

# THE MACFARLANE TRUST

A meeting of the Board of Trustees held on Monday 12 May 2014 at 10.15am at Alliance House, 12 Caxton Street, London SW1H 0QS.

## PART A

<b>PRESENT</b>	Roger Evans	(Chairman)
	Paul Biddle	
	Matt Gregory	
	Vanessa Martlew	(Medical Trustee)
	Alasdair Murray	
	<b>GRO-A</b>	
	Patrick Spellman	(Chair of Grants Committee)
<b>IN ATTENDANCE</b>	Jan Barlow	(Chief Executive)
	June Omadoye	(Office Manager/PA)
	Victoria Richards	(Director of Operations)
<b>APOLOGIES</b>	Eileen Jackman	
	Alan Burgess	

### 678.14 Welcome and apologies for absence

Paul Biddle and Alasdair Murray were welcomed to their first meeting as trustees since their appointment by the Macfarlane Trust. Victoria Richards was also welcomed as the new Director of Operations to her first meeting.

The Board agreed that the meeting start time would change back to 11am for future meetings.

Apologies were received from Eileen Jackman and Alan Burgess. The Chair said that both had sent him useful comments on agenda items. He would ensure they were taken into consideration throughout the meeting.

### 679.14 Minutes of Previous Meeting

The minutes of the meeting held on 10 February 2014, which had previously been circulated in draft form, were agreed as a correct record and signed by the Chairman.

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

#### Minute 666.14:

- (i) JB advised that there had been no activity on the contract with the Terrence Higgins Trust during 2013/14;
- (ii) Projection for expenditure to March 2015 and the effect on reserves is reflected in the 2014/15 Budget.
- (iii) JB will provide the information on budget variance in relation to non-infected beneficiaries to RE outside of the meeting.

## FINANCE

### 681.14 Budget 2014/15

The Board received the 2014/15 budget which was presented by JB. In light of the fact that the Department of Health had failed to increase funding for 2014/15, the Board agreed a status quo budget, which would require the use of approximately £800,000 of reserves to bridge the gap between the allocation and spend on support to beneficiaries. With regard to two specific areas:

- Winter fuel payments – the Board agreed that the rates would remain the same as for 2013/14.
- Primary Beneficiary regular payments – The Board agreed that the payments be increased to 2.7%. The Board noted AB's and EJ's comments via email on the budget.

The Board AGREED the budget.

### 682.14 Investment Report

The Board received the report on the Trust's investments up to 31 March 2014.

It was agreed to invite the investment managers to the next MfT Board meeting and JB would brief them beforehand. It was noted that as reserves diminished, it might be prudent to consider a mixed fund. This would be discussed at the next meeting.

The Board noted the position regarding the investments.

## WELFARE & SUPPORT SERVICES

### 683.14 National Support Services Committee

#### 683.14.1.

- i) The Board received the minutes of the meeting held on 5 March 2014, and an update was given to the Board regarding case 16.
- ii) The Board received the minutes of the meeting held on 8 April 2014.  
  
PS advised that the number of grant requests received had increased since the period immediately after the Archer inquiry. The situation was compounded by the economy and cuts in the public sector, e.g. to social services budgets. PB advised that credit unions were being set up on a county basis, to which the money management adviser might be able to signpost beneficiaries.
- iii) The Board received the consolidated grant schedules for January to March 2014.

#### 683.14.2 Future of the Committee

- i) The Board received draft Terms of Reference for a new Grants Committee to replace NSSC.

It was proposed that to avoid any potential conflict of interest, and to comply with the best practice on governance, any user trustee wishing to be a member of the Committee would not be able to apply for grants whilst on the Committee.

The Board noted emails from AB & EJ on the subject, both of whom supported continuance of the beneficiary participation on the Grants Committee identical to the NSSC position.

Following discussion, it was AGREED to amend the draft Terms of Reference to say that any user trustee member of the Grants Committee would be required to stand down in perpetuity from membership of the Committee if they applied for a grant.

The Chair confirmed that he would not attend any of the Grants Committee meetings as a matter of routine, but would only be present when needed. The draft Grants Committee Terms of Reference were approved by the Board subject to the amendment regarding user trustees.

- ii) The Board noted that Patrick Spellman had agreed to chair the first 3 meetings of the Grants Committee; Paul Biddle and Matt Gregory also agreed to become members of the Committee. MG would be replaced in one year's time by GRO-A
- iii) The CEO presented draft Grants Guidelines for the Board to consider; these had been circulated in advance. Following criticism from the beneficiaries regarding a lack of transparency about grants criteria, the CEO and staff team advocated the use of guidelines so that it would be clear what would and would not be considered, and also to return to a greater level of grants being able to be processed through the office instead of needing to go to the Committee.

In relation to areas that would not be funded, it was agreed to be explicit about the principles for these in any guidance for beneficiaries so that these were understood.

It was agreed that the revised guidelines would be confirmed at the next Grants Committee meeting. It was noted that a new application form and application guidelines would also be presented to that meeting.

The Board thanked the CEO and the team for all their work on proposing the new Committee and guidelines.

**ACTION: JB**

**684.14**

**Political developments**

- i) The Board received the briefing paper from Alistair Burt MP following meetings held in the House of Commons on 8/9 April 2014. The Board discussed the issues surrounding the report.
- ii) The Board noted the latest draft proposal from the All Party Parliamentary Group to hold an inquiry. There was not, yet, a clear timetable for moving forward.

## MANAGEMENT

### 685.14 Chief Executive's Report

The Board received the CEO's report, updating the Board on census, the audit, and recruitment.

### 686.14 Any Other Business

There was no other business.

### 687.14 Date of next meeting

28 July 2014 at 11am

*Approved*

GRO-C: Roger Evans

*28/7/14.*