

**Minutes of the Meeting of the Board of Directors of The  
Skipton Fund Limited Held at 15:00 on 1<sup>st</sup> August 2007 at  
Alliance House, 12 Caxton Street, London, SW1H 0QS**

Present:	Mr P Stevens Mrs E Boyd Mr G Clarke	Chairman Director Finance Director
Apologies for absence:	Mr M Harvey	Director
In attendance:	Mr N Fish	Scheme Administrator

91.       **Apologies for Absence**

Mr M Harvey (MH) provided his apologies for absence along with an email containing his comments on the various agenda items.

92.       **Minutes of the Previous Meeting**

The minutes of the meeting held on 15<sup>th</sup> March 2007 were signed as a correct record.

93.       **Matters Arising**

Insurance – Mr N Fish (NF) informed the Board that Trustee dishonesty/fidelity insurance cover to the sum of £500,000 has been in place since 2<sup>nd</sup> May 2007 and will continue until 7<sup>th</sup> November 2007; the premium for this was £875.35. A copy of the Skipton Fund Insurance policy was tabled. Mr G Clarke (GC) noted that travel insurance was not included on the policy and asked the Board if they felt this is something that should be added. It was agreed that it was not necessary for this to be done.

New Application Form – NF informed the Board that a new stage one application form was printed by Russell Press and has been in use since the beginning of May 2007. A slightly revised version was then printed in June 2007 following further amendments requested by the Scottish Executive. There has been no adverse reaction to the new form from either applicants or doctors which was the fear at one point. NF informed the Board that an order had been placed for a batch of new stage two application forms which will include declarations to be signed by applicants and doctors. A copy of this form was tabled.

Website – NF reported that he continues to have difficulties arranging for changes to be made to the website and that

unfortunately it is not something that can be dealt with in house at present. Mr P Stevens (PS) will send an email to the web master and see if the matter can be resolved.

94. **Agency Agreement**

PS informed the Board that the Agency Agreement for the fulfilment of Services between the Secretary of State for Health and the Skipton fund Limited was formally signed off by himself and MH on 22<sup>nd</sup> May 2007.

95. **Agreement of Final Accounts**

It was agreed that the formal signing of the final accounts will take place at the Skipton Fund AGM later in the year. NF informed the Board that, under Company Law, an AGM must take place within 12 months (14 in exceptional circumstances) of the last one. NF will attempt to find a date in late autumn when all of the Directors are available to attend. A copy of the final accounts will be sent out in advance of this meeting.

96. **Remuneration of Linda Haigh (LH)**

The Board discussed the issue and agreed that LH should complete a time sheet for all of the work she does on behalf of Skipton Fund; the time sheet should be completed to the nearest 15 minutes. PS suggested that NF review the timesheet at the end of each week for the first few weeks to see how this process works.

97. **Staff**

NF informed the Board that the current temporary scheme assistant returns to university in October and that a replacement will be needed. The various options were discussed by the Board and it was resolved that the Skipton Fund will interview an existing candidate whose CV is held on file and, failing that, attempt to advertise independently for a full time scheme assistant.

98. **Appeal Panel**

NF reported that since the first meeting of the Appeal Panel on 3<sup>rd</sup> October 2006 the Panel have considered 97 cases and that 50 of these were resolved in the appellant's favour, 43 were rejected and further information has been requested on the remaining 4. He also

reported that there are currently 6 cases yet to be heard by the panel and that no official meeting date has yet been set. It was agreed that the fact that over half of the cases that went to appeal were upheld was not a poor reflection on SF's decision to decline certain applications because the Appeal Panel are able to take many more factors into account when reaching their decision.

99. **Any Other Business**

5921 – Reimbursement of expenses for the retrieval of medical records

NF requested that the Board consider a request made by 5921 for £16 to cover the costs she incurred obtaining medical records for her appeal hearing. NF reminded the Board that they had agreed to cover similar charges once before and suggested that the same should be done in this case for consistency. The Board agreed that the Skipton Fund will cover these costs and NF will arrange for a cheque to be sent accordingly.

Amendment to the stage one application form

The Board agreed EB's proposal that the stage one form should be amended so that Part 4B (regarding other risk factors) should be completed by doctors in all cases. NF will ensure that all application forms sent out will contain this amendment as from 2<sup>nd</sup> August; he will also inform the Department of Health.

Comments on Statistics

PS noted that the number of stage one forms not received back remains at around 400 every month. The Board wondered if many of these might be forms that will never be received back for one reason or another. NF agreed that this was probably the case and will create a chronological list of all the people who have registered and been sent a form which has never been received back. This should give the Board an idea of how many of those 400 applicants registered a long time ago and whose forms are therefore likely never to come back.

Whilst discussing the statistics NF mentioned that the number of stage two application forms sent may also be misleading because the previous scheme administrator included duplicate forms in this figure. He will attempt to obtain a more realistic figure from the database which will decrease the potential liability represented by outstanding stage two application forms.

The meeting closed at 16:15

GRO-C