

**Note of the meeting of Alliance House Chairs  
Meeting Room 12, 39 Victoria Street  
9<sup>th</sup> January 2018**

**PART I - 10.30 - 11.00**

**1. Introductions and apologies**

Attendees from 10.30am:

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

Apologies had been received from [REDACTED], DH Finance

**2. Note of previous meeting (15<sup>th</sup> November 2017) and brief review of actions and progress.**

The key points covered in this part of the meeting were:

- Establishing the status of the staff within Alliance House.
- The Chairs of the AH organisations confirmed that Jan Barlow would remain in post as Chief Executive Officer (CEO) until the Caxton Foundation, the current employer, closed at the end of April 2018 and then the CEO's contract would move to the Macfarlane Trust until it closed in February 2019.
- It was also confirmed that the CEO, Director of Operations and the interim finance manager would continue to be employed full-time until end of April 2018 and DH would be expected to cover these staff costs.
- From April 2018 all staff costs would be covered by the Macfarlane Trust (MFTF) reserve funds until the Macfarlane Trust closes. This would be reviewed in April 2018 once all the schemes bar the Macfarlane Trust had been closed.

**ACTION: DH to review staffing costs situation with AH in April 2018.**

- It was agreed that the change in function associated with these roles within the AH organisation was clearly set out to prevent any misunderstandings arising with respect to the roles and responsibilities of the remaining staff.

- It was confirmed that Peter Stevens and Chris Pond would not retain any day-to-day responsibilities once their organisations had closed, however, they would remain accountable should any issues relating to their organisations arise after closure.
- It was confirmed that the residual funds from the Eileen Trust would be distributed to beneficiaries in the next 10 days. As there were no residual funds associated with the Caxton Foundation no distribution exercise was needed.
- It was confirmed that the letters explaining the movement of the Macfarlane loans to a third party would not be sent out at this time to beneficiaries and Alasdair Murray requested that Nadhim Zahawi's office be asked to contact him directly to discuss the specific case.

**ACTION: DH to contact PS(CMH)'s office with Alastair Murray's contact details to pass onto Mr Zahawi's office.**

## **PART II – 11.00 – 11.30**

### **3. Introductions**

- Jan Barlow CEO of the Alliance House organisations joined the meeting from 11.00am.
- All attendees were informed of the appointment of [REDACTED] as the new Director of Emergency Preparedness and Health Protection Policy Directorate who would be coming into post on Monday 5<sup>th</sup> February 2018 and would become responsible for chairing these meetings in the future. A meeting with the new Director would be arranged for March 2018.

**ACTION: DH to arrange a meeting with new Director after 8<sup>th</sup> March.**

- CP and PS were formally thanked for their work providing support to the infected blood payment schemes.

### **4. Future of the Alliance House Organisations**

- A letter that set out to address a number of ongoing concerns had been sent by AH to [REDACTED] at DH on 8<sup>th</sup> January 2018.

The key points addressed in this part of the meeting were:

- It was reconfirmed that AH does not expect to need to invoice DH for anything after April 2018 (with the exception of the costs for storage of paper files in the future and anything to do with the lease/ dilapidation of AH) as all the staff costs etc from May 2018 should be covered by the budget plan set out in the letter from Jan Barlow dated 8<sup>th</sup> January 2018. It was explained that invoices should be submitted to DH as early as possible to try to maximise the costs that would be covered by the 2017/18 budget. AH were reminded that ongoing scrutiny of payments made by DH by the NAO and through PQs and FOI requests would continue after the schemes had closed so it was essential that it was clear what had been funded.
- Residual funds from the Skipton Fund would be returned to DH; the process by which this should happen would need to be confirmed by the DH finance team.

**ACTION: [REDACTED] to check with DH finance how these funds should be returned.**

- A further cost to be covered by DH was for indemnity insurance. It was not clear for how long these policies would need to be in place. This would need to be confirmed by AH.
- It was explained by AH that it was not intending to send the files to each individual beneficiary because the files can contain correspondence that relates to application decisions. As a result each file would need to be read and any information relating to others (such as board members who were commenting on a decision) would need to be removed/redacted. Given the time and resource implications AH is not planning to do this and suggested that any Subject Access Requests may be refused on the grounds of cost and the limited resources it had available to fulfil such requests.
- It was acknowledged that the inquiry being overseen by the Cabinet Office had generated a number of enquiries from beneficiaries regarding their records held by AH.
- It was agreed that DH would draft a form of words for the communication to beneficiaries to ensure they understand what information is held in their files (this was explained to be mainly documents relating to applications for support made in the past and limited medical information supplied to AH by medical professionals of the beneficiaries to support their claims). This form of words would need to be agreed by both parties before it was sent out.
- Further information relating to the cost of dilapidations was unknown as yet as negotiations with the landlord were ongoing. The costs associated with indemnity insurance and the storage of the paper files would be communicated to DH by the end of January 2018 in accordance with the letter sent from [REDACTED] to AH before Christmas.

**ACTION: The costs associated with indemnity insurance and the storage of the paper files to be communicated to DH by the end of January 2018**

- In order to transfer the remainder of the lease of AH from Caxton to MFT it was anticipated that the remainder of the rent would need to be paid in advance so could be covered by the 2016/17 budget.
- MFT had issued a letter regarding home improvement grants available to beneficiaries of the fund; these grants would be issued over the next 12 months. It was agreed that it would be helpful if DH could be sent a copy of all communications of this nature at the time of their despatch as follow-up enquiries were often sent to DH rather than being directed to AH.

**ACTION: AH to send all communications to beneficiaries to DH at the time of their despatch.**

- It was explained that the MFT board had not made a decision yet regarding how the remaining funds associated with the Honeycombe Trust and the Wilson Empowerment Fund would be managed. It was agreed that this would be considered by the MFT board at their July 2018 meeting.

- Confirmation that the current arrangements for the secondment of staff who formally worked for AH but now worked for NHS BSA would continue as at present until end of April 2018. If this arrangement needed to be extended this would have to be agreed with NHS BSA.

**ACTION: AH to inform DH and NHS BSA if the secondment arrangements needed to continue beyond the current agreed period.**

- As set out above a further meeting date would be scheduled after 8<sup>th</sup> March 2018.

**ACTION GRID:**

<b>ACTION</b>	<b>PROGRESS</b>
<b>DH to review staffing costs situation with AH in April 2018.</b>	To be progressed in April 2018
<b>DH to arrange a meeting with new Director after 8<sup>th</sup> March</b>	Meeting date agreed 13 <sup>th</sup> March 2018
<b>█ to check with DH finance how these funds from Skipton should be returned.</b>	Finance have been asked the question– awaiting reply Emailed: 10 <sup>th</sup> Jan Reminder sent: 16 <sup>th</sup> Jan
<b>DH to contact PS(CMH)’s office with Alastair Murray’s contact details to pass onto Mr Zahawi’s office.</b>	Completed by PO – 9 <sup>th</sup> February
<b>AH to send the costs associated with indemnity insurance and the storage of the paper files to be communicated to DH by the end of January 2018</b>	No progress – reminder letter sent 9 <sup>th</sup> March 2018
<b>AH to send all communications to beneficiaries to DH at the time of their despatch</b>	Nothing sent out as far as we are aware.
<b>AH to inform DH and NHS BSA if the secondment arrangements needed to continue beyond the current agreed period</b>	Delegated to NHS BSA and AH to discuss