

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

**Charity Committee**

BOD 14/2019

(Agenda item: 17(a))

[DRAFT] Minutes of a meeting held on

Tuesday 04 December 2018 at 13:00

in the Warneford Hospital Boardroom

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| **Present:** |  |
| Bernard Galton (**BG**) chair  Alex Davis (**AD**) | Non-Executive Director  Interim Head of Service, Children's Community Nursing |
| Willem De Villiers Corrigan (**WDV**)  Julie Pink (**JP**)  Kerry Rogers (**KR**)  Olga Senior (**OS**)  Vanessa Odlin (**VO**)  **In attendance:**  Deborah Darch (**DD**)  Laura Sewell (**LS**)  Emma Leaver (**EL**)  Donna Mackenzie (**DM**)  Tim Boylin (**TB**)  **Apologies:**  Martin Howell (**MH**)  Sue Dopson (**SD**)  Chris Hurst (**CH**)  Ros Alstead (**RA**)  Helen Green (**HG**) | Head of Accounts, Kingston Smith  Community Involvement Manager  Director of Corporate Affairs & Company Secretary  External non-voting member  Service Director, Adult Directorate Management Team  Executive PA to Medical Director (minutes)  Youth in Mind (part meeting)  Service Director, Children's Community Nursing (part meeting)  Patient Experience & Involvement Manager (part meeting)  Director of Human Resources (part meeting)  Chairman  Non-Executive Director  Non-Executive Director  Director of Nursing & Clinical Standards  Director of Education and Development, |

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| **1**  **a**  **b** | **Apologies for Absence**  Apologies for absence were received from Martin Howell, Sue Dopson, Chris Hurst, Ros Alstead and Helen Green.  **Decisions for approval** – due to the meeting being non-quorate, it was agreed approvals that had not been received already out of session to support decision making at the meeting would be ratified at the next meeting. Table attached as annexe to the minutes. | **Action** |
| **2**  **a** | **Declarations of interest**  No declarations of interest were received pertinent to matters on the agenda. |  |
| **3.**  **a**  **b**  **c**  **d**  **e**  **f** | **Minutes of the meeting on 12 June and Matters Arising**  Minutes were approved as an accurate record of the meeting subject to the following amendments:  Papers to reflect that Olga Senior was in attendance.  Page 6 items 18 and 19 to read “community involvement manager” not “committee involvement manager”.  ***Matters Arising***  The Committee confirmed that the following actions from the meeting held on 4th September 2018 Summary of Actions had been completed or were on the agenda:  9(b) Charity Risk Register - agreed to create using Ulysses.  6(c) ROSY fund administration charges  There was a discussion regarding the £8k administration charge / £708 per month. KR suggested the Committee needed to consider if the allocated charge against ROSY should be a fixed amount (not proportional) flat charge which is more than other fund providers pay given the amount of income ROSY generates. Recommendation that there is an adjustment of administration charges so that ROSY don't take a disproportionate fee.  **Action** KS to submit proposal for fee allocation for approval at the next meeting.  OS questioned if the fee was amalgamated by directorates, KS advised it isn't. WdV agreed the fee allocation should be fair and reasonable.  KR agreed, adding that ROSY would be supportive of this approach given they did not expect not to incur a charge.  The action against items 15(h) would be held over to the Strategy Day, 29 January 2019. | **KS**  **JP** |
|  | **Funding Requests and Updates** |  |
| **4**  **a**  **b**  **c**  **d**  **e** | **Request: Lucy’s Room (paper CC 45/2018)**  JP advised a paper went to the Executive team in September and received support for spending of between £10 to £12k  VO advised that the funds received totalled £11k in the account but are believed to be nearer to £17k, they have been proactive in fundraising with events planned in December and the new year.  KR highlighted that the Warneford redevelopment plan doesn't include plans to include the modular build however there will be an integrated room in the new build recognising that would better safeguard the longevity of the music room and would allow for the modular build to be re-sited in the future into a community setting.  BG questioned funding sources i.e. national lottery, civil funding etc. JP explained various avenues had previously been explored and that the charity contribution was initially being considered from adult services enhancement fund due to the service user group who would be able to access the room.  **Decision on funding**  **Agreed** – maximum we can fund is £12,000 from the Charity Committee. Distribution from general and adult’s funds and from Marjorie Henderson fund.  JP to review the criteria of Marjorie Henderson fund (was thought the project fits within provision and explore how the modular build can help Littlemore Service users). Claire Dalley to give an update (via JP) regarding planning consent status. Important to highlight modular build will be re-sited as under the Warneford site redevelopment, a music room will be included.  Fully supportive and wish for the charity committee to be behind this, recognised wider future benefits. | **JP** |
| **5**  **a**  **b**  **c**  **d** | **Creating with Care (paper CC46/2018**  EL attended the meeting in part for item 5 and presented paper CC46/2018.  EL advised a meeting is scheduled with Artscape to be held on 06.12.18 where she hoped to understand the Committee’s position. The funding application included a request for £18700 as a minimum for salary payments. The Committee heard that the potential post holder was already a successful fundraiser in the role in Witney and she would continue to fund raise in order to support the cost to the charity of her ongoing support. EL further explained how the work supports recovery and wellbeing and this proposal will allow the work to be delivered in more community hospitals thereby benefitting more patients.  VO questioned the scope of Artscape support for the project. EL explained that Tom Cox (Artscape Project Manager) supports Angela Conlan (Creating with Care Coordinator) which would continue but additional support is needed. The continuing commitment to Creating with Care would be discussed at the Artscape Steering group meeting. League of Friends were involved in fundraising which it was also anticipated would continue. The meeting was advised that in order to safeguard sustainability a “Train the Trainer” approach will be adopted with other volunteers being trained to roll the programme out further. The Committee thanked EL for her paper and presentation which would help their decision and EL left the meeting at 13:45.  **Decision on funding**  **Agreed** funding of salary (Angela’s post) for initial 6 months period from nominated 5 funds. Request to re-present to the committee in June 2019 with evidence of sustainability and a clear business plan for funding for subsequent years. |  |
| **6**  **a**  **b**  **c**  **d**  **e**  **f**  **g** | **Youth in Mind Conference (paper CC47/2018)**  LS from Youth In Mind joined the meeting and presented paper CC47/2018.  LS clarified that the conference is an event for professionals aiming to pull together those within the county following the closure or merger of charities and explained their request for financial support is for OHC to assist with the directory launch (circulating a draft version) for reference purposes as well as support for the ongoing management of the network.  LS further explained the directory is to be available within voluntary sector services relevant to children, i.e. GPs, schools and youth clubs etc. incorporating a wide range of physical and interactive useful resources. After the conference, they are seeking help with networking, suggesting quarterly meetings to sustain an ongoing process.  LS reported difficulties in accessing school’s nurses contact details, AD was able to provide a contact point to assist.  Formally requested £4k for the design and production of the directory map which in future would be an on-line resource and £6k for networking.  The Committee thanked LS for her paper and presentation which would help their decision and LS left the meeting.  **Decision on funding**  **Agreed** support the idea of a directory and would fund £2,000 – split 50/50 from general fund and children’s. Logo to be included. |  |
|  | **Investment Portfolio Performance** |  |
| **7**  **a**  **b** | **Update on Investment Portfolio**  WdV advised will discuss with JP out of session as not much movement  shown in latest Cazenove report.  FRC risk assessment questionnaire - JP advised there is a meeting scheduled to be held 07.12.18 with Standard Life to discuss the risk questionnaire. Funds are due to transfer to Standard Life from Cazenove on 25.01.19 and there needs to be a strategy in place before this date to ensure ongoing management of the funds. Confirmed that Brexit should have a limited effect as many funds are international but confirmed the new strategy will need to be low risk in light of uncertainty.  **Action:** All to submit views on the finance risk questionnaire and each requested to submit comments to JP asap. | **All** |
|  | **Performance and Compliance** |  |
| **8**  **a**  **b**  **c**  **d**  **e**  **f** | **Review of Slow-Moving Funds**  Some funds are now moving, however, WdV and JP noted that Wantage is still a particular slow-moving fund and recent inappropriate requests have had to be redirected.  OS requested for future fund management reports that they highlight slow moving funds in some way (an asterisk or similar).  KR commented that at some point we would need to consider the concept with fund advisors that if they don’t use funds as intended by donors, then they could have them redirected to a central/general fund – the ‘use it or lose it concept’. It would be helpful if there was a process in the future that required clear spending plans which in turn would help with fundraising as shows clear direction and would help with the investment portfolio as clearer when cash needed.  AD commented she was unaware of the scope of the Wantage fund community and that a Comms message is needed to promote the fund and increase awareness.  **Action**: Plan discussion at a future meeting to determine the way forward for slow moving funds and were it determined failure to spend an agreed percentage in a year would mean the unspent balance be transferred to the general fund (requiring different fund advisors to support any application) then it would be necessary to test appropriateness through legal advice to ensure compliant with the governing documents.  Agreed to raise at Strategy day with fund advisers. | **WdV**  **JP** |
|  | **Income, Payments and Management Accounts** |  |
| **9**  **a** | **Income Reports for the Charity (paper CC48/2018)**  Report noted. |  |
| **10**  **a**  **b**  **c** | **Legacies Reports for the Charity (paper CC49/2018)**  Report noted.  WdV and JP referred to 3 others - Wallingford, Abingdon and Witney.  £38k transfer in account resulted from a will that was being processed prior to Kingston Smith taking on management of the funds. So far it has not been possible to locate the details for the placement of the funds, need to contact executive of estate. In the interim, to be placed in Trust Wide funds.  JP advised awaiting decision on the outcome of £100k+ that was left in a will, named beneficiaries unclear as to whether this is intended for the OUH or OHFT. |  |
| **11**  **a**  **b** | **Payments/Expenditure Reports for the Charity (paper CC50/2018)**  Report noted.  OS noted that the report showed more variables than usual which was positive, WdV confirmed that this included some spend to generate income. |  |
| **12**  **a** | **Management Accounts for the Charity (paper CC51/2018)**  Noted. |  |
|  | **Governance and Regulatory Arrangements** |  |
| **13**  **a** | **Charity Risk Register**  JP referred to the earlier decision to move to Ulysses for the risk register but will prepare information for the next meeting for review in terms of the strategic risks requiring the attention of the Committee. | **JP** |
| **14**  **a** | **Charity Legal, Regulatory and Policy update**  KR requested to defer until the next meeting as information will be then further updated following the strategy day in January. Agreed. | **KR** |
| **15**  **a** | **Review of investment and reserves policies (for inclusion in the Trustee’s Annual Report) (paper CC52/2018)**  Noted. No change from last year. Highlighted that income dropped due to legacies and there has been an increase in expenditure on education. |  |
| **16**  **a** | **Annual Report for approval (paper CC53/2018)**  Annual report – noted and approved subject to changes:  P13 address details needs to be updated to read KSM and their HQ. It was acknowledged that a quoracy had been achieved on this matter based on the number of approvals received out of session. |  |
|  | **Other Business** |  |
| **17**  **a**  **b** | **Community Involvement Manager Report and Leaflet (papers CC54/2018 & CC55/2018)**  JP presented papers CC54/208 & 55/2018 advising the web site ‘go live’ date is imminent, following the support from Raising IT, the support organisation for the website. Comms are to promote the website when it is uploaded. The Committee confirmed their support for the site. Leaflet is now available and will be updated along with website updates.  JP referred to the Good Deed Day on 14.12.18 and advised she will be promoting the charity through a sale of cakes, Warneford Meadow items and Highfield Christmas cards in the Community Hub between 11.30 to 12.30 on that day. |  |
| **18** | **Any Other Business** |  |
| **18.1**  **a**  **b**  **c** | **Quality Improvement Fund (oral)**  DM attended for this part and explained how the involvement of patients and carers section in the charity guidance doesn't cover reimbursement, which would encourage membership involvement and attendance etc. She would like to be able to offer reimbursement for mileage and provide refreshments and snacks using funds rather than having to ask for this from services already stretched. DM referred to 3 focus groups she recently held to discuss the leaflet design and advised wished to pay service users as part of a panel £10 per hour (as per the Reimbursement policy).  Questioned what guidelines are there to develop co-production across the Trust and support services to access funds. KR advised she supported the idea in principle, however there are potential legislative restrictions around reimbursement by way of an hourly rate and that we may need to be innovate in how the ‘ask’ is shaped.  **Decision on funding**  It was agreed it would be helpful to raise the concept at the strategy day. Supported, but to discuss outside of the meeting how to make more accessible and utilise available funds. |  |
| **18.2**  **a**  **b**  **c**  **d** | **Staff Retreats update (oral)**  TB attended in part.  An application has been made to Exec for 3 retreats in 2020, following the success of the first two (one funded by HR and one funded by OHC). The Extended Executive team also proposed requesting funding for another retreat in 2018/19 from OHC – totalling a further £4,000.  AD questioned the long term follow up. JP confirmed Guy Harrison follows up on those attending. First cohort of attendees were recommended by Occupational Health and line managers. TB to follow up evaluations from previous retreat participants. TB advised this is part of a wider program, Employees assistance program (EAP) which includes an array of interventions to support the wellbeing of staff.  **Decision on funding**  Proportionate fund allocation - principles “top slice” from any across all relevant funds. The Committee approved the second application and requested a future update on how the programme evaluated. | **TB** |
| **18.3**  **a**  **b**  **c** | **New Fund Agreement – “The Positivity Pot” (paper CC56/2018)**  JP presented paper CC56/2018 explaining the reason for the new  fund creation being that they struggled with their identity, separating themselves from other funds.  KR commented that the ambition is to reduce the number of funds and so to support the creation of additional funds would be against that direction of travel. However, she noted this application would not create additional administration, and may well be what is needed to sustain the teams’ enthusiasm.  **Decision on funding**  The proposal was supported by the Committee, but on the understanding that it reserved its right to include this particular fund as part of any future rationalisation of funds. |  |
| **18.4**  **a** | **Fund advisor changes - the Highfield Unit and OCTC (paper CC56018 refers)**  Fund advisers change noted, the Committee noted that there should be wider consideration regarding the continuity of fund adviser’s changes. There is a named fund adviser in each and some were only recently changed. Agreed to defer decision until next meeting to establish if valid reason for changes. | JP |
| **18.5**  **a** | **Equipment sign off in absence of Ros Alstead (oral)**  Agreed all applications to be submitted to Helen Green or Kate Riddle until the new Director of Nursing is in post. |  |
| **18.6**  **a**  **b** | **Small Grants Fund (oral)**  TB referred to the retention of staff wellbeing and engagement within  team building and need to boost morale. Recognising that commitment and investment in staff flows back to patient care. TB has been working with KR and JP to test the level of appetite for charitable spend in this area, he has looked at what other Trusts do and advised there are varying approaches. OS commented that the Charity should be mindful but not responsible for areas that the NHS is responsible for.  **Decision on funding**  It was agreed that it was appropriate to discuss further at the Charity Strategy day. Agreed in principle but need to understand what is required to ensure clarity. WdV agreed its importance and suggested the general staff welfare fund be developed with further scoping to interpret governing documents and ongoing benefits. | JP |
| **18.7**  **a** | **Financial Circumstances and Risk Questionnaire (Charity Clients)**  Item covered above under item 13. |  |
| **18.8**  **a**  **b**  **c** | OS referred to the NHS Charities Together 70th anniversary celebrations and a decision made to consolidate funds. KR advised that the funds attributable to each participant was minimal and we were offered the opportunity to consolidate and leave within the ‘pot’ for next year. We had agreed this was the best way forward.  No further business to discuss.  The meeting was closed at: **15:15** |  |
| **Charity** **Committee Meeting – Record of Approval’s 4 December 2018**  **Decisions for approval** – due to the meeting being non-quorate the below grid will enable approvals for all decisions to be captured either as part of the meeting or out of session. To pass a decision, two exec and two non-exec votes need to be in approval.  **Voting members present**:    Exec 1 - Kerry Rogers  Exec 2 - Alex Davies/Lucia Winrow/Julie Middleton – on behalf of Dominic Hardisty (1 vote only)  Non-Exec 1 – Bernard Galton  Non-Exec 2 – Not present   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Agenda Item** | | **Exec (KR)** | **Exec (AD)** | **Non-Exec (MH)** | **Non-Exec (BG)** | | **4** | **Lucy’s Room – funding request** | Agreed | Agreed | Agreed – Martin (out of session) | Agreed | | Total Cost: £36,980 (excluding music and recording equipment and delivery) Total Fundraised so far: approx. £17,000.  **Agreed – maximum we can fund £12,000 from the Charity Committee. Distribution from general and adult’s funds and from Marjorie Henderson fund.**  **JP to review the criteria of Marjorie Henderson fund (was thought the project fits within provision and explore how the modular build can help Littlemore Service users).**  **Claire Dalley to give update (via JP) regarding planning consent status. Important to highlight modular build will be re-sited as under the Warneford site redevelopment, a music room will be included.**  **Fully supportive and wish for the charity committee to be behind this, recognised wider future benefits.** | | | | | | | **5** | **Creating with Care – funding request** | Agreed | Agreed | Agreed – Martin (out of session) | Agreed | | Equipment or expense: Approximate wages of £18,700 plus expenses and project costs / 2 options  **Agreed to fund salary (Angela’s post) for initial 6 months period from nominated 5 funds. Request to re-present to the committee in June 2019 with evidence of sustainability and a clear business plan for funding for subsequent years** | | | | | | | **6** | **Youth in Mind – funding request** | Agreed | Agreed | Agreed – Martin (out of session) | Agreed | | Equipment or expense: Directory estimated at £4,000, Network estimated at £6,000  Overall generally not as keen on the networking – felt needs more work and aware other links established.  **Agreed support the idea of a directory and would fund £2,000 – split 50/50 from general fund and children’s. Logo to be included.** | | | | | | | **16** | **Annual Accounts Report** | Agreed | Agreed |  | Agreed | | **Agreed in principle – subject to address being corrected (P13 – KSAM address)** | | | | | | | **17** | **website sign off - Community Involvement Manager report** | Agreed | Agreed |  | Agreed | | **Go live date 18th December 2018.** | | | | | | | **18.1** | **Involvement Fund – new fund creation** | Agreed | Agreed |  | Agreed | | **Agreed support of bid – to discuss at the Fund Advisor Strategy Day and consider appropriate costs. Further discussions needed outside of meeting to see how to make this more accessible and to utilise existing funds.** | | | | | | | **18.2** | **Staff retreats – additional funding request** | Agreed | Agreed |  | Agreed | | Application for 3 retreats in 2020. Extended Executive team decision to fund 1 retreat and source funds from exchequer  £4,000 requested.  **HR to review “follow up evaluations” from previous retreats.** | | | | | | | **18.3** | **Positivity Pot – new fund creation** | Agreed | Agreed |  | Agreed | | **Support but reserve right to pull back if part of rationalisation in the future.** | | | | | | | **18.4** | **Fund Advisor changes** | Agreed | Agreed |  | Agreed | | **Noted and agreed however to defer decision to consider if valid reasons for changes.** | | | | | | | **18.6** | **Small Grants Fund** | Agreed | Agreed |  | Agreed | | **Support but further work needed.** | | | | | | |  | | | | | | | | |

**Attendance 2018 - 2019**

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|  | **June 2018 – not quorate** | **Sept 2018** | **Dec 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 |  |  | *✓* |  |