

## **WELSH AMBULANCE SERVICES NHS TRUST**

### **MINUTES OF THE MEETING OF THE CHARITABLE FUNDS COMMITTEE HELD ON TUESDAY 18 OCTOBER 2011 AT TRUST HEADQUARTERS, ST ASAPH AND CONWAY HOUSE, SWANSEA**

#### **PRESENT :**

Mr J Morgan	Non Executive Director and Chair
Dr K Fitzpatrick	Non Executive Director
Mr P Price	Non Executive Director

#### **IN ATTENDANCE:**

Mr M Cassidy	Deputy Chief Executive and Director of PCS Modernisation
Mr J Collins	Regional Finance Manager, South East
Mr A Dobbinson	Staffside Representative (GMB)
Mr M Evans	Regional Finance Manager, North
Mr J Jones	Corporate Accountant
Mr M Jose	Staffside Representative (UNISON)
Mr J Huxley	Assistant Corporate Secretary
Mr D Turner	Staffside Representative (UNISON)
Mr T Woodhead	Director of Finance

#### **APOLOGIES:**

Mr D Jones-Morris	Interim Director of Emergency Services
Mrs J Hardisty	Director of Workforce and OD
Mr Mike Collins	Interim Regional Director, Central & West
Mr R Lee	Regional Director, South East

#### **09/11 PROCEDURAL MATTERS**

#### **RESOLVED:**

**(1) the minutes of the meeting of the Committee held on  
21 April and 15 September 2011 be confirmed as a correct**

**record and arising from the minutes, the following action be taken and/or noted:-**

**(a) Minute 02/11(2) – Income and Expenditure for the Period 1 April 2010 to 28 February 2011.**

**The response of the Management Team be confirmed at the next meeting to the concern of the Committee about the poor condition of some ambulance stations and the effect this had on staff welfare; and**

Assistant Corporate Secretary (JH)

**(b) Minute 06/11 – Any Other Business – Quorum at Meetings**

**The Committee requested that the attendance of members that constitute the quorum for the meeting be ascertained well in advance of the meeting to avoid cancelling meetings at very short notice.**

Assistant Corporate Secretary (JH) to note

**10/11 2010/11 CHARITABLE FUND SUMMARY OF THE INCOME AND EXPENDITURE ACCOUNT FOR THE TWELVE MONTHS TO 31 MARCH 2011**

In reviewing the income and expenditure account for the year, the Committee focussed on the First Responder schemes and were advised that not all responder schemes were looked after by the Trust and there were some which raised funds and which fell outside of the remit of the Trust's charitable funds arrangements. It was suggested that some of these groups had their own websites and there was evidence that the Trust logo was being used to give the impression that the Trust was connected to the operation of these schemes. The Committee was anxious to know how many groups fell into this category and what arrangements were in place to monitor the content of the websites.

The Committee also sought clarification on whether any equipment that was purchased using charitable funds automatically became to property of the Trust and therefore subject to depreciation. In response, it was confirmed that it did become the property of the Trust but further clarification was requested by the Committee.

**RESOLVED: That**

**(1) a report be presented to the next meeting of the Committee confirming the extent to which first responder groups, not connected to the Trust, are using the Trust's logo on their websites and how the sites are monitored;**

Communications Manager (SB)

**(2) the First Responder User Group be asked to review the use of websites given that a webpage for first responders had recently been set up on the Trust's intranet; and**

Deputy Chief  
Executive )MC)

**(3) Kevin Fitzpatrick agreed to contact John Jones to seek clarification on the status of equipment purchased for first responders but if the matter could not be settled, it would feature as an agenda item for the next meeting.**

Corporate  
Accountant (JJ) to  
note and contact if  
necessary

**11/11 2011/12 CHARITABLE FUNDS SUMMARY OF INCOME AND EXPENDITURE ACCOUNT FOR THE FOUR MONTHS TO 31 JULY 2011**

**RESOLVED:**

**That the summary of income and expenditure for the first four months of the current financial year be received.**

-

**12/11 LONG SERVICE AWARD MEDAL FOR NON OPERATIONAL STAFF**

A report submitted by the Corporate Secretary confirmed that, since the winding up of the Ambulance Service Association (ASA), the long service medal that had been awarded to non operational staff no longer existed and other ambulance trusts were awarding their own 'in house' medal. The Committee was asked to consider following this practice and whether the costs should be met out of the Charitable fund.

In considering the matter, there were differing views from members. Firstly, the Trust should pay on the basis that the award was being given by the Trust and it could be regarded as standard recognition, to, secondly, it was discretionary expenditure, it was within the remit of the charitable fund to assist and given the Trust's current financial position it was for this Committee to decide whether to fund the medal from its funds.

**RESOLVED:**

**That the costs associated with providing Long Service Awards for Non Operational staff be supported from the Trust's Charitable Fund for a 12 month period only and a review of the position be undertaken before funding is confirmed for subsequent years.**

Assistant Corporate  
Secretary (JH) to  
inform Richard  
Timothy of decision  
and to bring back to  
Committee in the  
summer of 2012

## 13/11 CHARITABLE FUNDS EXPENDITURE PLANNING, INCOME AND PRIVATE FUNDS GUIDELINES

The Director of Finance presented the guidelines for expenditure planning, income and the management of private funds. The guidelines were used by Heads of Service, in consultation with Charitable Fund Managers and other colleagues, to consider how funds should be spent and contained advice on a range of areas of expenditure that Fund Managers might wish to consider.

In considering the guidelines, the Committee referred to items of equipment and other purchases that were listed in individual regional expenditure profiles, and questioned whether some of these items were appropriate to be funded from the charitable fund and, alternatively, should have been treated as proper expenditure of the NHS. In addition, it was pointed out that the purchasing of non standard equipment for some stations raised equality considerations and placed uncertainty in how the criteria was being used to determine what items were to be purchased.

It was acknowledged that the basic principles, and the baseline provision, needed to be revisited and a clear view communicated to all fund managers setting out the parameters as to how charitable funds should be distributed. It was also important to maintain local discretion and flexibility to decide expenditure profiles and respond to requests received locally.

Following a detailed discussion on the issues surrounding how the funds were spent, the Committee concluded by agreeing that a programme of further meetings were necessary with the overall aim of implementing any new arrangements by 31 March 2012. The recommendation below provides an outline timetable to achieve this objective.

### **RESOLVED: That the following action be implemented:-**

**(a) careful consideration be given to further expenditure from the charitable fund, pending the outcome of a detailed review of the guidance which advises on how, and on what, funds should be used;**

**(b) a meeting be convened in December 2011 with Regional Directors and members of the Regional Groups to discuss the guidelines and also to receive initial thoughts on the introduction of a bursary scheme, funded by charitable funds, by the end of the current financial year;**

Corporate Accountant (JJ) to inform Regional Groups.

All to note and Assistant Corporate Secretary (JH) to convene in consultation with the Chairman.

**(c) a meeting of the Committee be convened in January 2012, to be attended by the Director of Workforce and OD and the Communications Manager, to consider a detailed report on the implementation of a bursary scheme, revised guidelines and mechanisms for the spending of charitable funds, to consider the feasibility of organising fundraising activities, and to assess the current arrangements with regard to the localisation/ apportionment of fund distribution.**

All to note and Assistant Corporate Secretary (JH) to convene in consultation with the Chairman.

**14/11 LEGACY**

**RESOLVED:**

**That this item of business be deferred to the next meeting of the Committee.**

Assistant Corporate Secretary (JH) to bring forward.

**15/11 PROFESSIONAL STUDIES AND RESEARCH BURSARY SCHEME**

**RESOLVED:**

**That this item of business be deferred to the next meeting of the Committee.**

Assistant Corporate Secretary (JH) to bring forward.

**16/11 REGIONAL CHARITABLE FUNDS ADVISORY GROUPS**

**RESOLVED:**

**That the reports from each Regional Advisory Group be deferred to the next meeting of the Committee.**

Assistant Corporate Secretary (JH) to bring forward.