

MINUTES OF THE MEETING OF ACTION AGAINST MEDICAL ACCIDENTS

Held on 29th March 2018 at Freedman House

Present: Suzanne Shale (SS) Chair, Angela Brown (AB) Treasurer, Ceri Edwards (CE), Caroline Browne (CB), Mike Andersson (MA), Linda Kenward (LK), Rachael Vasmer (RV) Hilary Scott (HS), Jonathan Hazan (JH)

Apologies: Nigel Holland (NH)

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

1. Chair's introduction and trustees' observations:

SS invited opinions on whether, given the volume and weight of issues on the Council agenda, meetings should be extended by starting earlier. It was AGREED to discuss this at the forthcoming strategic review days.

Action: ALL

Those present commented on areas of AvMA activity that had impressed them since the last meeting. These included: media coverage; the Quality & Outcomes Committee work; duty of candour; the CEO/Deputy CEO report to Council; Hugh and Nathan's work on the disaster recovery plan; social media presence; work of the Finance Manager and Committee; Tawel Fan; database development; the focus on impact in departmental reports. Staff were thanked for the extraordinary amount and quality of work portrayed by the reports.

2. Minutes of the Council Meeting held 14th December 2017:

A couple of typing corrections were noted otherwise the minutes were AGREED as an accurate record. It was AGREED that work was required to look at the implications of the Oxfam scandal for AvMA and that the Executive Committee should consider this.

Action: SS/Exec

3. Minutes of the Executive Committee held 16th January 2018:

The minutes of the Executive Committee meeting were noted. Trustees confirmed they were happy with the arrangements for informing them of changes to the risk register and monitoring risks. It was queried whether the risk of losing key staff should be on the risk register. It was AGREED that the Executive Committee should consider this.

Action: SS/Exec

4. Report of the Quality & Outcomes Committee:

In introducing the report HS explained that work was also being done on getting terminology consistent – a draft glossary had been produced. Theory of Change maps were being used to help understand how what we do leads to what we want to achieve. The need to be clearer about AvMA's 'ultimate goals' had become apparent, and the need for more work on quality standards.

It was noted that staff cooperation with the Committee had been excellent and that it was a large call on their time. Trustees expressed their appreciation and thanks for this.

5. Finance:

The reports were noted. AB drew attention to the Finance Committee's recommendations to withdraw funds from investments in view of forecasted requirements for 2019-2021, and keep them in the Dynamic Cash Management accounts until needed. This was AGREED, subject to the Committee's judgement on timing/the market. The Committee was asked to consider the implications of Brexit for sterling. It was asked whether alternative financial advisors had been considered. AB explained the Committee felt that they had a good deal with the existing advisor and that now was not a good time to change.

It was AGREED to award an inflationary cost of living increase to staff salaries of 3% for 2018-19.

The draft budget for 2018-19 recommended by the Finance Committee was AGREED. It was asked whether the budget for fundraising was realistic. PW commented that reaching the target for events based income was proving challenging but that it was hoped that new initiatives such as corporate sponsorship would make up for this.

It was suggested that AvMA should have a costed IT strategy.

6. General Data Protection Regulation (GDPR):

The report was noted. It was AGREED to appoint HW as the data protection lead. It was AGREED that HW would discuss actions/decisions with MA and JH and identify issues which require wider trustee involvement/decisions. There would also be a further report to the next Council meeting.

Action: HW/MA/JH

It was AGREED that a list of action points be circulated to all trustees.

Action: HW

It was suggested that a log of where information is kept would be helpful. HW said the brief developed for our consultant could be adapted for this use.

7. Business Continuity and Disaster Recovery Plan:

The draft plan was commended and AGREED subject to testing including use of action checklists and work with individual departments to finalise and raise awareness of the plan.

Action: NB

MA offered to help with this.

8. Delegation Framework:

The framework was AGREED. Suggestions for development going forward included: grouping policies together (e.g. all those re: HR); reference to Charity Commission and NCVO guidance/templates; developing a policy on policy formulation and review.

9. Appointment of Auditors:

It was AGREED to appoint Sayer Vincent as auditors for 2017-2018.

AB reported that the Finance Committee were working on a prudent and proportionate retendering exercise to be conducted in time for the 2018-19 audit.

10. Strategic Review:

The paper: 'Draft Objectives and Outline Agenda' (attached) was discussed. Trustees welcomed the idea that the participants should be ambitious in their thinking during the event. It was important that they also achieved a basis for making decisions about the shape of AvMA's work and services for the future. In preparation for the event (in the section of the agenda called 'The way I see it' trustees agreed to contribute a paragraph or two in response to a question that SS would circulate about their view of AvMA's current and future work. It was AGREED that SS would finalise plans with Gordon Lyle. It was noted there would be an evening meal between the two days but that participation in that was entirely optional.

Action: SJS

11. Chief Executive/Deputy Chief Executive Report:

The report was noted. PW and HW were congratulated on a very good report. PW drew attention to the 'Opportunities Register' and said he would very much welcome the input of trustees in identifying opportunities for income generation in particular. He felt we needed to get the balance right between managing risk and exploiting opportunities.

12. Departmental Reports:

The reports were noted. Trustees commented that the new style/format were much easier to read and understand. The focus on impact was particularly noticeable.

13. Date of next meeting:

Thursday 21st June was noted as the next meeting date.

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Chair