

Note of the meeting of Alliance House Chairs
Meeting Room 71, 39 Victoria Street
13th March 2018

1. Introductions and apologies

- Alastair Murray – Chair of Macfarlane Trust and Director of MFET Ltd.
- Chris Pond – Chair of Caxton Foundation
- Peter Stevens – Chair of Eileen Trust and Director of the Skipton Fund
- Jan Barlow CEO of the Alliance House Organisations

- [REDACTED] – DHSC Director, Emergency Preparedness and Health Protection Policy Directorate
- [REDACTED] – DHSC Deputy Director, Emergency Preparedness and Health Protection Policy Directorate
- [REDACTED] – DHSC Policy Lead, Infected Blood
- [REDACTED] – DHSC Policy Lead, Infected Blood

Apologies had been received from [REDACTED], DHSC Finance

[REDACTED] as the new Director of Emergency Preparedness and Health Protection Policy Directorate welcomed everyone to the meeting and introduced herself but then had to leave the meeting.

2. Note of previous meeting (9 January 2018) and brief review of actions and progress.

- It was clarified that the charities were only accountable to the Charity Commission although they did provide financial reporting to DHSC.
- AM confirmed that Nadhim Zahawi's office has been in contact and a date for a meeting to discuss Nadhim Zahawi's constituent's case had been agreed.

3. Future of the Alliance House Organisations

Data storage after closure

GLD had advised DHSC to seek further information regarding the type of data being held and the rationale for putting the data in storage.

JB confirmed that as the data belonged to the AH organisations, it was their intention to put all the organisations' files into storage following the closure of each of the AH businesses and charities.

- The retention of the finance files would be for six years in accordance with rules regarding financial information;
- Beneficiary files will be retained as a requirement by the insurers providing indemnity insurance for trustees in case a legal challenge was made in the future; the files would not be available for other purposes.

Once these time periods had elapsed the data would be destroyed in accordance with the retention orders applied to them.

The AH organisations were obtaining legal advice with respect to the Inquiry requesting access to the files.

It was agreed that due to differences in legal opinion regarding the holding of these files and access to them in the future the AH legal team and those advising DHSC should meet to agree a handling strategy. This would be essential to manage the expectations of beneficiaries of the funds.

The AH organisations would advise on the cost of storage shortly.

ACTION: [REDACTED] and JB to arrange urgently a meeting of legal advisors to discuss the storage of the AH data

ACTION: DHSC and AH officials to work together on a handling strategy

Honeycombe Trust and the Wilson Empowerment Fund

A letter had been sent out regarding the distribution of the remaining funds associated with the Honeycombe Trust through a number of grants had been sent out to beneficiaries. The limited funds remaining in the Wilson Empowerment Fund had been absorbed into the residual funds of MFT.

ACTION: JB to send a copy of the letter that went out to beneficiaries to DH re: Honeycombe Trust grants

Funds to be returned from Skipton

It was confirmed that 500k would be returned from Skipton Fund to DHSC when they closed; this represented their reserve fund.

Indemnity Insurance

JB advised that an invoice for c.£8000 would be sent to DHSC by AH which was to cover the cost of six years indemnity insurance for the trustees of the AH organisations.

Final Accounts

JB confirmed they will provide a copy of the annual accounts to DHSC for all of the organisations.

Contact with Skipton Fund after closure date

There would be no one to contact regarding the Skipton Fund following its closure on 31st March 2018. This needed to be communicated to the DHSC finance team.

ACTION: [REDACTED] to inform DHSC Finance team