

**Meeting of the Oxford Health NHS Foundation Trust**

**Charity Committee**

Minutes of a meeting held on

Tuesday 04 September 2018 at 12:00

in the Ascot Room, Corporate Services  
Littlemore Mental Health Centre

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| **Present:** |  |
| Martin Howell (**MH**)  Chris Hurst (**CH**)  Ros Alstead (**RA**)  Alex Davis (**AD**)  Lucia Winrow (**LW**) | Trust Chair (Chair)  Non-Executive Director  Director of Nursing & Clinical Standards  Interim Head of Service, Children's Community Nursing  Deputy Director for Community Services |
| **In attendance:**  Julie Pink (**JP**)  Paul Dodd (**PD**)  Helen Green (**HG**)  Sara Wadey (**SW**)  Guy Harrison (**GH**)  Rick Mower (**RM**)  Tony James (**TJ**)  Jane Fossey (**JF**)  Laura Smith (**LS**) | Community Involvement Manager  Deputy Director of Finance  Director of Education and Development  Charity Executive, Kingston Smith  Head of Spiritual & Pastoral Care (part meeting)  Managing Director, RAW Workshop (part meeting)  Consultant, Highfield Unit (part meeting)  Associate Director of Psychological Services (part meeting)  Corporate Governance Officer (minutes) |

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| **1.**  a | **Apologies for Absence**  Apologies for absence were received from Kerry Rogers, Sue Dopson, Vanessa Odlin, and Willem De Villiers-Corrigan. | **Action** |
| **2.**  a | **Declarations of interest**  No declarations of interest were received pertinent to matters on the agenda. |  |
| **3.**  a  b  c  c  e | **Minutes of the meeting on 12 June and Matters Arising**  Minutes were approved as an accurate record of the meeting.  ***Matters Arising***  The Committee confirmed that the following actions from the 12 June Summary of Actions had been completed or were on the agenda: 10(e), 4(c), 4(d), 4(e), 7(g), 7(h), 8(e), 13(d), 15(c), 17(f), 18(i), 18(g), 18(h) and 19(d).  The action against items 9(b), 6(c), 6(d), 7(f), and 15(h) would be held over to the next meeting.  Charity Strategy  The Trust Chair proposed the Charity hold a strategy session and there was a discussion around what this would look like. Suggestions included getting input from successful charities, linking with third sector partners, and a workshop with governors. Julie recommended her charity mentor Mark Hallam as a facilitator.  **Action** for Kerry Rogers and Julie Pink to begin planning the strategy session. | **KR / JP** |
| **4.**  a  b  c | **Request: Staff Retreats**  *Guy Harrison, Head of Spiritual & Pastoral Care, joined the meeting.*  The Head of Spiritual & Pastoral Care presented paper CC 30/2018 and outlined a bid for £12k funding for 3 staff retreats (£4k per retreat).  The Committee agreed that the retreats were worthwhile but there was a question about whether the Trust should be paying for this, rather than the Charity. It was agreed that the Charity would fund £4k for the retreat in October 2018, and recommended that further retreats were funded through the HR budget.  *Guy Harrison, Head of Spiritual & Pastoral Care, left the meeting.*  **The Committee partially approved the funding request - £4k.** |  |
| **5.**  a  b  c | **Request: Lucy’s Room**  The Community Involvement Manager presented paper CC 31/2018 and outlined the request for a music room for adults on the Warneford Hospital site, in memory of a former inpatient. She explained that the cost for the room was approximately £37k, and Lucy’s mother had raised £17k towards this. Once the room was build they were hoping to get equipment donated.  The Committee were supportive of the request but requested a paper to go to the Executive Management Team (EMT) for them to consider practical issues and clinical benefit before deciding. **Action** for a paper on Lucy’s Room to go to a future EMT.  **The Committee noted the report.** | **KR / JP** |
| **6.**  a  b  c | **Request: Stem Cell Research**  *Dr Tony James, Consultant, joined the meeting.*  Dr Tony James presented paper CC 32/2018 and outlined a bid for £15k to fund stem cell research in adolescent-onset schizophrenia. He explained that he had approached the Medical Research Council (MRC) for funding, however this had been rejected due to a lack of preliminary data. He asked the Charity to fund the shortfall between where they were and where they needed to be to re-apply for an MRC grant.  The Committee were very supportive of the proposal but were unsure whether the charity was the appropriate route for funding. The Committee asked Dr James to discuss with Stuart Bell and John Geddes to get their support and agreement on how to move forward.  *Dr Tony James, Consultant, left the meeting.*  **The Committee noted the report.** |  |
| **7.**  a  b  c | **Funding Update: RAW Workshop**  *Rick Mower, Managing Director RAW Workshop, joined the meeting.*  Rick Mower gave a presentation on how the charity funding approved in June 2018 had been used.  The Director of Nursing asked how the people who use the RAW workshop were linked to Trust and Rick explained that he worked closely with the Mental Health Partnership who all referred into RAW.  **The Committee noted the report.** |  |
| **8.**  a  b  c | **Request: Warneford Meadow Project**  *Jane Fossey, Associate Director of Psychological Services, joined the meeting.*  The Associate Director of Psychological Services presented paper CC 33/2018 and outlined a request to extend the funding of the Warneford Meadow Patient Engagement Co-ordinator post for an additional 5 months at £25 per week.  The Committee approved funding for 5 months and asked that any further funding come from the Trust.  *Jane Fossey, Associate Director of Psychological Services, left the meeting.*  **The Committee approved the funding request - £600 approx.** |  |
| **9.**  a  b  c | **Investment Portfolio Performance**  Paper CC 34/2018 was taken as read.  The Committee asked that future reports include an update on growth and benchmarking. **Action** for Kingston Smith to ask the new investment portfolio company to include these updates.  **The Committee noted the report.** | **KS** |
| **10.**  a  b  c  d | **Slow Moving Funds**  The Community Involvement Manager reported that she had been in contact with the fund advisers for 10 funds where there had been no spend for a year. These funds included the Ridgeway in Didcot, Wantage Community Hospital, Faringdon Day Hospital, Townlands Hospital and North Bucks Older Adults.  The funds for Wantage Community Hospital and Faringdon Day Hospital could be used for the benefit of the wider population and did not specifically need to be used for the hospital.  The Deputy Director for Community Services said the Trust had been approached by Age UK regarding help to re-settle people when discharged from community hospitals. She asked whether it would be possible to fund this through community hospital funds. The Director of Nursing said the Charity should not be supporting a deficit in social care, and that if needed the money should come from service budgets.  **The Committee noted the report.** |  |
| **11.**  a | **Income Report**  **The Committee noted the report.** |  |
| **12.**  a | **Legacies Report**  **The Committee noted the report.** |  |
| **13.**  a  b  c  d  e  f  g | **Payment / Expenditure Report**  Paper CC 37/2018 was taken as read.  The Director of Nursing queried payments for furniture at Savernake and interior décor for Shrublands. The Community Involvement Manager explained that the furniture was for outpatient assessment rooms to make them a more positive environment, and the interior design payment was for an Artscape project.  The Director of Nursing said bean bags were an infection control issue and children’s services already had a requirement notice about seating. She asked to see all equipment requests to check they are appropriate. The Community Involvement Manager noted that the guidance had been consulted on and these issues were not raised at the time.  **Action** for Kingston Smith to send all funding requests for equipment to the Director of Nursing.  The Deputy Director for Community Services said that the Directorate had established a process which meant all requests go to the SMT for sign off, and approved requests would then be forwarded to Kingston Smith by Nic Waters. She asked how requests had been approved that had not been to the Senior Management Team (SMT) meeting. The Community Involvement Manager explained that some of the requests had been made before the process changed. Going forward all fund advisors would be senior managers within each Directorate so nothing would be signed off without them seeing it.  The Community Involvement Manager asked member of the Committee to send her any comments on the guidelines which they had not raised during the consultation period.  **The Committee noted the report.** | **KS** |
| **14.**  a | **Management Accounts**  **The Committee noted the report.** |  |
| **15.**  a  b | **Finance – Third Party Cheque Indemnity**  The Charity Executive for Kingston Smith reported that the Charity was receiving lots of cheques which were not addressed to the Oxford Health Charity. She had produced a list of names which could be accepted and asked for agreement from the Committee that these could be provided to the bank.  **The Committee noted the update and agreed for the list of names to be used by the bank.** |  |
| **16.**  a | **Charity, Legal, Regulatory and Policy update**  **The Committee noted the report.** |  |
| **17.**  a  b  c  d  e | **Charity Committee Annual Report**  Paper CC 40/2018 was taken as read.  Olga Senior asked how the Directorate re-structure would affect membership of the Committee. It was agreed that representation was needed across all 4 new directorates, however there was currently only representation from the Community Directorate.  **Action** for the Interim Head of Service for Children's Community Nursing and Deputy Director for Community Services to raise Directorate representation with the Chief Operating Officer.  The Director of Nursing asked for the names of attendees to be included in the annual report.  **The Committee noted the report.** | **LW / AD** |
| **18.**  a  b | **Community Involvement Manager Report**  The Committee Involvement Manager presented paper CC 41/2018 and provided an update on activity since the June meeting. She circulated the new charity leaflet, which included the new branding, and asked for comments. It was agreed to remove the sentence on donating equipment.  **The Committee noted the report.** |  |
| **19.**  a  b  c | **New Fund Agreement – “The Positivity Pot”**  The Committee Involvement Manager presented paper CC 42/2018 requesting a new fund be created. She explained that the young people at Marlborough House Swindon wanted to be more proactive around fundraising but this was difficult when the Charity name was connected to Oxford. The young people had come up with ‘The Positivity Pot’ and wanted to use their own logo, although this would still be part of the Oxford Health Charity. Spend would still go to the Oxon and West Mental Health fund advisors for sign off.  The Trust Chair asked her to re-visit whether setting up a new fund was appropriate, or whether there was on alternative such as a strapline. **Action** for the Community Involvement Manager to consider alternatives to the positivity pot fund.  **The Committee noted the report.** | **JP** |
| **20.**  a | **Any Other Business**  No further business to discuss. |  |
|  | The meeting was closed at: **15:30** |  |

**Attendance 2018 - 2019**

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|  | **June 2018 – not quorate** | **Sept 2018** | **Nov 2018** | **Feb 2019** |
| Martin Howell |  |  |  |  |
| Chris Hurst |  |  |  |  |
| Sue Dopson |  |  |  |  |
| Ros Alstead |  |  |  |  |
| Kerry Rogers |  |  |  |  |
| Lucia Winrow |  |  |  |  |
| Alex Davis |  |  |  |  |
| Vanessa Odlin |  |  |  |  |
|  |  |  |  |  |
| Julie Pink |  |  |  |  |
| Paul Dodd |  |  |  |  |
| Kingston Smith |  |  |  |  |

**Funding Requests 2018 - 2019**

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| **Funding request** | **Approved?** | **Date** | **Amount** | **Fund/s** |
| Staff Retreats | Yes (partial) | 04/09/18 | £4k | General |
| Lucy’s Room | No | 04/09/18 | - | - |
| Stem Cell Research | No | 04/09/18 | - | - |
| Warneford Meadow Project | Yes | 04/09/18 | £600 | TBC |