

# Report to the Meeting of the

# Oxford Health NHS Foundation Trust

**RR/App 35/2021**

(Agenda item: 18)

# Board of Directors

**09 June 2021**

**Oxford Health Charity Committee Minutes**

**– Governance and Development Sub-groups 17 November 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.

Discussions in November 2020 included the Charity investment portfolio, the Charity Annual Report and Accounts and a review of the Charity risk register.

**Governance Route/Escalation Process**

These are the minutes from the quarterly Charity Committee Governance and Development sub-group meetings held on 17 November 2020. The minutes were agreed as accurate and true at the 21 March 2021 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: Michelle Evans, Development Coordinator, Oxford Health Charity**

**Lead Executive Director: Kerry Rogers, Director for Corporate Affairs and Company Secretary**

1. ***Strategic Objectives/Priorities*** *– this report relates to or provides assurance and evidence against the following Strategic Priorities of the Trust:*

*1) Quality - Deliver the best possible care and health outcomes*

*2) People - Be a great place to work*

*3) Sustainability – Make best use of our resources and protect the environment*

**Minutes of the**

**Oxford Health Charity Committee – Governance Sub-Group**

**Tuesday 17 November 2020, 9.30-11.00am**

**Microsoft Teams Meeting**

**Present:**

|  |  |
| --- | --- |
| Lucy Weston (LW) | Non-Executive Director (Chair) |
| Marie Crofts (MC) | Chief Nurse |
| Michelle Evans (ME) | Development Coordinator – Oxford Health Charity (Minutes) |
| Bernard Galton (BG) | Non-Executive Director |
| Helen Green (HG) | Director of Education and Development |
| 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 |
| Ben Riley (BR) | Managing Director of Primary and Community Care Services |
| David Walker (DW) | Chair of Oxford Health NHS FT |

|  |  |  |
| --- | --- | --- |
| 1 | **Introductions and Apologies** |  |
|  | LW welcomed the group. Apologies for absence were received from the Committee members as above.  The meeting was confirmed to be quorate. However LW needed to leave the meeting to attend to an urgent personal matter. Decisions needed after item 4 would be followed up with LW out of session. |  |
| 2 | **Declarations of interest** |  |
|  | No declarations of interest were received pertinent to matters on the agenda. |  |
| 3 | **Minutes of the Meeting on 15 Sept 2020 and Action Updates** |  |
|  | The Minutes were approved as a true and accurate record of the meeting.  LW talked through the outstanding actions on the Action log.  ME to remove items marked as green/complete on log  **3** **Review and Development of the new ROSY SLA** On agenda  **6 Legal, regulatory and policy report and risk register to be brought to June’s meeting** On agenda  **10 Changes to be made to make portfolio reporting more user friendly and clear on key points relating to income, movement and projections** On agenda  **11 Ethical Investment approach discussion to be added to June’s agenda for Governance**  On agenda  **20 DB to circulate risk assessment information and ethical restrictions information prior to September’s meeting**  On agenda  **25 JP/ME to look at communications surrounding the charity application process to ensure it’s transparent and as simple as possible**  JP confirmed the new charity request online form has now been launched and is well received. Mark as green  **26 Progress update on PICU and Lucy’s Room**  KR explained progress on Lucy’s Room is no further forward due to the capacity of the Estates team in light of COVID. Even if Lucy’s Room was able to move up the priority list for Estates, we wouldn’t be able to open to many patients or have a fanfare opening. KR has been contact with Lucy’s mother and is managing expectations.  LW queried the reference to PICU. JP confirmed this was another potential Estates project, DR confirmed it has been delayed but may materialise later once full details are available. LW asked to remove the PICU element from the action list, and we shall await a more formal request.  **27 WDV to send ME the annual report amends from MW** Completed, and final draft of the annual report is on the agenda for later in the meeting. Mark as green  **28 JP to give details of an overall strategy for allocating funds for NHS** Charities Together stage 3 applications and if possible stage 2 On agenda for Development meeting.  **29 WDV to ensure ‘Gifts in Kind’ within the Management Accounts**  WDV has been included in quarterly account. Process in place to capture going forward. Mark as green.  **30 OS to carry out a review of the archive restriction of funds** OS has completed her review, which was a big undertaking. LW thanked OS for working on this lengthy task.  **31 Patient Activity Giftcard Incentive – ME to follow up on the progress of giftcard spend** ME confirmed she has reached out to chase, but hasn’t received responses from some areas. LW encouraged ME to ask for support if needed, and if no further progress is made by February’s meeting.  **32 – Health & Wellbeing Appeal to change to Oxford Health Cares** Appeal  Complete, Mark as green.  **33 Oxford Mental Health Fund Advisors -**  DR has agreed to act as second signatory. Mark as green  **34 ME to research into ethical policies of similar charities** Circulated with papers for today’s meeting  **35 ME to register the charity with The Fundraising Regulator** In progress  **36 JP to speak to ST on access website traffic reports for the charity intranet page** ST will provide as required. Mark as green  **37 KPI Report – JP to amend so ratio are expressed as percentage** Updated on November’s report. Mark as green  **38 JP/ME to produce an online e-form for projects over £10k** Complete. Mark as green. | ME |
| 4 | **Portfolio Investment** |  |
|  | * LW refreshed the group on discussions in previous meetings around the ethical approach regarding our investment portfolio. * DB explained when it comes to ethical considerations for a portfolio, individuals have their own views but there’s a need to bring together to ensure they fit within the ethos of the charity. * There are many considerations and choices that can be reviewed. To simplify he presented a summary of key sections/industry categories to prompt the group’s thinking. * Talking through each category in turn, the group were asked to vote through the chat function on Teams. To either agree with the current selection and keep as is (thumbs up) or if would like change choose angry face and discuss further. * There were 8 members of the group able to vote, and decisions would be made based on the majority.  |  |  |  | | --- | --- | --- | |  | **Current restriction (if exists)** | **Agree with current selection/selections** | | Abortion and Contraception |  | 7 votes | | Adult Entertainment | More than 3% turnover | 8 votes | | Alcohol | More than 10% turnover | 8 votes | | Animal Welfare |  |  |  * Animal Welfare prompted a discussion as members had conflicting thoughts from a personal perspective, but also as a Trust we would likely be using products tested on animals – cleaning products, pharmaceuticals etc. Factory Farming and Licensed breeders are excluded from the portfolio (no impact on existing portfolio). A further breakdown was discussed regarding animal testing:  |  |  |  | | --- | --- | --- | | Animal Welfare – Medical Testing |  | 6 votes | | Animal Welfare – Non-Medical Testing |  | 5 votes | | Breast Milk Substitutes |  | 7 votes | | Carbon and Fossil Fuels |  |  |  * Carbon and Fossil Fuels – JP asked that we keep as is for now, until seeking thoughts of DW (as Chair of the Trust’s Sustainability Committee). JP to liaise with DW.  |  |  |  | | --- | --- | --- | | Defence and Weapons |  |  |  * Defence and Weapons was discussed as being an NHS charity we are supporting those saving lives and treating people who have been harmed. We don’t currently have any restrictions in place. The Weapons aspect did cause concern. The group agreed to leave as is.  |  |  |  | | --- | --- | --- | | Environment |  | 8 votes | | Fur |  | 6 votes |  * A query was asked if a restriction could be added about turnover percentage from fur trading. DB said this wasn’t currently an option and the only investment is Amazon, because of it’s vast array of products. DB confirmed he’d report back on how much Amazon derives from fur.  |  |  |  | | --- | --- | --- | | Gambling | No more than 10% of turnover | 6 votes |  * DB confirmed if we changed to 5% this would mean no change to current portfolio. A discussion took place around the Long-Term plan and gambling being classed as an addiction. * JP raised that as a Trust we have a staff lottery, which is a form of gambling. * LW suggested the need to develop policy on acceptance of donations. JP to consider and add as a future agenda item.  |  |  |  | | --- | --- | --- | | Gambling | No more than 5% turnover | 5 votes | |  | Restrict – 0% turnover | 3 votes |   **LW needed to leave the meeting at this point. Meeting no longer quorate.**   |  |  |  | | --- | --- | --- | | Governance |  | 7 votes | | Human Rights and the Community |  | 7 votes | | Labour Rights and the Supply Chain |  | 7 votes – change to Severe/Very Severe | | Nuclear |  | 5 votes | | Social |  | 3 votes | | Tobacco | No more than 10% turnover | 6 votes – change to 5% |  * DB talked through his portfolio report * DB left the call | JP  DB  JP |
| **5** | **Charity Annual Report and Accounts** |  |
|  | * JP has bought the charity annual report and account to this meeting for final sign off. * JP will follow up with LW to check if she had any further comments. * ME to send on for the Corporate Trustee for review and approval in December. * KR was keen to stress considering there’s only been JP and ME (since February) this has been a great improvement and report bringing the actions and impact of the charity to life. * DR was keen to note that whilst this is a retrospective look over the past year, it also served as an engaging prospective piece. * JP would like to get some copies printed out, for events like the AGM. | ME  ME |
| **6** | **Charity Committee Annual Report** |  |
|  | * JP explained this is the report outlining the activity of this committee and is reviewed by the Audit Committee in December. * It did acknowledge the concerns surrounding quoracy last year, which are now being addressed. OS did remind the group that we are still very tight on NED attendance and when unforeseen circumstances do happen such as today, there’s no backup. KR mentioned that hopefully with the recruitment of a new NED this would help reduce the non-quorate meetings. * MC and DR were thanked for consistently being present at these meetings aiding decision making. * JP would follow up with LW to check if she’s any further comments to this report, prior to submission to the Audit Committee. | JP |
| **7** | **Risk Register** |  |
|  | * JP presented the revised risk register to the group, which has been reformatted to align with the charity strategy. * More risks have been added including impact of Covid, uncertainty around fundraising. * Included was a risk around ROSY in particular the impact Covid has had on their fundraising and income. This has been highlighted with the Community directorate. * Risks have been added around food preparation, social media and reputational risk. * The group were happy with the risk register for future monitoring. |  |
| **8** | **Legal and Regulatory Report** |  |
|  | * Report taken as read |  |
| **9** | **Management Accounts** |  |
|  | * WDV presented this quarters accounts and highlighted the drop in fundraising income for ROSY. * £330k gifts in kind have been included * Investment gains up £108k compared to £42k last year. * Page 5 of report Fund Balance date should be changed 30 September (not June as stated). WDV to amend. | WDV |
| **10** | **ROSY** |  |
|  | * KR/JP/ME met with George and Mike virtually in October, to have a general catch-up but also to review the revised SLA that was outstanding * The SLA is with them to talk with their committee * Amends from previous version include requirements on their part to engage with us particularly around events, as it impacts insurance. * Scheduled to catch up with George and Mike again in January/February to see how fundraising plans are progressing. ME to set up a meeting. * Difficulties around specific staff allocation currently to have named nurses but there are specific hours funded by the charity, both George and Mike are very happy with this scenario. * KR did feel for the first time due to Covid they were struggling, and did seem more open to collaboration and our offer to help and further communicate events and initiatives. | ME |
| **11** | **Any Other Business** |  |
|  | * None |  |
| **12** | **Meeting Close** |  |
|  | The date of the next meeting is scheduled for Wednesday 10 February 9.30am-11.00am. RESCHEDULED to 24 March 2021 |  |

**Attendance – Governance Sub-group**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Feb 2020** | **June 2020** | **Sept 2020** | **Nov 2020** |
| Lucy Weston | ** | ** | ** | In part |
| Bernard Galton |  | ** |  | ** |
| Tim Boylin |  |  |  |  |
| Marie Crofts | ** |  | ** | ** |
| Helen Green |  |  | ** | ** |
| Kerry Rogers | ** | ** | ** | ** |
| Debbie Richards | ** | ** | ** | ** |
| Ben Riley |  |  |  |  |
| David Walker |  |  | ** |  |
|  |  |  |  |  |
| Julie Pink | ** | ** | ** | ** |
| Michelle Evans | ** | ** | ** | ** |
| Paul Dodd/Michael Williams |  | ** | ** | ** |
| Kingston Smith |  | ** | ** | ** |
| Olga Senior | ** | ** | ** | ** |

**Minutes of the**

**Oxford Health Charity Committee – Development Sub-Group**

**Tuesday 17 November 2020, 15.00-16.30**

**Microsoft Teams Meeting**

**Present:**

|  |  |
| --- | --- |
| Bernard Galton (BG) | Non-Executive Director |
| Donna Clarke (DC) | Service Director |
| Marie Crofts (MC) | Chief Nurse |
| Alexandra Davis (AD) | Head of Service – Children’s Community |
| Michelle Evans (ME) | Development Coordinator – Oxford Health Charity (Minutes) |
| Helen Green (HG) | Director of Education and Development |
| 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 |
| Sara Taylor (ST) | Head of Media and Staff Communication |
|  |  |
| Debra Cairncross (DC) | Charity Executive, Kingston Smith |
| Willem De Villiers Corrigan (WDV) | Head of Accounts, Kingston Smith |

**Apologies:**

|  |  |
| --- | --- |
| Tim Boylin (TB) | Director of HR |
| Ben Riley (BR) | Managing Director of Primary and Community Care Services |
| Lucy Weston (LW) | Non-Executive Director (Chair) |
| David Walker (DW) | Chair of Oxford Health NHS FT |

|  |  |  |
| --- | --- | --- |
| **1** | **Introductions and Apologies** |  |
|  | BG welcomed everyone to the Development sub-group meeting and agreed to chair the meeting as LW had to attend a personal matter at short notice. Apologies for absence were received from the Committee members as above.  The meeting was not quorate, as one NED was in attendance rather than two. |  |
| **2** | **Declarations of interest** |  |
|  | No declarations of interest were received pertinent to matters on the agenda. |  |
| **3** | **Minutes of the Meeting on 15 September 2020 and Action Updates** |  |
|  | 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. |  |
| **4** | **NHS Charities Together – Stage 1, 2 and 3 updates** |  |
|  | JP gave a summary of the substantial contributions NHS Charities Together have granted or are on offer to the charity, over three different stages.  **Stage 1** – was for the immediate support of patients and staff as a direct result of COVID. We have received funds totalling £173,500 (which also includes a further £50k ME applied for this month). £115,600 has been spent to date. 98 funding requests have been processed and more are being worked through. JP addressed a concern raised at the last meeting about the proportion of funds going towards staff and patients - 68% patient support or to projects that improve patient experience, and 32% towards staff wellbeing. JP asked committee members to encourage teams to apply for a Care Pack and/or to apply for £200 grant for team wellbeing. £20k has been allocated specifically for staff wellbeing. Further Trust-wide communications will be circulated too.  AD asked about registration for the Care Packs. JP confirmed that all teams should register to ensure there’s a named contact for each care pack and that we capture other information such as the size of the team, location, and any specific requests. DG asked about other communications other than the intranet as there are staff who don’t have access. JP has attended the OMT (Operational Management Team) meeting for leaders to disseminate the message and process to their teams. ST stated that managers are encouraged to print out the Wednesday News Round-Up.  OS asked if there were a list of projects that have been supported to date, available to the committee. JP confirmed she did this for the last meeting and is happy to provide again for February’s meeting. MC mentioned that she had observed that some services are more keen to apply for charity funding than others, and so in addition to the list of projects could this be broken down by service and/or geographically?  KR recognised the logistical feat of the Care Pack project for our small charity team and extended team and thanked them for the continued efforts. Positive feedback has been received from staff, but also this project gives an opportunity for the local community to convey their appreciation by donating funds and gifts to the Care Packs.  **Stage 2 –** is the most complex and time-consuming stage. The focus of the grants are to support partnership projects within the community, the funds aren’t provided to individual charities but to a lead charity at ICS level. For us, we are focusing on BOB, purely from a capacity perspective but recognise that we do have services outside of this region. If projects should arise specifically from Wiltshire for example, then JP will further explore.  The BOB group will receive £802k, covering six trusts and six NHS Charities, whom are trying to work together when ordinarily their paths won’t necessarily cross. There are significant differences in the charities aside from their focus, and geographic remit they are also different structures and sizes. No lead charity has yet been identified, however time is moving along and the charities continue to meet to plan for these funds. The remit of stage 2 is to create a bid that meets ICS priorities and provide funding to partners to impact on communities who have been negatively impacted by Covid. This is a huge undertaking and a continuous balance is needed to recognise that whilst the work in formulating and submitting the bid sits with the NHS Charities, we don’t directly benefit.  JP outlined the projects that are being considered within Oxford Health, which will then be further discussed with the other Charities within BOB, who are also compiling their project lists. KR did also mention that due to the current climate and complexities that unfortunately teams haven’t had the time to stand back and identify projects alongside partners that might benefit.  JP explained that due to the tight timelines she won’t be able to share details of the shortlist of projects at the committee meeting but these will be agreed out of session.    **Stage 3 –** is focused on support for recovery projects for patients and staff. Monies will come directly to our charity, but we will need to put in funding requests to NHS Charities Together. We are likely to get around £121k in Stage 3. Some projects from Stage 1 would be suitable for Stage 3 such as gardens and outdoor spaces. Comms will be sent out asking for applications through our e-form, and then shortlisted. The shortlisted projects will then be invited to asked to remotely present to a group of Committee members. JP asked for approval of this process for which the group were happy with. JP will also speak to LW for her approval out of session. | JP  JP  JP |
| **5** | **Impact Reporting** |  |
|  | * ME took questions from her Development Coordinators report. * OS asked about the ward gift card initiative as getting receipts and confirmation of spend has been difficult. ME to look at ahead of the next meeting and flag to Service Directors. * JP flagged from 1 April 2020 to 1 October 2020, the number of charity funding requests has almost doubled from 76 to 143 from this period last year. * ST gave a verbal update from Communications and Media relations, and recognised within Oxfordshire there is a good amount of interest in the charity, but she acknowledges the message does need to broaden to reach Bucks, Wilts and BaNES. | ME |
| **6** | **Strategy Update** |  |
|  | * JP noted that the strategy runs until 2022, she suggested revisiting our action plan in February meeting, or perhaps as an additional meeting to check on actions needed to close the last year of strategy and to check we will deliver on the objectives * Updated KPIs generally moving in the right direction * Total fundraising figure needs to include Gifts in Kind | JP |
| **7** | **Annual Report** |  |
|  | * Governance committee had approved in the previous meeting but the development committee were also asked to approve. No further comments or amends noted and was taken as approved. |  |
| **8** | **Any Other Business** |  |
|  | * OS has completed her review of the archive files, which will be discussed in further detail in February. OS explained that these were files from OUH and then passed on to Kingston Smith. JP has been tasked to review OS report and draw out some action points. * BG wished to thank OS for doing this, and recognition this was a huge task. * ROSY Fundraising – AD explained that ROSY funds the HCAs and Nurses for ROSY families, and due to COVID understandably on occasions due to infection risks sometimes staff weren’t able to perform their usual duties, however were able to help families in other ways. AD confirmed she felt comfortable regarding recent spend, and that there’s sufficient funds available in the ROSY pipeline. She is meeting with George and Mike from ROSY next week. | JP |
| **11** | **Meeting Close** |  |
|  | The date of the next meeting is scheduled for Wednesday 10 February 11.00am-12.30pm. RESCHEDULED to 24 March 2021 |  |