

CAXTON TRUSTEE LIMITED

Minutes of the meeting of the Board of Directors of Caxton Trustee Limited held on Thursday 26 February 2015 at Alliance House, 12 Caxton Street, London, SW1H 0QS

PRESENT:	Ann Lloyd	(Chair)
	Richard Finlay	(Chair – NWC)
	Mary Leadbeater	(Chair – Audit Committee)
	Charles Lister	
	Vijay Sharma	
	David Atterbury Thomas	
	Howard Thomas	
IN ATTENDANCE:	Jan Barlow	(Chief Executive)
	Joyce Materego	(Director of Finance)
	June Omadoye	(Office Manager/PA)
	Victoria Prouse	(Director of Operations)

PART A

201.15 Apologies for Absence

Apologies for absence were received from Margaret Kennedy and Alan Rook. Apologies were also received from Rowena Jecock from the Department of Health, who had been due to join the meeting at 11am.

202.15 Minutes of the Previous Meeting

The minutes of the previous meeting held on 15 December 2014 were agreed as a correct record.

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

There were no matters arising.

204.15 Chair's Statement

AL advised the board that due to other commitments causing a conflict of interest, she would be stepping down as Chair of the Caxton Foundation with effect from 13 March 2015. CL advised that he would also be stepping down from the board with effect from 30 April 2015 due to other commitments. RF would become interim Chair whilst a new Chair was recruited. AL had already engaged Veredus to recruit a new Chair and two new board members for Caxton, and JB had been asked to take this forward.

AL asked DAT to take over as Interim Chair of the Audit Committee when ML stepped down from the board on 31 March 2015.

It had been announced in the press on 15 January 2015 that 3 men infected with Hepatitis C were launching a legal case against the Secretary of State to challenge the system of support for those infected with Hepatitis C as a result of contaminated blood. Caxton was named in

the letter to the Secretary of State, but the organisation was not required to take any action at this stage.

205.15 Chief Executive's Report

JB advised the board of a letter which Liz Carroll, Chief Executive of the Haemophilia Society, had sent to the Minister dated 10 February 2015, copied to a number of other MPs. The letter had made false allegations against Roger Evans, Chair of the Macfarlane Trust (MFT), and JB in her role as CEO of MFT. The letter had been brought to JB's attention by a Caxton beneficiary on the afternoon of 23 February 2015 after HS had published it on their website, Twitter feed, and Facebook page. Due to the serious nature of the false allegations, MFT had had no choice but to involve lawyers in the matter. JB had been advised by lawyers not to attend any meetings which involved Liz Carroll, at the very least until the matter was resolved. As a result, AL had taken the decision to postpone the meeting scheduled with other charities on 10 March 2015. AL expressed her regret that these false allegations had been made against the Chair and Chief Executive of MFT, one of Caxton's sister organisations, and felt that Caxton had no choice but to suspend relations with the Haemophilia Society for the time being.

OPERATIONAL MANAGEMENT ISSUES

206.15 Regular Payments Scheme

The board received a report regarding the regular payments scheme.

Following discussion, the board approved the payment levels for 2014/15.

207.15 Responses to Clients

- (i)** The board received the minutes of the National Welfare Committee meeting held on 18 December 2014;
- (ii)** The board received the minutes of the National Welfare Committee meeting held on 2 February 2015;
- (iii)** The board received the new management information pack. This included the consolidated grant schedules up to 15 January 2015, beneficiary numbers, grant turnaround times, and appeals. It was noted that the number of grants processed through the office had increased during the year, as more had been delegated through Office Guidelines. It was noted that as at 13 February 2015, beneficiary numbers had increased to 1033, a 50% increase on 1 April 2015. With regard to grant turnaround times, it was noted that since April 2014, the average turnaround time for NWC grants was 10 days, and 4 days for grants processed through the office. A total of 6 appeals, by 5 beneficiaries, had been made since April 2014.
- (iv)** RF reported that the two NWC meetings held since the last board meeting had gone well. He thanked CL for attending the December NWC meeting due to both MK and VS being unable to attend.

208.15 Political developments

The board received a report which provided an update in relation to the APPG Inquiry, the backbench debate which had been held on 15 January 2015, and the Penrose Inquiry, which would publish its report on 25 March 2015. The board noted the response to the APPG Inquiry

which had been sent to Diana Johnson MP and Jason McCartney MP on behalf of all five Alliance House entities on 28 January 2015.

FINANCE

209.15 Management Accounts

The board received the analysis of the financial position as at 31 January 2015, which also included a forecast outturn for the year. This would change in the light of the board's decision earlier in the meeting to make an additional £750 payment to those on the very lowest incomes and an additional £150 winter fuel payment.

210.15 Budget 2015/16

As the allocation for 2015/16 was not yet known, JB presented three potential budget scenarios, based on receiving a status quo allocation, and reductions of 10% and 20% compared with 2014/15. It was noted that under all three scenarios, assuming no other changes, it would be possible to make some form of winter fuel payment and operate a regular payments scheme in 2015/16. The level at which both of these could be made would be dependent on financial allocation for the year, and reductions to the level of regular payments and winter fuel payments were therefore possible. It was noted that the balance between the budgets for NWC grants and office grants had changed compared with the 2014/15 because of the increased number of grants that can now be processed through the office. The budget for benefits advice would remain at the same level, but the budget for money management advice would increase due to the increased demand for this service from beneficiaries. The budgets for service delivery payments and management costs would decrease compared with 2014/15.

The board agreed the draft budget scenarios pending receiving notification of the 2015/16 allocation from DH.

211.15 Audit Committee

- (i) The board received the minutes of the Audit Committee meeting held on 28 January 2015 by teleconference.
- (ii) The board noted the audit timetable.

AL noted this was ML's last board meeting and thanked her for all her work on the board and as chair of the Audit Committee.

212.15 Risk Register

The board received the latest version of the risk register, which had been considered at the last Audit Committee meeting.

213.15 Data Protection

Following a request at the last board meeting, the board received a copy of Caxton's Data Protection Policy, which had originally been approved by the board at its meeting in August 2013. The board also received an extract from the staff Code of Conduct, which also covers

data protection. In addition, it was noted that detailed consent forms exist for referrals to the benefits and money management advisers, and staff do not carry confidential beneficiary data on laptops, data sticks or mobile devices.

214.15

Any other business

ML asked whether there had been any conclusion to the Department of Health's Financial Procedures document which Caxton had provided comments on at the beginning of the year. JB advised that she had heard nothing further but would ask about the current status.

DAT asked whether Caxton staff needed Disclosure & Barring Service (DBS) checks. JB and VP explained that DBS checks were not required because staff do not have unsupervised contact with vulnerable adults and children under the terms of various Acts. However, JB and VP would circulate a note to the board confirming this.

215.15

Date of next meeting

13 May 2015.