

CAXTON TRUSTEE LIMITED

Minutes of the Meeting of the Board of Directors of Caxton Trustee Limited held on Wednesday 10 August 2016 at Alliance House, 12 Caxton Street, London, SW1H 0QS

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

PART A

305.16 Welcome and apologies for absence

Apologies for absence were received from Siobhian Butterworth.

Richard Finlay chaired the meeting on behalf of Chris Pond who joined the meeting via teleconference.

The board noted the sad news that Martin Harvey, former Chief Executive of the Caxton Foundation and the Macfarlane Trust, had passed away on 7 August 2016. Details of his funeral were not yet known.

306.16 Minutes of the Previous Meeting

The minutes of the previous meeting held on 11 May 2016 were agreed as a correct record.

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

There were no matters arising not covered elsewhere in the agenda.

308.16 Chair's Statement

CP advised the board that since the last meeting, the Government had announced its response to the consultation, and a new Minister, Lord Prior of Brampton, had been appointed. The Department of Health had set up a Reference Group, which CP had been asked to Chair. Membership of the Group included JB and a number of trustees/board members from the Alliance House organisations, including Caxton, as well as a number of people independent of the existing organisations. The Group had been established to act a sounding board for DH.

309.16 Chief Executive's report

JB reported that the majority of her time was being spent on the response to the consultation and liaising with the Department of Health. JB emphasised that the consultation response and the reforms it contained only applied to England. Scotland had announced its own reforms earlier in the year, and it was not yet known what Wales and Northern Ireland intended to do. Alliance House was expected to implement the new scheme of payments for England and Scotland during 2016/17, and whilst this mostly affected MFET and the Skipton Fund, because the staff team worked across all organisations, the significant additional workload would also impact upon Caxton and the Macfarlane Trust. It was noted that the Department of Health needed to amend the legal documents which governed payments through MFET and Skipton, and that these would need to be signed off by the respective boards before the new payments could be made.

OPERATIONAL MANAGEMENT ISSUES

310.16 National Welfare Committee

- i) The board received the minutes of the NWC meeting held on 26 May 2016;
- ii) The board received the minutes of the NWC meeting held on 14 July 2016;
- iii) The board received the management information pack including the consolidated grant schedules for the year to 30 June 2016. VP advised the board that as a result of the publicity surrounding the Government's reform announcement, there had been a higher than expected increase in beneficiary numbers: a net increase of 22 new primary beneficiaries had registered in July and a further 7 had registered in the first week of August. This increase would continue to be monitored because of its potential impact on the budget.
- iv) RF reported that NWC meetings had continued to be busy, but there had been no obvious increase in applications as a result of the consultation response.

311.16 Political developments

The board received a copy of the Government's response to the consultation on *Infected Blood: Reform of Financial and Other Support*. CP reported that this had been announced during David Cameron MP's final Prime Minister's Questions on 13 July 2016. The board noted that there were some improvements to support for beneficiaries compared with the original proposals, including an increase to non-discretionary payments (currently made through the Skipton Fund and MFET), the introduction of regular payments for those at Stage 1 Hepatitis C infection without the need for regular, individual assessment, and the retention of the link to CPI. It had also been announced that discretionary support would be retained, and CP felt that this very much reflected the work that JB and others had done to highlight the importance of this aspect of support.

The Government's response stated that there would be a new single scheme administrator to replace the existing five, and that this would become operational during 2017/18. However, the Department of Health had given no information to the existing organisations about the details of the new administrator. This was causing high levels of uncertainty for staff, and the board was extremely concerned about the impact this could have on staff retention, and the challenges this would present in implementing the new payments.

It was noted that Lord Prior of Brampton had replaced Jane Ellison MP as Under Secretary of State for Public Health. It was noted that JB had written to the new Minister on behalf of the Alliance House Chairs, requesting an early meeting.

FINANCE

312.16 2015/16 Annual Report & Accounts

- i) The board received the Annual Report & Accounts for 2015/16. JB advised the board that there had been some last-minute changes to the Chair's Statement and Trustee's Report as a result of the Government's response to the consultation on 13 July 2016; the Audit Committee had seen an earlier draft at its meeting on 11 July 2016. The board approved the report and accounts and agreed that RF should sign them on behalf of CP.
- ii) The board received the Auditor's Management Letter and noted the issues raised by the auditors, and Caxton's response to them, which had been recorded in the minutes of the Audit Committee meeting held on 11 July 2016.
- iii) The board received the Letter of Representation. It was noted that paragraph 20 had been amended following the Government's response to the consultation. The board agreed that RF would sign the document on behalf of CP.

313.16 2015/16 Accounts for Caxton Trustee Ltd

The board approved the dormant accounts for Caxton Trustee Ltd. The board agreed that RF would sign the account on behalf of CP.

314.16 Current financial position

The board received an analysis of the financial position as at 30 June 2016. It was noted that there was an underspend on regular payments, and an overall underspend against the grants budget, although office grants were overspent and NWC grants were underspent. There was an overspend against budget for the year to date for charitable spend in Wales and Northern Ireland; this would continue to be monitored closely. Spend against service delivery payments was in line with budget, and an underspend on management costs was due to phasing issues at this early stage in the financial year.

315.16 Audit Committee

The Board received the minutes of the Audit Committee held on July 11 2016. DAT advised that there were no further issues to report subsequent to the meeting.

316.16 Risk Register

The board received the latest version of the risk register. JB advised the board that the mitigation for both Risk 1, Loss of political support, and Risk 6, Loss of key staff member had been updated to reflect the ongoing uncertainty about what the new single scheme administrator would be and the impact on staff morale and retention. The mitigation for Risk 2, Lack of adequate financial controls, Risk 7, Lack of appropriate financial skills, and Risk 8, Inappropriate skill set for the role requirements had also been updated to reflect the fact that the contract for the Interim Director of Finance had been extended to 31 March

2017, as no decision about permanent replacements could be made until more about the single scheme administrator was known.

317.16 Any other notified business

There was no other notified business.

318.16 Date of next meeting

Wednesday 9 November 2016, 10.30am.