

## CAXTON TRUSTEE LIMITED

### Minutes of the Meeting of the Board of Directors of Caxton Trustee Limited held on Tuesday 19 November 2013 at Alliance House, 12 Caxton Street, London, SW1H 0QS

<b>PRESENT:</b>	<b>Ann Lloyd</b>	(Chair)
	<b>Richard Finlay</b>	
	<b>Mary Leadbeater</b>	(Chair – Audit Committee)
	<b>Charles Lister</b>	(Chair - NWC)
	<b>Alan Rook</b>	
	<b>Vijay Sharma</b>	
	<b>David Atterbury Thomas</b>	
	<b>Miranda Winram</b>	(Chair – EAC)
<b>IN ATTENDANCE:</b>	<b>Jan Barlow</b>	(Chief Executive)
	<b>June Omadoye</b>	(Office Manager)
	<b>Dr Rowena Jecock</b>	(Head of Policy, Blood Safety and Supply, Department of Health) – <b>part of item 101.13 only.</b>

#### PART A

#### 97.13 Apologies for Absence

Apologies for absence were received from Fiona Edwards and Howard Thomas.

#### 98.13 Minutes of the Previous Meeting

The minutes of the previous meeting held on 1 August 2013 were agreed as a correct record and signed by the Chair.

#### 99.13 Matters arising from the minutes other than those itemised separately on the agenda

**Former minute 80.13/67.13 (iv)** – CL advised the board that the principles were not a pressing issue and some other policy issues had taken precedent.

**Former minute 85.13 (i)** – JB advised that her understanding was that as none of the Alliance House organisations who had previously acted as employer for the staff had operated a defined benefit scheme, there were no liabilities in relation to pensions. However, she was seeking final confirmation from the auditors (subsequently received).

**Former minute 85.13 (ii)** – JB confirmed that she had already written to Ward Williams. JB agreed to send a copy to ML.

**Former minute 87.13** – AL advised that she would draft a separate annual report; MW offered to assist.

**Former minute 88.13** – The board agreed that the risk register should be considered at every board meeting even if no changes had been made.

#### 100.13 Chair's Statement

AL updated the board on the Westminster Hall adjournment debate which had been held on Tuesday 29 October 2013. She advised that she and JB would be attending the annual review meeting with DH on Thursday 28 November 2013.

AL updated the board regarding board recruitment. A good response had been received and the interviews would take place on 4 December 2013 at Alliance House. AL invited one other board member to form part of the interview panel along with herself and Charles Lister. An independent assessor would also be on the panel.

Fiona Edwards had resigned from the board due to other commitments. AL would write to her to thank her for her work for Caxton. The governance review was now complete; AL would conduct board member appraisals in the New Year. AL asked that all board members should attend at least one Welfare Committee meeting to understand the work of the Committee and the policies and issues it dealt with.

AL reported that a very constructive meeting of the Caxton/MFT Liaison Committee had been held on 7 October 2013. Amongst the issues discussed had been the renewal of the lease, restructuring and Partnership Groups. The next Caxton PG meeting would take place on 28 November 2013. AL advised that issues to be discussed would be the grant application process, a regular payment scheme, recruitment of a board member, staffing and the winter fuel payment. AL invited members of the board to attend the meeting if they could.

Rowena Jecock from the Department of Health joined the meeting at 11am to give a more detailed briefing regarding the Westminster Hall debate and the recent meeting with the Prime Minister regarding contaminated blood.

#### **101.13 Chief Executive's Report**

The board received the Chief Executive's report. This included further information regarding the Westminster Hall debate and the ministerial reshuffle which had taken place.

In response to a question from ML, JB advised that the winter fuel payment of £500 per household had already been agreed as part of the budget agreed by the board earlier in the year. The level had been set based on last year's figures. Whilst no increase to the level of payment had been made, further support would be given to clients who needed it via the grants scheme. Clients had already been notified that their payments would be made at the end of November. After discussion it was agreed that a review of the level of payment would be taken next year by NWC. It was agreed that JB would advise the board of the cost of the 2013/14 winter fuel payment once it had been processed.

### **OPERATIONAL MANAGEMENT ISSUES**

#### **102.13 Responses to Clients**

The board received:

- (i)** The minutes of the National Welfare Committee meeting held 15 August 2013.
- (ii)** The minutes of the National Welfare Committee meeting held on 18 September 2013.
- (iii)** **The consolidated grant schedule for the last quarter** - It was agreed that it would be helpful to also have a breakdown of the actual number of grants approved and declined.

- (iv) **Report from Chair of NWC** – CL advised that for some time NWC had been agreeing grants to support people undergoing treatment for Hepatitis C. Following review of a recent case where a client was receiving treatment for something that was not specifically Hepatitis C, it had been agreed that support could be given even when treatment was not as a direct consequence of Hepatitis C.

CL advised that in the early days of Caxton, it had been considered appropriate to give retrospective grants. However, it was now felt that apart from exceptional circumstances, it should be possible for clients to apply in advance to Caxton for support. Retrospective requests would therefore be dealt with on a case by case basis.

## **FINANCE**

### **103.13 2012/13 Accounts for Caxton Trustee Ltd**

The dormant accounts return to Companies House for Caxton Trustee Ltd was noted and signed by the Chair. JB agreed to confirm with the auditors whether there was any further documentation.

### **104.13 Financial position at 31 October 2013**

The board received an analysis of the current financial position as at 31 October 2013. The information had been presented in a slightly different way with the input from the internal audit accountant, but it was recognised that further improvements would still be needed in the future.

### **105.13 Audit Committee**

The board noted the minutes of the meeting held on 17 July 2013; ML had given an oral update at the August board meeting.

### **106.13 Any other business**

There was no other business.

### **107.13 Date of next meeting**

Dates for 2014 meetings:

26 February 2014

28 May 2014

7 August 2014

12 November 2014