



## THE MACFARLANE TRUST

Our Ref:0823AHCL

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23<sup>rd</sup> August 1999

Charles Lister  
NHS Executive  
Waterloo House  
135 - 155 Waterloo Road  
London SE1 8UG

Dear Charles

It was good to see you last Friday, albeit briefly!

I am delighted that payments to both Trusts are in hand, and that we can expect funds to be in our Accounts by 1<sup>st</sup> September. This will be welcome news to Trustees.

With regard to the appointment of new Trustees, I have looked back at notes of our Governance Working Group, and see that although I circulated the enclosed Trustee information, the Group never actually agreed a specimen Job Description for a Macfarlane Trustee. The enclosed are for guidance only!

I am also enclosing copies of the latest Trust handbook and the Annual Report and Accounts for the year ended 31<sup>st</sup> March 1999. Please let me know if you would like additional copies of either of these documents for circulation to potential new Trustees.

The Trust Information Sheets may also be used to let potential candidates know a bit about the background to the Macfarlane and Eileen Trusts. We do not produce a Handbook for the Eileen Trust, but are planning to send out a revised version of the Macfarlane Handbook to the very small number of Eileen Registrants in October. The Annual Report and Accounts for Eileen Trust will be available within the next 3 weeks, but these are not due to go to Committee for final approval until October. I am therefore enclosing a copy of last year's Report and Accounts, in case you need this before October.

With best wishes

Yours sincerely

GRO-C

Ann Hithersay  
Chief Executive