Amnesty Update

The Deputy Director of Finance sought agreement from the Committee to enable the amnesty to be publicised in relation to funds which were not being currently managed via the main Charitable Fund account. The Committee agreed a period of three months with no penalties for staff. The Director of Workforce and OD agreed to look into wording for a further amnesty with penalties for staff should there be a requirement for this in the future.

RESOLVED: that

- 1) the minutes of the meeting held on 10 September be**

confirmed subject to the noting of Emrys Davies being retired member of unite;

- 2) the Terms of Reference be amended with regard to National Advisory Group membership to reflect the inclusion of staff nominations from each area following an update by the Interim Director of Operations at the next meeting;**
- 3) the Expenditure guidelines be amended to become a more formal and robust document; and**
- 4) the amnesty be publicised for a period of three months without penalty to staff.**

02/16 2014/15 CHARITABLE FUND SUMMARY OF INCOME AND EXPENDITURE ACCOUNT FOR THE SIX MONTHS TO 31 DECEMBER 2015

Members considered the income and expenditure for the period and raised concern with regard to costs associated with the management fee and tasked the Director of Finance and ICT to look into the matter. The Regional Finance Manager (North) was questioned in regard to a retirement gift of over £1,000 which he explained could have been coded incorrectly and agreed to look into. It was noted that some lines lacked a description which members asked to be addressed.

RESOLVED: That the income and expenditure be noted.

03/16 CHARITABLE FUNDS DETAIL OF MATERIAL LEGACIES

The Committee noted the two large material legacies which had been made to the Charitable Fund.

A discussion took place regarding the wording around the legacies which members felt may possibly be out of date in terms of how the service currently operates in order for the funds to be used for the benefit of a larger number of staff than those based at one particular station.

The Director of Workforce and OD enquired about any guidance that could be placed on the internet to inform people of ways in which they could donate to the service should that be their intention. It was also suggested that solicitors may need updated wording when drafting such bequests.

It was noted in regard to the Barmouth legacy that the Director of Finance and ICT had been in discussion with the solicitor and members requested an update at the meeting on 12 April 2016.

Resolved: That

- 1) the two material legacies be noted;**
- 2) guidance be added to the web to inform the public of ways in which they could donate to the service; and**
- 3) the Director of Finance and ICT update the Committee at the next meeting with regard to the Barmouth legacy.**

04/16 BURSARY SCHEME

Following agreement of the Bursary Scheme at Trust Board in January 2016 the Director of Workforce and OD tasked her Team with the management of the pilot scheme ongoing processes.

In conjunction with Communications colleagues, the scheme was launched on 9 March 2016 with a closing date of 22 March 2016 for applications.

Members were pleased to see there had been a significant interest in the scheme with numerous applications received.

A detailed discussion was had relating to the applications and the courses applied for and it was agreed that a prospectus be asked for to ensure all courses were accredited courses prior to the selection process. Part funding of courses was also agreed by members as a possible option together with the idea that if a course was to run for more than 12 months that the applicant be made aware that funding may need to be taken on by themselves for the subsequent years.

Due to the large number of applications received, in relation to the funding available, members were conscious that the selection process would need to be stringent. The Director of Workforce and OD confirmed she would ask her team to collate similar requests, costs and providers for ease at the next meeting. She also agreed that any requests which had not been fully completed in keeping with the Scheme requirements would be screened out.

The Chair confirmed that as the bursary scheme was still in its infancy she would prefer the Committee to be involved, as a whole, in the primary selection process of applications and that the bursary panel would undertake the selection process going forward.

RESOLVED: That

- 1) a prospectus be obtained prior to selection to ensure courses were accredited;**

- 2) the Committee be invited to consider the applications for selection on 12 April whilst the scheme was still in its infancy; and**
- 3) a stringent approach be adopted due to the large number of applications.**