

## WELSH AMBULANCE SERVICES NHS TRUST

### MINUTES OF THE MEETING OF THE CHARITABLE FUNDS COMMITTEE HELD ON 31 MARCH 2015 AT VANTAGE POINT HOUSE, CWMBRAN AND VIA VIDEO CONFERENCING FROM TRUST HEADQUARTERS, ST ASAPH

#### PRESENT :

Mr J Morgan	Non Executive Director and Chair	<b>JM</b>
Mr E Davies	Non Executive Director	<b>ED</b>
Mrs P Hall	Non Executive Director (VC, St Asaph)	<b>PH</b>
Mrs J Hardisty	Director of Workforce and OD	<b>JH</b>
Mrs P Roseblade	Director of Finance and ICT	<b>PR</b>

#### IN ATTENDANCE:

Mr J Collins	Regional Finance Manager	<b>JC</b>
Mr M Evans	Regional Finance Manager (VC, St Asaph)	<b>ME</b>
Mr J Jones	Corporate Accountant (VC, St Asaph)	<b>JJ</b>
Mrs D Sharp	Corporate Secretary	<b>DS</b>
Mr D Turner	Staff Side representative (UNISON)	<b>DT</b>

#### APOLOGIES

Mr K Davies	Non Executive Director	<b>KD</b>
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#### 1/15 PROCEDURAL MATTERS

The Chairman advised the Committee that future meetings would be chaired by Pam Hall, Non Executive Director.

#### Minutes of 13 March 2014 and 28 October 2014

The Minutes of 13 March and 28 October 2014 were confirmed as a correct record subject to noting the apologies of Mr J Collins and Mr M Evans at the meeting of 28 October 2014.

#### Matters Arising

##### Bursary Scheme

**JM** drew Members' attention to the bursary scheme and provided background information in terms of what stage it was at and wished for this scheme to be developed further going forward. He recommended that consideration be given to setting up the scheme on a proportional basis taking into account the three regions each of which could be ring fenced.

**PR** agreed with the solution which should be predicated on the regional funds being retained and aggregated into a total fund for reporting purposes whilst keeping the regional focus maintained.

**JJ** advised there was a fund which had been set up for unspecified donations, i.e. those funds which had not been identified for a particular region.

Members held a detailed discussion which focussed on how the bursary scheme should be set up with the current proposal of it being made up of the three regional funds and one corporate fund. **PR** added it should be borne in mind that specific donations would not form part of the balance which could be used for the bursary.

**JM** recommended that a separate sub group be set up and report back detailed recommendations for the bursary scheme. He added that once the scheme was set up further opportunities could develop.

Members expressed support for a national task and finish group be established to specifically develop the way forward for the bursary scheme. The group should include as a minimum, a member from the medical directorate, Kevin Davies, Non Executive Director, Pam Hall, Non Executive Director, a regional finance manager, a member from the workforce directorate and staff side representation from each region. The group was to meet as soon as possible, and be able to make final recommendations to the next Committee meeting to be held in late June.

### **Terms of Reference (TOR)**

**DS** explained that the TOR had been updated to reflect amendments from previous Charitable Funds meetings.

The following comments were made by Members of the Committee:

- the three regional groups should be retained for the foreseeable future with their role predominantly being to assess and recommend bids as necessary
- regional meetings should meet twice a year and be administered by the Head of Operations and report back to the Charitable Funds Committee
- bursary applications should be signed off and screened through a process other than the regional groups. The process was to be recommended by the task and finish group.
- should a limit be set on individual purchases, **JJ** explained the limits that had been set for each individual officer involved in the overall process

- paragraph 3.3 refers to annual reports, these reports were to be received for authorisation and not ratification as stated
- paragraph 6.5, wording to be standardised in line with other Committees”
- at Appendix A to the TOR, membership of sub groups should state one Regional Fund Manager

**RESOLVED: That**

- (1) it be noted ED was a retired member of UNITE;**
- (2) a task and finish group as described be set up by the Director of Workforce and OD to report its findings to the Charitable Funds Committee by the end of June 2015.**
- (3) the minutes of the meeting of the Committee held on 13 March 2014 and 28 October 2014, subject to the amendment as described above be confirmed as a correct record; and**
- (4) the revised TOR, subject to the amendments as described be recommended for adoption by the Board.**

**2/15 2014/2015 CHARITABLE FUNDS SUMMARY OF INCOME AND EXPENDITURE ACCOUNT – FOR THE TEN MONTHS FROM 01 APRIL 2014 TO 31 JANUARY 2015**

The Committee were presented with the report. Members raised the following issues:

- was it acceptable for charitable funds to be used to buy better quality stethoscopes. **PR** explained that this procedure had now ceased.
- clarification was sought on retirement funds and whether stations could no longer contribute to staff retirements. **JH** explained that there was a new policy which, outlined within it was a more equitable approach towards retirement funds going forward which included a contribution towards the staff member’s retirement event.
- with regard to replacement parts for pressures washers, pressure washers had originally been purchased using charitable funds and any replacement parts for that equipment could and would have been bought using charitable funds
- in terms of TV licences there was no direct revenue impact as

TV's were covered under the Trust's public broadcasting license.

- **PH** expressed concern that tumble dryers in stations posed a possible fire hazard. **PR** explained that equipment of this nature was PAT (Portable Appliance Testing) tested on a regular basis
- it was to be noted that for this year there had been a significant drop in charitable funds donations for the North region
- would it be possible for the funds to be broken down by Health Board. **JJ** advised this was possible, however **PR** explained that equality of funds distribution may become more of an issue and aligned with the bureaucracy this would involve, it was to be strongly discouraged. **PH** withdrew the request
- **PR** provided assurance that all staff would be made aware of how to deal with incoming charitable funds.

**RESOLVED: That the update be noted**

### **3/15 CHARITABLE FUNDS EXPENDITURE PLANNING, INCOME AND PRIVATE FUNDS GUIDELINES**

The Committee were presented with the report by the Corporate Accountant.

The following issues were raised:

- paragraphs 6 and 8 required the word "retirement" to be removed
- Members discussed the funding of medical equipment in detail. It was agreed, with the exception of Community First Responder's, funding of medical equipment was by exception only and with agreement of the Charitable Funds Committee
- IT equipment, does there need to be compliance with Trust policy that any private devices being used on Trust premises which could jeopardise the NHS network was adhered to. **PR** explained that this referred to the purchase of equipment which followed an approved procedure that eliminated any issues which could cause problems to the network
- the acceptance of cash gifts from members of the public was debated by the Committee. It was agreed that further work be conducted to re-word paragraph 31 of the report and also to consider the overall governance involved.

**RESOLVED: That:**

- (1) the update be noted; and**
- (2) an update be provided at a future meeting in terms of the re-wording of paragraph 31.**

**4/15 DISCUSSION OF FUTURE BUSINESS**

A meeting was to be arranged in late June to consider the initial findings of the task and finish group to consider the further development of the bursary scheme.

**RESOLVED: That a meeting in late June be arranged to consider the initial findings of the bursary scheme**