**Oxford Health Charitable Funds Committee**

[DRAFT] Minutes of the meeting held on   
Wednesday, 16 July 2014 at 12:00   
in the Boardroom, Chancellor Court, Corporate Services, Oxford

**BoD 114/2014**

(Agenda item: 15(v))

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| **Present:** |  |
| Anne Grocock | Non-Executive Director (the **Chair/AG**) |
| Ros Alstead | Director of Nursing and Clinical Standards (the **DoN/RA**) |
| Alyson Coates | Non-Executive Director (**AC**) |
| Justinian Habner | Trust Secretary (**JCH**) |
| Gerald Sheeran | Head of Financial Services (**GS**) |
| Lyn Williams | Non-Executive Director (**LW**) |
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| **In attendance:** | |
| Philip Bonnier | Project Manager, OUH Charitable Funds Department (**PB**) |
| Lorraine Irwing | Financial Accountant, OUH Charitable Funds Department (**LI**) |
| Hannah Smith | Assistant Trust Secretary (Minutes) (**HS**) |

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| **1.** | **Welcome and Apologies for absence** |  |
| a | Apologies for absence were received from: Yvonne Taylor, Chief Operating Officer (the **COO**). |  |
| **2.** | **Declarations of interest/related party transactions** |  |
| a | There were no new declarations of interest or of related party transactions. |  |
| **3.** | **Minutes of the meeting held on 09 April 2014** | **Action** |
| a | The minutes of the meeting were approved as a true and accurate record. |  |
| b  c | **Matters Arising**  **Item 3(e) Whiteleaf Centre Artwork**  The Trust Secretary noted that two proposals for use of funds for artwork at the Whiteleaf Centre were on the agenda for this meeting (item 8 below). A third proposal relating to an older adult ward was still to be developed and would be presented at a future meeting.  **Item 3(f) External Committee member**  The Chair noted that, following discussion with the Chief Executive, she had met with a potential candidate who was interested in becoming an external member of this Committee. The Chair highlighted the candidate’s previous NHS charity experience. The Chair would circulate, and the other Committee members would review, the candidate’s CV. The Committee AGREED that if the members were content with the nomination, the Committee would recommend the nomination to the Board for approval for a 12 month term in the first instance and with full voting rights as a member of the Committee. | **All**  **All** |
| d  e  f | **Items 3(g) and 20(c) Air conditioning at Witney community hospital**  The Committee considered the use of funds to install air conditioning at Witney community hospital, the details of which had been circulated out-of-session by LI. The DoN reported that the COO had confirmed that: (i) she had advised the hospital that charitable funds could contribute to the cost if the Estates department would meet the revenue costs; and (ii) the Estates department was able to meet the revenue costs. The DoN noted that without air conditioning, it was exceptionally warm in the relevant parts of the hospital since the installation of window restrictors. LI advised that if there was a need for air conditioning which was critical in order to provide appropriate care then this should be funded by the NHS. The Committee AGREED that funding should be made available for the air conditioning proposal but on an exceptional basis.  **Item 3(h) Charitable Funds Business Plan and Workshop**  The Chair noted that the workshop had been postponed due to insufficient numbers but may be rescheduled in the future. The Committee reviewed the Business Plan 2014/15 which was attached to the Summary of Actions document and requested that PB provide a formal update of the plan to the next meeting. The Committee would like to consider whether the plan requires refining or expanding, rather than simply reporting progress. The Chair highlighted the importance of regular review of the key tasks and target dates in the Business Plan.  **Items 5(e)-(f) Arts and music centre**  The Committee discussed the proposal for an arts and music centre on the Warneford Hospital site. The DoN noted that it might provide greater benefit for more service users if the centre was situated in the community, rather than on the hospital site, so that it could be more conveniently accessed as part of recovery processes. The Chair noted that it would be worth continuing to develop ideas for an arts and music centre, potentially in collaboration with other organisations as the Trust Chair had suggested, and requested that the COO report to the next meeting on the proposal. | **PB**  **YT** |
| g  h  i  j  k  l  m  n  o  p | **Items 5(h)-(i) and (k) Joint fundraising with OUH**  PB noted that the joint fundraising event planned for 05 October 2014 was now called “Not Just a Walk in the Park”, as there had been intellectual property implications to the use of the previous proposed name. Work was taking place to publicise the event and determine the existing funds which would be supported by it. The Chair requested an update on the event to the next appropriate meeting.  **Item 5(m) Input from local business schools on fundraising and strategy**  The Committee noted that this had been discussed with Professor Sue Dopson, Non-Executive Director, and that there may be opportunities to link more with the business schools attached to the local universities.  **Item 5(p) Identifying fundraising opportunities**  The Trust Secretary reported that he had discussed with the Chief Executive opportunities to fundraise for the Warneford site in light of the upcoming 190th anniversary. PB noted that the action to present a paper on identifying fundraising opportunities would be carried over to the next meeting.  **Items 5(r) and 6(a) Legacies for mental health and legacies for allocation to general funds**  LI tabled a schedule of legacies received in relation to mental health. The Committee reviewed the schedule and noted that no legacies had been received in the last 2 years. The Committee discussed options to increase the overall number of legacies received through: publicity, in particular on community hospital sites; work with the Communications Team; and work to raise the profile of the Trust’s charitable funds with local solicitors, colleges and schools. The Committee noted that: the work taking place to develop the website should also make it easier for the public to donate or leave legacies; and the proposed name change for the Charity, to be discussed at item 10 below, may also help to raise the profile of the Trust’s charitable funds. The Committee requested that the Head of Communications and Engagement ensure that clear and easily accessible information on legacies was made available on the Trust’s website and that up-to-date legacy information was on hand in all community hospitals. AC noted that it would be useful to acknowledge and brand items which had been funded by the Trust’s charitable funds as this could also help to raise the profile. PB highlighted the importance of maintaining an audit trail to record the expenditure from charitable funds, including legacies, to support any branding.  **Item 19(a) Capital balance of Fund 4027 (legator MSH)**  The Committee referred to Fund 4027 (legator MSH) and noted that although income was currently received twice yearly from this fund, an application would need to be made to the relevant trustees to spend the capital on appropriate projects. LI confirmed that the capital balance was approximately £170,000. The Committee recommended that work commence to consider an appropriate project(s) to be funded by the capital from Fund 4027.  **Item 8(b) Charitable Funds Risk Register**  The Trust Secretary confirmed that the Charitable Funds Risk Register would be presented to the next meeting and twice yearly thereafter. The Head of Quality and Safety was working to link the Charitable Funds Risk Register with the Trust Risk Register.  **Item 12(a) Transfer of charitable funds relating to contraception and sexual health service to Oxford University Hospitals NHS Trust**  PB reported that the Charitable Funds Department was waiting for the statutory instrument, which was expected imminently, in order to effect the transfer.  **Item 20(c) Fund 3143 – service redesign for services within the Community**  The Trust Secretary reported that the Chief Executive was still planning to raise use of this fund with the CCG. PB noted that he had written to the Chief Finance Officer at the CCG about this fund but had not yet received a response. It was noted that if no expenditure plan were to be received then alternative uses for the monies within Fund 3143 would need to be considered. PB was asked to write again to the CCG to request an expenditure plan.  **Item 4(e) – Investments cash level**  The Committee confirmed that the following action would be carried forward to the next meeting: item 4(e) – cash level - the Charitable Funds Department to advise on the appropriate level of cash to hold once guidance was available on anticipated expenditure at the Whiteleaf Centre.  The Committee confirmed that the following actions from the 09 April 2014 Summary of Actions had been actioned, completed or were on the agenda for the meeting: 3(j); 3(k); 4(h); 4(i); 6(b); 7(c); 8(b) (Funds Manager); 11(c); and 13(c). | **PB**  **PB/ JCH**  **JCH/ LON**  **JCH**  **JCH**  **PB**  **PB/LI** |
| **BUSINESS ITEMS:** | | |
| **4.**  a  b | **Oxford Health Charitable Funds – Trustee’s Annual Report and Statutory Accounts 2013/14**  PB presented Paper CFC 24/14. The Committee noted that the Trustee’s Annual Report and Statutory Accounts 2013/14 had already been reviewed and commented upon when circulated out-of-session. The Chair noted that the first sentence of the section on Future Plans on page 6 should be amended to read: “During 2013/14, the role of the Charitable Funds Committee was reviewed with revised Terms of Reference and enhanced Trust corporate support, being approved by the Trustee’s Board of Directors from 1 January 2014”.  **Subject to the comments above, the Committee RECOMMENDED the Trustee’s Annual Report and Statutory Accounts 2013/14 to the Board for approval.** | **PB/LI** |
| **5.**  a  b | **Independent Examiner’s Management Letter and Trustee’s Letter of Representation**  PB presented Paper CFC 25/14 and confirmed that he was not aware of any reason why the Trustee should not sign the letter of representation. The Committee reviewed the draft Independent Examiner’s Management Letter from Deloitte LLP and noted that in the final line of the first paragraph, “significant” should be changed to “significance” so that the line read “there are no matters of significance that we wish to bring to your attention”.  **Subject to the comments above, the Committee noted the Independent Examiner’s Management Letter and APPROVED the wording of the Trustee’s Letter of Representation and recommended the Trustee’s Letter of Representation to the Board for signing.** | **PB/LI** |
| **6.**  a  b  c | **Update on Investment Portfolio Performance**  PB presented Paper CFC 26/14 and noted that because of the timing of the meeting, Cazenove’s full quarterly report was not yet available but would be circulated to the Committee out-of-session. The interim information currently available demonstrated modest gain in the value of the portfolio over the two months since the year end, with the exception of UK equities.  AC noted that the full report should provide more detail on transactions, movements between specific investments and future prospects.  **The Committee noted the report.** | **PB**  **PB** |
| **7.**  a  b | **Use of Rectory Club Funds (Fund 4078)**  PB presented Paper CFC 27/14 which set out proposals to use some of the funds for transitional costs to ensure that clients made a smooth transition to services of other agencies as the provision of social facilities by the Rectory Club was to cease. Funding would be provided by grants to third party agencies and an updated expenditure plan for the Rectory Club Fund would be requested at the end of December 2014 to ensure that plans were in place for the effective use of remaining funds. PB confirmed that the proposals had been approved by the Service Director for Adult Services.  **The Committee APPROVED the proposals to use Rectory Club Funds for transitional costs related to ensuring that clients made a smooth transition to services provided by other agencies.** |  |
| **8.**  a  b  c  d | **Artscape proposals for the use of funds for the Whiteleaf Centre**  ***Screen panels for the Whiteleaf Centre***  The DoN presented Paper CFC 28(i)/14 which set out a proposal to fund the design, manufacture and installation of screen panels to provide more privacy for some patient bedrooms which looked out onto courtyards which provided access between the Resource Centre and ward receptions. The Whiteleaf Project Board had approved the idea and concept designs.  GS asked why funding was not available through the Whiteleaf Project for the screen panels. The DoN explained that the screen panels were over and above the original project specification and, although useful, were not necessary for the project.  The Committee considered the procurement process for the screen panels. The Committee noted that: (i) a single action tender waiver was likely to be required if the proposal for the combined design, manufacture and installation of the screen panels at approximately £40,000 was approved; and (ii) that there was no assurance that value for money had been achieved by the combined proposal. The Committee noted that the proposed design was suitable for the site and had been approved by the Whiteleaf Project Board.  **The Committee APPROVED the use of charitable funds to pay for the design work only but noted that a formal tender process should be started for the manufacture and installation of the screen panels, to which the company which had produced the design should be invited to participate.** |  |
| e  f | ***Stained glass windows for the multi-faith sanctuary at the Whiteleaf Centre***  The DoN presented Paper CFC 28(ii)/14 which set out a proposal to fund the design, manufacture and installation of stained glass windows for the multi-faith sanctuary at the Whiteleaf Centre for approximately £11,000.  **After consideration, the Committee APPROVED the use of charitable funds to pay for the design, manufacture and installation of the stained glass windows and noted that this would be also be a useful opportunity to recognise and record the windows as having been funded by the Trust’s charitable funds through inclusion of a plaque.** |  |
| **9.**  a  b | **Review of large funds**  PB presented Paper CFC 29/14 which set out expenditure during 2013/14 on the 20 largest funds, notified expenditure plans and current progress.  **The Committee noted the report.** |  |
| **10.**  a | **Proposed name change for the Charity**  PB presented Paper CFC 30/14 which set out a proposal to change the name of the Charity from “Oxford Health Charitable Funds” to “Oxford Health Charity”. PB highlighted the potential benefits of the proposed name change in promoting the Charity, the estimated costs (mainly to update stationery) and procedural guidance from the Charity Commission. |  |
| b  c  d | LW asked whether there were any intellectual property issues to be addressed or areas of concern around the use of the “Oxford Health” name in the name of the Charity. The Trust Secretary noted that other organisations already used “Oxford Health” in their name.  The Committee noted that the name of this Committee may also need to change in due course.  **The Committee RECOMMENDED the supplemental deed of declaration to change the name of the Charity to “Oxford Health Charity” to the Board for approval.** | **HS/ JCH** |
| **11.**  a  b | **Charitable Funds Committee Annual Report 2013/14**  The Chair presented Paper CFC 31/14 which set out the Committee’s Annual Report summarising the performance and work programme of the Committee during the reporting period. No changes were proposed to the Terms of Reference which the reformed Committee had only been operating under since 01 January 2014 although a review would be undertaken once the Committee had gone through a complete cycle of meetings.  **The Committee APPROVED and RECOMMENDED the Committee’s Annual Report for presentation to the Board.** |  |
| **TO NOTE:** | | |
| **12.**  a  b  c  d  e  f  g | **Income, Payments/Expenditure and Legacies Reports, March-May 2014**  ***Income Report***  LI presented Paper CFC 32/14 (Income Report) which listed the donations, grants and charitable activities with receipts of £1,000 and above received during the reporting period. LI highlighted the continuing income to the Respite Nursing for Oxfordshire’s Sick Youngsters fund (fund 3098).  ***Payments/Expenditure Report***  LI presented Paper CFC 33/14 (Payments/Expenditure Report) which listed payments of £500 and above made during the reporting period. LI confirmed that the governance and support costs in relation to the software accounts system were an annual maintenance and support charge.  In response to queries from the Committee, LI confirmed that the settees funded from Fund 3026 were additions for a quiet room and that the kitchen, gardening and music equipment funded from Fund 4526 were part of a suite of items purchased for patient welfare which were over and above standard NHS provision.  LW referred to the governance and support costs for the administration of the charitable funds and asked how these were approved by the Trust. GS confirmed that these costs were reviewed and, if appropriate, approved by any two of himself, the Director of Finance or the Deputy Director of Finance.  ***Legacies Report***  LI presented Paper CFC 34/14 (Legacies Report) which set out the legacy payments received during the reporting period.  The Trust Secretary added that the Trust had been invited by a solicitor to suggest projects which could be funded by a legacy for up to £14,000. The Trust had submitted suggestions for: (i) a garden to be developed behind the café used by patients on the Littlemore site; and (ii) improvement work on the female ward gardens at the Warneford site, and was waiting to hear back. Patients had been involved in the garden designs.  **The Committee noted the Income, Payments/Expenditure and Legacies Reports.** |  |
| **13.** | **Any Other Business** |  |
| a | None. |  |
| The meeting was closed at **13:16.** | |  |
| **Date of next meeting: Wednesday, 01 October 2014 12:00-14:00** | |  |