

THE MACFARLANE TRUST

A meeting of the Board of Trustees held on Monday 10 February 2014 at 10.45am at Alliance House, 12 Caxton Street, London SW1H 0QS.

PART A

PRESENT	Mr R Evans	(Chairman)
	Mr P Spellman	
	Mr M Gregory	
	Dr V Martlew	(Medical Trustee)
	Mr Jamie O'Hara	
IN ATTENDANCE	Ms J Omadoye	(Office Manager/PA)
	Mr B McGrath	items 666.14 and 667.14 only
APOLOGIES	Ms J Barlow	
	Mrs E Jackman	
	Mr A Burgess	

663.14 Welcome

Jamie O'Hara was welcomed to his first meeting as a trustee of MFT, since his appointment by the Haemophilia Society.

Apologies for Absence

Apologies were received from Eileen Jackman, Alan Burgess and Jan Barlow.

RE updated the board that Russell Mishcon's and Elizabeth Boyd's terms of office as board members finished at the end of January 2014. He had invited both of them to come to the end of the meeting, to be thanked by the Board for their work and to say farewell. Unfortunately neither were available. He had expressed his personal and Trustees' appreciation when he met with them on 27 January.

664.14 Minutes of Previous Meeting

The minutes of the meeting held on 11 November 2013, which had not been previously circulated in draft form, were received by the Board. The Board considered an email from Alan Burgess regarding item 652.13.

After a long discussion of AB's email, MG suggested the minutes be amended to include: " that the Board members reiterated the fact that living with HIV for over 25 years plus has detrimental, physical, emotional and social financial consequences, which will only increase in severity with the passage of time." It was unanimously agreed that this wording be added to minute item 652.13. The board then approved the minutes as amended, but asked the Chairman and CEO to continue to press the DH on these crucial matters in their future negotiations on imminent allocations.

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

- i) **Update regarding the financial allocation for 2014/15:** RE reported that a decision had not yet been received from DH on the Business Case, submitted in November

2013, and the financial allocation for 2014/15. On 16 January he had asked for, at the least, an interim response in time for this meeting but this had not been received. He had also contacted Jane Ellison, the Minister of Health, in the first week she was in post (Sept 2013) pressing for a meeting. No response had been received despite it being raised on several occasions, in the meantime, with DH. RE informed the Board that he and the CEO had discussed the Business Case and financial allocation with DH at length, at the Annual Trust meeting with the Department of Health on 16 January. He reminded the Board that the Business Case proposed an increase in the annual allocation from £2.2 million in 2013/14 to £3.2million in 2014/15. Although the discussions on 16 January were constructive, the DH were a long way from assuring that the MFT would receive this increase. He reminded the Board of potential difficulties in future years if neither an increase in the DH allocation, by £1million, nor reserve funds continued to be available. The Board discussed the potential implications of such a contingency and possible political involvement.

After discussion, the Trustees unanimously agreed to a proposal from the Chairman that he draft a letter to the DH explaining the implications to them and emphasising the need for this additional regular funding. He would send a draft to all Trustees, for comment.

ACTION: RE

- ii) **Update on grants made under the reserves:** RE advised that the reserves grant process had now been completed and the grants awarded totalled £848,000. In response to questions, he said very few difficulties had arisen from the decisions reached.
- iii) **Update on recruitment of MFT board members:** RE thanked MG and VM for agreeing to be on the interview panel. Up to six candidates would be interviewed on 24 February 2014; there are two vacancies to be filled. He, and the CEO, would be meeting interested parties informally on 17 February, after which an interview shortlist would be finalised. Veredus had been commissioned to conduct the recruitment process.

FINANCE

666.14

Current financial position

Ben McGrath was welcomed to the meeting to give an update on the financial position. The Board considered the analysis of the financial position as at 31 January 2014. BM advised the board that the figures included all known grants and commitments. It was noted that expenditure up to 31 January was within the budget set. However, this was in excess of the annual DH allocation as the Board had agreed to supplement the DH allocation from reserves so that it could set a realistic budget. After discussion on the current financial position, the Board noted the financial position as at 31 January 2014. However, Trustees asked for the following information outside the meeting:

- (i) Whether the Trust had been invoiced for the amount of £1,500 from THT.
- (ii) Projection for expenditure to March 2015 and the effect on reserves.
- (iii) Details of the £122k budget variance on payments to the non-infected beneficiaries.

ACTION: JB/BM.

667.14

Investment Report

The Board received the report on the Trust's investments up to 31 December 2013.

BM reported that during the quarter ended 31 December 2013, £200k had been drawn down from the investment portfolio to supplement the DH allocation and cover some of the payments arising from the reserves exercise.

It was noted that the returns on investments during the 9 months up to 31 December 2013 were in excess of the benchmark figures.

RE thanked BM for the financial analysis.

The Board noted the position.

WELFARE & SUPPORT SERVICES

668.14

National Support Services Committee

RE advised the board that Neil Bateman would be invited to the Board meeting to be held on 28 July 2014.

- (i) The Board received the minutes of the NSSC meeting held on 9 October 2013.
- (ii) The Board received the minutes of the NSSC meeting held on 20 November 2013. The Board noted item **603.13 (ii)**, increasing the limit from £2K to £3K for education grants.
- iii) The Board received the minutes of the NSSC meeting held on 22 January 2014.
- iv) The Board received the consolidated grant schedules for the quarter.
- v) It was noted that Elizabeth Boyd and Russell Mishcon had ceased to be members of the NSSC when their terms of office as trustees finished on 31 January 2014. Eileen Jackman had also just resigned from the NSSC. The only current member was AB. It was noted that PS had agreed, at the request of the Chairman, to stand in as interim chair of the NSSC until new members were appointed. PS suggested that, with the shortage of NSSC members, a single sheet of paper for each case should be circulated to each Trustee, inviting any comments, in advance of NSSC meetings. The Chairman agreed to pass this suggestion on to the CEO.

Trustees expressed their appreciation to PS for taking on this work.

The board discussed the future on NSSC membership; RE suggested that future NSSC membership would be decided at a Board awayday, on a date subsequent to the next Board meeting on 12 May. The Board agreed this would be accompanied by discussions about NSSC governance arrangements.

ACTION: RE

GOVERNANCE

669.14 Liaison Committee

The Board received the minutes of the Liaison Committee meeting held on 7 October 2013.

670.14 Chief Executive's Report

In the absence of the CEO (who had sustained an injury) RE updated the Board on the Chief Executive's report following discussions with JB prior to the meeting. It was noted that the CEO had finalised the lease renewal for Alliance House at a marginal additional annual cost. These costs were shared by all five charities using Alliance House.

671.14 Any other business

There were no other items raised.

672.14 Date of next meeting

12 May 2014

Approved Roger Evans
12/5/14