

CAXTON TRUSTEE LIMITED

Minutes of the Meeting of the Board of Directors of Caxton Trustee Limited held on Thursday 7 August 2014 at Alliance House, 12 Caxton Street, London, SW1H 0QS

PRESENT:

Ann Lloyd	(Chair)
Richard Finlay	(Chair – NWC)
Mary Leadbeater	(Chair – Audit Committee)
Charles Lister	
Vijay Sharma	
David Atterbury Thomas	
Howard Thomas	

IN ATTENDANCE:

Jan Barlow	(Chief Executive)
June Omadoye	(Office Manager)
Ben McGrath	(Interim Finance Manager)

PART A

155.14 Apologies for Absence

Apologies for absence were received from Margaret Kennedy, Alan Rook and Miranda Winram.

156.14 Minutes of the Previous Meeting

The minutes of the previous meeting held on 4 June 2014 were agreed as a correct record and signed by the Chair.

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

Former minute 145.14 - AL asked JB to circulate the latest version of the risk register to Board members.

158.14 Chair's Statement

AL updated the Board on recent developments.

i) Partnership Group

AL reported back on the Partnership Group meeting that had been held on 5 August 2014 in Birmingham.

Appointment of new board member – Members of the Group were informed about Margaret Kennedy's appointment, and she had given permission for certain information relating to her background to be shared with the Group.

Regular payments scheme – The Group had been briefed regarding the proposed scheme, and also the original proposal which had been in the business case, which the Department of Health had declined to fund. It had been agreed to circulate the business case to the Group; this would be redacted to ensure that any sensitive information from which it might be possible to identify individuals was removed before it was distributed.

Issues relating to grants – a number of issues had been raised in relation to grants. AL asked that the position in relation to funeral plans and bereavement costs be clarified. She also

asked NWC to look again at the issue of support to carers, and advised that a member of the Partnership Group had suggested an annual payment for carers. ML advised that if the policy on carers was to be changed, the cost implications would need to be considered. Liz Carroll, CEO of the Haemophilia Society, had attended the Partnership Group meeting and had offered to work with Caxton to devise FAQs for the Haemophilia Society website.

Revised membership group – Caxton had discussed with the Group a proposal to widen membership of the Group to ensure it fully reflected the Caxton beneficiary community.

ii) APPG

The Board had been advised that the APPG meeting would take place on 10 September 2014. It was noted that all five Alliance House organisations had been invited to attend the meeting with the APPG in closed session. AL advised that Caxton would be able to present the results of the work that had been undertaken and the significant improvement in turnaround times, the positive feedback that had been received about Caxton from the communications survey, etc. A discussion took place regarding the preparatory work to be undertaken before the meeting.

iii) Communication Survey

It was noted that the Communication Survey had been sent to beneficiaries in July; this had prompted new grants requests.

iv) Director of Operations

AL welcomed Victoria Prouse to her first Caxton Board meeting.

159.14

Chief Executive's Report

The Board received the Chief Executive's report.

JB reported further on the APPG Inquiry and the work being undertaken by Alistair Burt MP. JB had been advised that the APPG Inquiry would look into the current system of support available to those infected with HIV and Hepatitis C; Alistair Burt's work would look into alternative future options.

In relation to the meeting on 10 September 2014, AL, Roger Evans, Chair of the Macfarlane Trust, and JB would be attending. Peter Stevens, Chair of the Eileen Trust and the Skipton Fund, was unable to attend, but JB and RE would be discussing the funding of the non-discretionary bodies at the meeting.

It was noted that the APPG had asked Alliance House to send out a survey to all beneficiaries on their behalf. The Chairs had signed off a covering letter to go with the survey, which made it clear that the APPG had not had access to beneficiaries' personal information. They had also asked to have sight of the survey before it was sent. JB reported that Liz Carroll from the Haemophilia Society had advised that the survey had not yet been finalised.

JB updated the Board on the recruitment of Joyce Materego, the new Director of Finance, who would be starting on 11 August 2014, on the progress with IT developments, and the successful installation of the new telephone system.

OPERATIONAL MANAGEMENT ISSUES

160.14

Responses to Clients

- (i) The Board received the minutes of the National Welfare Committee meeting held on 28 May 2014.
- (ii) The Board received the minutes of the National Welfare Committee meeting held on 10 July 2014.
- (iii) The Board received the consolidated grant schedule for the year to 31 July 2014.
- (iv) RF reported that he was pleased that Margaret Kennedy had joined the Committee and also welcomed Victoria Prouse. He informed the Board that the two recent NWC meetings had been very busy. He also referred to the outcome of a request for a business loan, and the Board supported the stance that NWC had taken not to make loans. It was noted that NWC had looked at the outcome of the analysis of grant turnaround times at its July meeting. VS reported that in the light of the information in the report, and after considerable discussion, NWC had felt that the turnaround times that were being achieved could not be improved upon given the staffing constraints Caxton was working under. In response to a question from AL, JB advised that the amount of time beneficiaries take from the point at which they first make contact with Caxton regarding a grant, to when they submit the information necessary for a decision to be taken, varied significantly, and often depended upon the nature of the request and the beneficiary's individual circumstances. The Board therefore agreed that in light of the significantly improved turnaround times, it was satisfied that they were reasonable given the existing level of staff resources. It was noted that the statistics on turnaround times would continue to be collated.

FINANCE

161.14

2013/14 Annual Reports & Accounts

(i) Annual Report & Accounts

ML presented the 2013/14 Annual Report and Accounts, which had been discussed at the Audit Committee meeting on 18 July 2014. It was noted that the format was similar to that of the previous year. JB advised that Board members had seen the final draft of the report and accounts and had been invited to comment. A few minor changes to the text had been made as a result, but otherwise the document and numbers had not changed. The Audit Committee had been pleased to note the increase in charitable spend in the year, and the reduced proportionate spend on management costs. The Auditors had welcomed the speed with which the draft accounts had been produced and felt that the audit had progressed to everyone's satisfaction. The Board approved the Annual Report & Accounts.

(ii) Auditor's Management Letter

The Board received the Auditor's Management Letter. Only 2 points had been raised, which management was both aware of and taking action on. JB would write to the auditors in response.

(iii) Letter of Representation

The Board received the Letter of Representation. In relation to the adjusted misstatements, the main item of £83.9k related to the NWC grant accrual which arose due to the close timing of the NWC meeting and the year end date.

The Board agreed that AL should sign the letter.

162.14 2013/14 Accounts for Caxton Trustee Ltd

March The Board received and approved the dormant accounts for the year ended 31 2014.

163.14 Management Accounts

The Board received the current financial position as at 31 July 2014. BM presented the figures to the Board; it was noted that the final position was as expected at that stage of the financial year.

In relation to winter fuel payments, it was agreed that the estimated value of spend on these be presented to the November Board meeting. It was also requested that the proportion of management cost as a percentage of charitable spend be included in the management accounts information for the Board. In relation to the "Operational Surplus" heading, it was agreed that as the Board had now agreed to use these funds on a regular payments scheme, this line would now be included under "Charitable Spend" in the management accounts.

164.14 Audit Committee

- (i) The Board received the minutes of the meeting held on 24 January 2014. It was noted that these minutes did not include the changes subsequently made at the 18 July 2014 meeting.
- (ii) The Board received the minutes of the meeting held on 18 July 2014.
- (iii) The Board received the report from the Audit Committee for the period July 2013 to July 2014. ML advised that it was good practice for Audit Committees to produce an annual report. AL thanked ML for the helpful report and asked that next year's report include the Committee's reflection in its own performance; AL would liaise with ML about this.

AL thanked Ben McGrath for all his hard work during his time as Interim Finance Manager.

165.14 Internal Audit

The Board received a progress report from JB; of the two areas that had been reported as outstanding at the June Board meeting, the work on these areas had now been completed. The Task and Finish Group's final meeting had been arranged for 15 August 2104 and a final report on implementing the recommendations would be presented to that meeting.

ML felt that the Scheme of Delegated Authority should be reviewed; it was agreed that this would be done for the November Board meeting. JB advised that the SFI's were being reviewed, as requested by the Audit Committee on 18 July, and would be presented to the Task and Finish Group meeting on 15 August.

AL thanked JB and the team and also the Task and Finish group for all their work on implementing the internal audit recommendations.

166.14

Any other business

There was no other business.

167.14

Date of next meeting

12 November 2014