

## THE CAXTON FOUNDATION

### NATIONAL WELFARE COMMITTEE

Minutes of a meeting held on 15 August 2013 at 10.30am in the basement meeting room, Alliance House, Caxton Street, London SW1H 0QS.

**Present:** Charles Lister (Chair)  
Richard Finlay  
Vijay Sharma

**In attendance:** Jan Barlow (Chief Executive)  
Rosamund Riley (Welfare Manager)  
Scott Craddock (Interim Deputy Chief Executive)

#### 1. Apologies

Apologies for absence were received from Nicole Hornby, Welfare Assistant.

#### 2. Minutes of the Previous Meeting

- i) The minutes of the meeting held on 18 April 2013 were agreed as a correct record and signed by the Chair;
- ii) The minutes of the meeting held on 23 May 2013 were agreed as a correct record and signed by the Chair;
- iii) The minutes of the meeting held on 8 July 2013 were agreed as a correct record and signed by the Chair.

CL advised the Committee that there were a number of areas where policies and clarification were still needed in relation to criteria/principles to follow. He would be meeting with Ann Lloyd, Jan Barlow and Scott Craddock to discuss the issue of a regular payments system following the last board meeting. Other issues, including principles to follow on requests for help with mortgages, would be picked up by the NWC at a later date.

#### 3. Matters Arising (other than those itemised)

##### i) Appeals Clarification

The procedures for appeals, set out in the Office Guidelines, was revisited. Following discussion it was agreed that should the client wish to appeal the decision of the NWC:

- The first appeal should be presented to the NWC with further information or clarification in support of their case.
- If the client wished to make a second appeal against the decision by the NWC, they had the right of appeal to the board, but further additional information should not be required.

##### ii) Dental Treatment

The Welfare Manager relayed information received from Samantha May at the Hepatitis C Trust in relation to this issue. The Committee agreed the following criteria should be adopted when considering cases of this nature:

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- The client should have tried and have been unable to get the treatment done through the NHS;
- The dental work required is linked to the client's Hepatitis C;
- The work is essential, not cosmetic;
- The client cannot pay for the work themselves.

**4. Applications, including those circulated by "round robin" for clarification, cases and reviews/first appeals**

- Case 1: Agreed a grant towards MOT for the wife of a client. Declined a grant for a hedge trimmer and for gardening tools in general.
- Case 2: Declined a grant for a client whilst he is undergoing a liver transplant as his income is high. He appeared to have no significant financial commitments such as mortgage/rent or loans, and as such it would be difficult to demonstrate charitable need. It was agreed that JB would draft a letter to the client and agree it with CL before it was sent.
- Case 3: Agreed a grant of £503 to enable the wife/carer of a client to have a respite break. This woman also asked the Committee to consider setting up a fund so that partners/carers of clients can have a respite break at short notice without having to wait for a decision. The Committee deferred making a decision on this at this time.
- Case 4: Agreed a grant of up to £2,100 towards a replacement porch for an infected couple. Agreed a grant of up to £2,000 towards living costs for their son at £200 per month for 10 months whilst he is at university.
- Case 5: Agreed a grant of £750 per month for 3 months (totalling £2,250) as the client is continuing to receive treatment for Hepatitis C.
- Case 6: Agreed one-off grants to cover debts owing to Santander (£7,965.65) and Tesco (£10,149.95) subject to the client agreeing to a referral to Jayne Bellis, Debt Counsellor. As the amount is over £10,000, CL will seek approval from the Chair of the board.
- Case 7: Agreed a grant of £3,500 to cover the additional amount required for an extension for this client.
- Case 8: Agreed a grant of £750 per month for 5 months (totalling £3,750) as the client is continuing to receive treatment for Hepatitis C. The Welfare Team will need to look into the request for a bed to see if it can be processed through the office.
- Case 9: Agreed a grant of up to £420 towards a shower and shower pump, £150 for a tumble dryer (maximum through the office), and £623.20 to cover sinks and taps for this client. The amount to process is subject to receiving clarification for the necessity of two sinks and two sets of taps.
- Case 10: Agreed a grant of £250 towards glasses for this client.

- Case 11: Agreed a grant of £750 per month for 6 months (totalling £4,500) as the client is continuing to receive treatment for Hepatitis C.
- Case 12: Declined a grant for garage roof repairs for this client as this is not related to her health.
- Case 13: Agreed £750 per month for 6 months (£4,500), backdated to 1 July 2013, whilst this client is undergoing treatment for Hepatitis C, at the end of which the case will be reviewed.
- Case 14: Agreed a grant of £750 per month for 6 months (totalling £4,500) as the client is continuing to receive treatment for Hepatitis C. Declined a grant of £3,590 towards laser eye treatment.
- Case 15: Agreed grants towards bedding (£320), clothing and towels (£285), and driving lessons (£350) for this client subject to receiving confirmation that the children fall within the criteria of dependants.
- Case 16: Agreed £1,500 (£500 per month for 3 months) whilst this client is waiting for a response regarding his claim for benefits for his wife.
- Case 17: Agreed financial assistance towards setting up home costs, accommodation costs and mobile phone costs for this client subject to clarification of the amount requested, which is to be circulated by round-robin for agreement.
- Case 18: Agreed a grant of £389.36 to cover additional roof repairs for a widow.
- Case 19: A grant of £202.08 had been agreed by round-robin in advance of the meeting to cover a water bill for this client.
- Case 20: Agreed a grant of £1,083.93 towards two debts (£581.72 and £502.21) as recommended by Jayne Bellis, and that a referral should be made to Neil Bateman.

Tabled cases:

- Case 1 (T): Agreed a grant of £1,500 towards a replacement boiler for this client.
- Case 2 (T): Agreed a grant of up to £1,024.56 to cover 50% of two outstanding bills for this client.
- Case 3 (T): Agreed a grant of £952.14 to cover an outstanding tax credit bill for this client.
- Case 4 (T): Declined a grant of £10,000 towards dental treatment for this client.
- Case 5 (T): Agreed driving lessons for both daughters of a client at £350 each totalling £700, up to £1,000 towards a 3 piece suite and £250 each towards clothing for family members x3 totalling £750. Deferred a grant towards courses for the daughters subject to receiving confirmation that the course for which a previous grant was awarded has been completed; balance of this grant to be used first before presenting back to the Committee. Declined a grant towards a family holiday, wardrobe and a bedside cabinet for the ex-partner.

The Committee agreed that grants should only be awarded to dependants that fall within the criteria and that no further grants should be given to the ex-partner.

Case 6 (T): Declined a clothing grant for this client and her family as she has already received the maximum for this year.

**5. Any other business**

The following round robins agreed since the last meeting on 24 July 2013 were noted as follows:

03/06/13 – Financial assistance of £150 p/mth agreed for 3 months.

03/06/13 – Cellar repair £761 agreed.

05/06/13 – Decorating costs £830 agreed.

11/06/13 – Respite break £600 agreed.

02/07/13 – Electricity bill £215.70 deferred.

**6. Date of next meeting**

18 September 2013, 10.00am.

**THE CAXTON FOUNDATION  
NATIONAL WELFARE COMMITTEE  
15 August 2013  
ATTENDANCE SHEET**

Name: Mr C Lister

Signature

Name: Mr R Finlay

Signature

Name: Ms Vijay Sharma

Signature

**In Attendance**

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Name: Welfare Manager

Signature

Name: Welfare Assistant

Signature

Name: Chief Executive

Signature

Name: Deputy Chief Executive

Signature