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**Oxford Health**  
NHS Foundation Trust

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

**Board of Directors**

**RR/App\_BOD 19/2020**  
(Agenda item: 23d)

**30 September 2020**

**Oxford Health Charity Committee Minutes  
Governance and Development Sub-groups 10 June 2020**

**For: Information**

**Executive Summary**

Oxford Health Charity supports and enhances the services delivered by Oxford Health NHS Foundation Trust. These minutes have been circulated to inform the Board of work in progress of the Oxford Health Charity.

As the Covid-19 pandemic took hold, the nation united in it's support for the NHS. We saw an overwhelming surge in donations and public engagement both directly to our charity, and also the national NHS Charities Together. As a member charity, we have been fortunate to receive several substantial donations to enable us to support staff wellbeing and patient care as we all learn to adapt to living and working in this new 'normal'.

On receipt of funds from NHS Charities Together we encouraged (through Trust-wide Communications) staff to submit their ideas on what would help teams and their patients. We were sent over 100 ideas which are being worked through.

In addition to these projects, another focus of our small team has been on the Oxford Health Cares project, where we have been sending care boxes to teams throughout the Trust. We aimed to send each team working onsite a care box

packed with donated snacks, treats, personal care items etc. Aside from importantly raising a smile and thanking the hardworking teams, the boxes also included key health and wellbeing information. To date over 2,000 boxes have been circulated.

**Governance Route/Escalation Process**

These are minutes from the 10 June 2020 Charity Committee Governance and Development sub-group meetings. The minutes were agreed as accurate and true at the 15 September Charity Committee meetings.

**Statutory or Regulatory responsibilities**

Oxford Health NHS Foundation Trust is the sole corporate trustee of Oxford Health Charity. The members of the Oxford Health NHS Foundation Trust Board of Directors serve as agents for the Corporate Trustee.

**Recommendation**

The Board is asked to note these minutes. Please note there are two sets of minutes – Governance sub-group and Development sub-group.

**Author and Title:** Julie Pink, Community Involvement Manager

**Lead Executive Director:** Kerry Rogers

**Minutes of the  
Oxford Health Charity Committee – Governance Sub-Group  
Wednesday 10 June, 9.30-11.00  
Microsoft Teams Meeting**

**Present:**

Lucy Weston (LW)	Non-Executive Director (Chair)
Michelle Evans (ME)	Development Coordinator – Oxford Health Charity (Minutes)
Bernard Galton (BG)	Non-Executive Director
Julie Pink (JP)	Community Involvement Manager
Debbie Richards (DR)	Managing Director of Mental Health Services & Learning Disabilities Care
Kerry Rogers (KR)	Director of Corporate Affairs & Company Secretary
Olga Senior (OS)	External non-voting member
Michael Williams (MW)	Financial Controller
Dexter Baum (DB)	Aberdeen Standard Capital
Debra Cairncross (DC)	Charity Executive, Kingston Smith
Willem De Villiers Corrigan (WDV)	Head of Accounts, Kingston Smith

**Apologies:**

Tim Boylin (TB)	Director of HR
Marie Crofts (MC)	Chief Nurse
Helen Green (HG)	Director of Education and Development
Ben Riley (BR)	Managing Director of Primary and Community Care Services

<b>1</b>	<b>Introductions and Apologies</b>	
	LW welcomed everyone to the first sub-group meeting and also first virtual meeting. Apologies for absence were received from the Committee members as above.  The meeting was confirmed to be quorate.	
<b>2</b>	<b>Declarations of interest</b>	
	No declarations of interest were received pertinent to	

	matters on the agenda.	
3	<b>Minutes of the Meeting on 5 February 2020 and Action Updates</b>	
	<p>The Minutes were approved as a true and accurate record of the meeting.</p> <p><b>1 Staff Retreats</b> TB not present to comment. KR offered to chase.</p> <p><b>2 Consideration of a Grant programme</b> JP confirmed that this currently isn't required due to the NHS Charities Together grant the Charity is currently receiving. Mark as Green.</p> <p><b>3 Review and development of new ROSY SLA</b> JP completed, now with KR who will complete out of session</p> <p><b>6 Legal, regulatory and policy report and risk register to be brought to June's meeting</b> Due to Covid it was agreed to move this to a future meeting</p> <p><b>7 Training on fundraising approaches and legalities to be provided for Michelle Evans on starting in post</b> Training underway before Covid and will resume when time allows. Mark as Green</p> <p><b>9 Lucia Winrow to speak to Margaret Hardcastle in relation to Podiatry fund requests</b> JP to follow up. Mark as green.</p> <p><b>10 Changes to be made to make portfolio reporting more user friendly and clear on key points relating to income, movement and projections</b> This isn't yet ready, DB confirmed this is still being worked on</p> <p><b>11 Ethical Investment approach discussion to be added to June's agenda for Governance</b> Move to September meeting</p> <p><b>12 Julie Pink to liaise with Tasmin Irving about Year of the Nurse activity in Banbury</b></p>	<p>KR</p> <p>KR</p> <p>ME</p>

	<p>JP did meet with Tasmin Irving but in light of Covid, plans were parked</p> <p><b>13 Julie Pink to liaise with L&amp;D about simulation suite proposal</b>  JP and ME met with Julie Anderson and Gemma Brown from L&amp;D. Further details on this project will be discussed in the Development meeting. Mark as Green</p> <p><b>16 Julie Pink to follow up with Response on their GDPR approach to contacting people re. a raffle</b>  JP did try to contact Response but to no avail. OS who originally received the letter was happy to mark this as actioned, and would raise again if this occurred again. Mark as Green.</p>	
4	<b>COVID-19 Projects and Impacts</b>	
	<ul style="list-style-type: none"> <li>• This would be discussed further during the Development meeting, but the group agreed the paper to be read.</li> <li>• JP confirmed that although no specific timeline has been given, NHS Charities Together do require us to spend the grant in response to COVID19 recovery, and therefore we do need to spend in a timely manner.</li> <li>• There's also a requirement to report back on spend and impact, which JP/ME are undertaking.</li> </ul>	
5	<b>Management Accounts</b>	
	<ul style="list-style-type: none"> <li>• LW thanked Kingston Smith for providing the accounts in one document.</li> <li>• LW requested that we monitor the expenditure of raising funds vs income, now that we have the Development Coordinator position.</li> <li>• LW queried the realised gains figure, as it didn't correlate to Note 2. WDV to look at further</li> <li>• It was noted there's a marked improvement on the slow-moving funds</li> <li>• There were queries on a couple of items of expenditure. Including Charity spending on Staff Away Days. JP confirmed in the Charity guidance we do include Staff Away days if there is an element of development and/or wellbeing.</li> <li>• There were queries regarding two of the expenses paid out - furniture and a mail sorting system. Whilst the Charity shouldn't be spending money on provisions the</li> </ul>	<p>WDV</p> <p>JP</p>

	<p>Trust should be paying for, it was acknowledged that sometimes the Trust is only able to provide the basics, and sometimes something more is required.</p> <ul style="list-style-type: none"> <li>• ACTION: JP to sensitively follow-up with Emma Leaver and Pete McGrane on the two items questioned.</li> <li>• A discussion took place surrounding clarity and ensuring the Fund Advisors are very clear on the remit of charity funding. JP confirmed they are reminded and also this is outlined in the funding request form. Which has been recently been reviewed and agreed by the committee.</li> <li>• Kingston Smith to ensure all individual names and personal details are removed from the accounts.</li> </ul>	WDV/DC
<b>6</b>	<b>Portfolio Investment</b>	
	<ul style="list-style-type: none"> <li>• DB joined the meeting and talked through the information he had circulated. The new report template is not ready, but DB confirmed this is being worked on. The Committee requested to see this at September's meeting</li> <li>• The impact of Covid is still unknown but DB suggested we were mindful of our cash requirements in the next 6-12 months.</li> <li>• The Charity has a Medium to High risk investment strategy currently. The consensus was that this is about right. However, given that this was reviewed a little while ago, and we have new committee members it deemed appropriate to revisit at our meeting in September. It was suggested that the questionnaire is sent to the group in early August, so there's time to amalgamate responses and make any decisions in September</li> <li>• ACTION: ME to add to agenda for September</li> <li>• ACTION: DB to send risk assessment by 1 August, to ME to circulate to the group. In addition to details of our previous risk assessment.</li> <li>• It seemed sensible to also review our ethical profile regarding investments at the same time during September's meeting</li> <li>• ACTION: DB to send ethical restrictions information</li> </ul>	<p>DB</p> <p>ME DB</p> <p>DB</p>
<b>5</b>	<b>Any Other Business</b>	
	<ul style="list-style-type: none"> <li>• Oxford Health Improvement requested to have a ringfenced fund for their department. There was some ambiguity in the wording of the request but JP confirmed this was to be a new fund and not a new charity. There was a query regarding trading (as the proposal</li> </ul>	

	<p>mentioned selling goods) but JP confirmed this isn't the case at this point. The group approved.</p> <ul style="list-style-type: none"> <li>• ACTION: JP/ME to inform Jill Bailey and Kingston Smith to set up a new fund.</li> <li>• LW welcomed feedback from the group on the format of these meetings.</li> </ul>	JP/ME
<b>6</b>	<b>Meeting Close</b>	
	The next meeting is on Tuesday 15 September, 1.30pm-3pm	

**Minutes of the  
Oxford Health Charity Committee – Development Sub-Group  
Wednesday 10 June, 11.00-12.30  
Microsoft Teams Meeting**

**Present:**

Lucy Weston (LW)	Non-Executive Director (Chair)
Sara Bolton (SB)	Associate Director of Allied Health Professionals
Alexandra Davis (AD)	Head of Service – Children's Community
Michelle Evans	Development Coordinator – Oxford Health Charity (Minutes)
Bernard Galton (BG)	Non-Executive Director
Rebecca Kelly (RK)	Associate Director of Allied Health Professionals
Donna MacKenzie (DM)	Patient Experience and Involvement Manager
Julie Pink (JP)	Community Involvement Manager
Vanessa Odlin (VO)	Service Director – Oxon and West Mental Health Services
Roz O'Neil (RO)	Head of Wellbeing and Stress Lead
Debbie Richards (DR)	Managing Director of Mental Health Services & Learning Disabilities Care
Kerry Rogers (KR)	Director of Corporate Affairs & Company Secretary
Olga Senior (OS)	External non-voting member
Lucia Winrow (LW)	Deputy Director for Community Services
Debra Cairncross (DC)	Charity Executive, Kingston Smith
Willem De Villiers Corrigan (WDV)	Head of Accounts, Kingston Smith

**Apologies:**

Tim Boylin (TB)	Director of HR
Donna Clarke (DC)	Service Director
Marie Crofts (MC)	Chief Nurse
Helen Green (HG)	Director of Education and Development
Ben Riley (BR)	Managing Director of Primary and Community Care Services
Sara Taylor (ST)	Head of Media and Staff Communication
Liz Williams (LW)	Service Director, Learning Disability
Michael Williams (MW)	Financial Controller

<b>1</b>	<b>Introductions and Apologies</b>	
	<p>LW welcomed everyone to the first Development sub-group meeting and also first virtual meeting. Apologies for absence were received from the Committee members as above.</p> <p>The meeting was confirmed to be quorate.</p>	
<b>2</b>	<b>Declarations of interest</b>	
	No declarations of interest were received pertinent to matters on the agenda.	
<b>3</b>	<b>Minutes of the Meeting on 5 February 2020 and Action Updates</b>	
	The Minutes were approved as a true and accurate record of the meeting. The Action Update was discussed in the Governance meeting and no additional comments were made.	
<b>4</b>	<b>COVID-19 Projects and Impacts</b>	
	<ul style="list-style-type: none"> <li>• JP spoke through the Oxford Health Cares project, that was set up in response to the COVID-19 crisis.</li> <li>• Members of the group were very thankful for all the efforts made to get this project off the ground quickly. Members of the Committee said the Care boxes have had a positive impact and just to let teams know that they are appreciated.</li> <li>• JP wanted to extend this thank you to Tom Cox who has been instrumental in much of the hands-on aspects of this project, sorting through deliveries and packing boxes (alongside other staff volunteers).</li> <li>• The Oxford Health Care plus project, very much helped by Angela Conlan has been coordinating donations of laundry bags and head bands, as well as creating with care</li> </ul>	



	<p>packs for patients – with colouring in, word searches, crosswords etc.</p> <ul style="list-style-type: none"> <li>• The NHS Charities Together funds have so far provided us over £70k. JP explained that we asked staff for ideas on how they wish to spend the funds, and we received over 100 ideas, which are being worked through.</li> <li>• The group echoed their support in asking staff for their ideas.</li> <li>• A couple of specific ideas were talked through in more detail: Including dishwashers – ME to approach Miele to ask if they would consider donating any dishwashers to us. Also a supply of tea/coffee/milk – could be offered? Perhaps over a set time period ie. The next 6 months?</li> <li>• There is a reputation that the charity’s application process is unclear and/or complex to staff. JP/ME to work on communications pieces to highlight the stages.</li> </ul>	<p>ME</p> <p>JP</p> <p>JP/ME</p>
<b>5</b>	<b>Development Coordinator Report</b>	
	<ul style="list-style-type: none"> <li>• ME, who started with the Charity at the end of February, talked through fundraising, social media and website developments.</li> </ul>	
<b>6</b>	<b>Fund Applications</b>	
	<ul style="list-style-type: none"> <li>• JP talked through the Fund Application received from the Learning &amp; Development team for a clinical skills lab.</li> <li>• JP/ME have visited the current site and have met with Julie Anderson and Gemma Brown on this project. Unfortunately, they couldn’t attend this meeting today due to other commitments.</li> <li>• The group asked questions with regards to the current provision, other local options (such as OUH) which JP was able to address.</li> <li>• There was a consensus of support for this project, however there are numerous other considerations and assurances required to enable this to move forward. Further details were needed such as a detailed breakdown of what costs they were asking the charity to cover, whether there was an income generating potential from the project – and an analysis of this, what cross-Trust opportunities could be provided. For example could this be used by mental health teams as well as physical health?</li> <li>• For example assurance about lease, security, particularly with economic uncertainty in light of Covid. How about a</li> </ul>	<p>JP/ME</p>

	<p>mobile skills lab?</p> <ul style="list-style-type: none"> <li>Keen for this project to be focused on innovation and trailblazing, rather than funding rent.</li> <li>JP/ME to feedback to Gemma Brown and Julie Anderson with a view to exploring further at a future meeting</li> </ul>	
<b>7</b>	<b>Spending Plans</b>	
	<ul style="list-style-type: none"> <li>Lucy's Room – Gary, the project lead in Estates has now left the Trust, so responsibilities transition to Mark Waring. Planning permission for Lucy's Room was granted just before lockdown, but no further details on progress has been received.</li> <li>PICU on Highfield –Following planning application for the PICU we have been advised that a garden development project to go alongside this may come to the charity – no details provided as yet.</li> </ul>	JP/ME to check with Mark Waring
<b>8</b>	<b>Impact Reporting</b>	
	<ul style="list-style-type: none"> <li>ST was unable to attend the meeting. Her paper will be sent with the minutes</li> <li>Healthy Abingdon also sent through their report – this was marked as read.</li> </ul>	
<b>9</b>	<b>Meeting Close</b>	
	The next meeting is on Tuesday 15 September, 3.00pm-4.30pm	