

CAXTON TRUSTEE LIMITED

Minutes of the meeting of the Board of Directors of Caxton Trustee Limited held on Wednesday 11 May 2016 at Alliance House, 12 Caxton Street, London, SW1H 0QS

PRESENT:	Chris Pond	(Chair)
	Siobhian Butterworth	
	Margaret Kennedy	
	Vijay Sharma	
	David Atterbury Thomas	
	Howard Thomas	(via telephone)
IN ATTENDANCE:	Jan Barlow	(Chief Executive)
	June Omadoye	(Office Manager/PA)
	Victoria Prouse	(Director of Operations)

PART A

287.16 Welcome and apologies for absence

Apologies for absence were received from Richard Finlay.

288.16 Minutes of the Previous Meeting

The minutes of the previous meeting held on 10 February 2016 were agreed as a correct record.

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

- i) **Former minute 267.16 – Partnership Group** – It was noted that at the last Partnership Group meeting in November 2015, it had been agreed to hold the next meeting in the Spring. Following the Department of Health consultation, which closed on 15 April 2016, there was no news about the outcome, and in light of the uncertainty about the future of the Caxton Foundation, it was agreed to put meetings of the Partnership Group on hold for the time being. It was agreed to write to members of the Group to let them know.

290.16 Chair's Statement

CP briefed the board regarding the meeting that had taken place at the Department of Health on 15 April 2016. The Chairs of the five Alliance House organisations and JB had met with Helen Shirley-Quirk, Director of Health Protection and Emergency Response, to discuss the consultation. CP reported that it had been a constructive meeting, and HSQ had confirmed that the status quo would continue for 2016/17.

CP reported that the Department of Health was setting up a Reference Group to act as a "sounding board" following the end of the consultation. The Group was to be made up of a number of independent people and a cross-section of board members from Alliance House, together with JB. CP had been asked to Chair the Group.

It was not known when there would be an announcement regarding the outcome of the consultation, but it was noted that it could not be until after the EU Referendum on 23 June 2016.

CP and JB would keep the board informed as any new information became available.

291.16 Chief Executive's report

JB advised the board that the Caxton audit was underway. An Audit Committee meeting had been scheduled for 11 July 2016 to consider the draft annual report and accounts in advance of the August board meeting.

GOVERNANCE

292.16 Board membership

The board ratified the reappointments of Vijay Sharma and David Atterbury Thomas as Caxton Foundation board members for a further term from February 2016. CP thanked them for agreeing to provide stability during this period of change.

OPERATIONAL MANAGEMENT ISSUES

293.16 National Welfare Committee

- i) The board received the minutes of the NWC meeting held on 10 March 2016;
- ii) The board received the minutes of the NWC held 14 April 2016;
- iii) The board received the management information pack including the consolidated grant schedules for the year to 31 March 2016. It was noted that total spend on grants had been higher in 2015/16 than the previous year. Turnaround times had been maintained, with the average turnaround time for Office grants being 2 days, and 9 days for grants considered by NWC. Beneficiary numbers had increased by a total of 12% during 2015/16. The high number of applications for support with dental treatment was noted.

294.16 Political developments

- i) The board noted the final response to the Department of Health consultation, which had been submitted on behalf of all five Alliance House organisations. The Chairs of all five organisations had been involved in inputting into the document, and all board members had had the opportunity to comment on the draft. CP thanked JB for all her work in writing the response and incorporating the views of all the entities into the final version, which clearly highlighted the consequences and risks of the Department of Health proposals for beneficiaries, particularly in relation to the reduction in support that people would receive if the proposals were implemented.
- ii) The board received a report from JB regarding other political developments since the last meeting.

It was noted that a three-hour debate had been held in the House of Commons on 12 April 2016, brought by Diana Johnson MP, Co-Chair of the APPG, to air concerns regarding the Department of Health consultation. As in previous debates, MPs had spoken of the personal experiences of individual constituents; they also raised concerns regarding the reduction in financial support many would suffer if the Department of Health proposals were implemented.

It was also noted that on 18 March 2016, the Scottish Government had announced that it would be increasing financial support to those infected with HIV and Hepatitis C as a result of contaminated blood in line with the recommendations made by a Reference Group towards the end of 2015. There was no indication that the Department of Health in England had any intention of adopting the new Scottish model of support.

FINANCE

295.16 Current financial positions

The board received an analysis of the financial position as at 31 March 2016. It was noted that spend for service delivery payments and management costs were in line with the budget for the year. There was an underspend on trustee grants, in part due to a generous budget having been set at the start of the year following the significant increase in beneficiary numbers in 2014/15, and a concern that demand for grants might be considerably higher as a result. Spend on benefits and debt advice had exceeded budget.

JB advised that all figures were subject to confirmation following the audit.

296.16 Budget for 2016/17

- i) The board noted the Allocation Letter from the Department of Health for 2016/17. The allocation was similar to that received for 2015/16, although the individual country allocations had changed due to changes to the percentages of beneficiaries for each country.
- ii) The board considered the budget for 2016/17. As in 2015/16, the budget had been prepared by constructing detailed budgets at individual country level, which then fed into the overall budget. Expenditure would continue to be monitored at country level.

The budget for grants had been set with the assumption that, as in previous years, grant criteria would not need to be tightened, or grants “rationed”, for financial reasons. The budget for benefits and debt advice had been increased to reflect increasing demand. It was hoped to make a £500 winter fuel payment again in 2016/17, but this would not be confirmed until the November 2016 board meeting.

Regular payments would be kept at the same level as in 2015/16, and the budget had been set to allow for a 12% increase in beneficiary numbers. Because of the ongoing uncertainty about the future of Caxton, it was agreed that an annual census for the Caxton regular payments scheme would not be carried out. However, beneficiaries currently receiving payments would be written to, advising them to inform the organisation of any changes to their financial position during the year.

New beneficiaries would continue to be given information about the scheme, and the Caxton newsletter would also make reference to it as a reminder to existing beneficiaries whose circumstances may change and who may become eligible for payments during the year.

The board approved the 2016/17 budget.

297.16 Audit Committee

- i) The board received the minutes of the Audit Committee meeting held on 24 February 2016. It was noted that the meeting had not been quorate at the time, but DAT had discussed the meeting and agreed the action points with HT subsequently.
- ii) At the 24 February meeting, the Committee terms of reference had been reviewed, and it had been agreed to appoint a third board member to the Committee. Siobhain Butterworth had agreed to join the Committee, and this was approved by the board. CP thanked SB for her agreement to take on this additional role.

298.16 Risk Register

The board received the latest version of the risk register. It was noted that the register had been updated at the time of the February board meeting to reflect issues relating to the Department of Health consultation. As the outcome of the consultation was not yet known, no further changes had been made to the risk register at this stage.

299.16 Any other notified business

There was no other notified business.

300.16 Date of next meeting

Wednesday 10 August 2016, commencing at 11am.