

WELSH AMBULANCE SERVICES NHS TRUST

MINUTES OF THE MEETING OF THE CHARITABLE FUNDS COMMITTEE HELD ON THURSDAY 13 MARCH 2014 VIA VIDEOCONFERENCING FROM TRUST HEADQUARTERS, ST ASAPH AND VANTAGE POINT HOUSE, CWMBRAN

PRESENT :

Mr D Evans	Non Executive Director and Chair
Mr J Morgan	Non Executive Director
Ms M Powell	Interim Non Executive Director
Mrs P Roseblade	Director of Finance and ICT

IN ATTENDANCE:

Mr J Collins	Regional Finance Manager, South East
Mr M Collins	Director of Service Delivery
Mr M Evans	Regional Finance Manager, North
Mrs J Gill	Financial Accountant
Mr J Huxley	Assistant Corporate Secretary
Mrs C Jones	PA to Corporate Secretary
Mr B Roberts	Staffside Representative (UNITE)
Mr D Turner	Staffside Representative (UNISON)

1/14 PROCEDURAL MATTERS

The Committee agreed that the Terms of Reference needed further amendment to explore the options concerning the membership of the committee, in particular the numbers relating to staffside representation.

Members also noted that the Internal Auditor had reported to the Audit Committee that the Charitable Funds Committee had failed to comply with its Terms of Reference in not holding two meetings in a calendar year. The Director of Finance and ICT advised that internal audit operated on a calendar year basis but if viewed across a financial year, the Committee had complied with its terms of reference. Members concluded that the wording within its terms of reference should be changed to make it clear what period is being used to measure the Committee's compliance to hold meetings.

The Committee was advised that the revised arrangements and further guidance put in place to ensure expenditure from the Trust Fund was appropriate, that it had improved the way items of equipment etc were being monitored and there was no reason to make any further significant changes to the system. However, it was suggested that the three current regional advisory groups should be disbanded and a new sub group be established in its place, and for it

to meet quarterly, to ensure that the Charitable Fund as a whole could be monitored as a single entity rather than three separate elements. It was confirmed that its membership needed further discussion but must include representatives from all areas, including staffside representation. The group would also be tasked to research and consider ways in which the bursary scheme could be taken forward. The terms of reference of the sub-group were to be included in the revised terms of reference for the Committee.

RESOLVED: That

(1) it be noted that no declarations were made under the Code of Conduct;

(2) the position of Chair and members of this Committee be endorsed and it be noted that the membership of all Committees would be reviewed early in the new financial year when members of the new Trust Board had been appointed;

(3) the minutes of the meeting of the Committee held on 5 September 2013 be confirmed as a correct record;

(4) the terms of reference of the Committee be amended to include the changes confirmed in the minute above and a revised document be presented to the next meeting of the Committee for discussion and approval;

(5) a new sub group of the Committee be established with effect from 1 April 2014 to replace the three regional advisory groups and the terms of reference of the sub group be included in the Committee's revised terms of reference; and

(6) the Bursary Scheme be developed by the newly formed Charitable Funds sub group, as described in (5) above.

2/14 2013/2014 CHARITABLE FUND SUMMARY OF INCOME AND EXPENDITURE ACCOUNT – FOR THE SIX MONTHS FROM 1 JULY- 31 DECEMBER 2013

The Director of Finance and ICT reported that she was encouraged with the way funds were being spent following a review of this earlier in the year and noted that expenditure was in excess of receipts.

Discussions had taken place to standardise charitable funds expenditure although there were still areas of uncertainty with regard to medical equipment and furniture; it was felt that guidelines would be more appropriate than specific lists.

It was agreed that expenditure for any product should not exceed mid range pricing, however it was noted that some stations had larger

sums of monies to spend. Members asked for future requisition lines to be clearer regarding quantities and descriptions

Members were seeking assurance that First Responders expenditure was governed appropriately and requested that advice be sought from Tony Rossetti to ensure the integrity of the fund was being maintained.

RESOLVED: That

(1) the income and expenditure account for the six months from 1 July to 31 December 2013 be received; and

(2) further assurance be sought with regard to the arrangements for the administration of the fund relating to Community First Responders.

3/14 NORTH REGION CHARITABLE FUNDS ADVISORY GROUP

No meetings of the Group had been held since the Committee last met. The balances in the fund as at 31 December 2013 were confirmed. The Committee were asked to note that the income had diminished considerably over the previous 12 months.

RESOLVED: That the balances as at 31 December 2013 of the Regional Advisory Group be noted.

4/14 CENTRAL AND WEST CHARITABLE FUNDS ADVISORY GROUP

No regional meetings of the Advisory Group had taken place since the last Committee meeting. The balances in the fund as at 31 December 2013 were confirmed. There were some requisitions for the new sub-group to authorise, once it was established.

RESOLVED: That the balances be noted.

5/14 SOUTH EAST CHARITABLE FUNDS ADVISORY GROUP

There had been no meeting of the Regional Advisory Group since the last Committee meeting. The Committee noted that Raglan First Responders had been set up and that plans to spend the balance that had been received was in hand.

RESOLVED: That the position be noted.

6/14 CHAIRMAN OF THE COMMITTEE

The Director of Finance and ICT on behalf of the Committee thanked the Chairman for his commitment and support to the Charitable Fund over a number of years and wished him well for the future.

