

JB advised that the annual audit had been carried out and had gone well. It was agreed that the draft report and accounts would be circulated to Board members in advance of the July Audit Committee meeting.

141.14 Chief Executive's Report

The Board received the Chief Executive's report.

Recruitment for the Director of Finance was underway; final interviews would be held towards end of June.

In response to a question from DAT, JB advised that the notice period whilst staff were in their probationary period was a week on either side.

OPERATIONAL MANAGEMENT ISSUES

142.14 Responses to Clients

- (i) The Board received the minutes of the National Welfare Committee meeting held on 6 March 2014. It was noted that Charles Lister had stood down as Chair of the NWC, RF was now Chair.
- (ii) The Board received the minutes of the National Welfare Committee meeting held 16 April 2014.

With regard to specialist advisers, it was agreed that marketing testing would be undertaken every 3 years, recognising that large numbers of alternatives might not be available. It was noted that PennySmart, the money management advice service, was now able to offer additional advisers, which was necessary given the increasing number of referrals to this service.

- (iii) The Board received the consolidated grant schedule for the year to date, in the new format. In addition to the financial amounts agreed and declined, information was now also given on the actual number of cases approved/part approved and declined; information was also given regarding cases where significant amounts were declined and the reason for this. JB advised that the figures in the consolidated grant schedule now corresponded with the time period, and therefore the figures, in the management accounts, as the timing of the two reports had now been streamlined. The Board thanked JB and the team for the work to improve the schedule.
- (iv) RF updated the Board regarding the work of NWC. He thanked CL for all the work he had undertaken as Chair of the Committee and thanked VS for her ongoing work; he also looked forward to working with MK, who had recently joined the Committee. He advised that the Committee was kept busy both at meetings and attending to urgent requests in between meetings. He confirmed that the process was working much more efficiently now compared with 18 months ago, and thanked JB and the team for all their hard work to improve grants process.

STRATEGY

143.14 New treatments and their implications

AL raised the issue of the impact the new treatments for Hepatitis C might have on perceptions by politicians in relation to the need to provide ongoing support to Caxton beneficiaries. AL advised that she would be raising it with HT, and the Board would need to consider this issue further over the next couple of years.

FINANCE

144.14 Management accounts

The Board received the management accounts for the period up to 28 May 2014; the position was as would be expected so early in the financial year. JB advised the Board that a new format for the management accounts had been developed in consultation with ML as Chair of the Audit Committee. ML and DAT both felt that the pack now included the information that was needed and that it represented a major improvement on what had been produced previously. JB was thanked for all the work that had gone into the new pack.

MW suggested that the Audit Committee might discuss the financial figures which might be used as indicators of performance.

145.14 Risk Register

The Board received the latest version of the risk register and noted the amendments that had been made since the last meeting. JB advised that many of the amendments reflected positive progress on restructuring the team and implementing the internal audit report. It was agreed to add specific actions to the end of the "mitigation" column where appropriate.

146.14 Internal Audit

The Board received a progress report on implementation of the internal audit recommendations, showing that significant progress had now been made and of the 43 recommendations relating to Caxton, only 2 areas remained to be completed. These would be completed by the end of July. AL thanked JB and the team for all the hard work on implementing the report.

147.14 Any other business

There was no other business.

148.14 Date of next meeting

7 August 2014