

## **WELSH AMBULANCE SERVICES NHS TRUST**

### **MINUTES OF THE MEETING OF THE CHARITABLE FUNDS COMMITTEE HELD ON THURSDAY 21 APRIL 2011 AT VANTAGE POINT HOUSE, CWMBRAN, HEADQUARTERS, ST ASAPH AND THANET 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 J Collins	Regional Finance Manager, South East
Mrs J Gill	Financial Accountant
Mr J Huxley	Assistant Corporate Secretary
Mr R Lee	Regional Director, Central & West
Mr D Jones-Morris	Interim Director of Emergency Medical Services
Mrs T Thomas	Assistant Financial Accountant
Mr T Woodhead	Director of Finance

#### **APOLOGIES:**

Mr M Cassidy	Deputy Chief Executive and Director of Patient Care Services
Mr M Evans	Regional Finance Manager, North
Mr J Jones	Corporate Accountant
Mr E Price-Morris	Chief Executive
Mr B Roberts	Staffside Representative (UNITE)

#### **01/11 PROCEDURAL MATTERS**

##### **RESOLVED: That**

**(1) the appointment by the Trust Board of Mr J Morgan as  
Chairman of the Committee and also Dr K Fitzpatrick and**

**Mr P Price as members, be noted;**

**(2) the minutes of the meeting of the Committee held on 26 August 2010 be confirmed as a correct record and arising from the minutes, the following action be taken:-**

**Minute 10/10 – Summary of Income and Expenditure Account for the Four Months to 31 July 2010**

**The statement outlining best practice and guidance be sent to all relevant staff within the Trust as a reminder of the process to be followed when dealing with funds.**

**Director of Finance (TW)**

**(3) the draft Annual Report of the Committee be presented to the next meeting of the Committee.**

**Director of Finance to note (TW/JJ)**

**02/11 INCOME AND EXPENDITURE FOR THE PERIOD 1 APRIL 2010 TO 28 FEBRUARY 2011**

In reviewing the income and expenditure patterns for each Region, the Committee noted that fund balances were not reducing and therefore it appeared that awards were not being made as effectively as perhaps they could be. The Committee discussed the possibility of refreshing the way in which spending plans were developed and, particularly, trying to be more proactive in considering ways of awarding funds for a wider range of projects and other developments.

Members focussed on the possibility of assisting with improvements to the Trust's estate, over and above the Trust's baseline legal responsibility for the maintenance of its buildings, as it related to staff welfare and working conditions. Also considered was whether it was within the Committee's power to consider offering bursary type awards to enhance educational opportunities for staff development and research. This would need to be considered alongside the conditions placed upon the Committee by its Deeds and within its stated aims and objectives.

The Committee noted that it was a requirement of each Region to submit expenditure plans each year and to report progress on these plans to the Committee. It was accepted that this had not been done in the past as comprehensively as was necessary.

**RESOLVED: That**

**(1) the Charitable Trust Deed, and other information to reflect the powers, responsibilities and objectives of the Committee, be sent to all members of the Committee for**

**Corporate Secretary (JH)**

information;

**(2) the concern of the Committee in relation to the poor condition of some ambulance stations and the effect upon staff welfare be communicated to the Executive Management Team;**

**Corporate Secretary  
(JH)**

**(3) in order to reduce fund balances, detailed consideration be given, with a further report to the next meeting of this Committee, to the development of spending plans for each Region to include realistic proposals to provide funds in the form of bursaries for the education and welfare of staff, including volunteer staff; and**

**DJM/Regional  
Directors/Regional  
Finance Managers**

**(4) the Director of Finance be asked to include the initiative in (3) above in the guidance which is being re-issued to staff, to encourage them to come up with new ways of releasing funds.**

**Director of Finance  
(TW)**

#### **03/11 NORTH REGION CHARITABLE FUNDS ADVISORY GROUP**

The balances of funds for the North Region as at 31 December 2010 were confirmed. The Committee noted the absence of a spending plan for the Region and, in view of the discussion described in Minute 02/11 above, it was expected that a detailed plan would be available in the due course.

The report submitted by the Regional Finance Manager referred to several legacies that had been left to individual members of staff. The Committee was advised that the staff concerned had been contacted with a request to provide certain information in order to move forward with the arrangements. The Committee also noted that the unique nature of the terms of the legacy had placed some difficulties on the Trust in making satisfactory progress in the matter. Further progress was anticipated in the coming weeks.

#### **RESOLVED: That**

**(1) the balances as at 31 December 2010 be noted;**

**(2) a detailed spending plan for the Region be produced as soon as possible, taking on board the initiative described in Minute 02/11; and**

**DJM/Regional  
Director,  
North/Regional  
Finance Manager**

**(3) an update report on the position with regard to the legacies left to staff be presented to the next meeting of the Committee, as it relates to the potential impact on**

**Corporate Secretary  
(JH)**

charitable funds.

**04/11 CENTRAL & WEST REGION CHARITABLE FUNDS  
ADVISORY GROUP**

The report submitted by the Regional Finance Manager confirmed the balances as at 31 December 2010. The Committee repeated the views expressed in the discussion about the North Region in relation to the absence of an expenditure plan and, again, looked forward to receiving a detailed plan in the future.

**RESOLVED: That**

**(1) the balances as at 31 December 2010 be noted; and**

**(2) a detailed spending plan for the Region be produced as soon as possible, taking on board the initiative described in Minute 02/11.**

**DJM/Regional  
Director,  
C&W/Regional  
Finance Manager**

**05/11 SOUTH EAST CHARITABLE FUNDS ADVISORY GROUP**

**RESOLVED: That**

**(1) the balances as at 31 December 2010 be noted; and**

**(2) a detailed spending plan for the Region be produced as soon as possible, taking on board the initiative described in Minute 02/11.**

**DJM/Regional  
Director,  
SE/Regional  
Finance Manager**

**06/11 ANY OTHER BUSINESS**

In summarising the discussions during the meeting, it was recognised that there was a desire to re-energise the role of the Committee and to develop alternative ways of allocating funds and generally to become more innovative in the way the business was administered.

Regional colleagues and Advisory Groups would be instrumental in taking forward the new working approach and, in this context, the Committee discussed holding a seminar with all interested parties to obtain their thoughts and ideas on the spending of funds, what kind of initiatives should the Trust invest in and how these initiatives could benefit patients and staff.

**RESOLVED: That**

**(1) further consideration be given to arranging a seminar, prior to the next meeting of the Committee, to be attended by Regional Advisory Group members, to discuss the future role of the Committee and the allocation of charitable funds; and**

**Chairman/Corporate Secretary (JH)**

**(2) the date of 19 August for the next meeting of the Committee be re-arranged due to a number of members of the Committee being unavailable on that date.**

**Corporate Secretary (JH)**