

MINUTES OF THE MEETING OF ACTION AGAINST MEDICAL ACCIDENTS

Held on 20th June 2017 at Freedman House

Present: Suzanne Shale (SS) Chair, Angela Brown (AB) Treasurer, Barbara Ross (BR), Nigel Holland (NH)

Apologies: Ceri Edwards (CE), Philip Dolan (PD), Hilary Scott (HS), Rachael Vasmer (RV), James Petter (JP)

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

1. Chair's introduction and trustees'/staff observations:

SS invited those present to share their feedback on recent AvMA achievements:

- HW was pleased with the recent appointment of an Office & IT Manager
- AB was pleased with the budget planning timetable developed
- BT was pleased to see consideration being given to triage/managing access to services
- NH was impressed with governance in the charity
- NR was pleased to have completed pensions auto-enrolment
- SS was pleased with the approach to managing risk proposed by the Executive Committee

2. Minutes of Council Meeting held 28th March 2017:

The minutes were AGREED as an accurate record to be signed by the Chair. It was noted that the action for PW under '6. Update on Theory of Change' remained to be completed (find a better phrase than 'harm made good').

Action: PW

It was noted that Cloisters Chambers were holding a garden party on 11th July to help celebrate AvMA's 35th anniversary. Representation from the trustees was requested. NH agreed to attend if he could.

Action: NH to confirm if able to attend

3. Minutes of Executive Committee/Approach to Risk Management:

The minutes were noted. It was AGREED to redact item 8 'Fundraising Manager' from the copy available to staff as it was confidential and keep a record separately.

It was noted that as Malcolm had resigned, we needed a trustee to assist PW with the schedule for agreeing/updating policies. It was AGREED that AB help with this and PW supply her with the list and copies of policies.

Action: PW/AB

4. Fundraising:

The report was noted. It was noted that there were long-held serious concerns about fundraising. It was unanimously AGREED to delete the post of Fundraising Manager and ask the CEO to issue a redundancy notice to the post holder.

Action: PW

The trustees expressed their thanks to Philip Walker, the post holder, for his efforts over the past few years and for his ongoing efforts on fundraising in the face of uncertainty.

5. Chief Executive & Deputy Chief Executive's report:

The report was noted. Note: the paragraph headed 'National Maternity Review' should read 'National Mortality Review'.

PW reported that he had made the case for funding for independent advice and support services in the Learning from Deaths working party he was involved in. It was felt that the time was right to make the case for this more rigorously using all of AvMA's contacts, trustees, patrons etc.

Action: Trustees/PW

SS reported that she had applied to join the advisory panel for the HSIB, after discussing this with PW.

6. Departmental Objectives & Reports:

The reports were noted. It was AGREED to ask that the section including reports to be numbered to make reference to them easier.

Action: PW

SS remarked the increased presence/activity on social media had been seen to be helpful in generating interest and applications for the trustee recruitment exercise.

BR was disappointed at the amount raised by the Birmingham 35th anniversary event and queried rather more should have been charged for attending this. PW explained that the organisations hosting the event had to have final say on what was best.

It was felt that the proposed Quality sub-committee would want to consider the future style of the Departmental reports and how best to report to the full Council.

7. Quality Sub-Committee:

SS asked trustees if they approved of the idea of establishing a Quality committee. It was AGREED that this would be a welcome development. The draft Terms of Reference were AGREED subject to 'quality control' being changed to 'quality assurance' and it being expected that the committee meet four times a year. The intention was to have the committee up and running by the end of this year. Expressions of interest for joining the committee would be sought from all trustees once the next trustee recruitment exercise was complete.

8. Finance:

The draft minutes of the Finance & Investment Committee were noted. AB stressed how Aileen O'Neill and Ray Greenwood's contributions had been much appreciated and would be missed. It was noted that whilst the statutory accounts would show a £117,000 surplus for 2016/17 thanks to the performance of investments, the operating deficit was £330,000. It was noted that this was in line with the ten year plan to arrive at a balanced budget. The cost effectiveness of some one day conferences was still a concern. It was suggested that staff time in supporting the conferences be built into the calculations.

The Finance Manager's report was noted.

The 'Financial Planning Cycle' paper which had been discussed at the pre-meeting was AGREED, with the following amendments:

- April-June 'taking stock' to include looking at long term trends and the external environment.
- Revised 'ten year plan' to be considered by F&IC in August and agreed by Council in September. If necessary, Council agree to consult on redundancies in September.
- October-December: development of proposals to come after consultation with staff.
- Finance Committee review proposals in November and Council consider and approve proposals.
- Finance Committee consider draft budget in February and Council consider draft budget and approve a final budget in March.

9. Recruitment of Trustees:

It was noted that 28 applications had been received. It was AGREED that shortlisting be completed by SS and PW using the identified criteria. SS and PW would interview together with a second trustee. Up to six new trustees would be proposed for appointment. Their details would be circulated by email to all trustees for consideration and if agreed would go forward to formal approval at the September meeting. An induction would be arranged for new trustees.

Action: PW

15. Date of next meeting:

The next meeting is on Tuesday 19th September. It was AGREED to change the date of the December meeting to Thursday 14th December.

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Chair