**Oxford Health Charitable Funds Committee**

**[DRAFT] Minutes of the Extraordinary Meeting held 31 July 2013**

**at 0830, Waddesdon Room, Littlemore Hospital Site**

**BOD 106/2013**

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| **Present:** |  |
| Anne Grocock | Non-Executive Director (chair of committee) |
| Ros Alstead | Director of Nursing and Clinical Standards *– part meeting* |
| Stuart Bell | Chief Executive *– part meeting* |
| Clive Meux | Medical Director |
| Yvonne Taylor | Chief Operating Officer |
| Mike Bellamy | Non-Executive Director |
| Alyson Coates | Non-Executive Director |
| Sue Dopson | Non-Executive Director |
| Martin Howell | Chair of the Trust |
| Cedric Scroggs | Non-Executive Director |
| Lyn Williams | Non-Executive Director |
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| **In attendance:** | |
| Philip Bonnier | Project Manager, OUH Charitable Funds Department *– part meeting* |
| Paul Dodd | Deputy Director of Finance |
| Justinian Habner | Trust Secretary (minutes) |
| Lorraine Irwing | Financial Accountant, OUH Charitable Funds Department *– part meeting* |
| Gerald Sheeran | Head of Financial Services |

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| **1**  a | **Welcome and Apologies for Absence**  Apologies for absence were received from Mike McEnaney, Director of Finance |  |
| **2**  a | **Declarations of Interests / Related Party Transactions**  There were no declarations of interest or related party transactions. |  |
| **3**  a  b  c  d  e | **To Recommend the Annual Report and Accounts**  Philip Bonnier and Lorraine Irwing presented the report which provided the Charity’s proposed Annual Report and Statutory Accounts for 2012/13. In presenting the report, they highlighted the changes made to the Annual Report and Accounts since the previous occasion that the Committee had reviewed these. In particular, they highlighted page 15 of the Accounts where the cash related to the ROSY Fund had been moved to another section of the accounts from that previously reported.  *The Director of Nursing and Clinical Standards joined the meeting at this point.*  Philip Bonnier and Lorraine also presented a report which provided a copy of the draft Independent Examiner’s Management Letter along with proposed text for the Trustee’s Letter of Representation. The Letter of Representation text:   * confirmed the understanding of the respective responsibilities of the auditor / independent examiner and the Trustee in respect of the charity’s financial statements; and * confirmed to the best of the Trustee’s knowledge and belief, representations made in respect of the financial statements and information provided.   Lyn Williams asked whether there was any reason known why the Trustee should not sign the Letter of Representation. Philip Bonnier and the Deputy Director of Finance confirmed that that were not aware of any reason that would prevent the Trustee from signing the Letter.  **The Committee requested that the Annual Report and Statutory Accounts for 2012/13 be presented to the Board of Directors with its recommendation that they be approved.**  **The Committee noted the Independent Examiner’s Management Letter and approved the text of the Trustee’s Letter of Representation, recommending its presentation to the Board of Directors for signature.**  *Philip Bonnier & Lorraine Irwing left the meeting at this point.*  *Stuart Bell joined the meeting at this point.* |  |
| **4**  a  b  c  d  e  f  g | **Any Other Business**  ***Charitable Funds Administration Service Tender***  The Head of Financial Services tabled a short report which provided an overview of the recent tender process relating to the Charitable Funds administration service. The report recommended that the current provided, Oxford University Hospitals Charitable Fund Department be awarded the contract.  Cedric Scroggs sought confirmation that the Trust was happy with the current performance of the OUH CF Department. The Head of Financial Services said that there were no major concerns.  The Chief Executive asked whether the proposed contract contained provisions to enable early termination. The Committee agreed that break clauses should be included for the three-year contract to enable either party to terminate the contract with 12 months notice.  Noting that the service model proposed by the OUH CF Department would see a lower administration charge to the Trust should the charitable funds be spent, the Chair of the Trust said that effective ways to encourage appropriate use of funds needed to be found. The Chair of the Committee agreed and said that she hoped the envisaged restructure of the Committee may assist in this.  **The Committee approved the appointment of the OUH CF Department to provide the administration services for the Oxford Health Charitable Funds under a three-year contract which included break clauses for either party with 12-month notice.**  ***Committee Review***  The Trust Secretary provided an overview of the emerging ideas for how the Committee should be constituted in the future; formal proposals would be presented to the Committee in September 2013.  ***Leagues of Friends***  The Director of Nursing and Clinical Standards noted that summer tea-parties with various Leagues of Friends across the Trust were being planned. These would provide the opportunity for the Trust to seek the support of the Leagues in fundraising for specific projects and seek ideas for the use of specific charitable funds.  Department if a senior management view is needed in the future. |  |
| The meeting was closed at **8.50 a.m.** | |  |
| **Date of next meeting:** Wednesday, 25 Septmeber, 13.00 – 14.00hrs in the Boardroom, Trust HQ. | |  |

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