**Minutes of the**

**Oxford Health Charity Committee – Governance and Development meeting**

**Wednesday 21st September 2022, 10.00-11.30**

**Microsoft Teams Meeting**

**Present:**

|  |  |
| --- | --- |
| Lucy Weston (LW) | Non-Executive Director (Chair) |
| Charlotte Evans (CE) | Executive Assistant (Minutes) |
| Marie Crofts (MC) | Chief Nurse |
| Claire Candy (CC) | Learning Development Manager (attending on behalf of RE) |
| Michelle Evans (ME) | Development Manager – Oxford Health Charity |
| Jane Humphreys (JH) | Oxford Health Charity Finance Manager |
| Chris Langridge (CL) | Oxford Health Charity Administrator |
| Julie Pink (JP) | Head of Charity & Involvement |
| Kerry Rogers (KR) | Director of Corporate Affairs & Company Secretary |
| Olga Senior (OS) | External non-voting member |
| Michael Williams (MW) | Financial Controller |

**Observers:**

|  |  |
| --- | --- |
| Rick Trainor (RT) | Non-Executive Director |

**Guests – present for relative agenda item:**

|  |  |
| --- | --- |
| Ellyn Carnall (EC) | Operational Capital Project Support Officer |

**Apologies:**

|  |  |
| --- | --- |
| Ben Riley (BR) | Executive Managing Director - Primary, Community & Dental Care |
| Zoe Moorhouse (ZM) | Head of HR (Mental Health & Specialised Services) |
| Beth Morphy (BM) | Primary Care Mental Health Team Manager |
| Rebecca Elsworth (RE) | Apprenticeship Manager |
| Donna Clarke (DC) | Service Director - Adult Directorate Management Team |

|  |  |  |
| --- | --- | --- |
| 1 | **Introductions and Apologies** |  |
|  | LW welcomed the group including new members CL and JH.  Apologies for absence were received from the Committee members as above, BR, ZM, BM, RE and DC.  The meeting was confirmed to be quorate.  Prior to the meeting it was agreed to merge the two meetings (Governance and Development) due to time commitments and workload pressures following the system outage in August and still ongoing. |  |
| 2 | **Declarations of interest** |  |
|  | No declarations of interest were received pertinent to matters on the agenda. |  |
| 3 | **Minutes of the Meeting on 8th June 2022 and Action Updates** |  |
|  | The Minutes of both the Governance and Development meeting held on 8th June 2022 were approved as a true and accurate record of the meeting.  The Action Logs were reviewed.  The Governance Action Log has the following outstanding actions:   * **Benchmarking Portfolio Investment**: include appropriate KPI in future strategy updates. Dexter Baum to include in his quarterly/year-end reports. JP to follow up with DB. * **Screening of social media companies in relation to investment portfolio**: Dexter Baum to confirm. JP to follow up with DB. * **Directorate Representation** concern over regular service representation and from Community Directorate in particular. KR to encourage BR to see the work of the charity and how it might feed into the Community Strategy.   The Development Action Log has the following outstanding actions:   * **Burial grounds at Littlemore**: MW to discuss with Estates who owns this piece of land. * **Fundraising partnership opportunities:** AB enquired about fundraising partnership opportunities with universities. ME confirmed we do link in on an adhoc basis with individual fundraisers and occasionally a department may support us, but there’s not a formal agreement in place. An opportunity for JP/ME to explore. * **Highfield Garden** **and Amber Garden:** The full costs are through and programme now in place. This is a joint venture with RAW and Oxford City Council doing the works, being project managed by Estates. There should have been work carried out over the summer however there are further delays. Estates are currently looking at the provision of external lighting to enable the garden to be used in the afternoon in the winter months.  LW recalled that in November’s meeting the Committee were told groundwork would begin over Christmas. Could we pick up any learning from this delay as it’s a common theme? LW asked to pick up at another meeting outside of this one. * **Charity strategy session:** JP will talk to NB about charity strategy. The original February date to discuss with the Board was postponed with a possible new date in November. The next stage is to consolidate all the views and feedback gathered into a strategy framework, and resource structure to sit alongside, and finalise some service-user feedback. JP has completed some comparison data on other NHS Charities and NHS Charities Together, to tie in alongside the Trust’s strategy. Current new date is Wednesday 9th November 2022, timings to be confirmed. * **Charity magazine:** Oxford Hospital’s Charity Torch magazine and the suggestion if Oxford Health Charity can produce similar. It was noted that there is an article about the Tingewick Society have just given £20k to Oxford Hospital’s Charity and they are also supporting Helen and Douglas House. Wondered if they could be contacted to see if they would support our charity – at the moment funding has been allocated to charities but Oxford Health Charity may be able to apply/be considered in the future? |  |
| 4 | **Management Accounts** |  |
| ]’? | MW gave a run through of the accounts with more detail provided in the fund summaries document. Difference of roughly 72k between income and expenditure (expenditure more). Funds in a similar position to last year.  Finances reports will have a new improved structure/format. Discussion to be had with MW, JP and ME.  Funds for ROSY discussed and the associated risk. No concerns at present. | **MW / JP / ME** |
| **5** | **Financial Management Handover Update** |  |
|  | MW discussed the handover to in house finance and hoping to be up to speed by October.  There have been issues with the data transfer from the previous finance team (Moore Kingston Smith) and final payment has been withheld whilst waiting for a report back regarding some of the issues and investigation into data integrity. All reporting is being reviewed as a result of the issues highlighted during the transfer so may be subject to change.  KR confirmed that notification will be sent to MKS and final payment withheld until resolved. |  |
| **6** | **Investment Report** |  |
|  | To be carried over to the next meeting. | **CE** |
| **7** | **Risk Register** |  |
|  | A new risk has been added following the June Charity Committee to reflect the risk to fundraising income as a result of the cost of living crisis.  Also discussed the transition of finances to in house and there need for a meeting regarding the procurement and payment processes under the new systems. The transition process risk relating to the movement of financial management from Moore Kingston Smith to the Trust will be addressed and will likely no longer be deemed a risk at the end of the next quarter.  As part of the system outage, finance systems had also been impacted which has extended this risk. |  |
| **8** | **Committee Annual Report** |  |
|  | It was agreed that this is a very detailed report. However, Lucy requested that more information be added to reflect the impact of the charity – perhaps referencing the impact reporting provided to the Charity Committee each meeting.  The Trust will want to have assurance that funds have been well managed. This conversation is to be continued outside of today’s meeting. | **JP/LW/KR** |
| **9** | **Charity Annual Report (DRAFT)** |  |
| **8** | Discussed that this report is in draft at the moment, but a final version will be presented at the November Charity Committee ahead of the Corporate Trustee in December and the Charity Commission in January.  The review of all finance data as part of the transition includes a full review of the annual report data. | **ME** |
| **10** | **Impact Reporting** |  |
|  | Good report. Mentions new team members as above and the financial management transition as above.  Discusses Donorfy which is a CRM system for donor data which is now being developed.  Shows that charity was busy with requests during June and July, this has reduced but is slowly picking up again. August 2022 had similar amount of fundraising requests to the period of the Covid-19 pandemic.  Receiving 5/5 on feedback of the charity application/funding process.  New graphs including in impact reporting as requested and these were gratefully received.  Upcoming events include Oxford Half and Lucy’s Room Ball.  Discussed fundraising requests and the size/distribution of these across teams and services.  Discussed whether we could add declined requests and information on these to the report. ME to see if information on these can be added to the report. | **ME** |
| **11** | **Project Update (over £5k)** |  |
|  | Discussed big projects and their impact. Projects include artists in residence, sensory room, wellbeing pods, multigym at Littlemore. There are 10 projects underway including Stay Safe booklets, Saffron House Green Spaces, Make Your Rest Area Shine, Lucy’s Room, sensory garden at Littlemore, HealthFest 2022, gym at Wenric and Art at Abingdon MIU children’s area. Progress updates were given on these and are included in the update document circulated.  The wheelchair recliner project for community dentistry has been paused as there are issues with the equipment installation.  Discussed the forensic ward gardens and what can be done about this to improve the garden and be a good example to others. There is a query about team capacity and garden maintenance. |  |
| **12** | **Charity Funding Requests >£10k** |  |
|  | EC joined to discuss the new appeal and funding request for development of the new PICU. The appeal is for £150k. Money will be used in 5 sections:   * 1. Art * 2. Gym * 3. Sensory room * 4. Garden * 5. Games   EC discussed that they will be fundraising in various ways, such as a winter ball, bake sales, tough mudder competition, supermarket charity appeal tokens and exploring if they can get any funding from NHS England.  EC/JP explained that whilst this is the biggest fundraising appeal, they are up for the challenge. There is a huge sense of support and the meeting attendees discussed how passionate EC clearly is about this project.  EC also discussed how they are being environmentally conscious – for example using local companies to reduce carbon footprint.  The appeal needs to follow the formal appeal structure, although it has been approved in theory. For the next meeting there will be a paper on the proposal, including covering information regarding scope, responsibilities, monitoring and risk. | **EC/JP** |
| **13** | **Estates Projects Update** |  |
|  | Due to an estates lead not being present at today’s meeting, this will be carried over to the next meeting. KR will speak to MW about the importance of attending. | **KR / CE** |
| **14** | **Strategy Report/Update** |  |
|  | Trustee consultation will be further developed through the Board workshop on 9 November 22 and further meetings with Committee members.  JP and KR have been engaging with More Partnership, specifically Tim Johnson, who worked with GOSH to discuss the capacity for Oxford Health Charity (currently small and non-independent) to play a role in generating income for a large capital project. Great kick off discussion and clear ambition of what the charity can be and where it can get too. Funding for working with More Partnership will be sourced through the NHS Charities Together Stage 4 Grant for Development projects. |  |
| **15** | **Any Other Business** |  |
|  | QI Challenge – Discussed ‘Dragons Den’ style QI challenge. The Charity Committee is asked to approve the Inspiring Improvement programme approach and confirm how they would like the funds to be made available. It was agreed that this forms a great paper with an exciting potential impact and meeting attendees are fully supportive. Wondering if this could be something done annually if successful.  Due to time constraints, agreed the remaining any other business items could be carried over to the next meeting (SHST application, ROSY update, Trustees guide). | **CE** |
| **16** | **Date of Next Meeting** |  |
|  | 16th November 2022, 10am – 12.30pm, via. Microsoft Teams |  |

**Attendance – Development Sub-group**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Sept 2020** | **Nov 2020** | **Mar 2021** | **June 2021** | **Sept 2021** | **Nov 2021** | **Mar 2022** | **June 2022** | **Sept 2022** |
| Lucy Weston | ** |  | ** | ** | ** | ** | ** | ** | ** |
| Non-Executive Director |  | *Bernard Galton attended* | *Bernard Galton attended* |  |  | *Bernard Galton attended* | *Chris Hurst attended* | *Philip Rutnam and Andrea Young observing* | *Rick Trainor* |
| Amelie Bages |  |  |  |  |  |  |  | ** |  |
| Tehmeena Ajmal |  |  |  |  |  | ** |  |  |  |
| Marie Crofts | ** | ** |  | ** | ** |  |  |  | ** |
| Learning & Development | ** | ** | ** | ** | ** | ** |  |  | ** |
| Kerry Rogers | ** | ** | ** | ** | ** |  |  |  | ** |
| Ben Riley |  |  |  |  |  |  |  |  |  |
| David Walker | ** |  |  |  | ** |  |  | ** |  |
|  |  |  |  |  |  |  |  |  |  |
| Julie Pink | ** | ** | ** | ** | ** | ** | ** | ** | ** |
| Michelle Evans | ** | ** | ** | ** | ** | ** | ** | ** | ** |
| Michael Williams | ** | ** |  |  |  |  |  | ** | ** |
| Kingston Smith | ** | ** | ** | ** | ** | ** | ** | ** |  |
| Olga Senior | ** | ** | ** | ** | ** |  |  | ** | ** |
| Donna Clarke |  | ** |  |  |  |  |  |  |  |
| Alex Davis | ** | ** |  |  | ** |  |  |  |  |
| Donna Mackenzie/ Beth Morphy |  |  |  |  |  | ** |  |  |  |
| Zoe Moorhouse |  |  |  | ** | ** |  | ** | ** |  |
| Sara Taylor |  | ** |  |  |  | ** |  | ** |  |
| Mark Waring |  |  |  | ** | ** |  |  | ** |  |