

CAXTON TRUSTEE LIMITED

Minutes of the meeting of the Board of Directors of Caxton Trustee Limited held on Wednesday 13 May 2015 at Alliance House, 12 Caxton Street, London, SW1H 0QS

PRESENT: **Richard Finlay** (Interim Chair)
 Margaret Kennedy
 Alan Rook
 Vijay Sharma
 David Atterbury Thomas

IN ATTENDANCE: **Jan Barlow** (Chief Executive)
 Joyce Materego (Director of Finance)
 June Omadoye (Office Manager/PA)
 Victoria Prouse (Director of Operations)

PART A

220.15 Apologies for Absence

Apologies for absence were received from Howard Thomas.

221.15 Minutes of the Previous Meeting

The minutes of the previous meeting held on 26 February 2015 were agreed as a correct record.

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

- i) Former minute 205.15 – Board member recruitment** – RF confirmed that the interviews for a new board member and Audit Committee Chair would be held on the afternoon of Wednesday 13 May 2015, and interviews for the new Chair of the board would take place on Thursday 14 May at Alliance House.
- ii) Former minute 214.15 – Any other business** – JB confirmed that a note regarding DBS checks had been circulated to the board subsequent to the last meeting.

223.15 Chair’s Statement

RF formally recorded the board’s thanks to Charles Lister, who had stood down as a board member on 30 April 2015.

RF also thanked JB for all her work in relation to the budget and the 2015/16 allocation; as a result of her lobbying Caxton’s annual allocation had been increased.

RF reported that he and JB had met with Roger Evans, Chair of the Macfarlane Trust, on 6 May 2015. RF felt this had been a helpful and informative meeting.

OPERATIONAL MANAGEMENT ISSUES

224.15 Responses to Beneficiaries

- (i) The board received the minutes of the National Welfare Committee meeting held on 2 March 2015, which had been chaired by RF.
- (ii) The board received the minutes of the National Welfare Committee meeting held on 16 April 2015, which had been chaired by MK. It was noted that there had been a significant number of cases considered at the April meeting, reflecting the increase in beneficiary numbers. It was noted that NWC continued to delegate areas of approval to staff under Office Guidelines where appropriate. The Committee thanked the staff team for all their work in relation to NWC and office grants.
- (iii) The board received the management information pack, including the consolidated grant schedules, beneficiary numbers, grant turnaround times, and appeals for the year ended 31 March 2015.

It was noted that as at 31 March 2015, there was a total of 1080 beneficiaries registered with Caxton, a rise of 57% compared with 1 April 2014. Beneficiary numbers continued to rise, but at a much slower rate. It was also noted that the team had dealt with a total of just under 700 grant applications during the year. In response to a question regarding the impact on workload of such a large increase in beneficiaries during 2014/15, JB advised that the Caxton team had managed to cope with the additional work extremely well, and the busiest time had been during the last six months of the financial year. However, as already noted, the number of grant requests appeared to be increasing and therefore workload issues and the impact on staff would continue to be monitored. JB would advise the board if it was felt that an increase in staffing was required. It was also noted that there had been only 10 appeals, from 8 beneficiaries, against grants decisions during the course of 2014/15.

The board also received the management information for the first month of 2015/16.

225.15 Political developments

The board received a report summarising political developments since the last board meeting, including the publication of the Penrose Inquiry report on 25 March 2015, the apology from the Prime Minister in the House of Commons on the same day, and the announcement of an additional, one-off, up to £25 million in 2015/16. There was still no information as to how these funds were to be allocated and used. The Scottish First Minister and the Cabinet Secretary for Health, Wellbeing & Sport also made formal apologies on 26 March 2015 to the individuals and families affected by contaminated blood in Scotland. The board had been kept informed of these developments at the time.

JB advised that Jane Ellison MP had been reappointed as Under Secretary of State for Public Health. It had therefore been agreed with the Chairs of the other Alliance House entities that JB should write to the Minister on behalf of all five organisations congratulating her on her reappointment and requesting an early meeting.

FINANCE

226.15 Management Accounts

The board received the analysis of the financial position as at 31 March 2015. All figures were subject to confirmation through the audit and annual accounts process.

It was noted that over £1.7 million had been spent on charitable activities in 2014/15; this was considerably higher than in 2013/14 and was largely due to the introduction of the regular payments scheme. There was a surplus of total funds drawn down compared with expenditure, but as Caxton was not entitled to build up reserves, this amount would be offset against the 2015/16 drawdowns from the Department of Health.

JB advised that due to the 2014/15 allocation in respect of Scotland being low compared with the percentage of beneficiaries infected in Scotland, it had been necessary to carefully manage spend against the allocation throughout March to ensure that Caxton did not overspend against the Scottish allocation as a result of the board's decisions in February in relation to regular payments. RF thanked JB for having kept him closely briefed throughout this period and for managing Caxton's financial position effectively.

227.15

Budget 2015/16

i) Allocation for 2015/16

The board noted the allocation from the Department of Health for 2015/16. JB advised that she had raised the allocation discrepancy in Scotland discussed under item 226.15 with the Department of Health on several occasions, and with the relevant official in Scotland. This had resulted in the allocation being adjusted and increased for 2015/16, so that the allocation for each UK country reflected the percentage of beneficiaries in each, as opposed to it being based on the Barnett formula. It was noted that DH required Caxton still to apportion SDP and management costs according to the Barnett formula, however.

ii) Budget 2015/16

The board considered the budget for 2015/16.

With the introduction of the regular payments scheme in 2014/15, spend by individual country had to be monitored closely to ensure that it was kept within the allocation for each country. For 2015/16 the global budget had been prepared by constructing detailed budgets at individual country level, which then fed into the global budget. During 2015/16 expenditure would also be monitored in the same level of detail. It was agreed to make reference to this issue in the 2014/15 Trustee's Report.

Following discussion, the board agreed the budget for 2015/16, subject to one presentational change. The budget included provision for grants at a higher level than in 2014/15 to reflect the growth in beneficiary numbers, and for a regular payments scheme for primary beneficiary and widow households whose household income was below 70% median income. It would be the intention to make a winter fuel payment again in 2015/16, but no decision would be made about this until the November board meeting, when the board would review spend for the year to date and the forecast position for the year end.

It was noted that spend for beneficiaries infected in Northern Ireland would need to be monitored particularly closely, as whilst the allocation was in line with the percentage of beneficiaries, because numbers were low, small unexpected additional amounts of spend (eg on grants) could have a significant impact on the country budget. JB would raise this with the Department of Health and the contact at the Northern Ireland Department of Health, Social Services and Public Safety.

228.15

Risk Register

The board received the latest version of the risk register.

Following discussion it was agreed that political developments would continue to be monitored, and the risk rating for item 2 would be reviewed at a future meeting with a view to reducing it.

229.15

Chief Executive's Report

All items for the Chief Executive's Report had been covered elsewhere on the agenda.

230.15

Any other business

RF suggested that "any other business" be changed to "any other notified business" for future agendas; this was agreed by the board.

231.15

Date of next meeting

12 August 2015.