**Oxford Health Charitable Funds Committee**

**Minutes of the meeting held 8 January 2014**

**at 11.00 in the Boardroom, Trust Headquarters, Oxford**

**BOD 18/2014**

(Agenda item: 17iv)

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| **Present:** |  |
| Anne Grocock | Non-Executive Director (chair of committee) |
| Alyson Coates | Non-Executive Director |
| Yvonne Taylor | Chief Operating Officer |
| Lyn Williams | Non-Executive Director |
| Justinian Habner | Trust Secretary |
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| **In attendance:** | |
| Gerald Sheeran | Head of Financial Services |
| Philip Bonnier | Project Manager, OUH Charitable Funds Department |
| Lorraine Irwing | Financial Accountant, OUH Charitable Funds Department |
| Elaine Jones | Executive Assistant to Chairman and CEO |
| George Hedges | Chairman of ROSY fund (part of the meeting) |
| Mike Goringe | Treasurer for ROSY fund (part of the meeting) |

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| **1**  **a** | **Welcome and Apologies for Absence**  **AG welcomed the attendees to the new committee.**  Apologies for absence were received from: Ros Alstead, Director of Nursing. |  |
| **2**  **a** | **Declarations of Interests / Related Party Transactions**  There were no new declarations of interest or related party transactions. |  |
| **3**  **a**  **b**  **c**  **d**  **e**  **f**  **g**  **h**  **i**  **j**  **k**  **l**  **m** | **Minutes of the meeting held on 27 November 2013**  **6c and 6d Investment managers review**  **6c and 6d were amended to remove confidential details.**  **JCH confirmed that the minutes of this committee are published on the Trust’s website**  **7c Christmas activities paid for by charitable funds**  JCH commented that he was in discussions with Anne Brierley and Lucia Winrow, and the action was that he would report back at a subsequent meeting.  **8d Significant Commitments on major funds at 30 Sep-13**  The second line should read ‘*This is a designated fund, and the Charitable Funds Committee understands that a trustee cannot bind the hands of a subsequent trustee in respect of designation*’.  With these amendments, the minutes of the meeting were approved as a true and accurate record.  **Matters arising**  **3c Charitable Funds Risk Register** JCH advised that a separate risk register is currently being managed for the Charitable Funds and the risk register is included as a Charitable Funds Committee meeting paper in the work plan for April and October 2014. He would report back on discussions with the person responsible for the Trust’s registers.  **3h Whiteleaf Centre Artwork** JCH commented that artwork had been raised at the project board meeting, they discussed a particular wall they wanted to work on. JCH advised the Committee that he was currently waiting for an update, and Ros Alstead would report back at the next meeting. The Committee were advised that other donations have been used for the unit.  **4 d Moving to the new committee arrangements**  JCH will raise progress on discussions with a potential external committee member with the Chief Executive.  **6b Investment Report**  PB advised the Committee that .04% of the charity’s investment portfolio was exposed to the Co-op Bank.  **7c Christmas activities paid for by charitable funds**  JCH to report back on discussions with Anne Brierley and Lucia Winrow as to how charitable funds might be used. (see 3c above)  **8b Significant Commitments on major funds at 30 Sep-13**  GS to report back on the on-going maintenance costs for air conditioning at Witney Community Hospital.  **8f Half-day workshop** PB commented that a half-day workshop for fund advisors should be planned properly and suggested that this be arranged to take some time during May or June 2014.  **14b Any other business**  GS commented that he has discussed with the external auditors the option of not consolidating the charitable funds accounts within the Trust’s accounts on the grounds of materiality (being less than 1% of turnover). Deloittes have agreed to this approach and this is also supported by the Director of Finance. GS confirmed that there will be a paper going to the Audit Committee for ratification. The Trust’s accounts for the year ended 31 March will include a disclosure note in respect of the Charitable Funds accounts. | **JCH**  **JCH**  **RA**  **JCH**  **JCH**  **GS**  **JCH/PB**  **GS** |
| **4**  **a** | **ROSY fund**  **Presentation from George Hedges, Chairman, and Mike Goringe, Treasurer, for the ROSY Fund.**  George Hedges informed the Committee that the ROSY fund was set up by a respite nurse in 2002 in the County, and he took over as Chairman in 2005/6. He is supported by Mike Goringe, a small committee, and volunteers. The main points of the presentation were as follows:-   * ROSY aim to raise £450,000 per annum * Nurses are appointed on the basis that monies are available to cover their salary costs for 2 years * George Hedges gives talks in order to attract donations to ROSY * Counselling service (focused on carers and former carers)  Counsellor based in Banbury * Social events for the siblings * Curry evening - once a month for carers, and once a year for the nurses * Market stall on a Saturday (the proceeds of which fund the counselling service) * Coffee morning once a month (usually for mums with younger children) * ROSY Ramble (sponsored walk) at stately home raises funds * Involvement with local schools – teenagers raise funds from various activities * ROSY have purchased a chair to enable a child to attend school * Just Giving – donations via website * 5-Star events – various groups * All donors are sent a thank you letter within 48 hours   The committee welcomed GH’s presentation and congratulated him and MG on their success with ROSY which provides a much needed service of respite nursing which is additional to NHS services provided for these children. |  |
| **5**  **a**  **b** | **Investment Report**  PB advised that Jeremy Barker from Cazenove will attend the April and October 2014 meetings.  PB provided a copy of Cazenove’s updated report for consideration outside the meeting. It was noted that current performance appeared to be satisfactory.. |  |
| **6**  **a**  **b**  **c**  **d**  **e**  **f** | **New Terms of Reference**  The new ToR as agreed at the Board meeting were circulated for information.  JCH raised one point on nomination, recommending that the non-executive directors nominate a deputy to attend this committee in their absence; this should be a named person for audit purposes. Names of nominees to be provided at the next meeting.  GS advised the committee that he would not be available to attend the April meeting due to end of year financial reporting. GS to advise the Director of Finance.  AG commented that we have incorporated the items from the Investment Sub-committee, and included the monitoring of the funds within the approval limits.  AG circulated a copy of the first working draft of the 2014 CFC Work Plan for information, and review.  PB/LI to give their comments on the draft workplan outside of this meeting. | **AG/AC/**  **LW**  **GS**  **PB/LI** |
| **7**  **a**  **b**  **c**  **d**  **e**  **f**  **g**  **h**  **i**  **j**  **k**  **l**  **m**  **n**  **o**  **p**  **q**  **r**  **s**  **t**  **u**  **v**  **w** | **Business Plan**  AG informed the Committee that a meeting with JCH and PB had been held before Christmas to discuss the development of a business plan for Charitable Funds. Trust colleagues would be working on the draft business plan for the Trust. Drafts would be available by the end of January 2014. Dan Leveson, Head of PMO and Strategy had joined the meeting and discussed ideas that might feed into the business plan for charitable funds. JCH commented that Monitor have moved the times forward for the business plans.  PB spoke to his report which outlines a number of issues relating to specific charitable funds priorities, partnership possibilities, and drawing up a plan to increase fundraising activities, and to look at what the obstacles will be.  GS advised that the Trust Annual Plan also required a Charitable Funds detailed plan – FY15 and FY16 detail by Quarter with Annual Plans for three following years. Information requirements included income, expenditure, assets, reserves and investment planning.  **The Committee agreed that there should be a business plan for Charitable Funds.**  AC suggested, that specifically on the fund raising issue, before we are in a position to design a plan, a quick audit should be undertaken to review what we have done, and identify what resources we have before we progress.  The Committee agreed that this could be something that the new Head of Communications could look at this.  LW commented that people are much more willing to give funds if they have a target to aim at, and in the business plan we should demonstrate what can be done.We could come up with some ideas through this Committee. LW also raised the question of whether we should we be looking for ongoing donations, and not just one offs.  AC commented that fund raising should be tied to actively using the current funds, and that it would be uncomfortable to fundraise if we are holding significant, slow moving funds.  AG said that we should identify things that we would like to have, but do not have the funds to do.  YT commented that in mental health various things were in development and she would raise this with the Divisional Directors, and feedback at the next meeting.  PB commented that it would be good to have some ideas by late February.  AC commented that a key source of incoming resources is legacies particularly those received for Community Hospitals.  PB advised the Committee that the OUH’s charity was working on developing a legacy campaign.  LW raised the question of ‘gift aid’. PB said that the charitable funds income team are effective and robust in this area.  JCH commented that other charities have a clear website with information on who the committee are, and where to donate monies. Currently we do not have that, but would be keen to have one site for internal and external use.  JCH informed the Committee that the new Head of Communications commences in post 10 March 2014.  Resourcing for fundraising is an issue to take forward, we need a plan, and we need to identify willing volunteers who would give us some assistance.  LW stated that we could engage someone on a contract basis - commission or fixed term contract.  AG mentioned priorities that we can set out and actually involving staff who are keen to be involved.  AC said we should be focusing on what we have already as a first step, and that a donors database would be useful, to analyse what the funds were received for.  LI commented that Charitable Funds Department maintain a database containing details of amounts received by the charity.  It was noted that as part of developing the business plan it would be helpful to have a broad analysis of income over the last five years, by type and the area to which it related.  JCH recommended a Trust wide audit of fundraising by Trust staff, not just for this fund, but for other charities as well, to gather intelligence on what charities funds were being raised for and on fundraising activities. Individuals could be targeted to collate this information.  **The Committee noted the report** and agreed that the Business Plan required further development, with input from the Head of PMO and Strategy, and approved the above recommendations. | **LI/PB**  **JCH/PB** |
| **8**  **a**  **b**  **c** | **Slow-moving funds update**  PB commented that good progress was being made in obtaining expenditure plans and he would report back at the April meeting.  AC commented that some of the information could be used in the workshop we are planning to raise the profile of the activities being funded.  **The Committee noted the report.** | **PB** |
| **9**  **a**  **b** | **Income Report for the Oxford Health Charitable Funds for November 2013**  LI highlighted the main item, a grant to the ROSY fund of £38,500 - the second of three such amounts.  **The Committee noted the report.** |  |
| **10**  **a**  **b** | **Payments/Expenditure Report for the Oxford Health Charitable Funds for November 2013**  AC commented that the report prompts ideas about additional services that funds could be used for.  **The Committee noted the report.** |  |
| **11**  **a** | **Legacies Report for the Oxford Health Charitable Funds for November 2013**  **The Committee noted the report.** |  |
| **12**  **a**  **b** | **Any other business**  JCH commented that he had not been made aware this year of any issues regarding Christmas Expenditure.  LI confirmed she had not received the receipts from the Cashiers office yet but was not aware of any problems. |  |
| **The meeting was closed at 12:37hrs** | |  |
| **Date of next meeting: Wednesday 9th April, 2014, 12.00 – 14.00 in the Boardroom, Trust HQ.** | |  |