

Oxford Health Charity Committee

Minutes of the meeting held on Tuesday, 21 July 2015 at 09:30 in the Conference Room, Whiteleaf Centre, Aylesbury, Buckinghamshire

BOD 158/2015 (Agenda item: 17(i))

Present:

Anne Grocock
Alyson Coates
Yvonne Taylor
Lyn Williams

Non-Executive Director (the **Chair/AG**)
Non-Executive Director (**AC**)
Chief Operating Office (the **COO/YT**) *part meeting*
Non-Executive Director (**LW**)

In attendance:

Philip Bonnier
Yaima Bacallao
Paul Ceglarek
Rianna Jeffery
Sheila Mudarikiri
Gerald Sheeran
Hannah Smith

Project Manager, OUH Charitable Funds Department (**PB**)
Finance Manager, OUH Charitable Funds Department (**YB**)
Associate Director of Facilities (**PC**) *part meeting*
Activity co-ordinator – Opal Ward (**RJ**) *part meeting*
Ward Manager – Opal Ward (**SM**) *part meeting*
Head of Financial Services (**GS**)
Assistant Trust Secretary (Minutes) (**HS**)

1.	Welcome and Apologies for absence	
a	Apologies for absence were received from: Ros Alstead, Director of Nursing and Clinical Standards; and Geoff Shepherd, external attendee.	
2.	Register of Interests and declarations of interest/related party transactions	
a	The Committee reviewed the register of Charity Committee members' interests and confirmed that this was accurate.	
b	There were no new declarations of interest or of related party transactions.	
3.	Minutes of the meeting held on 21 July 2015	
a	The minutes of the meeting were approved as a true and accurate record subject to: including Jeremy Barker from Cazenove amongst the list of attendees; and correcting the meeting location to show that the meeting took place at the Warneford.	
	Matters Arising	
b	Item 3(b) Whiteleaf Centre screen panels for patient bedrooms – intellectual property ownership The Committee noted that the action had been completed. The Committee discussed processes which could be put in place to vest intellectual ownership of designs for future projects in the Trust. The Committee agreed that a form/checklist should be developed for future charity projects to record the processes and key steps/considerations undertaken, including consideration of whether the intellectual ownership of any design-work undertaken for a charity project can vest in the Charity or the Trust.	YB
c	Item 3(f) Artwork at the Whiteleaf Centre The Chair noted that the action had almost been completed, subject to ensuring that the plaques to accompany the artwork correctly referenced the "Oxford Health Charity" and provided appropriate contact details. YB noted that she was working to set up a general email account for the	

	Charity which could be monitored jointly by the OUH charitable funds department and the Trust.	YB
d	Items 3(g) and 9(d)(iv) Central Project Administration Role for charitable funds – to support fund advisors and coordinate spend across funds	
	The Committee noted that this should be discussed again at a future meeting when the new Director of Corporate Affairs/Company Secretary was in post. The COO noted that the governance of the charitable funds should be kept separate from the Trust's governance.	All
e	Item 7(d) and (e)(i)-(ii) Circles of Support project	
	The COO provided an update that the Cabinet Office had provided funding to help to extend the local pilot project but it was proposed to extend the period which the funding supported from the end of March 2016 to the end of April 2016. The Committee APPROVED the extension of the period for funding until the end of April 2016 and noted that this would not change or increase the funding amount (£83,000) which the Committee had approved at the previous meeting. The Committee requested that: <ul style="list-style-type: none"> • 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. 	YT
f	Item 9(d)(i) Fund advisor champions at pilot sites (in particular the Whiteleaf and Fulbrook) and in relation to key issues (such as dementia)	
	YB tabled a list of fund advisors to the meeting and noted that this had also been shared with RA. RA to consider nominating appropriate local champions.	RA

g	<p>Item 9(d) Committee’s visit to the Whiteleaf</p> <p>The Committee noted that future Committee meetings should be scheduled across Trust sites, including the Whiteleaf. This could provide opportunities to meet local fund advisors and review the outcomes of any local projects funded by the Charity.</p>	All/AG
h	<p>Item 10(a) 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</p> <p>The Committee noted the update provided in the Summary of Actions document that: the last internal audit of the Charity’s processes was in 2012; and the OUH Charity was not in favour of combining internal audit arrangements. The Committee noted that this would be reconsidered in the future and by February 2016. The Chair may discuss this further with the Chair of the OUH Charity Committee.</p>	
i	<p>Item 14(b) Distribution of investment income</p> <p>YB confirmed that the actions had been completed, subject to informing the ROSY fundraising group of the relevant investment buffer and the net charges likely to be made against the current year fundraising income from 2016/17.</p>	
j	<p>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(d); 3(e); 8(c); 12(a); 16(a); and 17(a).</p> <p><i>PC, RJ and SM joined the meeting.</i></p>	
BUSINESS ITEMS		
4.	<p>Solar Dome proposal at the Whiteleaf Centre, Opal Ward</p>	
a	<p>PC, RJ and SM presented Paper CC 34/2015 which set out the application for charitable funds of £29,490.00 (excluding VAT) to supply and install an “Eden Project” style solar dome in the external area of Opal ward at the Whiteleaf Centre. RJ and SM explained how the client group had previously benefitted from a similar dome before transferring to the Whiteleaf Centre and how the previous dome had been valued as a retreat, a way of bringing</p>	

	the outdoors indoors and a quiet space which could be used for various purposes and activities.	
b	The Committee considered the merits of the proposal and whether there were charitable funds available to fund the proposed amount.	
c	The COO asked: (i) why the previous dome had not been moved along with the client group and reconstructed at the Whiteleaf Centre; (ii) whether the previous dome was still at the former site; and (iii) whether there were any ligature risks associated with the dome. PC replied that the way that the dome was constructed meant that by the time it was dismantled, it would be half-destroyed. However, once fitted the dome would be robust and relatively free of maintenance requirements. The previous dome had been sold as part of the sale of the former site. PC confirmed that there were no ligature risks associated with the dome; this had already been considered along with issues which could arise from relative proximity to the fencing near the ward.	
d	PB confirmed that the cost of the dome would severely run down the Buckinghamshire general fund, leaving under £10,000 available to support any other proposals for Buckinghamshire or the Whiteleaf Centre, and there were no other charitable funds available for this specific proposal. The COO noted that there would not be revenue available to reduce the cost of associated building work either, which was included within the overall projected cost.	
e	The Committee noted that the dome would be a worthwhile piece of equipment for the client group but that the available charitable funds could not currently afford to fund the entire amount of the cost to supply and install a new dome at the new site, in place of the previous dome at the previous site. The Committee suggested that if the ward team could obtain sponsorship and/or raise funds to cover a proportion of the costs then charitable funds could cover half or up to three quarters of the cost. The Committee suggested that the ward team consider approaching the following for involvement in a fundraising project: local MPs and community leaders, the local Health Overview and Scrutiny Committee, local businesses, and local schools. The Committee suggested that the ward team also seek advice on fundraising from other teams experienced in this, such as the ROSY fundraising team – and requested that PB/YB raise this with the ROSY fundraising team at their next meeting.	YB

f	The Committee noted the report. <i>RJ and SM left the meeting.</i>	
5.	"4D" immersive multi-sensory experience for dementia care at Witney Community Hospital a PC presented Paper CC 35/2015 which set out the application for charitable funds of £11,750 (excluding VAT) to purchase a projector with sound and lighting equipment to create an immersive multi-sensory experience for dementia care and to transform a ward environment space into one that was therapeutically immersive. PC noted that this type of system could be useful in dementia care and end of life care. b The Committee considered the merits of the proposal and whether there were charitable funds available to fund the proposed amount. c The Committee noted that sensory treatment could be useful for a range of conditions and that other hospital or ward environments may be interested in this and may benefit from the system. d PB confirmed that the general fund could cover the cost of one "4D" projector experience but that if other units were interested then fundraising may be required. The Committee noted that it may be useful 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. e The Committee APPROVED the application for funding of £11,750 (plus VAT) to purchase the projector, sound and lighting equipment required to create a multi-sensory experience for dementia care.	YT
6.	Therapeutic activities on Warneford Meadow a PC presented Paper CC 36/2015 which set out the application for charitable funds of £4,035.43 to provide for gardening tools, a shed to store equipment and some seating for the site. PC explained that work had already taken place to support more active use of the meadow site, including a new path to the site, a comprehensive ecological management plan for the site and planning for clinical use of the site guided by the interests of service users. To make better clinical use of the site, some seating, gardening equipment and secure lockable storage was requested.	

b	The Committee considered the merits of the proposal and whether there were charitable funds available to fund the proposed amount.	PC
c	PB confirmed that there were a few funding options to cover the cost including: the Oxfordshire general fund (although this could not cover the entire cost); and the "MH" fund. The Committee AGREED that the "MH" fund should be used.	
d	The Committee APPROVED the application for funding of £4,035.43 to provide for gardening tools, a shed to store equipment and some seating for the site.	
e	The Committee requested that PC report back in due course 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. <i>PC left the meeting.</i>	
7.	Interim Report on the pilot for rapid access to musculoskeletal (MSK) physiotherapy for staff in the Older People's Directorate	
a	The COO presented Paper CC 37/2015 which provided an update on the first three months of the six month pilot to provide rapid access to MSK physiotherapy for staff in the Older People's Directorate. MSK injuries accounted for a significant proportion of staff absences on community wards. The aim of the pilot was to reduce sickness absence levels relating to MSK injuries for staff working within the directorate. The intended benefits of the pilot were to reduce overall absence rates for MSK conditions in the directorate, reduce agency costs and improve staff satisfaction and morale. If the pilot project was successful then it may be continued on a substantive basis as part of well-being and cost improvement programmes.	
b	The Committee noted the positive feedback which had been received from staff about the pilot service. There had been no instances of non-attendance from staff referred to the service.	
c	The Committee noted the proportion of Bands 2-3 non-clinical staff referred to the pilot service and requested that staff in the directorate with	

d	administrative or non-clinical duties be provided with a work-based occupational health assessment. The Committee noted the report and that a further update would be provided by February 2016.	YT
8.	Cash donations – Valley Centre, Chiltern Adult Mental Health Team (AMHT)	
a	GS provided an oral update and confirmed that the Valley Centre had been advised on how to deal with the donation which had been received. PB had also issued a note to all charitable funds advisors to remind them of processes in dealing with cash donations. The Chair noted that she had also asked for the Standing Financial Instructions of the Trust to be updated in due course with a reference to the process to be followed.	
b	The Committee noted the oral update.	
STRATEGY		
9.	Charity Work Plan update	
a	PB presented Paper CC 38/2015 which set out the business/work plan of the Charity. PB highlighted that a number of actions would require review in a few months' time and that given staffing changes at the Trust and the OUH Charitable Funds Department there was a risk of slippage.	
b	The Committee noted the report.	
10.	Register of Charity Policies	
a	PB presented Paper CC 39/2015 which provided a register of policies relevant for the Charity and their review dates.	
b	The Committee noted the report.	

PERFORMANCE AND COMPLIANCE		
11.	Oxford Health Charity – Trustee’s Annual Report and Statutory Accounts for the year ended 31 March 2015	
a	YB presented Paper CC 40/2015. The Committee noted that the Trustee’s Annual Report and Statutory Accounts 2014/15 had already been reviewed and commented upon when circulated out-of-session.	
b	The Committee RECOMMENDED the Trustee’s Annual Report and Statutory Accounts 2014/15 to the Board for approval.	
12.	Independent Examiner’s Management Letter and Trustee’s Letter of Representation	
a	PB presented Paper CC 41/2015 and confirmed that he was not aware of any reason why the Trustee should not sign the letter of representation.	
b	The Committee noted the Independent Examiner’s Management Letter of Representation and APPROVED the wording of the Trustee’s Letter of Representation and RECOMMENDED the Trustee’s Letter of Representation to the Board for signing.	
13.	Review of slow-moving funds: fund mergers	
a	PB presented Paper CC 42/2015 which provided an update on work to identify charitable funds which could be merged to enable a more strategic approach to expenditure to be taken. Following successful mergers of funds related to community nursing and allied health professionals, the COO and the OUH Charitable Funds Department had been reviewing the possibility of fund mergers in community hospitals and other areas and had identified 19 funds for potential merger. The COO to undertake a final review of the 19 funds for potential merger and confirm the directorate to which the “CW” fund (fund number 4046) should be allocated.	YT/YB
b	The Committee noted the report and APPROVED the principle of merging the funds set out in Appendix 1 of the report, subject to Trust management communicating this to fund advisors.	

TO NOTE:		
14.	Income and Payments/Expenditure Reports, April – June 2015	
a	YB presented for the reporting period: Paper CC 43/2015 (Income Report) which listed the donations, grants and charitable activities with receipts of £1,000 and above received; and Paper CC 44/2015 (Payments/Expenditure Report) which listed payments of £500 and above made. No legacies were received during the reporting period.	
b	In relation to the Income Report, YB to confirm the donation from Dr J as this had been reported as “under query”.	YB
c	In relation to the Payments/Expenditure Report, GS to review procedures for payments/expenditure and ensure that it is a requirement that all receipts for the Christmas/year-end period should be produced by the end of January each calendar year. The Committee noted that the report for April-June had included a claim for Christmas 2014 and New Year 2015 food.	GS
d	In relation to the Payments/Expenditure Report, YB to clarify details of expenditure on dining table and chairs.	YB
e	Although no legacies were received during the reporting period, in relation to the previous donation from a family in appreciation for care provided (the “B” legacy), YB to take forward more detailed proposals from the family to rejuvenate gardens with the relevant directorate project team and the solicitors for the family.	YB
f	The Committee noted the Income and Payments/Expenditure Reports.	
15.	Management Accounts, April – June 2015	
a	YB presented Paper CC 45/2015 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.	
b	The Committee noted the report.	

COMMITTEE EFFECTIVENESS		
16.	Committee effectiveness	
a	<p>The Committee had an oral discussion on effectiveness and confirmed that:</p> <ul style="list-style-type: none"> the only Committee members with voting rights were members of the Board. Under Schedule 7 of the NHS Act 2006, NHS FT boards may only delegate authority to a committee of directors or to an executive director. Committees that have formal memberships which include non-board members cannot have powers delegated to them by a NHS FT board, and neither can individual non-executive directors; and Geoff Shepherd would continue as an external attendee at meetings for a further year. 	HS
ANY OTHER BUSINESS		
17.	Any Other Business	
a	The Chair noted that this was PB's final meeting with this Committee. The Committee thanked PB for all his work.	
The meeting was closed at 11:33 .		
Next meeting: 09 February 2016 09:30-11:30		

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