**Oxford Health Charity Committee**

**BOD 28/2016**

(Agenda item: 13(ii)

Minutes of the meeting held on
Tuesday, 17 November 2015 at 09:30
in Room 4, Chancellor Court, Corporate Services, 4000 John Smith Drive, Oxford Business Park South, Oxford OX4 2GX

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| **Present:** |  |
| Anne Grocock | Non-Executive Director (the **Chair/AG**) |
| Alyson Coates | Non-Executive Director (**AC**) |
| Mike Foster | Deputy Director of Nursing (**MF**) *deputising for Ros Alstead, Director of Nursing and Clinical Standards* |
| Lyn Williams | Non-Executive Director (**LW**)  |
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| **In attendance:** |
| Yaima Bacallao | Finance Manager, OUH Charitable Funds Department (**YB**) |
| Jeremy Barker | Cazenove Capital Management (**JB**) *part meeting* |
| Jane Lyons | Operational Manager – Integrated Locality Team West and Service Manager for Bladder and Bowel Service (**JL**) *part meeting* |
| Kerry Rogers | Director of Corporate Affairs and Company Secretary (the **DoCA/CoSec/KR**) |
| Gerald Sheeran | Head of Financial Services (**GS**) |
| Hannah Smith | Assistant Trust Secretary (Minutes) (**HS**) |

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| **1.** | **Welcome and Apologies for absence** |  |
| a | Apologies for absence were received from: Ros Alstead, Director of Nursing and Clinical Standards (the **DoN**); Yvonne Taylor, Chief Operating Officer; and Geoff Shepherd, external attendee.  |  |
| **2.** | **Register of Interests and declarations of interest/related party transactions** |  |
| a | There were no new declarations of interest or of related party transactions.  |  |
| **3.**abcdefghijklm | **Minutes of the meeting held on 21 July 2015**The minutes of the meeting were approved as a true and accurate record subject to amending: item 3(j) to refer to 07 May 2015; and item 4(a) to record that the application for charitable funds for the Solar Dome was for £29,490.00 (excluding VAT). **Matters Arising****Item 3(d) Central Project Administration Role for charitable funds – to support fund advisors and coordinate spend across funds**The DoCA/CoSec to provide an update to the next meeting. **Item 3(e) Circles of Support project**The Committee requested that:* a report be brought back in due course on progress, the outcome of the pilot project and the review of the business case for the continuing of funding into 2016/17; and
* the COO work with the Communications Team to link with Age UK and the Oxfordshire Clinical Commissioning Group to raise the profile of the Charity in supporting the Circles of Support project.

**Item 3(f) Fund advisor champions at pilot sites (in particular the Whiteleaf and Fulbrook) and in relation to key issues (such as dementia)**The DoN to consider nominating appropriate local champions.**Item 3(h) Internal audit of Charity processes and exploration of options for efficiencies in processes if the Charity could be part of the same internal audit process as the OUH Charity**YB confirmed that the internal audit of the OUH Charity had recently taken place and that she would review the final report when issued to identify any general good practice which could apply to the Trust’s Charity. LW suggested that the Trust’s Charity should be subject to an internal audit every three years approximately and that there should be a plan for this. The Chair agreed and said that she would raise this at the Audit Committee in due course when the Internal Audit Plan was being considered as it may be possible to use contingency days or include this in the plan. **Item 5(d) “4D” immersive multi-sensory experience for dementia care**To identify which other units could benefit from the “4D” projector experience and to contact the relevant leagues of friends to suggest fundraising for this. **Item 6(e) Progress reports from Estates and Facilities**The Committee requested that Paul Ceglarek report back on: fundraising for the Solar Dome; the roll-out of the 4D multi-sensory projector experience; and use of charitable funds for therapeutic activities on the Warneford Meadow. **Item 7(c) Older People’s Directorate – occupational health assessments for non-clinical staff** The Committee noted the proportion of Bands 2-3 non-clinical staff referred to the pilot [MSK/muscular skeletal] service and requested that staff in the directorate with administrative or non-clinical duties be provided with a work-based occupational health assessment.**Item 13(a) Fund mergers**To undertake a final review of the 19 funds for potential merger. **Item 14(b) Income Report – donation from Dr J which had been reported as “under query”**YB confirmed that this had been resolved and the donation had been related to fees from an educational event. **Item 14(c) Payments/expenditure calendar year-end processes and Christmas receipts**GS would be liaising with the Charitable Funds team to send out a reminder to all fund advisors in November 2015 that receipts for expenditure should be submitted by 14 January 2016. The Committee discussed funding for Christmas events and the importance of fundraising for these at a local level, in particular to support inpatient wards. YB, MF and the DoCA/CoSec to identify wards with particular need in this respect. **Item 14(e) “B” legacy used to rejuvenate gardens at the Warneford**The Committee requested an update from the Project Manager on the use of the legacy to rejuvenate ward gardens at the Warneford. The Committee confirmed that the following actions from the 21 July 2015 Summary of Actions had been actioned, completed or were on the agenda for the meeting: 3(b); 3(c); 13(a) in relation to Cleveland Fund 4046; 14(d); and 16(a). *JB joined the meeting.*  | **KR****PS****RA****AG****PS****PC****PS****PS/KR****YB/MF/KR****AN** |
| **BUSINESS ITEMS** |
| **4.**abcd | **Update on investment portfolio performance and quarterly update from Cazenove**JB presented Paper CC 47/2015, which provided an update on the performance of the investment portfolio, and tabled a further update report to the meeting. JB confirmed that, following the Committee’s decision in May 2015, the Ruffer Charity Assets Trust absolute return fund had been included in the portfolio and that this had achieved a positive return. He highlighted that outside of equities/fixed income, property had also performed exceptionally well with strong returns at over 16 per cent to date, although the rate of capital appreciation was predicted to slow and levels of returns over the coming years were not expected to be as high. JB noted that it would be useful to anticipate the cash requirements of the Charity over the coming year, in particular requirements over £50,000. YB replied that she could provide a projection for anticipated future commitments and that she produced a weekly summary cashflow forecast in any event but that the timing of invoices may still be difficult to predict. **The Committee noted the report.** *JB left the meeting.* |  |
| **PERFORMANCE AND COMPLIANCE** |
| **5.**abcde | **Expenditure Rules and Income Guidelines**YB presented Paper CC 48/2015 which set out: the Expenditure Rules for the use of Charitable Funds; and the Income Guidelines for Charitable Fund Advisors. She also tabled to the meeting a summary of the proposed updates to the Expenditure Rules. She noted that only minor changes were proposed to the Income Guidelines; a new paragraph had been included on the Bribery Act and Gift Aid Forms would change from April 2016. The Committee reviewed the summary of proposed updates to the Expenditure Rules and agreed the changes with the addition of the following amendments:* the title of section B1 on page 5 to have the word “normally” removed;
* references throughout to “Divisional Directors” to be replaced by “Service Directors”;
* on page 7 in particular and throughout, references to a named provider(s) of medical equipment or medical devices to be replaced by a generic reference to a current provider or supplier of medical equipment or medical devices;
* at paragraph ix on page 10 to delete the paragraph providing for requirement parties for staff who have worked for the organisation for more than 20 years;
* paragraph E on page 14 to more clearly state that charitable donations should not be held in external funds or bank accounts as the Trustee can only be responsible for the management of funds held in accounts maintained by the Charitable Funds Department;
* on page 15 and throughout, the authorisation limit for petty cash should be in line with Trust policy which was a maximum of £200 for any single transaction (confirmed by GS); and
* on page 15 the car travel mileage rate to refer to the Trust agreed rate.

The Committee noted that the following sections may need to be revisited or developed further in the future: * section 5(v) on page 13 in relation to Chipping Norton may need to be revised during 2016 and recommended that this wording be reconsidered from approximately July 2016;
* section D on page 14 where YB was waiting for suitable wording to be provided from OUH’s internal audit review which could be used to include a suitable bribery and fraud statement, including any requirement to declare significant gifts/donations to charitable funds from patients or where there could be a conflict of interest

The Committee reviewed the Income Guidelines for Charitable Fund Advisors. The Chair suggested that a statement be included to clarify that the Charity encouraged donations towards a general fund; donors were not required to designate a particular fund for their donation. The DoCA/CoSec added that if the Charity could provide a donation envelope with this type of wording then this could also help to provide more flexibility for the Charity in terms of use of donations. A donation envelope should also provide for donors to leave their contact details so that they could be appropriately thanked. The Chair agreed and suggested that a more user-friendly and off-the-shelf package for legacies would also be helpful. YB to consider based on the forms/leaflets/envelopes available. **The Committee noted the report.** *JL joined the meeting.* | **YB****YB****YB** |
| **6.**abcd | **Application for mobile bladder scanners**JL presented Paper CC 53/2015 which set out the application from the Oxfordshire Bladder and Bowel Service for two additional bladder scanners at a combined total cost of £15,585.00 (excluding VAT). She emphasised the benefits for patient care and quality of life as clinicians would be able to use the mobile bladder scanners in clinics and also on home visits to assess patients at an earlier stage, treat at home and prevent some hospital admissions and the use of indwelling catheters (the avoidance of which may reduce the risk of infection and sepsis). She noted that there had been an increase in referrals into the services and the mobile scanners would assist the service to see more patients more quickly. The service would be able to fund the ongoing service costs for the mobile scanners but did not have enough budget to pay for the initial outlay on the mobile scanners. The Committee agreed that there was a clinical need for the mobile bladder scanners but asked whether these should be funded by the NHS directly rather than out of the Charity. MF noted that if the mobile bladder scanners were mandatory under NICE guidelines then the NHS should fund these but if they were not mandatory then it would be appropriate for the Charity to fund. MF and JL to follow-up on whether the mobile bladder scanners were mandatory under NICE guidelines. YB confirmed that funding was available via a combination of the former Community Hospitals Oxfordshire general fund and the MH fund. **The Committee AGREED that, subject to confirmation that the mobile bladder scanners were not mandatory under NICE guidelines, then the application was approved for two additional bladder scanners at a combined total cost of £15,585.00 (excluding VAT).**The Committee noted that if the scanners were provided through the Charity then they should be identified/marked as having been funded by the Charity and the Committee requested an update on their use and how many patients had been helped.  | **MF/JL****JL/PS** |
| **TO NOTE:** |
| **7.**abcde | **Income, Legacies and Payments/Expenditure Reports, July-September 2015** YB presented for the reporting period: Paper CC 49/2015 (Income report) which listed the donations, grants and charitable activities with receipts of £1000 and above received; Paper CC 50/2015 (Legacies Report) which listed legacy payments received; and Paper CC 51/2015 (Payments/Expenditure Report) which listed payments of £500 and above made. In relation to the Income Report, the Committee asked whether there was a donor contact list or a way of thanking donors for their donations. YB replied that she could provide a donor contact list with the details which had been made available by donors but noted that not all donors provided full addresses or contact details. In relation to the Legacies Report, the Committee noted the receipt for the benefit of the MH Memorial Fund. The DoCA/CoSec and YB to look into the details of MH and her story and consider whether to publicise the causes and projects supported by her legacy and to use this as an example to encourage more donations/legacies. In relation to the Payments/Expenditure Report, the Committee discussed the spend on external venues and noted that charitable funding should not be applied for venue hire unless internal options had been explored first. YB to email fund advisors and caution them about this. **The Committee noted the Income, Legacies and Payments/Expenditure Reports.**  | **KR/YB****YB** |
| **8.**ab | **Management Accounts, April- September 2015**YB presented Paper CC 52/2015 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. She highlighted that the Charity was spending more and that the management accounts included commitments which had been provided for but not yet spent, such as for Circles of Support and the Solar Dome. **The Committee noted the report.** |  |
| **COMMITTEE EFFECTIVENESS** |
| **9.**a | **Committee and Charity effectiveness**The Committee had an oral discussion on effectiveness and noted that the Charity: needed to move strategically from being a passive recipient of legacies and fundraising to becoming an active and well-branded charity; should develop 3-4 significant appeals which could attract and focus support; and could consider seeking support from the wider membership.  |  |
| **ANY OTHER BUSINESS** |
| **10.** ab | **Any Other Business*****125 years of Nurse Education in Oxford***MF noted that in 2016, Oxford Brookes University would be celebrating 125 years of Nurse Education in Oxford with a programme of events and activities. The Trust would be participating in and supporting some of these events. MF and the DoCA/CoSec to discuss whether the Charity could contribute to these events and whether the events themselves could also provide a platform and opportunity for fundraising for the Charity. YB suggested that the ROSY (Respite for Oxfordshire Sick Youngsters) Team should also be involved. ***Online Training for Fund Advisors***YB noted that she was looking at developing a fund manager online module but that she would consider further with the DoCA/CoSec, especially considering the contact which the DoCA/CoSec was looking to start with fund advisors.  | **MF/KR** |
| The meeting was closed at **11:47.**  |  |
| **Next meeting: 09 February 2016 09:30-11:30**  |  |