**Oxford Health Charity Committee**

[DRAFT] Minutes of the meeting held on   
Tuesday, 03 February 2015 at 09:30   
in the Boardroom, Chancellor Court, Corporate Services, Oxford

**BoD 46/2015**

(Agenda item: 17i)

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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**) |
| Justinian Habner | Trust Secretary (**JCH**) |
| Yvonne Taylor | Chief Operating Office (the **COO/YT**) |
| Lyn Williams | Non-Executive Director (**LW**) |
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| **In attendance:** | |
| John Allison | Non-Executive Director (**JA**) |
| Philip Bonnier | Project Manager, OUH Charitable Funds Department (**PB**) |
| Yaima Bacallao | Finance Manager, OUH Charitable Funds Department (**YB**) |
| Adam Perryman | Senior Accountant (**AP**) *attending for Gerald Sheeran, Head of Financial Services* |
| Helen Gray | Operational Manager, Children’s Community Nursing Service (**HG**) *part meeting* |
| Hannah Smith | Assistant Trust Secretary (Minutes) (**HS**) |

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| **1.** | **Welcome and Apologies for absence** |  |
| a  b | The Committee noted that Lorraine Irwing had now left the OUH Charitable Funds Department and thanked her for her work for the Charity. The Committee welcomed Yaima Bacallao, Finance Manager for the OUH Charitable Funds Department.  Apologies for absence were received from: Gerald Sheeran, Head of Financial Services; and Geoff Shepherd, external committee member. |  |
| **2.** | **Declarations of interest/related party transactions** |  |
| a | There were no new declarations of interest or of related party transactions. |  |
| **3.**  a | **Register of interests**  Committee members were requested to inform the Assistant Trust Secretary of any interests they may hold which could relate to the Charity. Committee members who were also members of the Trust’s Board were requested to confirm if they held any interests other than those already recorded for the Board’s register of interests. | **Action**  **All** |
| **4.**  a  b | **Minutes of the meeting held on 01 October 2014**  The minutes of the meeting were approved as a true and accurate record.  **Matters Arising**  **Item 8 Message in a Bottle scheme**  The Trust Secretary provided an update on the grant from the Charity to fund the cost of bottles for the scheme for three years. The Charity had received a letter from the Message in a Bottle scheme thanking the Charity for its contribution and setting out how the Charity’s support was being advertised. The Committee noted the positive news. |  |
| c  d  e  f  g  h  i  j | **Item 12(b) Solicitors’ firms who may be able to promote charity legacies**  The Chair reported that she had discussed this with G. Shepherd who had contacted a firm of solicitors local to Oxford for more information about this. G. Shepherd had also suggested that the Charity could consider joining and seeking support from the Association of Charitable Foundations.  *The DoN joined the meeting.*  **Item 3(c) Whiteleaf Centre screen panels for patient bedrooms – cost estimates, procurement and intellectual property**  The Committee noted the update in the Summary of Actions document from the Artscape Project Manager including: the opinion from the Estates Team that the cost estimate for the screen panels was competitive; the issues with undertaking the work in-house or using another contractor; the comments from the Procurement Team, in particular in relation to the need to raise a Single Action Tender Waiver (**SATW**); and the request from the Ward Manager for the screen panels to be installed to support the provision of privacy and dignity for patients.  The Committee requested that a review be undertaken of the learning from this Artscape project which could inform similar projects in the future. The Committee suggested that future such projects should anticipate the need to: provide Value For Money assurance in relation to costs; separate design costs from installation costs; and source various competitive quotes rather than present a single quote which may then need to be subject to a SATW.  **The Committee AGREED that the Whiteleaf Centre screen panels for patient bedrooms should be installed and the cost estimate for their manufacture and installation by the original contractor be accepted and funded from charitable funds with a SATW raised, as appropriate.**  The Committee noted that the original proposal in the report to the meeting in July 2014 had set out costs of approximately £39,000-40,000 but that the Artscape Project Manager had confirmed at the meeting in October 2014 that the design work had already been paid for. The Committee requested confirmation of the final costs funded from charitable funds and the SATW raised.  The Committee referred to the discussion at the meeting in October 2014 that if the cost estimates for manufacture and installation were accepted then the Artscape Project Manager should ensure that the intellectual ownership of the design also vested in the Trust. The Committee requested that the Artscape Project Manager pursue this action.  The Committee confirmed that the following actions from the 01 October 2014 Summary of Actions had been actioned, completed or were on the agenda for the meeting: 4(d); 4(e); 4(g); 5(b); 6(a); 7(a); 7(b); 10(b); and 14(a).  The Committee noted that the following actions from the 01 October 2014 Summary of Actions were still to be actioned and would be held over for the next appropriate meeting: 4(f) and 11(b). | **TC/RA**  **TC/RA**  **TC/RA**  **PB** |
| **BUSINESS ITEMS** | | |
| **5.**  a  b  c  d  e  f | **Artwork proposal for four wards at the Whiteleaf Centre**  The DoN presented Paper CC 02/2015 which requested funding to design, manufacture and install new artwork across four wards at the Whiteleaf Centre to assist with orientation on the wards, dampen echoes (through the use of acoustic panels) and improve patient experience. Quotes had been obtained from a company which had previously installed artwork across other Trust sites and from an artist who had previously designed artwork for the Whiteleaf resource centre and wards. The quotes amounted to approximately £28,000 (or £7,000 per ward) although the costs relating to vinyl wallpaper would be shared across wards to leave a small surplus for the acoustic panels.  The Committee noted the input of ward staff and service users in choosing some of the artwork and asked to see some examples of the designs.  The Committee considered the vinyl wallpaper which was proposed to be used and asked whether Estates and Facilities had confirmed that it could be cleaned and maintained appropriately in-house. The Artscape Project Manager to check with Estates and Facilities.  **The Committee APPROVED funding of approximately £28,000 for the design, manufacture and installation of new artwork across four wards at the Whiteleaf Centre from the appropriate specific Buckinghamshire charitable funds for the relevant wards in the first instance, with the Buckinghamshire general charitable fund to be used in the second instance as appropriate.**  The Committee requested: (i) that all artwork should be accompanied by appropriate plaques to acknowledge the funding provided by the Charity; and (ii) 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.  PB noted the use of charitable funds for the Whiteleaf Centre, as discussed at meetings since July 2014, in relation to: stained glass windows for the multi-faith sanctuary; screen panels for patient bedrooms; and new artwork across four wards. PB asked whether the DoN was aware of any other requests anticipated for expenditure on the Whiteleaf Centre. The DoN replied that she was not aware of other requests or areas in the Whiteleaf Centre which would need access to charitable funds. PB noted that it would therefore be possible by the next meeting to complete action 4(f) from the 01 October 2014 Summary of Actions to advise on the appropriate level of cash to hold now anticipated expenditure at the Whiteleaf Centre had been confirmed. PB to provide a report for the next meeting.  *HG joined the meeting.* | **TC/RA**  **TC/RA**  **TC/RA**  **PB** |
| **6.**  a  b  c  d  e  f | **ROSY (Respite nursing for Oxfordshire’s Sick Youngsters) annual update**  The DoN presented Paper CC 03/2015 which provided an outline of the ROSY charitable support group and the work of the respite team of nurses which formed part of the Trust’s Community Children’s Nursing (**CCN**) service in Oxfordshire. The Trust was not commissioned to provide a CCN service outside Oxfordshire. HG provided an oral update on the work of the CCN service and the staffing and equipment which was funded through the ROSY charitable support group. HG noted that equipment levels were currently good but that more staffing would be helpful and recruitment was currently underway.  The Chair asked whether demand for the CCN service was increasing or becoming more complex. HG replied that the demand for continuing care was increasing as more children survived for longer. The COO noted that this was also part of a wider issue relating to the transition from children’s services to adult services and the continuing needs of service users.  The Committee thanked HG for attending the meeting and expressed their admiration and gratitude for the work of the CCN service and the support from ROSY.  **The Committee noted the report.**  *HG left the meeting.*  PG noted that the Service Level Agreement with ROSY (the **SLA**) was due for renewal and tabled a summary of charges under the SLA. The Committee reviewed the summary and noted the administration fees charged.  **The Committee AGREED that the SLA should be renewed for a further period of three years.** | **RA/PB** |
| **STRATEGY** | | |
| **7.**  a  b  c | **Overview of the Charity’s Income and Expenditure**  PB presented Paper CC 04/2015 which provided an overview of the Charity’s income sources and types and areas of expenditure.  LW asked why only a low level of gift aid tax had been recovered against donations and grants. YB replied that the use of out-of-date gift aid forms by the organisers of some events had caused some issues but that this had been recognised and up-to-date forms were available.  **The Committee noted the report.** |  |
| **8.**  a  b  c  d | **Strategy for the Charity**  The Chair introduced an oral discussion item on the strategy for the Charity and how the Charity could support patients and staff to improve their experiences.  The Committee discussed the role of fund advisors and the need to support fund advisors to spend the available charitable funds effectively. The Committee considered the challenges faced by community-based services in fundraising and spending funds effectively without the focus of a fixed building or infrastructure, by comparison with community hospitals. The Committee considered whether it would be useful to provide a central project administration role to support fund advisors and coordinate spend across a number of funds. The Trust Secretary and PB to discuss options for a central project administration role further.  The Trust Secretary noted that the future development of the Warneford site and re-provision of inpatient mental health services in Oxfordshire may also provide opportunities to focus the strategy and direction of the Charity.  **The Committee noted the oral discussion.** | **JCH/ PB** |
| **9.**  a  b | **Business Plan update**  PB and the Trust Secretary presented Paper CC 05/2015 which provided an update on progress against the business plan for the Charity. The Trust Secretary provided an update on his recent meeting with the Head of Fundraising at Oxford University Hospitals NHS Trust and highlighted the importance of raising the profile of the Charity and acknowledging and publicising the grants supported by the Charity. Raising the profile of the Charity may encourage and facilitate more fundraising, particularly with the involvement of staff, patients and the third/voluntary sector through the Trust’s commissioning and collaborative-working links.  **The Committee noted the report.** |  |
| **PERFORMANCE AND COMPLIANCE** | | |
| **10.**  a  b | **Safeguarding and Incident Reporting**  PB presented Paper CC 06/2015 on the Charity Commission’s strengthened expectations in relation to safeguarding and incident reporting. The Committee noted that the renewal of the ROSY SLA, referred to at item 6 above, should also take into account the proposed safeguarding requirements.  **The Committee AGREED that:**   * **all activities undertaken in the Charity must comply, where appropriate, with the Trust’s policies on: (i) Safeguarding Vulnerable Adults: Identification and Investigation (CP25); and (ii) the Safeguarding Children Policy (CP14);** * **the safeguarding obligations included in the ROSY SLA should be reviewed as part of the process of renewing the ROSY SLA; and** * **the incident reporting policy for the Charity set out in Appendix 1 to the report should be adopted.** | **PB** |
| **11.**  a  b | **Revised Statement of Recommended Practice (SORP) – accounting and reporting by charities**  PB presented Paper CC 07/2015 on the revised SORP issued by the Charity Commission following fundamental changes to accounting standards in the UK. AP confirmed that he and GS supported the recommendations in the report.  **The Committee AGREED:**   1. **to adopt the FRS 102 SORP for the year ended 31 March 2016 and subsequent years;** 2. **a policy of discounting legacies receivable for the time value of money where:**    * 1. **the expected receipt date is more than 12 months after the balance sheet date; and**      2. **the expected nominal value of the legacy is over £1 million or the expected receipt date is more than 3 years after the balance sheet date; and**      3. **the effect of discounting is material;** 3. **to insert a sub-total “Net income/expenditure before gains/losses on investments” in the Statement of Financial Activities; and** 4. **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.** | **PB/YB** |
| **12.**  a  b  c | **Review of slow-moving funds**  PB presented Paper CC 08/2015 which provided an update on: (i) the work being done to follow-up slow-moving funds where expenditure had been less than 20% of the fund balance; and (ii) the range of legitimate uses of Fund 3143 (service redesign for services in the community).  The Committee discussed whether Fund 3143 could be used to support a mental health recovery college in Oxfordshire and agreed that the COO could raise this as an option with Oxfordshire CCG, if appropriate. The COO to inform PB if this usage were agreed before 31 March 2015 as this could be a potential disclosure in the Charity’s annual accounts.  **The Committee noted the report.** | **YT** |
| **13.**  a  b | **Investment Portfolio – update on performance**  PB presented Paper CC 09/2015 on the performance of the investment portfolio and tabled to the meeting an investment report from Cazenove.  **The Committee noted the report.** |  |
| **14.**  a  b  c  d | **Investments – Absolute Return Funds and Minimum Cash Levels**  PB presented Paper CC 10/2015 and Cazenove’s proposals to: (i) invest part of the portfolio in absolute return funds; and (ii) relax the requirement to maintain 5% of the portfolio in cash. PB noted that maintaining cash holdings was necessary to provide liquidity for operational needs.  The Committee considered the proposal to invest part of the portfolio in absolute return funds and requested that Cazenove present a recommendation with a clear rationale for the choice of a particular absolute return fund to the next meeting.  **The Committee considered the proposal to relax the requirement to maintain 5% of the portfolio in cash but AGREED that the existing requirement to invest 5% of the portfolio in cash would be maintained.**  **The Committee noted the report.** | **PB/ Caz** |
| **TO NOTE:** | | |
| **15.**  a  b  c  d | **Income and Payments/Expenditure Reports, September-December 2014**  YB presented for the reporting period: Paper CC 11/2015 (Income Report) which listed the donations, grants and charitable activities with receipts of £1,000 and above received; and Paper CC 12/2015 (Payments/Expenditure Report) which listed payments of £500 and above made. No legacies were received during September to December 2014 therefore no Legacies Report was produced for the period.  The Trust Secretary noted the donation received from a family in appreciation for care provided and asked whether the family would like to engage with the Charity in determining how this was to be used. YB to provide the available contact details to the Trust Secretary.  AC asked why there was expenditure to the Trust for conference venue costs. PB and YB to check and report to the next meeting.  **The Committee noted the Income and Payments/Expenditure Reports.** | **YB**  **YB/PB** |
| **16.**  a  b | **Management Accounts, April-December 2014**  YB presented Paper CC 13/2015 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. YB highlighted that income was generally comparable to the previous year, with some increased income from the ROSY fundraising activities.  **The Committee noted the report.** |  |
| **COMMITTEE EFFECTIVENESS** | | |
| **17.**  a  b  c | **Committee effectiveness**  The Chair presented Paper CC 14/2015 on the Committee’s self-review of its effectiveness, revised membership structure and the information provided to the Committee for decision-making. The Committee discussed the suggested questions in the report relating to effectiveness, information and membership. The Committee noted the balance on the agenda for this meeting between discussion of strategic matters and the administration of the Charity and agreed that time should continue to be set aside for discussion of strategic matters but that the revised committee structure should continue.  The Committee discussed moving future meetings to sites which had benefitted from grants from the Charity. The next meeting in May 2015 would still be held as scheduled at Trust HQ at the Warneford Hospital, for the convenience of external attendees who had been invited to the meeting. Future meetings from July 2015 could be held on sites such as the Highfield and, subject to completion of the most recently approved work, the Whiteleaf Centre.  **The Committee noted the report.** | **HS** |
| **ANY OTHER BUSINESS** | | |
| **18.**  a | **Artwork created by service users and supported by Artscape**  The Trust Secretary reported that the Charity had funded Artscape to support mental health service users to create artwork at a series of workshops. Some of this artwork would be installed at Trust HQ at the Warneford Hospital over the coming weeks. Board and Committee members would be invited to the unveiling of the artwork at which service users would be present to talk about their art. |  |
| **19.**  a  b | **Audit examination of the Charity**  The Chair noted that the contract for External Audit services would be discussed at the next meeting of the Audit Committee on 05 February 2015. The current External Auditor also provided audit examination services for the Charity under a separate contract schedule. The Committee noted that the appointment of the External Auditor was the responsibility of the Council of Governors, under the Trust’s Constitution.  **The Committee AGREED that if the Council of Governors agreed to retain the current External Auditor then the External Auditor should also continue to provide audit examination services for the Charity; however, if the Council of Governors did not retain the current External Auditor then the Committee may consider a new process to appoint a new provider of audit examination services for the Charity.** |  |
| The meeting was closed at **11:54.** | |  |
| **Next meeting: Thursday, 07 May 2015 09:30-11:30 in the Boardroom, Trust HQ, Warneford Hospital OX3 7JX** | |  |