

THE MACFARLANE TRUST

Minutes of the meeting of the National Support Services Committee held on the 23 September 2004 at Alliance House, Caxton Street, London SW1H OQS

Present	Elizabeth Boyd (In the Chair) Stuart Gregg Bill Payne
In Attendance	Chief Executive Putative Head of Support Services Office Manager
Apologies	Peter Stevens Roger Tyrrell

1.04 ELECTION OF CHAIRMAN

Mrs Elizabeth Boyd was elected chairman for the day.

2.04 APPLICATIONS AND CASES

The committee agreed that all applications and cases (5.04) and those laid around the table should be dealt with to enable the Office Manager to return to her duties. The decisions reached were as follows:-

1063 – Reconsider Assistance towards Personal & Domestic Care
It was resolved to decline.

1077 – Reconsider Assistance towards Complimentary Therapy.
It was resolved to decline.

1141 – Respite Break for Registrants Mother.
It was resolved to decline.

1246W – Continued Financial Assistance
It was resolved to refer the matter to Susan Daniels. The financial assistance will continue and the matter will be reviewed after the referral visit.

1283W – Continue Financial Assistance
It was resolved that the current level of regular pay be reduced over a period of 9 months in equal and timely instalments to meet the policy requirement of £100.00 pcm.

1414 – Continued Financial Assistance with daughter's travel costs
It was resolved that the current rate of assistance be continued with a review in 12 months.

- Financial Assistance towards acupuncture treatment.
It was resolved that an assistance level of £40.00 be confirmed.

1534W – Financial Assistance towards complimentary therapy.
It was resolved that assistance at a rate of £17.00 per week be confirmed.

- Other Matters

It was resolved that a holding letter be sent to the beneficiary pending the arrival of the Head of Support Services. The Head of Support Services will treat this matter as a priority case in respect of liaison with the local social services.

1715A – Assistance towards central heating outside office guidelines.

It was resolved that the status of home tenure should be confirmed. The committee were of the initial view that the cost of funding the central heating would be the responsibility of the landlord.

1888 – Assistance towards a walk-in shower

The committee noted this was a retrospective application. As a result, it was resolved, as a matter of policy that following this meeting, no further retrospective applications would be considered. This was to be made known in the Christmas newsletter and on the website.

It was further resolved that 50% of the request be met.

1902 - Assistance towards replacement windows

It was resolved that a contribution of £500.00 be made.

1933 – Assistance towards central heating.

It was resolved that a contribution of £3000.00 + VAT be made.

2160 – Financial Support towards Fares

Financial Support towards rent & legal fees.

It was resolved that regular payments are increased to £1000.00 pcm until end January 2005 when the situation would be reviewed.

Cases Laid Around The Table

1173 – Support towards Motability Deposit outside office Guidelines.

It was resolved that the Office Guidelines maxima only be made available.

- Assistance with Complimentary Therapy.

It was resolved to pay up to £210.00.

1702/1702A – Gym Membership

It was resolved to pay up to 6 months membership for each applicant (a married couple)

(The Chairman of the Committee or Head of Support Services can add to the minutes if deemed necessary).

3.04 FREQUENCY OF MEETINGS

It was resolved that to ensure appropriate time was given over to committee business, meetings should be arranged every 6 weeks.

It was resolved that the committee should next meet on the 27 October.

The committee will report by way of minutes to the main board of trustees.

3.05 THE REMIT OF THE NSSC

The committee noted the paper that was circulated separately from the agenda. It was broadly agreed that the paper covered most aspects of the remit. The committee resolved to include within its remit (as defined by the board of trustees) all matters to do with welfare and support services policy, the review of office guidelines and the role of the regional support network.

It was resolved that the Head of Support Services would institute a "brainstorming" session in respect of the overall requirements expected from the regional support network.

It was noted that the Partnership Group would be considering this matter in the 1 October.

3.06 PROCEDURES TO BE ADOPTED

It was resolved that the Head of Support Services would develop a set of procedures to meet the agreed remit of the committee. The current assistance reporting arrangements would be reviewed by the HSS.

3.07 ASSISTED CONCEPTION

It was agreed that this area of policy would be a key matter for the committee. It was noted that the Partnership Group would be looking at Assisted Conception at their meeting on the 1 October. It was resolved to defer this matter until the next meeting pending a report from the Partnership Group.

3.08 ANY OTHER BUSINESS

It was resolved to invite (former trustee) **GRO-A** to join the committee as a co-opted member.

It was resolved to hold a seminar for all staff (MFT & SFL) and trustees on haemophilia, HepC and related issues. The Chairman said she would approach **GRO-A** in this respect.

There being no further business, the meeting terminated.