**Oxford Health Charity Committee**

[DRAFT] Minutes of the meeting held on   
17 July 2017 at 14:00 in the Warneford Boardroom

**CC 122/2017**

(Agenda item: 19(c))

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| **Present:** | | |  | |
| Anne Grocock | | | Non-Executive Director (the **Chair/AG**) | |
| Alyson Coates  Rebecca Kelly | | | Non-Executive Director (**AC**)  Trust Professional Lead Occupational Therapist (**RK**) (deputising for RA) | |
| Alex Davis  Lucia Winrow | | | Interim Head of Service, Children's Community Nursing (**AD**) (deputising for DH)  Head of Integrated Localities: North, North East and West, Older People SMT (**LW**) (deputising for DH) | |
| **In attendance:** | | | | |
| Kerry Rogers  Julie Pink  Yaima Bacallao | | | Director of Corporate Affairs and Company Secretary (**KR**)  Community Involvement Manager (**JP**)  Finance Manager, OUH Charitable Funds Department (**YB**) | |
| Laura Smith | | | Corporate Governance Officer (**LS**) (Minutes) | |
| Olga Senior | | | External Attendee (**OS**) | |
| Phil Slinger  Willem De Villiers-Corrigan | | | Kingston Smith (**KS**)  Kingston Smith (**KS**) | |
| **1.**  a | **Welcome and Apologies for absence**  Apologies for absence were received from: Dominic Hardisty; Chief Operating Officer, Ros Alstead; Director of Nursing, Vanessa Odlin; Head of Service for Oxfordshire Adult Mental Health Service, Chris Hurst; Non-Executive Director. | |  | |
| **2.**  a | **Declarations of interest/related party transactions**  There were no new declarations of interest. | |  | |
| **3.**  a  b  c  d  e  f  g  h | **Minutes of the Meeting on 14 June 2017 and Matters Arising**  The minutes of the meeting were approved as a true and accurate record.  **Matters Arising**  The Committee confirmed that the following actions from the 15 November 2016 Summary of Actions had been completed, actioned or were on the agenda for the meeting: 3(d), 3(e), 15(b)  The actions against items 11(b) and 11(c) would be held over to the next meeting.  The Committee confirmed that the following actions from the 28 February 2017 Summary of Actions had been completed, actioned or were on the agenda for the meeting: 12(b)  The actions against items 5(g), 5(p) would be held over to the next meeting.  The Committee confirmed that the following actions from the 14 June 2017 Summary of Actions had been completed, actioned or were on the agenda for the meeting: 5(d), 11(d) and 11(e).  The actions against item 6(c) would be held over to the next meeting.  **The Charity Committee approved the minutes.** | |  | |
| **4.**  a  b  c  d  e  f  g | **Simulation Training in Community Hospitals: Responding to the Deteriorating Patient**  Pete McGrane was not in attendance to present the report.  The Chair said it was not clear from the report what the £14,500 would be used for.  Olga Senior asked whether this training should be NHS funded as it appears to be necessary training for staff. Lucia explained staff had the basic training and explained this was additional training from a psychological perspective which would not be NHS funded.  Olga Senior requested further information on how this would benefit patients and for evidence to come to the Committee following the training to show incidents had reduced as a result.  The Chair requested further information on purpose, breakdown of funding and how this would add value to patient care. Lucia Winrow agreed to report this back to Pete McGrane. It was agreed that the updated request should go first to Julie Pink and Kerry Rogers for review before going to Committee for approval.  Kerry Rogers agreed to look at the process for funding requests so that sufficient and appropriate information for a decision was made available to the Committee.  **The Charity Committee noted the report and the actions agreed.** | | **LW**  **KR/JP** | |
| **5.**  a  b | **Update: Resilience Training for Older Peoples Directorate**  Pete McGrane was not in attendance to provide an update on progress since the £20,000 funding was agreed in February 2017. YB thinks the training has started but only a very small invoice have been submitted against the £20k agreed. The Committee asked for clarification on whether or not the training has started and a report highlighting progress against spending the £20k with a view to providing clarity as to when the £20k pilot project will be completed and a full report on its impact provided to the Committee. The Committee confirmed this report is required regardless of whether or not further funding is needed.  Lucia Winrow agreed to feedback to Pete McGrane that an update is required in November 2017. | | **LW** | |
| **6.**  a  b | **2016/2017 Year End Accounts and Trust Annual Report**  Yaima Bacallao presented paper CC 29/2017 and explained there had been no changes to the Annual Report following the June meeting. She outlined the additions made to the Year End Accounts however no figures had been changed.  Anne Grocock thanked Yaima for her hard work getting the Annual Accounts and Annual Report ready in time.  **The Charity Committee recommended the Year End Accounts and Trust Annual Report for approval by the Board of Directors at its next meeting in July.** | | **KR** | |
| **7.**  a | **Examiner’s Management Letter**  **The Charity Committee noted the report.** | |  | |
| **8.**  a | **Representation Letter**  **The Charity Committee approved the letter of representation and recommended it for approval by the Board of Directors and its July meeting and for it to be signed at the same time as the Accounts** | | **KR** | |
| **9.**  a  b  c  d  e | **Review of Slow Moving Funds**  Yaima Bacallao provided an oral update on slow moving funds in community hospitals and it was acknowledged that progress would be slowpending the outcome of the phase 2 STP consultation. However there were a few bids in the pipeline.  Yaima Bacallao asked whether fund advisor roles could be moved down from Service Director level to spread the load. Kerry Rogers and Julie Pink agreed to look at the list of fund advisors and make recommendations for changes if appropriate.  Lucia Winrow noted there was still a fund for Chipping Norton Hospital even though the Trust no longer provides inpatient services there. Yaima Bacallao explained the fund applied to all Oxford Health services based in Chipping Norton Hospital.  The Committee agreed for Kerry to review the list of unspent legacies in the Community Hospitals and investigate if it would be sensible and affordable to seek legal advice to widen the purposes of these legacies so they can be spent for the benefit of OH patients in the near future.  **The Charity Committee noted the report.** | |  | |
| **10.**  a  b | **Update on Investment Portfolio**  Yaima Bacallao presented paper CC 32/2017 which was tabled at the meeting. The Committee agreed to ask Jeremy Barker from Cazenoves to present a review of the portfolio and its holdings at the meeting in November 2017.  **The Charity Committee noted the report.** | | **KS** | |
| **9.**  a  b | **Income Report**  Yaima Bacallao presented paper CC 33/2017 and noted a correction.  **The Charity Committee noted the report.** | |  | |
| **10.**  a  b | **Legacies Report**  Yaima Bacallao presented paper CC 34/2017 and said an additional legacy had been received for Chipping Norton Hospital.  **The Charity Committee noted the report.** | |  | |
| **11.**  a  b  c  d | **Payments / Expenditure Report**  Yaima Bacallao presented paper CC 35/2017.  Alex Davies reported the Team Oxford walk had raised £25,000 for ROSY although this had missed the report because of timing.  Olga Senior said a lot of payments were towards staff rather than patients; though it was noted that support for staff usually benefitted patients. Alyson Coates suggested for the future an analysis of spend by direct patient spend and non-direct patient spend to see the percentages.  **The Charity Committee noted the report.** | |  | |
| **12.**  a  b | **Management Accounts Report**  Yaima Bacallao presented paper CC 36/2017 and explained the £12,000 agreed for the RAW project was not included in the Management Accounts as the individual funds had not been confirmed.  YB agreed to remind Ross to identify the most appropriate funds including what proportion would be reasonable to set off against the L&D new fund being transferred to OH Charity. YB to liaise with Ross and handover follow up to Kingston Smith.  **The Charity Committee noted the report.** | |  | |
| **13.**  a | **Charity Committee Annual Report & Terms of Reference**  **The Charity Committee recommended the Committee Annual Report and updated Terms of Reference to go to the Board of Directors.** | | **KR** | |
| **14.**  a  b | **Register of Interests**  Kerry Rogers presented paper CC 38/2017 and noted a further update had been received from Alyson Coates. No other declarations of interest had been received.  **The Charity Committee noted the report.** | |  | |
| **15.**  a  b  c | **Fundraising and Volunteering Strategy**  Julie Pink provided an oral update on progress with the Fundraising and Volunteering Strategy. She explained she was in the process of meeting with staff and formulating recommendations. She agreed to provide a proposal for fundraising and volunteering to the November meeting for approval.  Alyson Coates asked whether funds could be used for developing volunteering such as; lanyards or t-shirts for volunteers. Yaima Bacallao suggested using investment funds for this. Kerry Rogers confirmed that the intention was to seek charitable funding for appropriate expenditure on development voluntary services and promoting the charity.  **The Charity Committee noted the oral update.** | | **JP** | |
| **16.**  a  b  c  d  e  f | **Christmas Funding**  Yaima Bacallao provided on oral update on Christmas funding and explained the agreement last year was £10 per inpatient for a party/lunch and £5 for a gift. She said this went well however there some staff were disappointed they were not eligible for funding.  Lucia Winrow asked what options there are for staff working on Christmas Day not on a ward. Yaima Bacallao suggested applying to the Oxfordshire NHS Staff Lottery fund.  Lucia Winrow said patients sometime donate money for nurses to use which is put into the charity and then they are told it cannot be used for staff. Yaima Bacallao explained the charity rules and matters such as gifts, benefits in kind and taxation were highlighted. It was acknowledged that charitable receipts and spend could only be received and expended in accordance with charity rules and the governing document.  It was agreed that funds for a gift and Christmas lunch were approved in accordance with last year’s approvals (£5/£10 respectively) and that those staff working on the wards on Christmas day would be able to join in the festivities, incidental to the benefit for patients.  A Communication will go out to staff regarding funding for Christmas parties. As part of the roll out of the fundraising strategy communications would be issued to promotethe staff lottery and the work the Charity is doing, to includedspending on staff welfare.  **The Charity Committee agreed to fund £10 per head for inpatients and day hospital patients attending on Christmas Day and £5 for a present.** | |  | |
| **15.**  a  b | **Any Other Business**  Yaima Bacallao handed Stuart Bell’s signature plate over to Kingston Smith.  The Chair thanked Yaima Bacallao for the wonderful work she had done for the Committee and the Charity. She said she worked terribly hard and the Committee were very grateful for all the work she had done. | |  | |
| There being no further business the Chair called the meeting to a close at 15:32. | | |  | |
| **Next meeting: Monday 20 November 14:00-16:00 in Meeting Room 1, Whiteleaf Centre, Bierton Room, Aylesbury, HP20 1EG** | | |  | |