

WELSH AMBULANCE SERVICES NHS TRUST

MINUTES OF THE MEETING OF THE CHARITABLE FUNDS COMMITTEE HELD ON THURSDAY 27 SEPTEMBER 2012 VIA VIDEOCONFERENCING FROM TRUST HEADQUARTERS, ST ASAPH AND VANTAGE POINT HOUSE, CWMBRAN

PRESENT :

Mr D Evans	Non Executive Director and Chair
Mrs S Jenkins	Director of Service Delivery
Mr P Price	Non Executive Director
Mrs P Roseblade	Director of Finance and ICT

IN ATTENDANCE:

Mr J Collins	Regional Finance Manager, South East
Mr A Dobbinson	Staffside Representative (GMB)
Mr M Evans	Regional Finance Manager, North
Mrs J Gill	Financial Accountant
Mrs C Jones	PA to Corporate Secretary
Mr J Jones	Corporate Accountant
Mrs D Sharp	Corporate Secretary
Mr D Turner	Staffside Representative

APOLOGIES:

Mr M Collins	Head of Service Abertawe Bro Morgannwg
Mrs J Hardisty	Director of Workforce and OD
Mr G Roberts	Head of Service Betsi Cadwalader

09/12 PROCEDURAL MATTERS

The Committee noted the revised membership which included the appointment of the Director of Service Delivery to the Committee together with the legal advice.

Members considered the extract from the Gifts and Hospitality Policy which had been considered by the Audit Committee in July. and agreed that paragraph 6.6 should be amended to read as follows:-

“In situations where individual staff receive a personal gift in excess of £10 from a member of the public as a result of their employment by the Trust through a will, gifts must be declared in the gifts and hospitality register and the Trust will expect the member of staff concerned to consider that, under this Policy the gift be considered as a donation to the Trust’s Charitable Fund for the benefit of all staff in the relevant district. The Head of Service in the relevant area will then

be required to consult all of the staff involved for suggestions as to how the gift should be best used”

The Committee noted the confirmation that the policy in relation to cash gifts received was sufficiently detailed and explicit.

RESOLVED:

- (1) the minutes of the meeting of the Committee held on 3 May 2012 be confirmed as a correct record subject to the deletion of Mrs S Thorpe from the attendance record; and**
- (2) the Board be advised to amend paragraph 6.6 of the Gifts and Hospitality Policy as set out above.**

10/12 ANNUAL REPORT AND ACCOUNTS 2011/12

The final audited accounts together with the annual report were presented subject to minor adjustments that were proposed to the annual report prior to presentation to the Board.

RESOLVED: That the Board be recommended to approve the Trust Charity Annual Report and Accounts for 2011/12 at its meeting on 18 October 2012 prior to submission to the Charity Commission by the prescribed deadline of 31 January 2013.

11/12 AUDIT OF FINANCIAL STATEMENTS REPORT – WELSH AMBULANCE SERVICES NHS TRUST CHARITY

RESOLVED: That the report be accepted and be presented to the Trust Board for approval.

12/12 2011/12 CHARITABLE FUND SUMMARY OF INCOME AND EXPENDITURE ACCOUNT FOR THE MONTH OF MARCH 2012

In order to have a clearer picture of where Charitable Funds monies were spent, and until new arrangements were in place with regard to the setting up of a single advisory group with adequate representation, the Committee were advised that the Directors of Finance and ICT and Service Delivery would be signing off all Charitable Funds requisitions until further notice.

RESOLVED: That

- (1) the income and expenditure account for the month of March 2012 be received; and**
- (2) the Directors of Finance and ICT and Service Delivery sign off all Charitable Funds requisitions until further notice and until such arrangements are in place for the establishment of a single advisory group.**

13/12 2012/13 CHARITABLE FUNDS SUMMARY OF INCOME AND EXPENDITURE ACCOUNT FOR THE FIVE MONTHS TO 31 AUGUST 2012

RESOLVED: That the income and expenditure account up to 31 August 2012 be received.

14/12 BURSARY SCHEME

Whilst the Committee accepted the idea of the Bursary Scheme in principle, discussions on how to fund the scheme were still to be agreed. It was agreed that the working group would reconvene with additional representation from across Wales to reach a prompt conclusion.

JH/DT/AD

RESOLVED: That

(1) the working group reconvene with additional representation, to reach a prompt conclusion on how best to fund the bursary scheme; and

(2) a report be brought to the next meeting of the Committee.

15/12 NORTH REGION CHARITABLE FUNDS ADVISORY GROUP

The last meeting of the regional group was inquorate and no further meetings were scheduled resulting in no expenditure plans for the year being agreed.

The Director of Service Delivery received confirmation that plans were in place to merge funds for the associated stations forming the new make ready depot at Dobshill.

RESOLVED: That the update of the Regional Advisory Group activities and balances as at 31 July 2012 be noted.

16/12 CENTRAL AND WEST CHARITABLE FUNDS ADVISORY GROUP

No regional meetings of the Advisory Group had taken place since the last Committee meeting. The finance manager for the South East was asked to look at the expenditure that had occurred during this time.

JC

RESOLVED: That the balances be noted.

17/12 SOUTH EAST CHARITABLE FUNDS ADVISORY GROUP

There had been no meeting of the Regional Advisory Group since the last Committee meeting.

RESOLVED: That the position be noted.

18/12 DATE OF NEXT MEETING

It was agreed to arrange a further meeting of the Committee at the beginning of 2013. Date/time to be confirmed.