

## **MINUTES OF THE MEETING OF ACTION AGAINST MEDICAL ACCIDENTS Held on 14th December 2017 at Freedman House**

Present: Suzanne Shale (SS) Chair, Angela Brown (AB) Treasurer, Barbara Ross (BR), Nigel Holland (NH), Philip Dolan (PD), Ceri Edwards (CE), Caroline Browne (CB), Mike Andersson (MA), Linda Kenward (LK). Rachael Vasmer (RV) by telephone.

Apologies: Jonathan Hazan (JH), Hilary Scott (HS) - HS dialled in for item 6: Quality & Outcomes Committee

In attendance: Peter Walsh (PW) Chief Executive & Company Secretary  
Hugh Williams (HW) Deputy Chief Executive  
Nicky Rushden (NR) Finance Manager (up to item 6)

### **1. Chair's introduction and trustees' reflections:**

The Chair invited trustees and staff to say what AvMA work/activity had most pleased them recently. These included: campaigning work on fixed recoverable costs and taking leadership over this; development of financial controls; the clean bill of health from the auditors; empowerment of clients through the helpline; the volume and quality of external work by the CEO; the consistency and quality of 'back office' work by Vicki, Hugh and Nicky; the weekly news bulletins; involvement of trustees by staff; Welsh White Paper response; the financial strategy; and the great success of the 35<sup>th</sup> anniversary gala dinner.

Regarding the latter, there was a round of applause from all present for the excellent work by Ed, Paula and Karen.

### **2. Minutes of Council Meeting held 19<sup>th</sup> September 2017:**

The minutes were AGREED as an accurate record save for under item 7 "e.g. health and safety" being replaced with "e.g. GDPR".

### **3. Executive Committee:**

The minutes of the Executive Committee meeting were noted. It was queried why the alliance against fixed recoverable costs had been under threat. It was explained that some members felt that all that could be achieved had been achieved already, but they had been persuaded there was still a lot to play for.

With regard to the Risk Register, it was AGREED that all trustees would be advised of changes made by the Executive Committee by email, and that of requested the Risk Register be put on the next Council agenda. Otherwise, existing arrangements of the Risk Register being monitored by the sub-committees with an annual review at the AGM would be maintained.

#### **4. Finance:**

The minutes of the Finance & Investment Committee were noted. AB explained that the committee had not recommended what to do with the difference between the projected reserves at year 10 and the target amount, as the Executive Committee wanted to defer this until the strategic review next year.

The management accounts were noted. It was confirmed that gift aid was being claimed but there was still a backlog to catch up on.

#### **5. Quality & Outcomes Committee:**

(HS joined by telephone for this item).

The report was noted and HS explained that a second meeting had been held the week prior together with management staff. Satisfaction was expressed with the start made by the committee and its emerging plans.

#### **6. AvMA Strategy Days 2018:**

The report was noted. It was AGREED that a one and half day event as suggested was appropriate and trustees said they could commit the time if given sufficient notice. The following was suggested as important features of a successful exercise:

- An appropriate facilitator
- Good background material to be distributed in advance
- Allow for 'left field'/'blue sky' thinking
- Clarity on how trustees can contribute to the strategy
- A 'skills register' of trustees
- To arrive at clearer priorities
- Agree how different decisions will be made in the future – not attempt to make them over the 1½ days

SS and PW would continue to plan, probably for an event in April. MA agreed to assist as a 'sounding board'. RV offered to write some background information if required.

#### **7. Data Protection/General Data Protection Regulation:**

The report was noted. It was recognised that ensuring compliance involved a great deal of work, particularly for the Deputy CEO who is leading on this. RV agreed to help. It was noted that policies relevant to these issues would have to be approved by trustees before May.

#### **8. Reviewing and Updating Policies**

The report was noted. It was AGREED that a policy on delegation of authority/responsibilities should be developed first, which would be in line with the Charity Governance Code.

**Action: PW/AB**

#### **9. Chief Executive/Deputy Chief-Executive report:**

The report was noted.

**10. Departmental Objectives and Reports:**

The reports were noted. The paper on access to the helpline was noted. It was AGREED that the Quality & Outcomes Committee give this further consideration.

**Action: QOC**

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Chair