

THE MACFARLANE TRUST

A meeting of the Board of Trustees held on Monday 11 November 2013 at 11.30am at Alliance House, 12 Caxton Street, London SW1H 0QS.

(The meeting was rearranged to this date following the postponement of the meeting originally arranged for 28 October 2013)

PART A

PRESENT	Mr R Evans	(Chairman)
	Mrs E Boyd	(Chair of NSSC)
	Mr A Burgess	
	Ms E Jackman	
	Mr M Gregory	
	Dr V Martlew	(Medical Trustee)
IN ATTENDANCE	Ms J Barlow	(Chief Executive)
	Mr S Craddock	(Interim Assistant CEO)
	Ms J Omadoye	(Office Manager/PA)
APOLOGIES	Mr R Mishcon	
	Mr P Spellman	

646.13 **Apologies for Absence**

Apologies were received from Russell Mishcon and Patrick Spellman.

647.13 **Minutes of Previous Meeting**

The minutes of the meeting held on 29 July 2013, which had previously been circulated in draft form, were agreed as an accurate record and signed by the chairman.

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

- i) **Partnership Group:** JB advised the board that she had been told that the Partnership Group no longer wished to meet. The Chair of the PG had been unable to get agreement to the minutes of the two latest PG meetings. The Board agreed that without the PG meetings and in the absence of events this year, consideration would need to be given to other means of communicating with beneficiaries.
- ii) **Liaison Committee:** JB advised that a meeting of the Liaison Committee with Caxton had been held on 7 October 2013. Issues discussed at the meeting had included: staff restructuring, the lease and the respective Partnership Groups.
- iii) RE updated the board regarding the Westminster Hall adjournment debate which had taken place recently and which had been initiated by Paul Goggins MP. RE advised that the debate had been about Hepatitis C and therefore it had mostly been Caxton that was discussed; however MFT had also been criticised.

FINANCE

649.13 Use of reserves

- (i) The board considered the report which had been circulated in advance regarding mobility-related repairs and improvements to property. The report confirmed the decisions made at the reserves meeting which had been held on 14 October 2013. SC was thanked for all his hard work in relation to the reserves project. The board was advised that beneficiaries would be notified of the outcome of their application by letter. All final decisions on approved grants would be incorporated into a final report to record the decisions.
- (ii) The board agreed two amendments to applications which had been approved on 14 October 2013.
- (iii) Application of any outstanding balance from the reserves exercise was being included as part of the business case to the Department of Health. It was agreed that beneficiaries should be made aware that this was what was happening if trustees were asked.

650.13 Current financial position

- (i) The board considered an analysis of the financial position as at 30 September 2013. It was noted that the apparent underspend on discretionary top up payments was due to the 2013/14 levels only being implemented in October 2013.
- (ii) The board noted that the winter fuel payment will be paid in November 2013.

651.13 Investment Report

The board received the latest report on the Trust's investments up to 30 September 2013. The drawdowns which had been made in the year related to the shortfall in funding from the Department of Health compared with the annual budget agreed by the board. Further drawdowns would take place to fund the health and mobility related grants that had been awarded.

652.13 Outline Business Cases 2014/2015

JB presented the outline business case for funding requirements for 2014/15 and beyond. The document, which would be presented to the Department of Health, made the case for significant additional funding in 2014/15 and subsequently to address the annual shortfall, as well as making a case for a substantially improved grants budget. RM had circulated his written comments on the draft to the board members, which were discussed and, where agreed by other trustees, incorporated in the case.

PS had also circulated comments, which were also incorporated, as agreed. 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.

RE advised that submitting the business case to the Department of Health was now a matter of urgency, and as it was not the intention that any issues of substance should change, it was agreed not to reconsult on the final version. The board approved the business case.

WELFARE & SUPPORT SERVICES

653.13 Benefits

Neil Bateman had not been invited to attend the rescheduled meeting as it was at such short notice; however he would be invited to a meeting in the New Year.

654.13 National Support Services Committee

- (i)** The board received the minutes of the NSSC meeting held 24 July 2013.
- (ii)** The board received the minutes of the NSSC meeting held on 10 September 2013. In relation to item 590.13 (ii), it was noted that correspondence with the MP continued.
- iii)** The board received the consolidated grant schedules for the quarter.

GOVERNANCE

655.13 Board Recruitment

The board considered a draft pack for recruiting two trustees, in early 2014, in succession to Elizabeth Boyd and Russell Mishcon. Following discussion, the pack was agreed and it was agreed that Veredus should be used for recruitment, but that costs should be kept as low as possible.

It was noted that Matt Gregory had been reappointed by the Haemophilia Society for a further three years to January 2017. Fellow Trustees congratulated him.

It was noted that Kate Evans had resigned from the board with effect from 13 September 2013. RE had thanked KE for her contribution whilst a trustee.

MG asked whether it would be possible to do a trustee audit and he agreed to send to RE a template.

656.13 Chief Executive's Report

The board received the Chief Executive's report.

657.13 Any other business

There were no other items raised.

658.13 Date of next meeting

The board agreed the meeting dates for 2014 as follows:

- 10 February 2014

- 12 May 2014
- 28 July 2014
- 27 October 2014