**Oxford Health Charitable Funds Committee**

**[DRAFT] Minutes of the meeting held 9 April 2014**

**at 12:00hrs in the Boardroom, Trust Headquarters, Oxford**

**BOD 57/2014**

(Agenda item: 16ii)

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| **Present:** |  |
| Mike Foster | Deputy Director of Nursing and Clinical Standards |
| Alyson Coates | Non-Executive Director |
| Anne Grocock | Non-Executive Director (chair of committee) |
| Justinian Habner | Trust Secretary |
| Yvonne Taylor | Chief Operating Officer |
| Lyn Williams | Non-Executive Director |
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| **In attendance:** | |
| Philip Bonnier | Project Manager, OUH Charitable Funds Department |
| Lorraine Irwing | Financial Accountant, OUH Charitable Funds Department |
| Elaine Jones  Jeremy Barker | Executive Assistant to Chairman and CEO  Cazenove |

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|  | Welcome and apologies for absence |  |
|  | Apologies for absence were received from Ros Alstead and Gerald Sheeran |  |
|  | Declarations of interest/related party transactions  No new declarations of interest |  |
| a.  b.  c.  d.  e.  f.  g.  h.  i.  j. | Minutes of the Meeting on 8 January and Matters Arising (paper CFC 07/14)  The minutes of the last meeting were approved subject to the following amendments:  **Page 2 (3h)** - JCH will raise progress on discussions regarding a potential external committee member  **Page 5 – (7d) delete** final word “ this”.  **Summary of actions:**  **3c Christmas activities** JCH advised the Committee that he had reiterated to Community Services how they could use charitable funds for patient use.  **3h Whiteleaf Centre Artwork**  JCH advised the Committee that funds were set aside for the Whiteleaf Centre, but other funds were obtained for the art work. RA noted that now that services were settled in at Whiteleaf they would be in a postion to decide how to use funds. This will be raised at a future meeting of the Project Board and a report brought back to this committee in due course  **3h External Committee member**  JCH confirmed that the identification of the external representative for this Committee was still being progressed, and he would raise this with the Chief Executive.  **3j Significant Commitments on major funds at 30 Sep-13** There was concern about the proposal to install air-conditioning at the Witney Community Hospital. YT would advise the unit that this could only go ahead if they identified NHS funding for the revenue costs. It was noted that there was a general presumption against air-conditioning because of the on-going costs.  **3k Business Plan - ½ day workshop**  PB & JH confirmed that a workshop would be arranged to take place in the summer.  **6b New Terms of Reference**  AG informed the Committee that Mike Bellamy had agreed to attend future meetings, as the non-executive director representative, if required.  **6c New Terms of Reference**  The Committee discussed and agreed that there was a need to review the Committee dates for 2015 because of pressures due to the end of year financial reporting. JCH confirmed he would discuss the 2015 schedule with Hannah Smith.  LW suggested that a date should be identified after the Audit Committee meeting, possibly at the end of April. | RA  JCH  YT  PB/JH  JCH |
|  | **Business items:** |  |
| 4.  a.  b.  c.  d.  e.  f.  g.  i. | **Investment**  Jeremy Barker (“JB”) of Cazenove joined the meeting.  Jeremy Barker tabled the Cazenove Report for the Oxford Health Charitable Funds.  The key points from the presentation, as follows:   * Cazenove take over by Schroders & Co. Ltd would be completed by the end of July 2014. * Schroders has a similar size charity business to Cazenove, with a depth of resource within the team. Charities work is an integral part of their business. * They will do more events for clients and produce more articles for charities. * Schroders and Cazenove have taken on the ethical mandate: internally there will be more ethical funds. * Portfolio details: no significant changes since the last meeting and no changes required at present. * Performance to the end of March 2013 still estimated but the total fund return on 12 months was 6% compared with 5% for the benchmark. Equity returns were positive with the healthcare fund particularly strong * JB explained Cazenove’s view of the current market and future prospects. The focus was likely to be on stock selection rather than the return on asset classes as a whole.   AG commented that the committee did not envisage any significant increases in the funds. In six months’ time things may be different, if there were to be increases in fund raising.  AC asked about the cash level commenting that this was relatively high, but consideration needed to be given to future cash requirements..  Charitable Funds Department would provide advice on the appropriate level of cash to be held once guidance is available about anticipated expenditure at Whiteleaf.  JB advised the Committee that Cazenove provides investment seminars which might be useful for training for staff involved with charitable funds.  JB left the meeting  There was a discussion of the Cazenove presentation. AC commented that it would be useful to have more discussion/feedback on the strategy behind the portfolio. PB agreed to raise this with JB.  **The Committee noted the report and agreed** that the Cazenove presentation scheduled for the October meeting, should concentrate more on decisions on the strategy for the portfolio. Cazenove should be asked to send out the general economic briefing before the meeting so that members could read this in advance. | PB/LI  PB |
| 5.  a.  b.  c.  d.  e.  f.  g.  h.  i.  j.  k.  l.  m.  n.  o.  p.  q  r | **Business Plan (paper CFC 08/14)**  The committee reviewed the draft business plan and considered the Key Tasks for 2014-15  PB reported that a survey was currently being undertaken regarding existing fundraising across the Trust (including that for third-party charities). This would help inform the development of a fundraising strategy. The survey was due to be completed by June.  The draft business plan provided for the Committee to undertake an end of the year review of the investment portfolio, and should also review the effectiveness of the new Committee structure, to see how that it working, particularly with the involvement of an external committee member.  PB reported back on discussions with Service Directors about possible fundraising possibilities.  Eddie McLaughlin, Service Director for Mental Health had suggested the idea of an arts and music centre for the Warneford. However, further discussion with relevant staff had called this into question. YT agreed to explore this further.  Pauline Scully, Service Director for Childrens’ services, suggested fundraising for children with learning difficulties in the community, and the two mental health Childrens’ wards.  PB advised the Committee that there was an opportunity to be involved in a joint fundraising venture with OUH’s Charity, a ‘Walk the Wards’ event, around the OUH hospitals, which could include Oxford Health NHS FT on Sunday, 5 October 2014.  **The Committee agreed** that this was a good idea to be progressed, and approved that PB should raise this and clear it with the OUH Charity Chair of Trustees.  PB advised the Committee that participants would be required to pay a registration fee, which would cover administration costs. Oxford Health would have to cover insurance for its participants, but this was unlikely to be a major cost. There would also be shared costs for publicity. PB circulated a copy of the ‘draft’ publicity flyer produced by Oxford Medical Illustrations.  It was agreed that PB and YT would discuss the specific funds to be supported by the walk.  JCH commented that the idea to fundraise for a new ‘Warneford’ required a decision soon. YT advised the Committee that there were two issues to consider the re-provision of the whole of the Warneford, or the re-provision of the wards, and that there was potential to work closely with the University with the department of Psychiatry building.  There was discussion about the possibility of getting input from the local business schools on fundraising and strategy. AC would follow this up.  There was discussion of whether the agreement of the fundraising strategy could be brought forward to the next meeting of the Committee. However, after discussion it was recognised that a significant amount of work is required to put this in place.  There was also discussion of whether the sponsored walk could be replicated in, for example, Buckinghamshire. However, it was noted that the current proposal piggybacks on work already being done by OUH, and for Oxford Health to organise its own walk elsewhere would be a much more considerable piece of work.  **The proposal for involvement in the fundraising walk was approved.**  **An interim paper on identifying fundraising opportunities would be brought to the next meeting.**  It was noted that discussions about promoting the Charity had been held with the new Head of Communications, but that this was one of many priorities for the Communications team.  It was agreed that the Charitable Funds Department would do some analysis prior to the next meeting of the legacies received for mental health over recent years.  **The Charitable Funds business plan for 2014/15 was approved.** | YT  PB  PB  PB/YT  AC  YT  PB  PB/LI |
| 6.  a.  b.  . | **Review of investment and reserves policies (paper CFC 09/14)**  PB noted the low level of general funds which could be used to take advantage of opportunities or cover risks. It was noted that legacies were a key issue in building up general funds. Charitable Funds Department would review any new legacies carefully to see whether they could be allocated to general funds.    **After discussion the Committee noted the issues raised around reserve policy and agreed the draft wording for the Reserve and Investment notes for the Annual Report.** | PB/LI |
| 7.  a.  b.  c. | **Year-end accounting and reporting timetable (paper CFC 10/14)**  The Committee noted the report.  AG commented that the accounts would have to be approved at the 16 July meeting of the Committee.  LI asked the Committee to submit comments on the circulated draft by the 16 June deadline, and advised that Deloitte had confirmed that they would be able to complete the work within the timeframe. | ALL |
| 8.  a.  b. | **Charitable Funds Risk Register (paper CFC 11/14)**  The Committee noted the current Register.  JCH advised he would be having further discussions with Tahmeena Ajmal, Head of Quality and Safety at the appropriate time to co-ordinate this Risk Register with that of the Trust. | JCH |
| 9. | **Review of funds** *Itemised in error. Forms part of agenda item 10* |  |
| 10  a.  b.  c. | **Slow moving funds (paper CFC 12/14)**  The slow moving funds exercise had been very successful in eliciting expenditure plans. This was a considerable improvement over the previous position.  The Committee asked that their thanks be passed on to Pat Newbold, Funds Manager in the Charitable Funds Department.  It was noted that the next task would be to ensure that fund-advisors did spend as they had promised.  **North East District Nurse Fund**: PB confirmed he had been in discussion with the manager regarding this fund, and that the outstanding plan will be brought back to the meeting in September 2014.  The Committee noted the report. | PB |
| 11  a  b  c | **Woodlands Medical Centre (paper CFC 13/14)**  Local management have had difficulties spending the considerable balance on this fund (which arose from a legacy) in line with the bequest. The Committee considered the proposal to widen the purposes of the fund to cover all Oxfordshire District Nursing.  **The principle of seeking to widen the fund purpose was agreed.**  **The Charitable Funds Department were authorised in conjunction with the Board Secretary to take legal advice (noting that there would be costs in doing so) and/or to bring a proposal to the Board (as Trustee) to apply to the Charity Commission for a Cy Pres scheme.** | AG/JCH/PB |
| 12  a  b | **Contraception and Sexual Health (paper CFC 14/14)**  PB reported that the Contraception and Sexual Health service had moved to Oxford University Hospitals in the last week. The Department of Health have advised that a statutory instrument is required to affect the transfer of charitable funds, and the Committee are asked to recommend the transfer to the Board to agree the schedule.  **The Committee agreed the recommendation to transfer the charitable funds to OUH be taken to the Board** | AG/JCH/PB |
| 13 | **Two bids for funding: Bicycle Hire and Yoga for Patients’**  **(paper CFC 15/14)**  PB advised the Committee that funding for the bicycle hire was capable of being charitable, although given the mix of objectives of the scheme, it would probably be unreasonable for more than a contribution to come from the Charity. However, the problem was the limited funds available for this. The only source of funding could be from the Marjorie Henderson Fund.  The bid for funding yoga for patients is smaller and the patient benefit more direct. MF asked how many patients benefitted from the Yoga last year. PB advised that 36 sessions had been held,  **The Committee agreed not to approve funding for Bicycle Hire, and approved the funding for Yoga for Patients.** | PB  PB |
| 14 | **NHS Charities – Department of Health Governance Review Update (paper CFC 16/14)**  The Committee noted the report. |  |
| 15       c.  d.  e. | **Year-end apportionments of investment returns and administration costs – decision in principle (paper CFC 17/14)**  A decision was required in principle as to the basis for determining the amount of investment gains to be distributed to. cover the income shortfall for year 2013/14. The recommendations were to use the same basis for distribution as was used for year 2012/13.  Recommendation for restricted [ROSY] fund was to distribute an amount of investment gains equal to the income shortfall, with the balance of restricted investment gains being carried forward as a buffer reserve.  The same recommendation was made for the unrestricted funds, ie to use investment gains to cover the income shortfall for the year, with the balance of investment gains used as a buffer reserve. This reserve (using figures to 28th February) would then stand at 18.5% of the market value of non-cash investments.  It was noted that the target level for the buffer was 25%.  **The Committee approved the recommendations, and agreed that the target buffer level of 25% should be reviewed in January 2015.** | LI/AG |
|  | **To note: Items to be taken as read – time set aside only for questions on key points.** |  |
| 16  a | **Income Report for the Oxford Health Charitable Funds for the period December 2013 to February 2014 (paper CFC 18/14)**  The Committee noted the report. |  |
| 17 | **Payments/Expenditure Report for the Oxford Health Charitable Funds for the period will be for the period December 2013 to February 2014 (paper CFC 19/14)**  **Fund 4557: Marlborough House Swindon**  LW commented on the purposes for purchasing the equipment from PC World Business (Camcorder, Digital Camera, Sony Play Statin, and 47” television) and what the rationale was for purchasing this equipment. It was understood that the equipment was used for film-making by patients with the staff. |  |
| 18  a. | **Management Accounts for the period April 2013 to February 2014**  **(paper CFC 20/14)**  The Committee noted the report. |  |
| 19  a. | **Legacies Report for the Oxford Health Charitable Funds for the period December 2013 to February 2014 (paper CFC 21/14)**  It was noted that the trustees of the Marjorie Henderson Fund hold a capital balance and application for use the capital may be made. Charitable Funds Department would find out the amount of this balance. | LI |
| 20  a.  b.  c.  d. | **Significant commitments on major funds (paper CFC 22/14)**  LI advised the Committee that the commitments had not changed significantly since the last report.  **Fund 3036: Witney Community Hospital**  LI reported that they are still considering air conditioning. Wenrisc Ward had installed air conditioning.  Linfoot Ward would be considering a therapy room.  YT said that these need to be signed off by the Service Director and Directorate Accountant.  **Fund 3143: Service Redesign for Services within the Community** The issues around this fund were discussed. PB rehearsed the advice which had previously been provided to the CCG. The Chief Executive was to discuss the use of this fund with the CCG. | LI  JCH |
| 21  a.  b. | **Any Other Business**  **Coasters Fund**  AG informed the Committee that Coasters will now be hosted by Response. YT said there was a good rationale, that the Trust already has a good partnership with Response, and that it will also widen the remit of Coasters.  The Committee agreed the proposal that Response be able to access the monies within the Coasters fund (No. 4055). |  |
| ***Meeting Close*** *14:00hrs*  ***Date of next meeting:***Wednesday, 16 July at 12:00 – 14:00hrs at the Boardroom, Chancellor Court. | |  |