

# Report to the Meeting of the

**BOD 104/2017**

(Agenda item: 18(b))

# Oxford Health NHS Foundation Trust

# Board of Directors

**26 July 2017**

**CHARITY COMMITTEE ANNUAL REPORT 2016/17**

**For: Information**

**Executive Summary**

The Annual Report summarises the performance and work programme of the Charity Committee during the period April 2016-March 2017.

**Governance Route/Approval Process**

The Charity Committee has received this report and recommends the Board of Directors review and receive the Committee Annual Report.

**Recommendation**

The Board is asked to receive the report.

**Author and Title: Laura Smith, Corporate Governance Officer**

**Lead Executive Director: Kerry Rogers, Director of Corporate Affairs & Company Secretary**

1. *A risk assessment has been undertaken around the legal issues that this report presents and [there are no issues that need to be referred to the Trust Solicitors] OR: [the Trust Solicitors have been consulted and their recommendation is included within the report]* (***please delete/amend as appropriate***)
2. ***Strategic Objectives*** *– this report relates to or provides assurance and evidence against the following Strategic Objective(s) of the Trust [OR N/A – no Strategic Objectives apply] (****please delete as appropriate****):*

*1) Driving Quality Improvement*

*(Goals: patients will be safe from harm; patients will achieve the clinical outcomes they want; and patients and carers will have an excellent experience)*

*2) Delivering Operational Excellence*

*(Goals: our services will be effective and efficient; information will be translated into knowledge; and our planned surplus will be delivered)*

*3) Delivering Innovation, Learning and Teaching*

*(Goals: the impact of the AHSN, AHSC and CLAHRC will be maximised; we will collaborate in research and innovation; and we will deliver high quality teaching)*

*4) Developing Our Business through Collaboration and Partnerships*

*(Goals: we will work in collaborative partnerships; we will maintain and grow our services where we add value; and we will have strong relationship with our stakeholders)*

*5) Developing Leadership, People and Culture*

*(Goals: staff satisfaction will be in the top 20% of Trusts nationally; our staff and teams will be high-performing; and we will recruit and retain an excellent workforce)*

*6) Getting the most out of Technology*

*(Goals: our patients and staff will have the right technology available; our workforce will have the necessary IT skills to do their jobs well; and an outstanding IT service will be delivered)*

*7) Using our Estate efficiently*

*(Goals: patients and staff will benefit from safe and appropriate environments; our estate will be sustainable and environmentally-friendly; and our estate will be cost-effective)*

**Charity Committee Annual Report**

**For the period April 2016 – March 2017**

The Charity Committee’s key responsibility is to ensure the Trust fulfills its duties as a Trustee in the management of the Oxford Health Charitable Funds. The Committee’s Terms of Reference were last reviewed and approved by the Committee in February 2017.

Anne Grocock, Non-Executive Director, is the chair of the Committee.

1. **Frequency of Meetings and Attendance**

The Terms of Reference states that the Committee should meet not less than four times a year. During the reporting period the Committee met four times.

Membership of the Committee for comprised:

* 3 Non-Executive Directors of the Trust
  + Anne Grocock
  + Alyson Coates
  + Lyn Williams
* 2 Executive Directors of the Trust
  + Ros Alstead
  + Dominic Hardisty

During this period, the following officers of the Trust and other interested parties were invited to attend for all or part of meetings between this period (number of times shown in brackets):

* Director of Corporate Affairs & Company Secretary (3)
* Assistant Trust Secretary (2)
* Financial Controller (4)
* Finance Manager, OUH Charitable Funds Department (4)
* CEO, OUH Charitable Funds Department (1)
* External Attendee (2)

The Committee quorum is four members to include at least two Non-Executive Directors and one Executive Director. Directors may nominate a deputy to attend the meeting in their absence who will count towards the quorum. A quorum of members has been available for all meetings. Attendance by the members has been as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **17 May 16** | **20 July 16** | **15 Nov 16** | **28 Feb 2017** |
| **Exec** | 1 | 2 | 1 | 2 |
| **Non-Exec** | 3 | 3 | 3 | 3 |
| **Total** | 4 | 5 | 4 | 5 |

Under the direction of the Director of Corporate Affairs & Company Secretary, the Personal Assistant to the Director of Corporate Affairs & Company Secretary attended meetings to take a true and accurate record of the proceedings of the Committee.

1. **Business transacted by the Committee**

Set out below is the remit of the Committee together with a report on the business transacted over the April 2016 – March 2017period.

**2.1 The activities and decisions of the Committee will take account of the principle purpose of the charitable funds which is to support patient care.**

In February 2017 the Committee noted staff welfare spend was very low and it was suggested that the Committee agree percentages of spend according to priorities on the four areas charitable spends: patient welfare, staff welfare, research and education.

**2.2 Consider and recommend a strategy, and monitor its implementation, for the Charity, including fund-raising activities.**

In July 2016 the Director of Corporate Affairs & Company Secretary updated members with regard to the development of the Community Involvement Framework incorporating both fundraising and voluntary services strategies.

The Committee noted that it was necessary to align the framework with the Patient Experience and Involvement Strategy and to build up a database 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. The strategy would also hopefully attract a level of corporate social responsibility from local businesses and partnering organisations.

A job description for a Community Involvement Manager was supported by the Committee and subsequently approved by the Executive Management Team. It was recognised by the Committee that once the post holder was in place (June 2017) development of the framework would begin.

The Community Involvement Manager started in July 2017

**2.3 Prepare and communicate a statement of policy for Charity fundraising activities, including their approval, monitoring and administration to ensure that such activities, including disbursements, adhere to statutory and other relevant guidelines.**

During the reporting period, the Committee did not develop or communicate a specific statement of policy for fundraising activities.

**2.4 Consider and recommend an investment strategy policy, reflecting the spread of asset allocation, appropriate benchmarks, social responsibility, and risk and return requirements, and monitor its implementation.**

The Committee received reports from Cazenove on the administration and performance of Charitable Funds’ investments in May, July and November 2016.

**2.5 Supervise the proper investment and administration of the Trust’s Charity.**

At each meeting, the following reports were received allowing the Committee to supervise the investment and administration of the Charitable Funds:

* Income report
* Payment and Expenditure Report
* Legacies Report
* Management Accounts

In addition, the Committee also received regular reports, at its request, on selected individual funds providing an opportunity to review and ensure funds were being effectively used.

An update on fund rationaliasation and slow moving funds was received at each meeting. It was noted that number of funds had reduced significantly from 72 in September 2015 to 52 in November 2016 greatly improving the administration of charitable funds.

The reserves and investment policy reviewed and approved in May 2016.

In July 2016 the Committee received the Charity Annual Report and Accounts which were recommended to the Board of Directors for approval.

In November 2016 the Committee reviewed members of staff on the bank mandate and agreed to add the Director of Corporate Affairs & Company Secretary and the Financial Controller to the mandate. Authorisation limits were also revised to:

# 1 signature – up to £4,990

# 2 signatures – £5,000 - £49,999

# 3 signatures – £50,000 or more

The committee agreed to accept authorisation from 2 signatories via email to Charitable Funds for approval of all expenditure items.

In November 2016 the Committee reviewed and approved changes to the Expenditure Plan.

An external examination timetable was received in November 2016 which set out the proposed timetable for the 2016/17 year end accounts.

Expenditure Rules and Income Guidelines were reviewed and approved in February 2017.

The Oxford University Hospitals Charitable Funds Department provided the administration of the Oxford Health Charitable Funds. During the reporting period, the service was put out to tender with the contract being awarded to Kingston Smith in January 2017. The ORH Charitable Funds Contract was extended to July to cover the preparation of the annual accounts and annual report and facilitate a handover.

**2.6 Consider and promote appropriate sources of non-NHS funding for the activities of the Trust, including other charitable and research institutions.**

In February 2017 an application was received for funding development of the Female Genital Mutilation (FGM) App. Funding of £18,150 was approved and the Committee suggested alternative options for the remaining funding including; Unicef, Thames Valley Police and Public Health England.

A request for funding of a public health awareness campaign on pressure damage prevention and treatment was received in February 2017. The Committee was supportive of the proposal however it was recommended that funding be sought initially through Oxford County Council as the request related to public health.

The Committee received at each meeting all spending across charitable funds where such spending below the Committee approval limits.

**2.7 Monitor the expenditure of funds to ensure it complies with the following approval limits:**

* **< £10,000 – Fund Advisor**;
* **£10,000 – £100,000 – Oxford Health Charity Committee**;
* **> £100,000 – Board of Directors**

At the meeting, the Payment and Expenditure report was received allowing the Committee to supervise the expenditure of the Charitable Funds.

In February 2017 five applications were made to the Committee for expenditure of £10,000 or above. The following applications were approved:

* Female Genital Mutilation (FGM) App - £18,150
* Resilience Training for the Older People’s Directorate - £20,000.

The following applications were not approved at the meeting and further work was requested by the Committee:

* Simulation Training in Community Hospitals – Responding to a deteriorating patient;
* Public Health Awareness Campaign on Pressure Damage Prevention and Treatment;
* Match Funding Application for RAW Barn.

## 2.8 Other business transacted:

The following additional reports were received and reviewed:

* Charity Risk Register;
* Charity Legal, Regulatory and Policy Update;
* Charity Committee Terms of Reference.

## Reporting

Meetings are formally recorded and minutes have been circulated to all Committee members and formally reported to the Board of Directors.