

CAXTON TRUSTEE LIMITED

Minutes of the Meeting of the Board of Directors of Caxton Trustee Limited held on Thursday 2 May 2013 at Alliance House, 12 Caxton Street, London, SW1H 0QS

PRESENT:	Ann Lloyd	(Chair)
	Fiona Edwards	
	Richard Finlay	
	Mary Leadbeater	(Chair – Audit Committee)
	Charles Lister	(Chair - NWC)
	Alan Rook	
	David Atterbury Thomas	
	Miranda Winram	(Chair – EAC)
IN ATTENDANCE:	Jan Barlow	(Chief Executive)
	Cat Hogan	(Administrative Secretary)

PART A

62.13 Apologies for Absence

Apologies for absence were received from Howard Thomas and Vijay Sharma.

63.13 Minutes of the Previous Meeting

The minutes of the previous meeting held on 7 February 2013 were agreed as a correct record and signed by the Chair, subject to the following:

54.13 (a) - It was agreed to add a sentence to end of the first paragraph as follows: "The board were mindful of the additional administration costs and were concerned to ensure they got value for money."

64.13 Matters Arising

Former minute 53.13 – CL advised the board that AL had signed off the endorsement for Veredus on behalf of the whole board.

65.13 Chair's Statement

AL advised the board that she had spent her first few months as Chair getting to know the organisation and understanding priorities. She advised that she intended the board to be able to hold her to account through her Chair's statement. She updated the board regarding the meeting she and JB had attended with the Blood Policy Team at the Department of Health, and the meeting she, CL and JB had had with the Health Minister, Anna Soubry. AL advised that she had been meeting regularly with Roger Evans, the Chair of the Macfarlane Trust, and this relationship was working well. She had shared Caxton's outline strategy with RE and had agreed to MFT having an observer on the Employment Affairs Committee. Mapping out the partners we needed to have relationships with for the future was still a priority, so that a partnership forum could be established quickly. AL also advised that she was still intending to undertake a governance review.

AL thanked JB for the work she had done so far across both CF and MFT and thanked CL for his invaluable support on CF business.

STRATEGY

66.13

Strategy

- (i) The board received the write-up of the discussion at the board strategy meeting held on 11 March 2013. The board agreed that this was a correct reflection of the discussions, and agreed the vision, mission and values (including JB's expansion of the values), together with the strategic principles. JB informed the board that this would be shared with staff at a future staff meeting.

Following AL's concern regarding the use of the term 'beneficiary' to describe those people Caxton existed to support, the board agreed that in future all references would be to 'clients'.

- (ii) The board considered a proposal to take forward the work identifying potential new clients and raising awareness of Caxton. Following discussion, it was agreed that Caxton should appoint a member of staff on a fixed-term contract to lead this specific piece of work. AR offered his help with defining the role and the project; this was welcomed by JB. It was agreed that the issue of how to recruit would be discussed further outside the meeting.

- (iii) AL briefed the board regarding the meeting with the Health Minister, Anna Soubry, on 25 March 2013. At the meeting, Caxton had acknowledged that a number of areas required further work and improvement, but plans were now in place to take this forward, including:

- Development of a strategy for Caxton
- Work to identify additional clients
- Recruitment of a board member with experience of living with HCV
- Creation of a partnership group with stakeholders
- Improvements to customer care
- Further work to establish how best to support clients and not create a dependency culture

The Minister was pleased with the progress that was being made, and offered her support to Caxton.

- (iv) The board considered the draft specification for a board member with experience of living with HCV. This was agreed, subject to a few changes which were discussed.

It was agreed that whilst Caxton clients would not be excluded from applying, the emphasis of the role was on being a corporate board member, and that applicants would need to demonstrate how they would be able to successfully contribute to the board without personal conflicts of interest compromising their role as a board member.

It was agreed that AL and JB would discuss the revised role brief with Charles Gore at the Hepatitis C Trust, with a view to the Trust using their networks to advertise the role.

- (v) The board noted a report from JB regarding the intrusion into Caxton's offices by members of the Contaminated Blood Campaign on 17 April 2013. It was noted that AL had written to the Chair of the CBC, and Roger Evans had also written to the Macfarlane Trust beneficiary who had been involved. It was noted that following the visit, increased security measures had been put in place. It was also noted that the Department of Health had been briefed. JB advised that whilst it had been an unpleasant experience for staff, their main concern had been to ensure no confidential client information could be accessed by CBC members whilst they were in the offices. The board thanked the staff for their calm handling of the situation.

OPERATIONAL MANAGEMENT ISSUES

67.13 Responses to Clients

- (i) The minutes of the NWC meeting held on 24 January 2013 were received by the board.
- (ii) The minutes of the NWC meeting held on 6 March 2013 would be included on the next board agenda due to amendments needing to be made. CL advised that VS had put herself forward to join the NWC after the last board meeting, and he encouraged all board members to attend at least one NWC meeting.
- (iii) The board noted the consolidated grant schedule for the last quarter.
- (iv) The board noted the paper from CL regarding the requests made to the NWC for support with mortgages and other related property costs, the effect of the benefits changes on clients and other requests for regular payments. It was felt that requests for support in these areas would increase and that the NWC should be asked to consider proposals for ways in which support could best be given. It was agreed that NWC should begin to look at how it might assist clients in greatest financial hardship with some form of regular support. An expert external agency on poverty and its consequences would be asked to advise.
- (v) The board considered a proposal to pay clients directly for grants awarded, and only provide vouchers and pay suppliers direct where clients specifically request it. This had been discussed at the meeting with the Health Minister in April. It was noted that clients would be asked to sign a declaration, confirming that they would only use the grant for the purposes for which it had been given, and that failure to do so would jeopardise future grant applications and require the repayment of the grant. The internal audit trail would also need to be agreed with the external auditors. Subject to this, it was agreed that this should be implemented as soon as it was possible to put adequate systems and safeguards in place.
- (vi) The board received a briefing note from Neil Bateman, Benefits Adviser, and one from the National Housing Federation regarding changes to benefits, and noted the stance that the NWC had been taking in relation to benefit-related requests for support. It was noted that Neil Bateman's briefing would now be posted on the website.

68.13 2012/13 year end position

The board noted the financial position as at 31 March 2013 (subject to audit confirmation). It was noted that a commentary on financial papers was needed, although JB advised that it might take time to be able to do this.

69.13 Financial Allocation & Budget 2013/14

- (i) The board noted the 2013/14 allocation letter from the Department of Health dated 25 March 2013.
- (ii) The board approved the draft budget for 2013/14. This included provision for a winter fuel payment at the same level as 2012/13 and an increase to the budget for the benefits adviser and debt counsellor work. It was noted that the costs of additional fixed-term staff had not been included, as these were subject to board approval at the meeting.

70.13 Audit Committee

- (i) The board received the unconfirmed minutes of the Audit Committee meeting held on 12 April 2013.
- (ii) The board noted the audit fee for 2012/13. ML felt that the fee was within an expected range.

71.13 Risk Register

The board received the latest version of the risk register. JB explained that it contained amendments made after the last board meeting and that she would be undertaking a comprehensive review of the document for the July Audit Committee meeting.

72.13 Chief Executive's Report

The board received the Chief Executive's report. It was noted that the CEO was currently in the process of renegotiating the lease at Alliance House for a further term.

73.13 Company Secretary

The board appointed JB as Company Secretary of Caxton Trustee Ltd with immediate effect.

74.13 Any other business

There was no other business.

75.13 Date of next meeting

1 August 2013
31 October 2013