**Oxford Health Charity Committee**

[DRAFT] Minutes of the meeting held on
Tuesday, 20 July 2016 at 09:30
in the Warneford Board Room, Warneford Hospital,

Headington, Oxford

**BOD 119/2016**

(Agenda item: 18(iv))

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| **Present:** |  |
| Anne Grocock | Non-Executive Director (the **Chair/AG**) |
| Emma Leaver | Service Director – Older People’s Directorate (**EL**) *deputising for Dominic Hardisty, Chief Operating Officer* |
| Sue Haynes | Deputy Director of Nursing and Clinical Standards *deputising for Ros Alstead, Director of Nursing and Clinical Standards (***SH***)* |
| Alyson Coates | Non-Executive Director (**AC**) |
| Lyn Williams | Non-Executive Director (**LW**)  |
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| **In attendance:** |
| Yaima Bacallao | Finance Manager, OUH Charitable Funds Department (**YB**) |
| Adam Perryman | Senior Accountant (**AP**) |
| Kerry Rogers | Director of Corporate Affairs and Company Secretary (the **DoCA/CoSec/KR**) (Minutes) |
| Teresa Twomey | Temporary PA to Director of Corporate Affairs & Company Secretary (Minutes)  |
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| **1.** | **Welcome and Apologies for absence** |  |
| ab | Apologies for absence were received from: Ros Alstead, Director of Nursing and Clinical Standards; Dominic Hardisty, Chief Operating Officer; Hannah Smith, Assistant Trust SecretaryThe meeting was confirmed to be quorate.  |  |
| **2.** | **Declarations of interest/related party transactions Register of Charity Committee Members’ Interests**  |  |
| a | The Committee considered paper CC 25/2016 which had previously been circulated with the agenda and Alyson Coates declared an interest as a Trustee of the Nuffield Oxford Hospital Fund. It was agreed that this would be added to the Register of Charity Committee Members’ Interests. There were no other new declarations of interest or of related party transactions.  | **TT** |
| **3.**abcdefgh | **Minutes of the meeting held on 17 November 2015**The minutes of the meeting were approved as a true and accurate record. **Matters Arising****Item 3(j)** **Expenditure rules – amendments**YB explained that there were two options with regard to the Chipping Norton funds – either hold the money where it was, which was less onerous from a governance perspective and was more secure, or transfer the money over. SH agreed that she would establish for the next meeting which NHS services remained at Chipping Norton. An application would have to be made to the Charity Commission to release the funds. It was agreed to copy in KR, AG, YB, should such an application be necessary. It was agreed that this would be brought back to the next meeting.**Item 9(b)** – **Charity business plan update** The Committee considered the Work Plan which had been circulated with the agenda and which set out, inter alia, the standing, regular, and non-standing items, to be brought before the Committee, along with their frequency. It was noted that it was important to ensure that all aspects of the original Business Plan were incorporated into the implementation plan, which KR confirmed HS had ensured was the case.It was agreed to invite George and Mike from ROSY to present a Patient Story and Fund Raising update to a meeting of the Board of Directors later in the year. **Item 5 (c) “G” Legacy Update** The DoCA/CoSec explained that she had sought advice on this case but that the medical records appeared to suggest there was no capacity issue, and therefore it seemed inappropriate to pursue the case any further as it would cost too much to contest. A final decision on capacity was awaited. It was accepted that in the absence of any question with regard to capacity, there was no merit in pursuing a claim on the estate any further.*Emma Leaver joined the meeting*The Committee confirmed that the remaining items from the 17 May 2015 Summary of Actions had been actioned, completed or were on the agenda for the meeting: 6(p) 6, 8, 9, 10, 11, 14, 16(a), 16(b)  | **SH****TT****TT** |
| **BUSINESS ITEMS** |
| **4.**abcdef | **Request for Funding Hospital Vehicle for Abingdon** YB presented paper CC 27/2016 which had previously been circulated with the agenda and which set out the request for the funding of a new vehicle for Abingdon Hospital for use by the Therapy Team. The Committee discussed the system whereby bids were made and expenditure approved and agreed it required review. AC said that there was a duty for the trustees to ensure that any spending was in line with the aims of the charitable trust and was passed through the Committee and spent in accordance with approvals. AC suggested that merely presenting a spending plan should not be mistaken as an automatic approval and that this was a decision for the Committee as opposed to an administrative function.The Committee discussed the best way forward and suggested that expenditure plans for over £10,000 needed to come before the Committee in order to ensure coherent and correct use of money, as well as preventing disappointment in the longer run.It was agreed that YB would liaise with KR and EL to review the process of preparing and submitting expenditure plans and subsequent funding requests, along with the best method of communicating this to all involved.AC said that it was possible the transport vehicle in this case should be funded by the NHS and not the Charity Committee as it was not clear whether this was for use by staff to visit patients, or if the model proposed was more conducive to the provision of patient transport. She also noted that it was still unclear as to whether the maintenance for the vehicle would lie with the Oxford Health NHS Foundation Trust or if there was an assumption the Charity Committee would fund it, a point which had been raised before and remained unresolved.SH queried whether the request was signed off by a Service Director and how it fitted with NHS transport policy. KR noted that the Committee normally funded the initial cost of an item and not the subsequent running costs, which should be well understood across the Trust by now.The Chair agreed that gaining director level sign off should be an important part of the process and that the Anne Brierley, Service Director for Older People, should be asked to clarify the issues over the type and purpose of the vehicle, as well as the maintenance costs. The initial funding request could then be returned to the Committee if appropriate.**The Committee agreed with this proposal in principle in order to be in a position to make a funding decision.** | **YB/KR/EL****SH** |
|  | **CHARITY ANNUAL REPORTING** |  |
| **5.**abcde | **Charity annual report and statutory accounts**YB tabled paper CC 28/2016 - Oxford Health Charity Annual Report and Accounts – and explained that the process of getting the accounts from Deloitte had been long and protracted.The Chair noted that it was most unsatisfactory for the accounts to be tabled so late – the day before the meeting – especially when YB had taken the trouble to prepare a detailed timetable for Deloitte to follow.Despite the delay in preparation, the Committee nevertheless recognised the quality of work in the report and agreed that the narrative was very clear and helpful.The Chair noted that the title of ‘Trust Secretary’ no longer applied and YB agreed to amend this to ‘Director of Corporate Affairs & Company Secretary’.**Subject to the changes noted above, the Committee noted the annual report and accounts and recommended them to the Trust Board of Directors.**  | **YB** |
| **6.**ab | **Independent Examiner’s Management Letter and Letter of Representation**YB tabled paper CC 29/2016 which was discussed by the Committee.**The Committee noted the Independent Examiner’s Management Letter, and approved the Letter of Representation and recommended it for signing by the Trustee.**  |  |
| **PERFORMANCE AND COMPLIANCE** |
| **7.**a | **Update on fund rationalisation/slow moving funds** YB tabled paper CC 30/2016 which outlined the work undertaken to date and on-going within the charitable fund. The Committee noted the funds relating to community hospitals and the sensitive nature of these in the light of current consultation over the future of community services. It was agreed that no further rationalisation of funds would take place until the future for community hospitals was clearer.**The Committee noted the report.**  |  |
| **8.**abc | **Cazenove Investment Report**YB tabled the Investment Report from Cazenove for the quarter ending 30 June 2016. The Committee noted that overall the report was good and reflected sound investments.AC noted the paragraph on transactions – and said that more detail on the value of the transaction would be welcomed.LW also requested more detail on the status of the property fund in the light of recent suspensions in trading following the Brexit vote. He asked for a full comment on this in the next report, and for the author to be invited to attend the meeting in November.**The Committee noted the report**. | **TT** |
|  | **INCOME, PAYMENTS AND MANAGEMENT ACCOUNTS** |  |
| **9.**ab | **Income Reports for the Charity – April to June 2016** YB presented paper CC 31/2016 which had previously been circulated with the agenda and which set out income of £1,000 or more received during the period April to June 2016. The Committee noted a one off donation of £1,100 towards a syringe driver, along with the very impressive range of donations to the ROSY fund, which would go some way towards alleviating fears over future funding of their nurses. Committee members noted the need to raise the profile of the ROSY fund within Oxford Health NHS FT, particularly amongst governors, and it was recognized that this would be achieved through implementation of the Fundraising Strategy.**The Committee noted the report** |  |
| **10.**abc | **Legacies Reports for the Charity – April to June 2016**YB presentedpaper CC 32/2016, which had previously been circulated with the agenda and which set out the details of one legacy.The DoCA/CoSec explained that she had written to the HSBC bank with regard to the MH fund as the HSBC bank was the trustee according to the Charity Commission Directory. No profile of her was available on public websites and nothing had been changed since 2009 but it was hoped that HSBC may be able provide some information or family contacts.DoCA/CoSec asked that it be included in the committee work plan that it was necessary to revisit the potential for the eventual release of capital.**The Committee noted the report.**  | **TT** |
| **TO NOTE:** |
| **11.**ab | **Payments/Expenditure Reports for the Charity – April to June 2016** YB presented paper CC 33/2016 which had previously been circulated with the agenda and which set out payments of £500 or more made by the charitable fund during the previous quarter, including payments made for pictures/artwork to improve the ambience of the Whiteleaf Centre.AC noted the amount of payments made to fund training based at Unipart and queried whether some of this might be funded via a corporate social responsibility approach from them. The DoCA/CoSec agreed that as part of the Fundraising Strategy, a deliberate approach to significant partners/suppliers was planned when the new role was appointed.**The Committee noted the Income, Legacies and Payment/Expenditure reports.**  | **KR** |
| **12.**a | **Management Accounts for the Charity – April to June 2016**  YB presented paper CC 34/2016 which had previously been circulated with the agenda and which set out the management accounts showing incoming and outgoing resources during the previous quarter, plus net assets and fund balances of the Charity at that period end.**The Committee noted the report.**  |  |
| **GOVERNANCE AND REGULATORY ARRANGEMENTS** |
| **13/14.**abc | **Charity Legal, Regulatory and Policy Update** The DoCA/CoSec presented paper CC 35/2016 which had previously been circulated with the agenda and which set out a range of changes in law and policy including the timetable for the implementation of the Charities Act 2016 and the enhanced powers of the Charity Commission.The DoCA/CoSec noted the growth in fundraising and therefore the processes and regulations surrounding it. She agreed to bring an update from the Institute of Fundraising to the next meeting to help members understand the basis of sound fundraising practice. YB explained that the Charities Act Amendment 2011 focused on fundraising and said that contracts for obtaining the services of professionals for fundraising were now more rigorous in order to protect the public. The Charity Commission was also due to start charging £300 from 2018 for being on their register. **The Committee noted the update** | **KR** |
| **15.**abcdefgh | **Community Involvement Framework update: Fundraising Strategy & Volunteering Services Strategy; and Community Involvement Manager role** The DoCA/CoSec presented paper CC 37/2016 which had previously been circulated with the agenda and which updated members with regard to the progress with the development of the Community Involvement Framework incorporating both fundraising and voluntary services strategies.She explained that it was necessary to align the framework with the Patient Experience and Involvement Strategy and to build up a data base of people who want to be involved in supporting Oxford Health NHS FT as well as to improve intelligence with regard to type/level of involvement and engagement. She said that the strategy would also hopefully attract a level of corporate social responsibility from local businesses and partnering organisations.The DoCA/CoSec also presented a draft job description of the role of Community Involvement Manager and said that this needed to be tied into the timing of the rebranding and relaunch of the Oxford Health Charity. She explained that the full cost of the role would be assessed in accordance with its approved AfC banding. She explained that following indicative support for the role from the Committee that it would be presented to the Executive Team and to the Extended Executive Team. EL said that it was important to identify champions in service directorates who could galvanize support from staff so that the whole venture became a joint endeavour. The DoCA/CoSec agreed noting the need to maximize community involvement and stakeholder management and that one person could not make all this happen without the wider organisation supporting them.AC noted that the initiative appeared to have an Oxfordshire focus and highlighted the need to include Buckinghamshire. She suggested involving local universities and their student unions in order to encourage youth involvement.The Committee discussed the initiative and the job role noting the detailed job description and the two distinct aspects of volunteering and fundraising. It was agreed that this was an opportunity to capitalise on enthusiasm for both functions amongst some staff within the organization and thereby enhance staff morale by raising and then spending the money raised.AC suggested that the requirement to ’work constructively with others’ could be incorporated into the job description of other relevant staff, suggesting the need to update the job descriptions of key managers who would have to work with the Community InvolvementManager. EL suggested that service directors would benefit from sight of the job description to highlight how it might impact on their roles.The DoCA/CoSec agreed to circulate the job description to all service directors following passage through the Executive Team meeting. | **KR** |
| **16.** | **Charity Register of Procedural Documents (Policies)** The DoCA/CoSec presented paper CC 38/2016 which had previously been circulated with the agenda and which set out the register of procedural documents, policies and the overarching strategy relevant to the Charity. The Committee’s attention was drawn to the “Charity Incident Reporting Policy” which the Committee had previously adopted in February 2015. This document was not currently published anywhere and could be more appropriately described as a procedure rather than a policy. It was suggested that this be updated and included on the intranet in the section maintained by the ORH Charitable Funds Department where it could be accessed by fund advisors and staff involved in the Charity. **The Committee agreed to re-designate the policy as a procedure and publish it on the intranet maintained by the ORH Charitable Funds Department.** | **KR/YB** |
| **17.**abc | **Warneford Gardens – use of legacy to rejuvenate** (paper CC 39/2016)The Committee received an update on the completion of the Warneford garden rejuvenation works, following the Committee’s approval of the contribution of £17, 431.14 from the Charity.The Committee discussed the dedication of a memorial bench to Mr Bergwall in the garden and a plaque to note that it was funded through the Oxford Health Charity. **The Committee noted the update.**After the meeting members of the Committee visited the gardens with AB and KM to see the improvements and it was agreed that a plaque mentioning Mr Bergwall’s legacy in each garden would be most appropriate. |  |
| **ANY OTHER BUSINESS** |
| **18.** abcdefghijkl | **Any Other Business****(i)FGM App – ‘Let’s Talk FGM’**EL reminded the Committee of the success of the FGM app developed by a member of Trust staff using a grant of £12,000 from the Mary Seacole Awards programme. She said that the project had now finished but that there was uncertainty about how to take the development of the app further to include making it available on the app store and converting it to android for wider accessibility. She said that the app was widely used by health visitors and school nurses across the Trust as a conversation starter with girls, and had also gained interest from Trusts and professional bodies across the UK. Further money was now needed to for technical expertise to update the app annually and make it sustainable.AC noted that there were many IT providers and suggested it would be appropriate to approach some and ask them to support the initiative on a charitable basis. The DoCA/CoSec noted the need to protect intellectual property rights and suggested that further discussion was needed first to establish what support she might be able to offer.**The Committee agreed in principle to support the further development of the app but emphasised the need for a charitable rate for IT services to be negotiated where possible.****(ii) Update on procurement for contract to manage Oxford Health Charitable Fund****YB was asked to leave the meeting for this discussion**AP explained that the existing contract for the management of the Oxford Health Charity by Oxford University Hospitals (OUH) had been extended until 30 June 2017, following a decision by the Board of Directors. This contract included accounts and audit.AP said that the Committee now needed to consider what would happen at the end of that period. An in-house option would be explored but it would be necessary to consider the initial set up costs of this undertaking, as well as the securing of relevant expertise in the team, and depending on the tender values received, may not prove a cost effective option. AP explained that a Project Initiation Document was underway and the process was due for completion in December 2016. This would allow time for sufficient advertising and for bids to come in. AP suggested that the one tender be split into two parts – transactional finance and advisory/management. It was noted that an advisory aspect of fundraising might also be useful within the tender to support the new role of Community Involvement Manager.AC recommended proactive advertising in charitable administrative portals and that existing collaborative partners be considered.AP said that he was keen to ensure that the tender reflected what the Committee wanted to achieve and agreed to circulate it amongst committee members.Noting that the key challenge was in gaining interest from applicants, AP also agreed to speak to Deloitte’s re their external audit services and any synergies with charitable fund management. | **KR/EL****AP****AP** |
| There being no further business the Chair called the meeting to a close at 11.30 |  |
| **Next meeting: 15 November 2016 09:30-11:30**  |  |