**Oxford Health Charity Committee**

Minutes of the meeting held on   
Thursday, 07 May 2015 at 09:30   
in the Boardroom, Trust HQ, Warneford, Oxford

**BOD 116/2015**

(Agenda item: 22(i))

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| **Present:** |  |
| Anne Grocock | Non-Executive Director (the **Chair/AG**) |
| Ros Alstead | Director of Nursing and Clinical Standards (the **DoN/RA**) *part meeting* |
| Alyson Coates | Non-Executive Director (**AC**) |
| Yvonne Taylor | Chief Operating Office (the **COO/YT**) *part meeting* |
| Lyn Williams | Non-Executive Director (**LW**) |
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| **In attendance:** | |
| Jeremy Barker | Cazenove Capital Management (**JB**) *part meeting* |
| Philip Bonnier | Project Manager, OUH Charitable Funds Department (**PB**) |
| Yaima Bacallao | Finance Manager, OUH Charitable Funds Department (**YB**) |
| Justinian Habner | Trust Secretary (**JCH**) |
| Diane Hedges | Director of Delivery and Localities, Oxfordshire CCG (**DH**) *part meeting* |
| Lorcan O’Neill | Head of Communications and Engagement (**LON**) *part meeting* |
| Gerald Sheeran | Head of Financial Services (**GS**) |
| Geoff Shepherd | External committee attendee (**GShep**) *part meeting* |
| Hannah Smith | Assistant Trust Secretary (Minutes) (**HS**) |

*The meeting was not quorate until after item 3(c). The quorum for the Committee is four members to include at least two Non-Executive Directors and one Executive Director.*

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| **1.** | **Welcome and Apologies for absence** |  |
| a | No apologies for absence were received. |  |
| **2.** | **Declarations of interest/related party transactions** |  |
| a | There were no new declarations of interest or of related party transactions. |  |
| **3.**  a  b  c  d  e  f  g  h  i  j | **Minutes of the meeting held on 03 February 2015**  The minutes of the meeting were approved as a true and accurate record.  **Matters Arising**  **Item 4(e), (g) and (h) Whiteleaf Centre screen panels for patient bedrooms**  The Trust Secretary noted that the first invoice for the work on the screen panels had been received. An update had not yet been provided on the actions to undertake/provide:   * a review of the learning from the Artscape project which could inform similar projects in the future; * confirmation of the final costs funded from charitable funds (although confirmation had been provided that a Purchase Order was in progress and a Single Action Tender Waiver form for Procurement had been completed); and * confirmation that the intellectual ownership of the design also vested in the Trust.   **Item 11(b) Revised Statement of Recommended Practice (SORP) – accounting and reporting by charities**  YB reported that the relevant updates and revisions were taking place. The Committee would still need to review, prior to 31 March 2016, the anticipated changes to the annual report disclosures related to risk management, reserves and disclosures of judgements, assumptions and uncertainties.  *The DoN and the COO joined the meeting which became quorate at this point.*  **Item 5(b), (c) and (e) Artwork proposal for four wards at the Whiteleaf Centre**  YB noted that individual fund advisors needed to be informed where there funds had been used to support the Buckinghamshire general fund to pay for the artwork at the Whiteleaf Centre. The Committee requested that YB email the fund advisors to formally notify them of the use of their funds.  The Committee noted that an update had been provided which suggested that vinyl wall paper and PVC printed panels had been installed on the wards but there was no confirmation of the level of input from Estates and Facilities. The Committee requested confirmation that Estates and Facilities had approved the use of the vinyl wallpaper and confirmed that it would be cleaned and maintained appropriately in-house.  The Committee noted that the following actions were outstanding for the Artscape Project Manager to:   * provide examples of the designs for the artwork proposal for the four wards at the Whiteleaf Centre; * ensure all artwork was accompanied by appropriate plaques to acknowledge the funding provided by the Charity; and * provide an update report to a future meeting on the design, manufacture and installation of the artwork at the Whiteleaf Centre and, in particular, the participation of ward staff and service users.   **Item 8(b) Central project administration role to support fund advisors and coordinate spend across a number of funds**  The Trust Secretary reported that he had put a proposal to the Service Directors for consideration but that engagement from the Service Directors was required before the options for a central project administration role could be taken further.  **Item 10(a) Safeguarding requirements to be taken into account in the renewed Respite nursing for Oxfordshire’s Sick Youngsters Service Level Agreement (the ROSY SLA)**  PB confirmed that the renewed ROSY SLA had incorporated these requirements. The DoN confirmed that ROSY fundraisers did not have unsupervised contact with families or young people.  **Item 18 Artwork created by service users and installed at Trust HQ at the Warneford Hospital**  The DoN asked whether replicas of this artwork would also be available in patient areas. The Trust Secretary replied that replicas had already been made for the Whiteleaf Centre, installed in the Artscape gallery and would be rotated into the day hospital in due course.  The Committee confirmed that the following actions from the 03 February 2015 Summary of Actions had been actioned, completed or were on the agenda for the meeting: 4(f) and 11(b) held over from the meeting on 01 October 2014; 3(a); 5(f); 6(f); 12(b); 14(b); 15(b); 15(c); and 17(b). | **RA/TC**  **YB**  **RA/TC**  **RA/TC**  **YT** |
| **4.**  a  b | **Minutes of the extraordinary meeting held on 25 March 2015**  The minutes of the meeting were approved as a true and accurate record.  **Matters Arising**  The Committee noted that action 3(e) from the 25 March 2015 Summary of Actions was on the work plan for future reporting into the Committee in July and November 2015 to provide an evaluation of the pilot of rapid access to muscular skeletal physiotherapy for staff in the Older People’s Directorate. |  |
| **BUSINESS ITEMS** | | |
| **5.**  a  b | **Cash Level Report**  PB presented Paper CC 27/2015 on the current arrangements for holding cash.  **The Committee AGREED to continue with the current arrangements where unrestricted cash was managed via Cazenove and to continue to require Cazenove to maintain a minimum of 5 per cent of the portfolio as cash.**  *JB joined the meeting.* |  |
| **6.**  a  b  c  d  e | **Update on investment portfolio performance and quarterly update from Cazenove**  JB presented Paper CC 18/2015 which provided an update on the performance of the investment portfolio. JB referred to page 5 of the Cazenove report and highlighted the performance of the Oxford Health Charity against various Cazenove Capital Management portfolios on a risk and returns basis. The Oxford Health Charity ranked in the middle of the cluster for risk, relative to world equities, but had outperformed the composite benchmark and performed better than a significant proportion of Cazenove Capital Management portfolios in terms of returns. The ethical restrictions upon the investment of the Oxford Health Charity portfolio appeared not, therefore, to have negatively impacted the portfolio’s rate of returns in the most recent reporting period. The investments in overseas healthcare-focused themed funds had also performed well.  The Committee discussed the level of risk which was tolerated against the portfolio and the ability of Cazenove to make dynamic investment decisions independent of the Committee and between Committee meetings. AC referred to the chart on page 5 of the report and noted that the positive outlook for world equities indicated that equity tracker funds, tactical asset allocation and bolder moves between asset classes may improve performance further. GShep noted that providing Cazenove with maximum flexibility and not restricting the percentage of cash held may enable better performance from the small investment portfolio available. LW added that it may be an option to review the investment ranges on the asset classes to provide Cazenove with more discretion if the investment ranges were increased, whilst still remaining relatively risk averse. JB noted that even if the Oxford Health Charity had been less risk averse in the most recent reporting period, it would only have achieved returns which were slightly better than those which it had actually achieved and which represented a positive result.  **The Committee reviewed the strategic asset allocation and AGREED to amend the investment ranges on the asset classes (with the exception of the property asset class which stayed at 10-30%) as follows:**   * **equities from 35-55% to 25-65%;** * **fixed interest from 20-40% to 10-40%; and** * **cash from 5-15% to 5-20% (maintaining the 5% minimum cash level).**   **The Committee also AGREED that Cazenove would have discretion to invest between 0% and 10% of the portfolio in Ruffer’s Charity Assets Trust absolute return fund.**  **The Committee noted the report.**  *JB left the meeting. DH joined the meeting.* |  |
| **7.**  a  b  c  d  e | **Approval of expenditure from the fund for service reconfiguration – Age UK Circles of Support pilot project**  The COO and DH presented Paper CC 19/2015 which set out the proposal from Oxfordshire CCG that the legacy funds given for the purposes of the former Oxfordshire PCT be given as a grant to Age UK Oxfordshire to support an extension of the Circles of Support pilot project in Oxfordshire. The local pilot project aimed to reduce pressure on hospitals by using voluntary and community support to help people remain active, in contact with others and in control of their lives. The grant of funds would enable the extension of the local pilot project beyond September 2015 to March 2016 while evaluation of the various national pilot projects was completed, although continuation beyond March 2016 would depend upon further public funding. Even if the pilot project were to come to an end after the expiry of initial funding, it would have had a beneficial impact upon the lives of the service users who had been in contact with the project.  DH noted that if the local pilot project concluded by the end of September 2015, whilst evaluation of the various national pilot projects was still ongoing, then there was a danger of over 500 service users losing a potentially valuable service which provided them with sustainable support. Funding to bridge the gap until March 2016 would allow more time to demonstrate the value of the local pilot project and to learn from the 7 other national pilot projects. The timing of the evaluations of the pilot projects was set by the Cabinet Office, not by the local CCGs. The Cabinet Office had provided assurance that if additional local funding could be found to extend the local pilot project then this would also be supported by further funding from the Cabinet Office.  The Committee noted that it had been a challenge to identify a suitable proposal to utilise the fund for service reconfiguration and that the Circles of Support pilot project could provide a valuable service to local service users.  **Following discussion, the Committee APPROVED the grant of £83,000 to Age UK Oxfordshire to be used to fund the Circles of Support project from September 2015 to March 2016 subject to:**   * **signature of a formal written agreement with Age UK and Oxfordshire CCG;** * **agreement of payment by instalments;** * **agreement by Oxfordshire CCG to monitor the delivery of the service; and** * **a report back to the Committee in due course on progress and the outcome of the pilot project.**   **The Committee requested that :**   1. **PB support Oxfordshire CCG in developing a formal written agreement with Age UK as to work to be carried out with the funding; and** 2. **the Trust’s Communications Team link with Age UK and Oxfordshire CCG to raise the profile of the Oxford Health Charity in supporting this project.**   *DH left the meeting. LON joined the meeting.* | **YT**  **PB**  **LON** |
| **8.**  a  b  c | **Abingdon Hospital Training Room**  PB presented Paper CC 20/2015 on the use of legacy funds received for Abingdon Hospital. A project for the conversion of the former library into training space using these funds had been reported to the Committee previously as part of reporting on large/slow moving funds and outstanding commitments but formal Committee approval for the use of funds had not been sought. PB and YB confirmed that processes had been reviewed to ensure that this would not happen again.  **The Committee granted RETROSPECTIVE APPROVAL for expenditure of £20,538 (including up to £4,000 for additional cabling and IT equipment) from the legacy for works and equipment for the training room at Abingdon Hospital.**  The Committee requested that a plaque confirming the Charity’s contribution to the training room at Abingdon Hospital be arranged. | **YT/PB** |
| **STRATEGY** | | |
| **9.**  a  b  c  d  e | **Business Plan update**  PB and the Trust Secretary presented Paper CC 21/2015 which provided an update on progress against the business plan for the Charity. PB highlighted the challenge to encourage more fundraising for the Charity. The Chair noted that a starting point may be to encourage fundraising projects within clinical directorates which could build momentum for larger fundraising projects potentially in tandem with university fundraising teams. The Trust Secretary added that once plans had been progressed for the Warneford site then there may be an opportunity for the Committee to become involved in funding to support this.  The Trust Secretary noted that fundraising could also be assisted, if not directly increased, by rationalising the structure of funds, reducing their number and consolidating the number of fund advisors with whom the Committee would need to interact or developing a central project administration role, as referred to at item 3(g) above.  The DoN and GShep emphasised the benefits of working more with leagues of friends in community hospitals on fundraising activities and being specific about the support which this Committee could offer. The Trust Secretary noted that fund advisors may need more support to liaise effectively with leagues of friends and on targeted fund raising activity, as opposed to fund management.  The Committee noted the importance of: engaging directly with local fund advisors; identifying specific fund advisor champions at pilot sites (in particular the Whiteleaf and Fulbrook) and in relation to a key issue, such as dementia; and clarifying the support and funding which the Committee could offer. The Committee requested that:   1. YB provide a list of fund advisors for the DoN to consider appropriate local champions; 2. the location of the next meeting in July 2015 (at the Whiteleaf Centre) be used as an opportunity to meet local fund advisors and review artwork funded by the Charity. The DoN to discuss the review of artwork with the Artscape Project Manager; 3. the Head of Communications publicise the Committee’s visit to the Whiteleaf Centre amongst any known active fundraisers in the Trust to see if they would be interested in meeting with the Committee or becoming more involved in the Charity; and 4. the COO confirm Service Directors’ views of the proposal for a central project administration role to support fund advisors and coordinate spend across a number of funds.   **The Committee noted the report.**  *LON left the meeting.* | **YB/RA**  **RA/TC**  **LON**  **YT** |
| **10.**  a  b | **Charity Risk Register**  The Trust Secretary presented Paper CC 22/2015 which set out the risks to the Charity achieving its objectives. LW asked whether an internal audit review was due of the Charity’s processes and when the last internal audit had been conducted. YB to check and report back. LW asked whether there was any potential for efficiencies in processes if the Charity could be part of the same internal audit process as the OUH Charity and, if this were possible, the cost sharing basis on which this could take place. YB and PB to investigate and report back.  **The Committee noted the report.** | **YB**  **YB/PB** |
| **PERFORMANCE AND COMPLIANCE** | | |
| **11.**  a  b | **Production of statutory accounts timetable**  YB presented Paper CC 23/205 which set out the target dates for the production of the Charity’s statutory accounts and annual report. YB noted that the draft statutory accounts would be circulated to the Committee for comments by 05 June 2015.  **The Committee noted the report.** |  |
| **12.**  a  b | **Review of investment and reserves policies/disclosures for inclusion in the Trustee’s Annual Report**  PB presented Paper CC 24/2015 which set out the draft investment and reserves policies and explained that these must be described in the annual report. LW referred to the draft reserves policy and noted that the wording on unrestricted funds was in conflict with the principle to build up the Charity’s general funds. The current drafting stated that: “in terms of unrestricted income funds, the policy of the Trustee is to transfer the majority of income into designated funds” and should be removed or amended.  **Subject to the comments above, the Committee APPROVED the draft investment and reserves policies.** | **PB** |
| **13.**  a    b | **Funds issues and reserves**  PB presented Paper CC 25/2015 which noted the need for the Charity to bolster its general funds and the ongoing work to merge funds, reduce the administrative burden and provide greater flexibility in how funds were used.  **The Committee noted the report.** |  |
| **14.**  a  b | **Distribution of investment income**  YB presented Paper CC 26/2015 on the proposed allocation of investment income and management costs across funds.  **The Committee AGREED:**   * **the allocation of investment income and management costs as set out in Appendix 1 of the report;** * **that the ROSY fundraising group be advised of the relevant investment buffer and notified that net charges were likely to be made against the current year fundraising income from 2016/17;** * **that fund advisors be informed of the general existence of management costs and that although these are covered out of investment income and investment gains, this cannot necessarily be guaranteed in the future; and** * **for statutory accounting purposes only, the apportionment of investment income and administrative charges to funds should be calculated based upon average funds in management (other than in the case of ROSY where the terms of the SLA applied).** | **YB** |
| **TO NOTE:** | | |
| **15.**  a  b | **Income, Legacies and Payments/Expenditure Reports, January-March 2015**  YB presented for the reporting period: Paper CC 28/2015 (Income Report) which listed the donations, grants and charitable activities with receipts of £1,000 and above received; Paper CC 29/2015 (Legacies Report) which listed legacy payments received; and Paper CC 30/2015 (Payments/Expenditure Report) which listed payments of £500 and above made.  **The Committee noted the Income, Legacies and Payments/Expenditure Reports.** |  |
| **16.**  a  b | **Management Accounts, April 2014 – March 2015**  YB presented Paper CC 31/2015 which set out the incoming and outgoing resources during the period, plus net assets and fund balances of the Charity as at the period end. GS noted that the total investments figure should be amended from £2,908,310 to £1,639,155.  **Subject to the comment above, the Committee noted the report.** | **YB** |
| **ANY OTHER BUSINESS** | | |
| **17.**  a | **New Integrated Governance Framework**  The Trust Secretary reported that the new Integrated Governance Framework would be presented to the next meeting of the Quality Committee in May 2015 for recommendation to the Board for approval. The review of the Integrated Governance Framework had identified that only Non-executive Directors or Executive Directors should be full members of sub-committees of the Board, such as this Committee, although this was not necessarily in line with the Charity Commission’s recommendations for charity committees. However, the Trust Secretary recommended that the Committee’s Terms of Reference be updated in due course to record that non-Board members of the Committee were in attendance at meetings rather than full voting members of the Committee. | **HS** |
| **18.**  a | **Trust Secretary**  The Committee noted that this was the Trust Secretary’s final meeting with this Committee and thanked him for all his work. |  |
| The meeting was closed at **12:07.** | |  |
| **Next meeting: Thursday, 21 July 2015 09:30-11:30 in the Conference Room at the Whiteleaf Centre, Bierton Road, Aylesbury, Buckinghamshire HP20 1EG** | |  |