THE LINDSAY LEG CLUB FOUNDATION
MINUTES OF THE MEETING OF THE BOARD TRUSTEES

Meeting held on Monday March 4th 2019 at Coloplast Ltd, Peterborough Business Park, Lynch Wood, Peterborough, PE2 6FX

The meeting opened at 10.00 am.

Present:
Ellie Lindsay (ETL)
David Foster (DF) -Chairman
Simon Mangan (SM)
Rob Bawden (RB)
Rob Yates (RY)
Neil McIntyre (NM)
John Hamilton (JH) (arrived late)
Liz Grogan (LG)
Carole Brooke (CB)
Carol McIntyre (CM)
Angela Dempsey (AD)
Julian Tyndale-Biscoe (JTB)
Mike Hoskins (MH)

In attendance:
Lynn Bullock (LB)

Apologies:
Mark Glasscock
David Hibbert

1. **Welcome and received apologies**

Apologies had been received from MG and DH.
JTB and MH were welcomed to the meeting.

2. **Any urgent business for inclusion in agenda**

3. **Minutes and Action Log from previous meeting**

The minutes of the previous meeting were agreed and signed and the action log updated.

4. **Declarations of interest**

MH stated that he works in the industry.
JTB stated that his company provides pro bono communications advice/support to the Foundation.

5. **Reports**

a. Presidents Report

ETL stressed the importance of the last year as the LLCF continues to adapt to support the steady increase in the number of Leg Clubs internationally and to provide education and research on leg health and treatment to both clinical teams and the public. She is proud of the support we received from everyone and she is looking forward to another excellent year of excellent collaboration.
In 2019 ETL has already attended the venous-lymphatics World International Network (vWin)

Foundation meeting which brought together renowned experts in the field of phlebology from all around the world together with delegates from all the major international societies. ETL represented the Foundation and the Leg Clubs and presented 5 times.
The World union of wound healing societies (WUWHS) have held their first meeting of 2019 and also a teleconference. The next meeting will be in Abu Dhabi.
RB represented ETL at the awards ceremony for the JWC Awards 2019.
ETL will be speaking at TVS Scotland in May.
The Foundation will be exhibiting at Wound Care People, EWMA, TVS and Expo.
The LLCF have been requested to review a total of 10 new public information leaflets in conjunction with the London Clinical Network and the Leg Club Logo will be acknowledged.
A new Leg Club has been opened this year in Aberystwyth. More are expected to open in the next month or so, including 2 in Leeds.
Barnstaple have continued to ignore all requests for return of Foundation publications, in spite of being reminded that they are trademarked and can only be used with the permission of ETL.
Further publications are planned in conjunction with Professor Whitely for 2019.
Legs Matter: the Foundation continues to be represented by ETL, LB and RB.

b. Chairmans Report
The Chairman's Role Description had been circulated with the agenda and was approved.
DF also reported that he had been invited by one of the nurses at Mottingham Leg Club to do a 5 mile fundraising run in June. He had declined this as he would no longer be chairing the Foundation.

c. Decisions of Nominations Committee
The minutes of the Nominations Committee Teleconference had been circulated with the Agenda. The decision reached then was for JTB and MH to be re-introduced as Trustees and for them to be appointed Chairman and Vice-Chairman respectively, initially for a period of 12 months.

d. Complaints Report
There was an issue this year concerning the conduct of sales representatives from LCIP members at Leg Clubs. It was not a complaint about the Foundation. ETL dealt with it at the time and she will circulate the letter that she received from the LCIP thanking her for the way she handled the situation.
The situation led to the development of a Complaints Policy which has yet to be ratified. ETL also stated that the Code of Practice has been revised as a result and the Leg Clubs all have a copy.

6. Finance

Treasurers report
This had been circulated ahead of the meeting by SM.
Donations were down in 2018 but 2019 is looking more positive.
Most LCIP subscriptions are due in March. A further new LCIP is about to come on board making a total of 4: 2 returning and 2 completely new partners. It is important to identify LCIP's where most interest might lie in order to recruit further members. To further distil relevance of Leg Club model to identify a niche would also help.
Fundraising – Amanda Bailey is retiring at the end of March and she is concerned that links with organisations are maintained so that relationships with serial donors are not lost.
We need to be more predictive about expenditure.
We have been told that our funding application to the Masonic Trust has been unsuccessful and are still waiting the results of the other 2 applications.
Two consultants are to be advised that their hours are to be capped; the others already have capped hours.

Consultants support needs further analysis and this is a work in progress.
The plan to raise LCIP subscriptions doesn't seem to be an issue, but needs to be approached directly with the budget holders.
Action: Clarify committed versus variable discretionary expenditure in 2019 *SM*
Action: Review consultancy portfolio *RB/AD*
Action: Decide when to raise LCIP subscriptions fee by 5-10%. To go on agenda for next meeting.
Action: Advise consultants about capped contract hours where applicable *SM*
Action: Update expenses policy *SM*

7. Items for discussion

a. Fundraising Trustee
DF has written a paper regarding possible recruitment of a Trustee to take responsibility for fundraising which was circulated with the Agenda. It was agreed that this should be considered further by the incoming Chairman.

b. Review of Consultants
DF has written a proposal for the terms of reference for the Consultancy Portfolio which was circulated with the Agenda. AD and RB had agreed to lead this work and that it would be considered further by the incoming Chairman.

c.Charity Commission Correspondence
ETL offered to leave the room but DF said there was no need as she would need to contribute to the discussion.
DF has circulated paperwork concerning ETL's position regarding being both a Trustee of and a paid Consultant for the LLCF, a situation which needs to be resolved with the Charity Commission. JH stated that they should be written to, but that in the meantime ETL should stop either being a Trustee or a Consultant until their decision is known. AD said that it is a Governance issue and that the 3 roles (including Life President) conflict in law. Outsiders would view the situation seriously. ETL informed the Board that she had taken legal advice herself and her legal advisor had already raised it with the Charity Commission. DF asked that if he (as Chairman) and the Foundation needed legal advice, where would it come from and ETL said that Gary De'ath at Gross and Co, solicitors, would provide legal advice on this basis.

As the AGM was about to commence, the rest of the morning's agenda was deferred to the afternoon. DF thanked MG for his contribution as Trustee and vice-chairman and JH for his involvement as a Trustee of the LLCF.
Discussion on 7c above was continued after the AGM.

DF and JH left the meeting and stood down as Trustees.

AGM

NOTE:
The Auditors were discussed in the AGM because there was a problem when they closed early for Christmas 2018. Our accounts were due in and they hadn't notified us. It was also queried whether we actually need to employ accountants (at a cost of £6000) at all, and SM will look into this before the end of the financial year. It was also proposed that we move the date of the AGM to September so that the previous years accounts are available

Action: Investigate whether we need to employ auditors *SM*

Afternoon session
Chairman: Julian Tyndale-Biscoe

8. **Introduction and remarks**

JTB said the Foundation should focus on the positive impact Leg Clubs are having on members and that the social prescribing agenda gives us an excellent opportunity. He suggested that testimonials from Leg Club members should be read out at the start of every board meeting.
CB offered to help bring these to the board.

7. **Items for Discussion (continued)**

c. Charity Commission Correspondence
Continued from this morning.
ETL again offered to leave the room, which she did while this item was discussed.

It was decided that JTB would seek advice from Karl George, who is a Governance and Risk expert, concerning ETL's roles as both Trustee and paid Consultant. Following this he would write to the Charity Commission for guidance. Also that ETL would write to the Board Secretary stating that she would not accept payment for her Clinical Consultant role until her position was clarified. ETL returned to the room for the remainder of the meeting.

Action: Seek guidance from Karl George and then write to Charity Commission concerning ETL's consutancy role *JTB*

Action: To write to secretary to say she will not accept payment as a consultant until her position is clarified. *ETL*

d.Reserves Policy
DF has revised the reserves policy and this was circulated with the Agenda. The reserves limit has been lowered from £50,000 to £33,000 which is the equivalent of 4 months average expenditure at 2018 levels. This was accepted by the Board.

e. Financial contributionfrom Leg Clubs to support the Foundation?
This was discussed but was not felt to be likely to be popular. Suggestions included asking for members to donate £1 each per year or to become official members. To be further discussed under fundraising.

f. Vacant Committee Positions
LLCF Risk Register management: JTB will work with AD to revise and maintain the register.
Trustee Allocations to Leg Clubs: LG offered to manage the register of Trustee Allocations to Leg Clubs.

Action: To contact MG regarding transfer of Risk Register files *LB*
Action: To update and maintain Risk Register *JTB/AD*

8. Reports

a. PA's Report

Data training continues, and the last two Leg Clubs which opened are coming through with no errors. The main issue is still the transfer of older Leg Clubs to the new system, but two Leg Clubs

which have had long standing problems have improved. Having the new Leg Clubs using the electronic system immediately has proved to be extremely successful.

There continues to be a great deal of interest from the public wanting information about the Leg Clubs, with contact coming via the website and by telephone. In 2018 just under 90 people asked if there is a Leg Club near them and there are two or three telephone calls per week for information. For example a trainee podiatrist telephoned recently because he wants his Mum to attend a Leg Club. JTB asked how the numbers compare with the previous year and LB replied that they are similar.

LG attended Wound Care People last week. Within that event there was a whole day meeting of the Legs Matter Campaign.
A nurse from Cumbria wants to visit a Leg Club and several nurses from Cambridge have Leg Club visits arranged.

b. Data Project Report
NM presented slides which are circulated with the minutes. Discussion involved how data can be used. SM said it may be useful to present to LCIP's and may be attractive to potential members. Maintenance ties in with NHS Plan. It is achievable within the model and tackles social isolation. LG offered to look into how the data can be used to present to CCG's as evidence of the effectivenes of the model.

Action: To investigate how data collected by Leg Clubs may be used *LG*

c.Leg Club Network Project
CB has circulated the questionnaire again prior to the meeting and has emailed all of the volunteers that LB has details of. It was agreed that CB would give Trustees seven days for any responses and then she would start conducting the questionnaire by telephone.

Action: Commence questionnaire by telephone *CB*

d Trustee Reports from Leg Clubs
LG reported that the Leeds TV Channel video which was filmed at Otley Leg Club was a great success. The focus was on E Coli. and the importance of skin hydration. A couple of patients were interviewed and it has been aired locally. Work is underway to set up the new Leg Club at Garforth and there is going to be a presentation at Wetherby regarding Leg Clubs
CB is in regular contact with Crickhowell Leg Club and Portland has invited her to visit to meet the volunteers.
RB reported that Thetford Leg Club has been closed and moved to a clinical environment by management with no warning.
ETL has been attending meetings at Barnstaple with members and staff who are very upset. There is still no consultation with management.

LG will revise the Trustee Allocations Register and circulate it so that all Trustees can contact their allocated Leg Clubs before the next meeting

Action: To revise and maintain register of Trustee Allocations to Leg Clubs *LG*

Action: Contact allocated Leg Clubs before next meeting *All*

10. Items for Discussion

a. Foundation Business Plan and Strategy
MH, SM and ETL will collaborate and draw up a Business Plan for the next meeting

Action: Present Business Plan and LCIP growth strategy *SM/ETL/MH*

b. Fundraising
Options and ideas for Fundraising to be discussed at the next meeting. ETL suggested an application for the Big Lottery

c. LCIP activity
Deferred to next meeting

d. Wound Care Strategy Update
ETL and RB to keep an eye on the working party preparations in terms of our response.

e. Social Prescribing
Deferred to next meeting

11.Any other business

An updated list of contact details of all board members will be circulated when the new members have Foundation email addresses.

Action: To circulate telephone numbers and emails of all board members *LB*

To further aid communication LG will set up a WhatsApp group for Trustees.

Action: to set up a WhatsApp group *LG*

The Complaints Policy is to be recirculated before the next meeting

Action: Recirculate draft complaints policy *CM*

All Trustees were reminded that they have signed a Confidentiality Undertaking and that nothing discussed either in the Board Meeting or between Trustees must be disclosed to a third party.

4pm Close of meeting

Date of next meeting Thursday 13th June