

Witness Name: Katherine Victoria Burt

Statement No: WITN6392001

Exhibits: WITN6392002 - WITN6392267

INFECTED BLOOD INQUIRY

WITN6392130

REVISED 9th January 2001

Minutes of the TRUSTEE MEETING

Held on Thursday 30th November 2000
At Macfarlane Trust, Alliance House, Caxton Street
London, SW1H 0QS

Present: Chris Hodgson (chairman); Keith Colthorpe (vice chairman);
Philip Dolan (vice chairman); Simon Taylor (treasurer);
GRO-A Nigel Hamilton; George Levvy;
[Rona Macdonald; Alex Susman-Shaw - part of meeting]

In attendance: Karin Pappenheim (Chief Executive);
Sue Rocks (PA to Chief Executive)

AGENDA

- T00.57 **Apologies for absence**
T00.58 **To approve the minutes of the last meetings**
- HCV Campaign Review 11th September 2000
- Board meeting 12th September 2000
T00.59 **To consider any matters arising which are not covered elsewhere on the agenda:**
a) progress on the Haemophilia Alliance
b) NICE interferon/ribavirin appraisal outcome
- Items for discussion and decision making**
-
- T00.60 **To receive the resignation of Dave Hill from the Board and agree any action to be taken**
a) with regard to the vacancy which arises on the Board and
b) as a representative to the Haemophilia Alliance
T00.61 **Macfarlane Trust**
a) to agree the appointment of GRO-A as Haemophilia Society trustee representative to the Macfarlane Trust Partnership Group and
b) to agree the process for the appointment by the Society of a 'user trustee' to the Trust's Board following advice from the Charity Commission
T00.62 **Finance**
a) to receive management accounts up to 31 October 2000 and note the year end forecast
b) to receive an update on the office refurbishment
c) to agree membership rates for 2001
d) revised bank mandate
T00.63 **Budgets and operational plans for 2001 – to agree**
T00.64 **Campaigns**
a) to discuss the advice received from the Society's solicitors Paisners and
b) to receive an update on current/planned actions
T00.65 **Salary review** – to receive a progress report and agree options for consultation with staff
- Items for information/comment**
-
- T00.66 **Operational report from the CEO**
T00.67 **Sub Committee reports** – to receive reports from
a) Health
b) Information and Communications
c) Resources
T00.68 **To review the Board Calendar for 2001**
T00.69 **Date of next meeting: Thursday 1st March 2001**
-

T00.57 APOLOGIES FOR ABSENCE

Apologies were received from Pat McAughey and Carolyn McGimpsey.

T00.58 TO APPROVE THE MINUTES OF THE LAST MEETINGS

- a) The minutes of the HCV Campaign Review meeting held on 11th September were agreed as a true and correct record.
- b) The minutes of the Trustee meeting held on 12th September were agreed as a true and correct record.

T00.59 MATTERS ARISING

a) Progress on the Haemophilia Alliance

The chairman reported that the final draft of the national service specification would be circulated to all interested parties (including trustees and the service users panel) for consultation and eventual publication in January.

Simon Taylor asked if there would be a recommendation on blood products use and was informed that there would be. He also asked if there had been an indication of the status of the specification with regard to the NHS etc. Karin Pappenheim replied that discussions had already taken place with Department of Health Minister and civil servants, who had taken a strong interest.

b) NICE interferon/ribavirin appraisal outcome

Karin Pappenheim said that all trustees had been sent a copy of the NICE final report which recommended that interferon/ribavirin *should* be used. The Society would now be looking at how quickly this will be implemented and will apply pressure if necessary.

Further discussion followed on the position with regard to Scotland and Northern Ireland.

T00.60 RESIGNATION OF DAVE HILL

The letter of resignation from Dave Hill having been received, the chairman gave the background to his resignation which was due to his having an increased workload at work and asked that the minutes record that his contribution to the Society was very much appreciated by the trustees.

Some concern was raised by trustees that they had not been notified sooner of the resignation; however it was noted that the letter of resignation had arrived *after* the last board meeting on 12th September.

The trustees went on to discuss how his position should be filled. It was agreed that given the very short period of time before the next trustee elections any new appointee would not be able to add much value to the work of the board therefore the position would be allowed to remain vacant.

With regard to Dave Hill's position on the Haemophilia Alliance steering group, following discussion, Phil Dolan was appointed as the new patient representative. Karin Pappenheim would also make contact with a patient representative on the user's panel with a view to discussing her involvement in the future.

[Alex Susman-Shaw arrived at 12.30]

T00.61 MACFARLANE TRUST

- a) *to agree the appointment of **GRO-A** as Haemophilia Society trustee representative to the Macfarlane Trust Partnership Group*

Concern was expressed at the process for making this appointment ie that Macfarlane Trust had specifically proposed a particular individual. It was agreed that in the case of all appointments made by the Board of the Society, trustees should be offered an informed choice of candidates to consider. It was proposed by Phil Dolan and seconded by George Levvy that:

"GRO-A** be appointed the Society representative to the Macfarlane Trust Partnership Group."** **AGREED**

- b) *To agree the process for the appointment by the Society of a 'user trustee' to the Trust's board following advice from the Charities Commission*

The job description for the post was circulated. The chairman explained that both the process of advertising and the job description itself were new. It was agreed set up a small selection panel consisting of the chairman, chief executive and one other trustee. It was agreed that the process would involve an interview in addition to paper selection, depending on the number of applicants. Alex Susman-Shaw volunteered to join the selection panel. It was also agreed that the selected candidate would be finally endorsed by the full Board at the February meeting.

There was some discussion on the question of the confidentiality of a persons status if selected to join the Macfarlane Trust Board. It was agreed that it would be made clear to candidates that they cannot remain anonymous.

T00.62 FINANCE

- a) *to receive management accounts up to 31 October 2000 and note the year end forecast*

Simon Taylor spoke to the accounts and noted that they were within budget. George Levvy said that he had discussed with the chief executive the fact that there was some under pending in some service delivery areas which had been explained. Simon Taylor pointed out that the local group's financial situation had been included in the management accounts for the first time and the resources sub committee had been surprised at the amounts being held by groups. In light of Charity Commission guidance on the use of charitable funds, there was discussion as to whether a limit should be set on the amount groups could hold without a specified purpose. The question was also raised as to whether the funds were restricted or otherwise. It was asked whether the accounts could show year start balance and show movement of funds on a monthly basis during the year. Karin Pappenheim explained the current procedure whereby groups are asked to submit monthly financial reports as well as an annual forecast of income and expenditure planned. It was agreed that these issues would be discussed with the groups at the next groups forum.

b) Office Refurbishment

Karin Pappenheim reported that work was in progress and should be completed by Monday 4th December. It was noted that the problem of air cooling had not been solved and trustees said they would put any known contacts they had in touch with head office.

c) Membership rates for 2001

Karin Pappenheim spoke to the paper. Following discussion, it was proposed by Simon Taylor and seconded by Alex Susman-Shaw that:

"membership rates for 2001 be amended as follows:

- ☐ **Voting – £16 per year**
- ☐ **Subscriber – £10 per year**
- ☐ **Fee waived for unwaged people – free**
- ☐ **Overseas subscriber - £20 per year (unless hardship)**
- ☐ **Corporate subscriber - £28 per year**
- ☐ **Additional voting adult at same address – £5 per year (unchanged)"**

AGREED NEM COM

It was also suggested that members of the services team should visit haemophilia centres around the country to ensure the relationship with the Society was maintained.

d) Local Groups bank mandate

It was noted that the current bank mandate did not reflect the Financial Rules for Groups and that there was a need to put in place a form of words to amend the mandate to cover groups. In discussion it was agreed that the spending limit for groups of £150 was too low and it was agreed to amend the Rules for Groups to allow for up to £500.

Following discussion, it was proposed that the mandate should state that:

- ♦ **Up to £500, cheques require two signatories from the local group**
- ♦ **£500 and above, cheques require the Chief Executive and one trustee (Chairman or Treasurer) as signatories**

The Chairman and Treasurer of the Haemophilia Society (National) may sign for any amount.

AGREED UNANIMOUSLY

It was noted that the revised Rules for Groups would need to be circulated together with information on the new terms of the bank mandate.

T00.63

BUDGETS AND OPERATIONAL PLANS FOR 2001

Karin Pappenheim spoke to the operational plans.

There was discussion on the dissemination of information to trustees and the role of the various sub committees. It was also suggested that the progress of

the operational plan be reported at each Board meeting throughout the year and a second fundraiser be appointed. It was agreed to consider this further.

[Rona Macdonald arrived 2.37 pm]

Karin Pappenheim then spoke to the budget paper and said that it was a working budget which would be kept under review, particularly with reference to discussions regarding the possible appointment of a second fundraiser and a public relations/campaign worker.

Both budgets and plans were accepted by the trustees for implementation in 2001.

T00.64

CAMPAIGNS

The trustees discussed the advice given by the Society's solicitors in relation to the Society's hepatitis campaign. It was noted that Paisners' advice following from the Charity Commission's guidance is that:

"..... to ensure that the Society operates within the guidelines,the trustees would first need to explore the possible success and viability of the campaign (both from a financial and legal point of view). It will also be necessary for the Society to obtain medical evidence to support the campaign and this, together with any legal or other evidence, must be presented objectively and responsibly."

It was also noted that in order to meet these legal requirements trustees needed to consider a **properly costed and time-tabled campaign strategy**.

It was noted that a meeting had now been arranged with Lord Hunt's office and would take place on 20th December and that Kerry Pollard MP had agreed to table an Early Day Motion. A briefing would be sent to MPs.

With regard to the campaign in Scotland, it was noted that the Society had still not heard from Susan Deacon's office regarding a possible meeting.

There was discussion on the political aspects of the campaign and debate about the aims. The point was made that if higher priority were to be given to campaigning with more resources being dedicated to this activity, this could entail dropping other activities and making cuts in service provision. Trustees would be accountable to members for such decisions.

It was agreed by trustees that the main aim of the campaign is the achievement of a public inquiry. It was proposed that in the light of this consensus on the aim trustees should meet again in January and that the Chief Executive should be asked to bring to that meeting proposals with costings, using external consultants as required.

It was agreed to hold the extraordinary meeting on 19th January 2001 in order to discuss the campaign further and to allow time for external consultants to review the campaign and come up with the costed and time-tabled strategy required.

T00.65 SALARY REVIEW

The trustees discussed the paper from the Chief Executive and new proposals from John Burnell on possible systems for rewarding performance within the Society's salary policy. It was agreed that the paper should be circulated to staff for consultation and that outcomes of this would be considered by the resources sub committee and full board in February.

John Burnell's second paper on additional non salary benefits was noted; and it was agreed that this too would go out to consultation with staff.

The trustees agree that as previously proposed by John Burnell in his September report to the Board bonuses should be paid to staff this year and that the Chief Executive should action this for the December salaries round.

T00.66 OPERATIONAL REPORT FROM THE CHIEF EXECUTIVE

The report was received and noted.

T00.67 SUB COMMITTEE REPORTS

Report from the sub committees were received and noted.

T00.68 BOARD CALENDAR

The chairman reported that he was unable to manage meetings on a Thursday and Alex Susman-Shaw said she could not do Monday to Wednesday. The Chief Executive was asked to revise the schedule of meetings for 2001 accordingly and circulate to trustees.

T00.69 ANY OTHER BUSINESS

T00.66.1 South Wales Group

Chris Hodgson said that the South Wales group had given very short notice that they were holding their AGM. He and the Chief Executive had been unable to attend because the date clashed with the service of remembrance at St Botolphs. However, Keith Colthorpe had agreed to attend. Keith Colthorpe reported that he had received a very hostile reception at the meeting and there were concerns about the process of advertising the meeting to members. Chris Hodgson said that he had received an aggressive email from GRO-D warning him not to attend the opening of the new centre in Cardiff. The email was read out to trustees. At its AGM the group had voted to become independent of the Society. Simon Taylor said that the group's bank account had been frozen and pending the receipt of full information on the purpose for which the money in it had been raised, the Society would ensure that the monies were used for their proper purposes. Trustees were appalled at the personal communications they had received.

There being no further business, the meeting closed at 6.15 pm.

Signed

date

Chris Hodgson