

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

**Charity Committee**

**BOD 14/2020**

(Agenda item: 15(b)

Minutes of a meeting held on

Thursday 21 November 2019 at 12:30

in the Warneford Hospital, Boardroom, Oxford OX3 7JX

|  |  |
| --- | --- |
| **Present:** |  |
| Lucy Weston (**LW**)  Julie Pink (**JP**)  Kerry Rogers (**KR**) | Non-Executive Director (the Chair)  Community Involvement Manager  Director of Corporate Affairs & Company Secretary |
| Willem De Villiers Corrigan (**WDV**)  Jacky Laney (**JL**)  Michael Williams (**MW**)  Olga Senior (**OS**)dial in  Alex Davis (**AD**)  Sara Taylor (**ST**)  Lucia Winrow (**LWi**)  **In attendance:**  Deborah Darch (**DD**)  Angela Conlan (**AC**)  Donna Mackenzie (**DM**)  **Apologies:**  Sue Dopson (**SD**)  Chris Hurst (**CH**)  Marie Crofts (**MC**)  Liz Williams (LW)  Laurence Gagen (**LG)** | Head of Accounts, Kingston Smith  Administrator, Kingston Smith  Financial Controller  External non-voting member  Interim Head of Service, Children's Community Nursing  Communications & Engagement Manager  Deputy Director for Community Services  Executive PA to Medical Director and Chief Nurse (Minutes)  Arts Co-ordinator  Patient Experience & Involvement Manager  Non-Executive Director  Non-Executive Director  Chief Nurse  Service Director, Learning Disability  Head of Charities Aberdeen Standard Capita |

Helen Green (**HG**) Director of Education and Development

Vanessa Odlin (**VO**) Service Director, Adult Directorate Management Team

|  |  |  |
| --- | --- | --- |
| **1**  **a**  **b** | **Welcome and apologies for absence**  LW welcomed everyone to the meeting. Apologies for absence were received from the Committee members as above.  The meeting was confirmed to be unquorate. Approvals would be sort by non-attending members if required and allow proposals to move without delay, this would be done out of session. | **Action** |
| **2**  **a** | **Declarations of interest**  LW advised the Committee of her connections with other charities albeit not matters of business of the meeting. No further declarations of interest were received pertinent to matters on the agenda. |  |
| **3.**  **a**  **b** | **Minutes of the meeting on 13 June 2019 and Matters Arising**  The Minutes were approved as a true and accurate record of the meeting.  ***Matters Arising***  The Committee confirmed that actions from the meeting held on 13th June 2019 ‘Summary of Actions’ had been completed or were on the agenda. |  |
|  | **Funding Requests and Updates** |  |
| **4**  **a**  **b** | **Creating with Care**  **Note - AOB: 13e also refers.**  Angela’s role has agreed funding until December only.  The committee noted the success of the scheme – there has been positive responses from the Creating with Care project and now all the other hospitals are also benefitting. Arts and Health are higher on the agenda locally as well as nationally.  In the last almost three years Creating with Care has had 38,000 interactions alone on Social Media, not to mention the thousands of patient and staff attendances at activities.  Request for the role to be established as a permanent role, similar to mental health who are strongly committed to using the Arts to improve patient experience and wellbeing. It would also reduce the uncertainty that is experienced toward the end of each funding period. The wealth of evidence that has been collected, it would be an enormous shame for this project to end. |  |
| **5**  **a**  **b**  **c** | |  | | --- | | **Update on Investment Portfolio** |   MdV advised that he felt the report was transactional. Unrealised losses and gains were recognised. A total of £309k is sitting in unrealised funds. JP explained that Kingston Smith are paid from unrealised funds and proposed that for the realised gains that this would be more appropriate to transfer into a general fund (KR and MC have sign off)  It was suggested that £100k is transferred for “Other projects”. Moving forward, it is proposed to operate a “dragons’ den” for funding proposals (the OUH operate a similar scheme). JP & WdV to contact Standard Life.  It was agreed that £100k to be kept for this purpose.  The committee noted the report CC33/2019. | **JP/WdV** |
|  | **Performance and Compliance** |  |
| **6**  **a**  **b**  **c**  **d** | **Review of Slow-Moving Funds**  The funds were noted from the management report.  There are now only five slow moving funds, there have been some withdrawals from some funds – will put to the fund advisors to advise of a budget for the forthcoming year to give an indication of future spend.  OS has identified many designated funds have no background.  LW commented that it was a very concise report and requested a cover sheet giving a summary is included for future reports. |  |
|  | **Income, Payments and Management Accounts**  **To note: (items to be taken as read – time set aside only for questions)** |  |
| **7**  **a** | **Income Reports for the Charity**  The committee acknowledged the income position and noted the report CC35/2019. |  |
| **8**  **a**  **b** | **Legacies Reports for the Charity**  The committee noted the update provided in report CC36/2019.  There is still a decision outstanding in relation to Abingdon - this is currently with lawyers. |  |
| **9**  **a** | **Payments/Expenditure Reports for the Charity**  The committee considered the report paper CC37/2019 and had no further questions with regard to the spend identified. |  |
| **10**  **a**  **b**  **c**  **d**  **e**  **f**  **g**  **h**  **i**  **j**  **k**  **l**  **m** | **(a) Management Accounts for the Charity**  The committee noted the detail of the accounts as highlighted in the report CC38/2019.  WdV advised there was nothing to raise.  It was noted that ROSY has raised additional funds and are up on previous years position  Income and expenditure are slowly increasing. Referring to the total spend by community directorate, JP advised she is meeting with leads to discuss pulling in the funds to a general community fund. Currently there is a lot of spend in different pots and it would be more beneficial to create a general community pot.  It was noted one fund designated to Wantage however there is no evidence to support this. OS aims to complete her review in the new year.  **Oxford Health Charity - Annual Report and Accounts for the year ended 31 March 2019**  Referring to Page 15 – Governance, it was noted that changes are required to the Non-executive Directors named as it lists Martin Howell as the Chair of the Oxford Health NHS Foundation Trust and Anne Grocock as Chair of the Charity Committee of the Oxford Health NHS Foundation Trust however both have retired during the year.  MW questioned whether the accounts been formally audited. It was confirmed that they were - Standard life – July 2019.  Referring to section 7.3 – “Staff Costs” page 30 - it was agreed that under analysis of staff costs a further narrative is needed.  It was questioned whether the £220k is part of the salary for ROSY  Agreed to remove the reference to staff and to remove the reference OUH and replace with Kingston Smith.  It was agreed that JP & MW would review the report to be approved by 4 December 2019 for Corporate Trustee approval on 11 December 2019.by the four approved signatories – Mike McEnaney, Director of Finance, Marie Crofts, Chief Nurse, Kerry Rogers, Director of Corporate Affairs & Company Secretary, Lucy Weston, Non-Executive Director (the Chair) JP requested that members review the report which had been circulated prior to the committee meeting for review and comments.  LUCY fund includes contribution from the Trust. This was transferred in a previous quarter (transferred from the general fund).  ROSY income funds are split. | **JP/MW** |
|  | **Governance and Regulatory Arrangements** |  |
| **11**  **a**  **b**  **c**  **d**  **e**  **f**  **g**  **h**  **i**  **j** | **Community Involvement Managers Report**   1. **Involvement Managers Report**   JP referred to her Community Involvement Manager Report, advising of plans for 2019/20. The committee noted the report CC39/2019 which covered the following key areas:  **TORs Review**  Instigated by the changing structure of the Trust and changes in the executive team and difficulty in reaching quoracy. JP explained she has looked at other Trusts and Charities and a reviewed version of the current terms of reference in place was circulated prior to the meeting for review.  It is also proposed that a second Steering or Delivery group is developed to sit under the Charity Committee to drive work around fundraising and active fund expenditure management. This group would report into the Committee and enable more proactive work to be undertaken on behalf of OHC while maintaining the required structure of the Charity Committee itself. It is proposed that this Steering or Delivery Group will be convened in 2020 following the appointment of the new Fundraising Coordinator and will be chaired by the Community Involvement Manager.  Approval by the Charity Committee is sought ahead of submission to the Trust Board for Corporate Trustee approval. Changes of ToRs were noted and further work to be presented at February 2020.  **Guidance Review**  Submitted for consideration at November Charity Committee. JP to bring back to the February meeting, to further explain what this will cover, to include the electronic approvals process.  **Advocacy and Promotion**  Agreement to be sought from L&D to add a section on the OHC to the Trust Induction process  Introduction of a simple OHC business card for all Charity Committee members to enable them to promote the website and charity activities to teams, partners and potential donors  Ongoing additions to the OHC website – news stories and impact – [www.oxfordhealth.charity](http://www.oxfordhealth.charity)  **Fund Reviews**  Following on from the archive review, meetings to be held with relevant Fund Advisors to discuss the possibilities around improved fund management and expenditure plans.  **Fundraising Plans**  Fundraising Coordinator post currently sitting with HR for final approval and recruitment  **Grants Programme Introduction**  To boost awareness and engagement with the OHC, proposal to introduce two grants programmes in 2020 funded either through existing charity funds or through corporate sponsorship:  50% of requests are linked to green spaces  The Dr Fossey Green Spaces Challenge – encouraging engagement from wards and teams in developing green spaces for therapeutic benefit   * Approximate cost of £7000 * Up to 10 awards of £500 each available * 6-month duration of projects * 2 winners judged on most improvement made and most impactful project * Winners to receive further £1000 to continue/sustain projects   Make a Difference Award – encouraging small improvement projects in focussed areas of patient and staff experience   * Approximate cost of £5000 * Awards of between £50-£500 available   Nominations to be judged in one or two rounds a ‘Dragons Den’ style meeting with the judging panel covering OHC, HR and Patient Experience  LW questioned the approval process between the dragon’s den/fund advisors. JP explained there would be set limitations – other requests above the threshold would be redirected to go through nominations route. LW acknowledged this, commenting that a cohesive approach is needed, needs to be more structed and managed.  KR agreed, adding there will be an awareness raising campaign, strategically, will not limit expectations but will drive passion and allow to future. £50-£500 bids will have limitations. Nominations would need collective approval for bids £10k-100k. JP to bring back revised details however the committee approved plans in principle. JP to also discuss the make a difference award further with Tim Boylin, Director of HR and his views on how the charity can support staff wellbeing.  LW suggested using green spaces as a starting point and link activities and then look to roll out further – get one area working well and then promote.  **Governance Review**  Current OHC structures review against recognised charity governance checklist to be carried out alongside OCVA.  For consideration at the first Charity Committee in 2020. Currently, not compliant with the governance code. Agreement to internally evaluate – self assessment and bring back to committee and then feature an update in the annual report. LW suggested that this is tied in with TORs. JP to link with Kingston Smith and circulate for comments for review by Christmas.  **Communications Plan 2020**  JP working with Sara Taylor, Communications Manager to develop the communication plan.  OS commented that it should be noted the JR Charity is widely publicised.  KR acknowledged this and commented that the committee is also conscious of the work of the League of Friends with the OUH Charity.  **Fundraising plans**  JP advised that post closing date, 17 applications had been received.  AD left the meeting at 1330 hrs.  DM left the meeting at 1340 hrs. | **JP**  **JP** |
| **11**  **a**  **b** | **(b) OHC Strategy 2019-22**  JP referred to the updated strategy and gave an overview. JP advised that everything is progressing. LW felt further details were needed. KR noted the work that JP has done.  The committee approved the strategy in paper CC40/2019. |  |
| **11**  **a**  **b**  **c** | **(c) Charities Committee Terms of Reference ToRs and Work Plan**  Covered above.  JP advised the review of the TORs continues and would be influenced by approvals reached at the meeting.  The committee agreed further work to be completed and returned to the February meeting. |  |
| **11**  **a** | 1. **Electronic Approvals Process Approval**   The committee noted and approved the proposal CC42/2019. |  |
| **11**  **a**  **b**  **c**  **d** | **(e) NHS Charities Together Feedback**  JP explained that Oxford Health Charity became a member of NHS Charities Together (previously known as the Association of NHS Charities) in May 2019. A variety of conference/seminar sessions take place for free throughout the year and have been attended to date by the Community Involvement Manager. JP advised that the conference/seminar was of benefit and encouraged others to attend.  Her report gives feedback summarising key points from the various events that have been held throughout the year which included:   * May Conference – AGM and Members Forum * July – Membership Introduction * September Conference – Fundraising Focus * September – Regional Meetings * September - Meeting with Avon and Wiltshire * October Conference – Finance, Governance and Grants Focus   As a reminder, JP’s costs are not linked to the charity, it was recognised that a third could be charged.  The committee noted the paper CC43/2019. |  |
| **12**  **a**  **b** | **Charity Legal, Regulatory and Policy update**  KR provided a verbal update to the meeting explaining that there had been little of significance to the Trust’s charity to report since the last meeting.  KR commented on the Audit, undertaken by AWP for which £3k was paid and this could be done by the account’s management instead. To invite them to the seminar scheduled to be held on 11 December 2019 or bring to a later Audit Committee meeting to present an independent audit review. |  |
| **13** | **Other Business** |  |
| **13**  **a** | 1. **Annual report sign off**   Covered – out of session |  |
| **13**  **a**  **b** | 1. **Oxford Health Staff Lottery**   JP explained this sits outside the charity and is managed by the OUH and covers SCAS. The fund is built by number of staff paying into monthly (salary deduction). Current signatories are Tim Boylin, Director of HR, Shirley Inness, PA to Director of HR, Mike McEnaney, Director of Finance and Stuart Bell, Chief Executive Officer. JP commented on £7k expenditure on flowers for either a staff bereavement or birth of first child and noted this equated to £48 per bunch, the fund could be used for staff wellbeing, JP to investigate this further  The committee noted the paper CC44/2019. | **JP** |
| **13**  **a** | 1. **NHS Big Tea Party July 2020**   JP referred to this event which is a national fund raiser and advised the Trust took part in a previous event held two years ago. It was agreed to take part and Comms to support. | **JP/ST** |
| **13**  **a**  **b** | 1. **ROSY**   WdV advised that the Charity have not been invoiced – to formally agree and document in SLA at the annual meeting. JP commented that the invoices submitted need to be clearer, in terms of transparency, need to be clear how posts are funded and named posts identified.  Restricted donation on specific items and concerns raised. There is a statutory requirement to be transparent. It was agreed to escalate the requirement to trace audit for invoices and recharges to the charity. The current paperwork process is insufficient, finance to investigate. It was agreed that there needs to be a change in the wording on the SLA.  The committee noted the report CC45/2019 and agreed decisions would be made post the Annual ROSY meeting. | **MW** |
| **13**  **a**  **b** | 1. **Overview of the year - Creating with Care - newsletter**   AC attended for this item only and gave an account of the activity to date as provided in report CC46i and 46ii /2019.  The Committee welcomed the report which illustrated the impact this charity investment was making across the community and for the benefit of patients. |  |
| **13**  **a**  **b** | 1. **OHC Letter of Representation**   Standard letter (Grant Thornton) Independent examination – to link in with approval of accounts. JP to circulate for comment  The committee noted the paper CC47/2019. | **JP** |
| **14**  **a** | **Any Other Business**  **Charity Risk Register**  Nothing to report. |  |
| **15**  **a**  **b**  **c** | **Meeting Close**  Future meetings - dates are to be confirmed for the year 2020, LW requested that all meetings are scheduled to be held from 12.30 to 2.30  It was agreed to share schedule of events with NEDs etc. to generate further energy for the charity.  There being no further business the meeting closed. | **14:30**  **JP/DD**  **JP** |

**Attendance 2019 - 2020**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **June 2019 – not quorate** | **Sept 2019**  **Cancelled** | **Nov 2019** | **Feb 2020** |
|  |  |  |  |  |
| Chris Hurst |  |  |  |  |
| Sue Dopson |  |  |  |  |
| Marie Crofts | *✓* |  |  |  |
| Kerry Rogers | *✓* |  | *✓* |  |
| Lucia Winrow | *✓* |  | *✓* |  |
| Alex Davis |  |  | *✓* |  |
| Vanessa Odlin | *✓* |  |  |  |
|  |  |  |  |  |
| Julie Pink |  |  | *✓* |  |
| Paul Dodd / Michael Williams |  |  | *✓* |  |
| Kingston Smith |  |  | *✓* |  |
| Olga Senior |  |  | *✓* |  |