**Oxford Health Charity Committee**

[DRAFT] Minutes of the meeting held on
Tuesday, 28th February 2017 at 09:00
in the Leylandii Room, Unipart

**BoD 56/2017**

(Agenda item: 18(i))

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| **Present:** |  |
| Anne Grocock | Non-Executive Director (the **Chair/AG**) |
| Lyn Williams | Non-Executive Director (**LW**)  |
| Alyson Coates | Non-Executive Director (**AC**) |
| Rebecca KellyLucia WinrowAlex Davis | Trust Lead Occupational Therapist (**RK**) (*deputising for RA)*Head of Integrated Localities: North and West, District Nursing (**LW**) (*deputising for DH)*Interim Head of Service, Children's Community Nursing (**AD**) (*deputising for DH)* |
| **In attendance:** |
| Kerry Rogers Yaima Bacallao | Director of Corporate Affairs and Company Secretary (**KR**)Finance Manager, OUH Charitable Funds Department (**YB**)  |
| Adam Perryman | Financial Controller (**AP**) |
| Laura Smith | Corporate Governance Officer (**LS**) (Minutes)  |
| Olga Senior | External Attendee (**OS**) |
| Pauline Scully | Service Director, Adult Directorate (**PS**) |
| Joanne McEwan | Health Visitor (*part of meeting*) (**JMcE**) |
| Anne Brierley  | Service Director, Older Peoples Directorate (*part of meeting*) (**AB**) |
| Pete McGrane | Clinical Director, Older Peoples Directorate (*part of meeting*) (**PMcG**) |
| Rick Mower | RAW Workshop (*part of meeting*) (**RM**) |
| Anne Clarke | Partnership Manager (*part of meeting*) (**ACl**) |
| John McLaughlin | Chief Executive, Response (*part of meeting*) (**JMcL**) |
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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; and Dominic Hardisty, Chief Operating OfficerThe Chair welcomed Rebecca Kelly; deputizing for Ros Alstead and Alex Davis and Lucia Winrow who will be joining the meeting as regular Directorate representatives on behalf of Dominic Hardisty. It was suggested that the terms of reference are updated to reflect this.  |  |
| **2.** | **Declarations of interest/related party transactions Register of Charity Committee Members’ Interests**  |  |
| a | There were no new declarations of interest. |  |
| **3.**abcdefghi | **Minutes of the meeting held on 15 November 2016**The minutes of the meeting were approved as a true and accurate record with the following amendments: * Item 4d – Amend to: ‘AC noted that the Buckinghamshire Mental Health General Fund (**Bucks MHGF**) was designated to Buckinghamshire and this continues for that specific area’
* Item 6d – Amend to: ‘The Committee agreed to accept authorisation from 2 signatories via e-mail confirmation to Managementfor all expenditure items’
* Item 8 – Amend to: ‘Expenditure Plans’

**Matters Arising****Item 3(d)** **from the meeting on 07 November –** PMcG explained that Estates have asked that they go through the NHS lease route to get a vehicle. He said that a vehicle had been identified which is less than a year old and would be more cost effective. PMcG and AB will discuss with Estates before this can more forward. **Item 3(e) from the meeting on 07 November** – KR explained that the Community Involvement Manager was not yet in post but should be by June/July. Action on hold. **Item 11(b) from the meeting on 07 November** - It was agreed to hold the discussion on the Wantage Community Hospital legacy until September/November meeting when the outcome of community hospital consultation would be known.**Item 11(c) from the meeting on 07 November** – KR explained she had written to the M Henderson memorial fund but had received no response. She agreed to send a reminder. **Item 13(b) from** **the meeting on 07 November** – KR reported that she has a meeting set up with Oxfordshire Community and Voluntary Action (OCVA) and the League of Friends to take this possible support forward. **Item 13(c) from** **the meeting on 07 November** – On hold until potentially June/July when the new Community Involvement Manager should be in post. The Committee confirmed that the remaining items from the 15th November 2016 Summary of Actions had been actioned, completed or were on the agenda for the meeting: 3(b), 3(c), 5(f), 6(c), 8(b), 9(d)-(e), 11(a), 15(c) and 15(d).  |  |
| **4.**abcdefgh | **Female Genital Mutilation (FGM) App**JMcE presented paper CC 02/2017 which had been circulated with the agenda and explained that she had developed the FGM app to support healthcare professionals to have conversations with service users about FGM. She said that the app has received excellent feedback from healthcare professionals and families; however there is more work needed to get the app used more widely as it is limited to an iPad. JMcE explained that there had been interest from NHS England and Unicef, however she was cautious about moving forward with this to ensure the app remains with the Trust. *Pauline Scully joined the meeting.* JMcE gave a demonstration of the app. JMcE requested that the committee consider funding to expand the project and move into phase 2. She requested £30,750 in total including VAT for: android phone development (£10,500 +vat); iPhone development (£9,000+vat); developmental changes (£4,875+vat); and translations (£1,500 max vat inclusive). *Joanne McEwan left the meeting.* The committee agreed that this should be supported however AC raised concerns regarding the commercial development aspects of the project which do not fall under the committee’s remit. KR said that the apps primary purpose is to support healthcare professionals and improve care for service users so would fall under the committee’s remit.It was agreed to fund from the OH Charity up to £20k maximum towards the development of the iPhone app, (£9,000 + vat), development changes (£4,875+vat) and up to £1,500 for translations making it a total £18,150 vat inclusive from the OH Charity. The Committee agreed to pay £5,000 from Children and Young People’s fund 4560 and the remainder from the OH general funds 4000. Alternative options for funding the remaining project costs for the android development should be looked into through Thames Valley Police, Public Health England, Health Education Thames Valley and Unicef. The Committee asked to be kept updated with progress on obtaining this funding.  | **KR****/JMcE** |
| **5.**abcdefghijklmnop | **Older Peoples Directorate requests for spend from charitable funds in relation to:** *Pete McGrane and Anne Brierley joined the meeting.* **Simulation training in community hospitals: responding to the deteriorating patient** PMcG gave an oral report requesting funding for simulation training in community hospitals regarding deteriorating patients. He explained that following a number of patient deaths from sepsis the Trust has undertaken a number of steps to implement a sepsis pathway and upskill staff. This has led to an improvement in clinical standards, however human factors remain an issue. PMcG requested £14,500 to fund the programme will be run over 8 sessions in 2.5 days. He explained that the cost was significantly reduced due to the collaboration with the Academic Health Science Network. He said that the training would be implemented as a self-sustaining programming so that key Trust staff can deliver training in the future. PMcG said that the outcome of this training would be more capable and engaged staff, better communication and escalation of concerns, and ultimately a reduction in serious incidents. PS asked what role the Quality Centre would have with training. PMcG confirmed that Jill Bailey and Professor Charles Vincent have both been involved and the Quality Centre could be used to expand on the training. AC asked why the training was not being funding from the Directorate if it is a core requirement for quality improvement. AB said that there were funds for the community hospitals that were often difficult to spend and suggested these could be utilised for the training. The committee did not feel able to fund the training without receiving a paper. It was agreed that KR would circulate the paper out of session for comment/agreement.**Public health awareness campaign on pressure damage prevention and treatment including bespoke Carers’ education)**AB gave an oral report requesting funding for a public health awareness campaign on pressure damage prevention. The Pressure Damage Action Group have worked over the last year to try and reduce pressure ulcers and have identified that more work is needed around patient understanding.The committee were supportive of the proposal; however it was recommended that PMcG and AB approach Oxford County Council and the Quality Centre regarding funding initially. **Resilience training for the whole directorate to reduce sickness absence for stress and anxiety**AB presented paper CC 03/2017 which had been circulated with the agenda and requested funding for Resilience Training. She explained that stress, anxiety and depression was the largest reason for sickness absence within Older Peoples Directorate, and that attendees of the Leading for Future Programme had found the resilience training day the most useful. AB suggested that this training is rolled out to staff in community hospitals (including admin and therapies).AB said that the training would be run in line with shifts (either early or late) and would take place within the community hospitals to make them more accessible to staff. She explained that it costs £3000 for 3 trainers to deliver each session, however she suggested that this could be reduced by training a third trainer within the Trust. YB said there were a number of legacies within community hospitals which focus on education and could be used to fund this training. *Pete McGrane and Anne Brierley left the meeting.* The committee reviewed the funding requested by the Older Peoples Directorate. ***It was agreed to fund £20,000 from the various community hospitals charitable funds towards the Resilience Training program at community hospitals*** and PMcG and AB to report back after first roll out and to request further funding.  | **KR****PMcG/ AB** |
| **6.**abcdef | **Match Funding Application for RAW Barn***Rick Mower, Anne Clarke and John McLaughlin joined the meeting.* Rick Mower presented paper CC 04/2017 which had been circulated with the agenda and provided an introduction to the RAW workshop and explanation of the collaboration with Response. He requested £12,000 match funding to renovate a barn for retail purposes and provided a breakdown of costs. RM explained that there are approximately 20 people using the RAW Workshop currently and said that the barn would increase numbers by 20%. He added that approximately 90% of the users have been or are likely to come into contact with Oxford Health services. The Chair thanked RM, ACl and MCcL for coming and showing the excellent work underway at the RAW Workshop. *Rick Mower, Anne Clarke and John McLaughlin left the meeting.* It was agreed that the committee could not fund renovations to the barn as it was on a short lease with Oxford City Council. The committee agreed that the barn would be a benefit to service users and the committee would consider funding the training for service users. KR to follow up funding options for training with Rick Mower, Anne Clarke and John McLaughlin.  | **KR** |
| **7.**abc | **Expenditure Rules and Income Guidelines annual review**YB presented paper CC 06/2017 which had been circulated with the agenda and explained that the Committee needed to review and approve minor changes to the Expenditure Rules and Income Guidelines. LW noted that on page 3 of the Income Guidelines it says ‘Tindal Centre’, and this should be changed to the ‘Whiteleaf Centre’. **The Committee reviewed the documents and approved the suggested changes.**  | **YB** |
| **8.**abcdef | **Distribution of Investment Returns and Administration Costs for 2016/17**YB presented paper CC 07/2017 which was circulated with the agenda and reported that 9 month investment income was £20,000 and administration costs £36k for the whole charity. Restricted funds:YB explained that ROSY (restricted funds) does not have sufficient investment income and gains to cover their admin charge in full this year and that the ROSY fundraising group was aware of this. The Committee agreed that as the unrestricted gains are currently above the buffer target of 25%, at 34%, that the shortfall on restricted funds expected to be £3.5k for the 16/17 financial year will be paid from these unrestricted gains brought forward (b/f). The Committee asked that this transaction shows on the ROSY fund statement under the description ‘top up donation to cover 16/17 admin costs’. Unrestricted funds:In line with last year the Committee agreed to use unrestricted gains b/f to cover the shortfall on unrestricted funds expected for the 16/17 year to be £22k-£24k. **The Committee noted the report and agreed the above allocations.** |  |
| **9.**ab | **Draft Reserves & Investment Policies** YB presented paper CC 08/2017 which had been circulated with the agenda and reported that during 16/17 the Charity expended £261k in total to 31 December 2016 compared to £402k in 15/16 for the same period. She explained that designated funds continue to be used in priority to general funds whenever possible and said that all projects £10k or above are reviewed by the Charity Committee and prioritised appropriately for funding against available funds.**The Committee reviewed and approved the draft policies for inclusion in the 16/17 Annual Report.**  | **YB** |
| **10.**abcde | **Charity Risk Register**YB presented paper CC 09/2017 and explained that there had been no changes to the risk register. She suggested that the Committee needs to look further into fundraising. It was agreed to bring the risk register to each meeting. AG asked if the Committee should go out to tender for investment managers. AC said that was no need as it is going well. LW suggested telling the current provider that the Committee is considering going to tender and asking what they will provide over the coming years. It was agreed to invite Jeremy Barker from Cazenove to the meeting in June. It was agreed that the change of administrators from ORH Charitable Funds Department should be added as a risk. **The Committee noted the Risk Register.**  | **YB/KR** |
| **11.**ab | **Income Reports for the Charity – 01 October to 31 December 2016** YB presented paper CC 10/2017 which had been circulated with the agenda.**The Committee noted the report.**  |  |
| **12.**ab | **Legacies Reports for the Charity – 01 October to 31 December 2016** YB presented paper CC 11/2017 which had been circulated with the agenda**The Committee noted the report.**  |  |
| **13**ab | **Payments/Expenditure Reports for the Charity – 01 October to 31 December 2016** YB presented paper CC 12/2017 which had been circulated with the agenda. LW noted the payment for £1,200 for an external venue hire and said that this will become more common due to lack of big meeting rooms in the Trust. YB explained that on this occasion OH staff paid to attend the event and this money came back to the charity. **The Committee noted the report.**  |  |
| **12.**abcd | **Management Accounts for the Charity – April - December 2016**YB presented paper CC 13/2017 which had been circulated with the agenda and explained that the charity had been slightly increased income mainly due to ROSY and legacies. She noted that expenditure is down on unrestricted funds from last year. The Committee noted that staff welfare spend was very low. YB suggested that the Committee agree a percentage of spend according to priorities across the four areas of charitable spend: patient welfare, staff welfare, research and education and to bear this in mind when encouraging and assessing bids. AD suggested the Committee links in with the Staff Wellbeing Group to identify priority areas for the money. AD will ask Chair of the Staff Wellbeing Group to contact KR. YB said that the balance sheet shows a large amount of cash in hand for ROSY and explained that most of this was placed on a deposit at the beginning of January. **The Committee noted the Management Accounts report** | **AD** |
| **13.**abcd | **Charity Committee Terms of Reference** AG explained that Dominic Hardisty, Chief Operating Officer, has appointed Alex Davis, Lucia Winrow and Vanessa Odlin as his deputies to represent each of the Directorates. She suggested that they be added to the Terms of Reference as members of the committee. KR explained that NHS rules require members of the Committee to be Board members, however deputies are able to vote on behalf of their Executive. It was agreed that the new members would be added, however they would only be allowed 1 vote between them on behalf of the Chief Operating Officer. KR to amend the Terms of Reference to clarify who are voting and non-voting members and outline the rules around voting. **The Committee approved the Terms of Reference pending changes.**  | **KR** |
| **14.**a | **Charity Legal, Regulatory and Policy Update** **The Committee noted the update** |  |
| **ANY OTHER BUSINESS** |
| **15.** ab | **Any Other Business**The Chair explained that Kingston Smith had been appointed following a full tender process to provide administration and advice services to the Charity from July. The ORH Charitable Funds contract had been extended to cover preparation of the annual accounts and annual report. YB’s work had been much appreciated and she would be present at the next meeting.The Chair then explained that this was Lyn Williams last meeting of this committee and thanked him for his considerable contributions to the committee over many years. |  |
| There being no further business the Chair called the meeting to a close at 12.30 |  |
| **Next meeting: Wednesday, 14 June 2017 09:30 – 11:30, Ascot Room, Littlemore Mental Health Centre** |  |