

THE MACFARLANE TRUST
NATIONAL SUPPORT SERVICES COMMITTEE

**Minutes of the meeting of the National Support Services Committee held
at Alliance House on the 18th July 2012**

Present: Mrs E Boyd (Chairperson)
 Mr P Spellman
 Mr A Burgess

In attendance Chief Executive
 Support Services Manager

536.12 Apologies for Absence

Russell Mishcon was unable to attend.

537.12 Minutes of the Previous Meeting

The minutes of the meeting held on the 22 June 2012 were agreed and need to be signed off by the Chair. The Committee confirmed the schedule of grants and disbursements also arising from the meeting.

538.12 Matters Arising (other than those itemised separately).

The Committee discussed Debt counselling within the Macfarlane Trust and were agreeable to the idea of having a Debt Counsellor in principle in conjunction with the Caxton Foundation. They were of the view that the current referral process used with the THT and Benefits Advisor should be adopted.

539.12 Policy Issues

1. The Chief Executive with the input of the SSM updated the Committee on the Reserves scheme. The CE informed the Committee that he and the Chair of MFT will be meeting with the Department of Health to discuss the Reserves. A further meeting with =MC was also arranged to secure a timeframe for interviews, and it was hoped that a case for the Trustees Board meeting will be available for Monday 23 July 2012. They were happy to report that things have now died down on the bulletin board and various interviews have taken place with more beneficiaries signing up to be included in the process. It has transpired that widows need more support during and after the interviews as they are finding it a painful experience. It is hoped that we will receive a decision from the DH in September 2012 with regards to utilising the reserves.

GRO-C: Boyd

14/9/12

2. As requested by Alan Burgess, the Committee discussed whether Carers Allowance (CA) should continue to be included as income as it is a health related payment. After discussing this issue in great depth and noting the costings provided by the SSM, it was agreed that the Chair of the NSSC would notify the Trustees Board of their decision to exclude CA as income. If the proposal is agreed by the Board, it would be suggested that this should be implemented in September 2012.
3. The Committee discussed the issue of including the Skipton Fund regular payments as income and requested that the Chair of the NSSC raise this topic at the next Trustees Board meeting.
4. The NSSC agreed the following:
 - a) Russell Mishcon's definition for Exceptional Circumstances - *"Exceptional circumstances are circumstances that have arisen or are threatened which, in the opinion of the NSSC/Board of Trustees, are unlikely to have been anticipated by a beneficiary in the ordinary course of events and/or it is unreasonable to expect a beneficiary to have to deal with the financial outcome from their normal income"*.
 - b) Processing of office grants to be reduced to school uniform and school trips only for the bereaved; all other requests to be presented to the NSSC.
 - c) Income and expenditure forms will be required for PB's parents in regards to funding for future cases.

540.12 Applications, including those circulated by "round robin" for clarification, Cases and Reviews/First Appeals

Case 1: Declined – request for a respite break for a mother of a PB; there was no Income and expenditure for the household and this lady should consider requesting financial assistance through her daughter's charity. The Committee felt there were no exceptional circumstances.

Case 2: Declined – request for a respite break for the parents of a PB; there was no Income and expenditure for the household and the Committee felt that there were no exceptional circumstances.

Case 3: Declined – appeal for a Motability deposit for a PB as the Committee felt that there were no exceptional circumstances.

Case 4: Agreed – request for bed, furniture and carpet for a non-infected widow.

Case 5: Agreed – request towards vet bills for this non-infected widow as the pet had died.

GRO-C: Boyd

Case 6: Declined – respite break for the mother of a PB; there was no income and expenditure for the household and the Committee felt that there were no exceptional circumstances.

Case 7: Deferred – downstairs toilet for a PB; can be considered under the reserves.

Declined – request towards a Motability scooter and downstairs toilet for this PB as the Committee were of the view that they can use their DLA for this purpose.

Case 8: Declined – a washer/drier for this non-infected widow as the Committee felt that there were no exceptional circumstances.

Case 9: Declined – a washing machine, bed frame and mattress for this PB as the Committee felt that there were no exceptional circumstances.

Case 10: Agreed – counselling, respite break and bed for this non-infected widow. Feedback after six counselling sessions will be required.

Case 11: Declined – bed, bedding and boiler assessment for a PB as the Committee felt that there were no exceptional circumstances.

Case 12: Deferred – adaptations to the property of a PB; can be considered under the reserves.

Case 13: Agreed – a clothing grant for a PB subject to a supporting letter from a medical professional.

Case 14: Agreed – to help this PB with moving home costs as the Committee received information from the CE and felt that exceptional circumstances had been shown.

Case 15: Deferred – travel costs to the gym for the daughter of a living PB as the committee would like to know if there is any local funding from the council or a government scheme to help with this.

Declined – school uniform for the daughter of a living PB as the Committee felt that there were no exceptional circumstances.

Case T1: Declined – a laptop for a PB as the Committee felt that there were no exceptional circumstances.

Case T2: Declined – a loan to purchase a car for a dependent of a deceased primary beneficiary as the Committee felt that there were no exceptional circumstances.

Case T3: Decline – maintenance work towards car brakes as the Committee felt that there were no exceptional circumstances.

541.12 AOB

The CE asked the Committee to consider a proposal for recouping the loan for 2024W. This non-infected widow currently owes the Trust circa. £8k which is repayable once she has found the career of her choice. However, when the Widow's Policy was introduced, it was stipulated that any backdated payments due to a widow would only be paid once any outstanding loans to the Trust has been repaid from the backdated monies. The CE asked the Committee to agree for the backdated payment of £5k as full and final settlement of the loan and that the balance is to be written off. As this lady was expecting a payment from the Trust, the CE also requested that the monthly payments due to her are to be backdated from April 2012 – the Committee agreed this proposal.

The next meeting will be held on the 29 August 2012 at Alliance House.

The meeting ended at 1.15pm.

CONSOLIDATED GRANT SCHEDULE (July - August 2012)

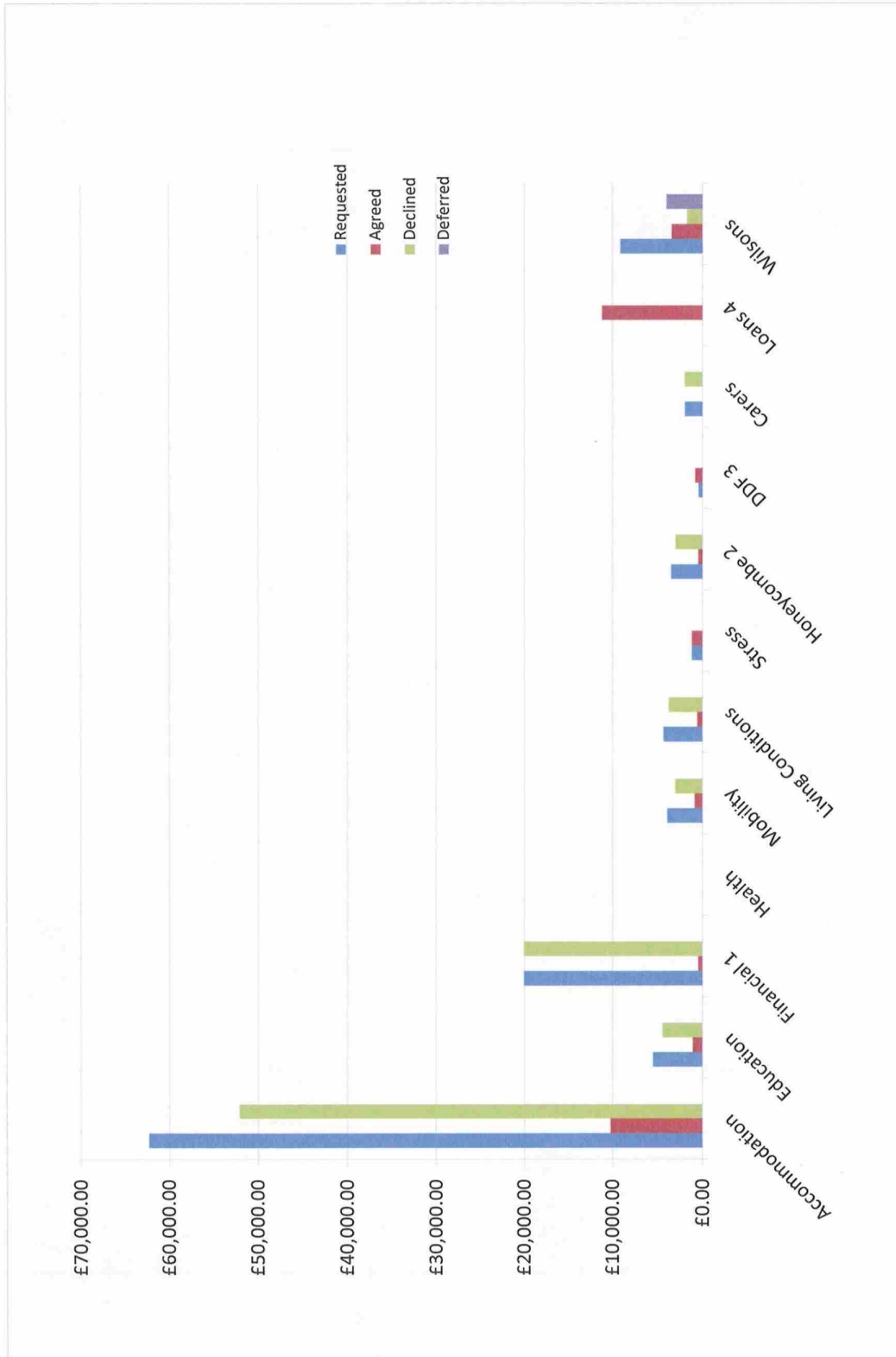
Types of Requests		Requested	Agreed	Declined	Deferred
13	Accommodation	£62,313.64	£10,215.00	£52,098.64	£0.00
5	Education	£5,525.00	£1,100.00	£4,425.00	£0.00
4	Financial ¹	£20,046.39	£500.00	£20,046.39	£0.00
1	Health	£0.00	£0.00	£0.00	£0.00
7	Mobility	£3,933.00	£900.00	£3,033.00	£0.00
6	Living Conditions	£4,347.99	£600.00	£3,747.99	£0.00
2	Stress	£1,200.00	£1,200.00	£0.00	£0.00
2	Honeycombe ²	£3,479.89	£500.00	£3,000.00	£0.00
2	DDF ³	£465.77	£825.77	£0.00	£0.00
3	Carers	£1,964.00	£0.00	£1,964.00	£0.00
1	Loans ⁴	£0.00	£11,200.00	£0.00	£0.00
2	Wilsons	£9,155.00	£3,436.67	£1,718.33	£4,000.00
48		£112,430.68	£30,477.44	£90,033.35	£4,000.00

Note 1: In August 2012, a grant of £500 was agreed for a PB who was off sick from work but the amount requested was unknown.

Note 2: In August 2012, an empowerment grant of £479.89 was agreed and rounded up to £500

Note 3: In August 2012, a grant of £360 towards travel costs was agreed where the amount requested was unknown

Note 4: Four requests were made for grants towards accommodation costs, all were declined but loans were awarded instead.



DISCRETIONARY PAYMENT INCREASE

Ref: 577.12-4

2012-13

Income	Yearly Amount	Monthly Payment	Total No. of Beneficiaries	Total Costs
£0 - £7,600	£5,400	£450	41	£18,450
£7,601 - £15,200	£4,080	£340	101	£34,340
£15,201 - £22,750	£2,760	£230	67	£15,410
£22,751 - £30,000	£1,500	£125	50	£6,250
£30,001 - £37,900	£720	£60	20	£1,200
Above £37,900	£0	£0	35	£0
Incomplete	5400	450	37	£16,650
Did not respond			7	
Total			358	£92,300

Income	1% Increase			
£0 - £7,600	£5,454	£454.50	41	£18,634.50
£7,601 - £15,200	£4,121	£343.40	101	£34,683.40
£15,201 - £22,750	£2,788	£232.30	67	£15,564.10
£22,751 - £30,000	£1,515	£126.25	50	£6,312.50
£30,001 - £37,900	£727	£60.60	20	£1,212.00
Above £37,900	£0	£0.00	35	£0.00
Incomplete	£5,454	£454.50	37	£16,816.50
Did not respond	£0	£0.00	7	£0.00
Total			358	£93,223.00

Income	2% Increase			
£0 - £7,600	£5,508	£459	41	£18,819
£7,601 - £15,200	£4,162	£347	101	£35,027
£15,201 - £22,750	£2,815	£235	67	£15,718
£22,751 - £30,000	£1,530	£128	50	£6,375
£30,001 - £37,900	£734	£61	20	£1,224
Above £37,900	£0	£0	35	£0
Incomplete	£5,508	£459	37	£16,983
Did not respond	£0	£0	7	£0
Total			358	£94,146

Income	3% Increase			
£0 - £7,600	£5,562	£463.50	41	£19,003.50
£7,601 - £15,200	£4,202	£350.20	101	£35,370.20
£15,201 - £22,750	£2,843	£236.90	67	£15,872.30
£22,751 - £30,000	£1,545	£128.75	50	£6,437.50
£30,001 - £37,900	£742	£61.80	20	£1,236.00
Above £37,900	£0	£0.00	35	£0.00
Incomplete	£5,562	£463.50	37	£17,149.50
Did not respond	£0	£0.00	7	£0.00
Total				£95,069.00

	Current	1% Increase	2% Increase	3% Increase
Maximum estimated amount	92,300	93,223	94,146	95,069

MACFARLANE TRUST BOARD**APPOINTMENT OF A CHIEF EXECUTIVE****1. Background**

The Caxton Foundation is responsible for leading the process for appointing a replacement Chief Executive. I have reminded them that MfT meets 40% of the costs of employing all staff, as does Caxton Foundation. We, therefore have an equal interest in the appointment and participation in the process and decision making. I think this is accepted.

Caxton Foundation is about to recruit a new Chairman, to take over from 1st April 2013. It is the wish of the Caxton Board that the appointee be involved in the appointment of the CEO. I have pointed out that, whilst the MfT Board are understanding of this, the priority is to press ahead and appoint a CEO as soon as possible. The Acting Chairman is reviewing the Caxton timetable (attached) with this in mind.

2. Process

I have spoken informally with all Trustees and I am proposing the following:

2.1 That MfT and Caxton Boards have equal decision making powers when recruiting the CEO

2.2 That the Board devolve the decision on the appointee to the Appointments Panel

2.3 That the Chairman be a member of the Appointments Panel and decide on other member(s) of the Panel outside the meeting, when the timetable is finalised. I would envisage this would comprise one or two Trustees.

2.4 That the full Board be given the opportunity to comment on the Job Description and Job Specification at final draft stage

2.5 That recruitment Consultants be hired to assist the process (MfT to meet 40% of the associated costs; an estimate should be available by the time of the Board meeting)

2.6 That the remuneration package offered be in line with the recommendations of the Rook Job Plan Review (2010)

3. Recommendation

That the Board accept the Process outlined above

Roger Evans

Chairman

10th September 2012

CAXTON TRUSTEE LIMITED/MACFARLANE TRUST
Recruitment of Chief Executive and Caxton Chair & Trustee

Draft Timetable

Date	Chair & Trustees	Chief Executive
5 September	Preferred Agency identified Recruitment pack for Chair and Trustees finalised	
10 September	Chair and Trustee vacancies advertised	
26 September		Recruitment pack for CE finalised
5 October	Deadline for applications	
w/c 8 October	Selection panel shortlisting for Chair.	CE vacancy advertised
w/c 15 October	Interviews for Chair	
26 October		Deadline for applications
1 November	Board ratifies appointment of Chair. DH informed	
w/c 5 Nov	Selection panel shortlist for Trustees	Selection panel shortlist for Chief Executive
5 November to 16 November	Ministerial approval of new Caxton Trustee/Chair-elect	
w/c 19 Nov	Chair-elect announced	Interviews for CE
w/c 26 Nov	Interviews for Trustees	
29 November		New CE appointment announced
3 December- 14 December	Ministers approval of new Caxton Trustees	
Mid Jan	New Trustees Announced	
February	New Trustees attend first Board meeting	
End Feb (approx.)		New CE starts
29 March	New Chair Appointment Commences Formally	

THE MACFARLANE TRUST

CHAIRMAN'S REPORT 24TH SEPTEMBER 2012

In the absence of a Chief Executive, I thought it might be useful to update Trustees on activities since the last Board meeting.

1. Meetings I have attended

24 July	MFET Meeting
6 August	Martin Harvey (at his home)
29 August	NSSC Meeting
31 August	MfT/Caxton Liaison Committee Meeting
3 Sept	=MC Meeting (with Russell Mishcon)
14 Sept	Haemophilia Society Interviews (<u>In attendance</u> for HS interviews for their appointment of an MfT Trustee)
18 Sept	Inaugural Partnership Group Meeting –Hilton Birmingham/ Bromsgrove Hotel
20 Sept	Eileen Jackman –Induction Meeting
20 Sept	DH meeting (with Russell Mishcon)

I have also been in telephone contact with Rev Alan Tanner, the founding Chairman to introduce myself. We are planning to meet up shortly.

2. Retirement of Chief Executive

I have held numerous informal meetings with the Chairman and Acting Chairman of the Caxton Foundation to finalise the terms of the CEO's Retirement. I have also consulted with Wilsons, Solicitors.

The office has started the process of informing the Charity Commission as well as the Information Commissioner's Office in relation to the Chief Executive's retirement from the Macfarlane Trust. Companies House will also be informed of Martin Harvey's retirement as Secretary to the MFET. Other organisations with whom the Trust has a relationship with will be contacted to inform them of the Chief Executive's retirement.

3. Appointment of new Chief Executive and Interview Arrangements

I have held numerous informal meetings, telephone conversations and email exchanges with the Chair and Acting Chair of the Caxton Foundation regarding the interim arrangements for covering the CEO responsibilities and the process for appointing a successor.

4. Arrangements for covering Chief Executive's Role

Over the last few weeks I have consulted with all Trustees and the staff regarding the most appropriate way of covering the CEO duties until a successor to Martin Harvey is in post. I have also had lengthy discussions with the Chairman and Acting Chairman of the Caxton Foundation.

The view of Trustees, including myself, and the staff is that we have available the resources amongst Trustees and staff to cover the duties without bringing in any external assistance. This worked satisfactorily during the nine months the CEO was on sick leave in 2011/12 and when the then Chairman gave support.

I will be able to make available, if necessary, two days a week to carry out necessary work. I will be going into the office at least once a week. I have been through with the staff essential practical and governance responsibilities, such as cheque signing and I have satisfied myself that appropriate security arrangements are in place. I have clarified with them which responsibilities can be undertaken by them and which will be dealt with by the Chairman/Trustees.

This has come at a busy time for the Trust with the following major issues to be addressed over the next few months, over and above the usual day to day business.

- Submission of a Business Case to DH by 31st October 2012 and, hopefully, spending some of the reserves.
- Recruitment and appointment of a CEO
- Establishment of the new Partnership Group

I shall be looking for some assistance from other Trustees on some of these issues.

The Caxton Foundation has, nevertheless, decided to proceed with appointing an interim CEO, at some considerable cost, solely to cover their work. I have asked to see the recruitment agent's brief for the appointment and to know of the communications with the staff; I wish to be satisfied there is no overlap of responsibilities. I will ensure that the MfT and staff interests are looked after during this unsettling period.

5. Department of Health

The Reserves Briefing Note, as discussed at the previous meeting, was submitted to DH on 25th July 2012.

I have had numerous telephone and email exchanges with DH officials regarding the submission to the Minister.

6. Something for the Weekend Workshop

We would like to provide a workshop for partners of primary beneficiaries attending this event and have found that in the past, empowerment workshops have been well attended. These workshops are aimed at exploring where individuals are in their lives and where they want to be.

As a number of the partners that attend are also carers, the workshop will concentrate on them as individuals and will give them the opportunity to explore their potential and look at avenues that may open up doors for personal growth. Normally, once the weekend has ended, individuals have not been able to pursue their ideas. There may be a number of reasons for this and a lack of funding may well be a contributing factor.

Proposal

If an individual attends the workshop and requires additional financial support to empower them to pursue their idea, we would like the Trustees to consider utilising the money from the HONEYCOMBE FUND.

The Trustees are asked to make grants available to individuals to undertake the necessary training or purchase the tools required for their venture as long as it is used to empower the individual.

The Trustees are also asked to give their consent for the Head of Support Services to authorise payments of up to £3,000 per person for this purpose.

7. Bereavements

7.1 The Right Hon Lord Archer of Sandwell

I regret to report that the Right Hon Lord Archer of Sandwell passed away on 14th June 2012. Lord Archer was the Chairman of the Archer Inquiry.

7.2 The Right Hon Lord Morris of Manchester

I regret to report that Lord Morris of Manchester passed away on 12th August 2012.

As Trustees will know, Lord Morris did a tremendous amount over the years to support the blood community and was instrumental in the setting up and

conduct of the Archer Inquiry. I am writing a letter of condolences to his widow on behalf of the Board.

8. Christmas Lunch

The annual Trust Christmas Lunch is planned for Wednesday 20th December (restaurant to be announced). Please enter in your diary.

Roger Evans

Chairman

15th September 2012

IT Report

September 2012

Shane Baker – IT Manager

The Macfarlane Trust

General IT

The Trust has now moved away from tape drive backups to external hard drive backups as external hard drives have a greater capacity as well as greater 'write' speed. This shift in format has a very small one off associated cost and will allow for speedier and more reliable transfers of backup data.

Mobile Website

The Trust's webmaster has informed me that a number of beneficiaries have approached him about the possibility of a mobile version of the website so that they may access news articles from hand held mobile devices. This ties in with the community calling for better methods of communication from the Trust and will allow people who don't always have access to a PC to utilise the features of the Macfarlane Trust website.

Most websites today offer a mobile version of their sites so that users are able to access content on the go. I feel that this is a step in the right direction in bringing the Trust's information communication technology up to present standards.

I have been informed that such a project would cost in the region of £2000 and would cover design work, development and testing. If the Board feels that this is something we should be looking at, I am able to approach the webmaster for a full proposal including exact costings.

Outgoing Chief Executive's Desktop Computer

The outgoing Chief Executive's Desktop Computer will be formatted and 'cleansed' of any data associated with him. Any important Trust information/documentation will be transferred to the server for storage and future access.