

**Oxford Health NHS Foundation Trust**

**BOD 18/2018**

(Agenda item: 17(c))

**Charity Committee**

[DRAFT] Minutes of the Meeting on Monday 20 November at

14:00 at the Conference Room, Whiteleaf Centre

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| **Present:** |  |
| Anne Grocock  Alyson Coates  Ros Alstead  Lucia Winrow  Alex Davies | Non-Executive Director (the **Chair/AG**)  Non-Executive Director (**AC**)  Director of Nursing & Clinical Standards **(RA)**  Head of Integrated Localities: North, North East and West (**LW**)  Interim Head of Service, Children's Community Nursing (**AD**) |
| **In attendance:** |  |
| Martin Howell  Kerry Rogers  Julie Pink  Adam Perryman  Maggie Webb  Laura Smith  Olga Senior  Sara Wadey  Willem De Villers-Corrigan | Trust Chair (**MH**)  Director of Corporate Affairs & Company Secretary (**KR**)  Community Involvement Manager (**JP**)  Financial Controller (**AP**)  Clinical Lead Community Hospitals (**MW**)  Corporate Governance Officer (**LS**) (minutes)  External Attendee (**OS**)  Associate Executive, Kingston Smith (**SW**)  Head of Accounts, Kingston Smith (**WVC**) |

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| **1.**  a | **Welcome and Apologies for Absence**  Apologies for absence were received from Chris Hurst, Non-Executive Director and Jeremy Barker, Cazenove. | **Action** |
| **2.** | **Declarations of Interest**  There were no new declarations of interest. |  |
| **3.**  a  b  c  d  e | **Minutes and Matters Arising from the Meeting on 17 July 2017**  The minutes of the meeting held on 17 July 2017 were approved as a true and accurate record.  **Matters Arising**  The Committee confirmed that the following action from 15 November 2016 meeting had been completed: 11(b). The following action would be held over until the next meeting: 11(c).  The Committee confirmed that the following action from 28 February 2017 meeting had been completed: 5(p)  The Committee confirmed that the following actions from 14 June 2017 meeting would be held over until the next meeting: 5(d) and 6(c).  The Committee confirmed that the following actions from 17 July 2017 meeting had been completed: 4(e) and 9(b). The following action would be held over until the next meeting: 10(a). |  |
| **4.**  a  b | **Investment Portfolio Update**  Paper CC 41/2017 was taken as read. Jeremy Barker will attend the February meeting to provide an update, to include asset allocation.  **The Committee noted the report.** |  |
| **5.**  a  b  c | **Simulation Training in Community Hospitals: Responding to the Deteriorating Patient**  The Clinical Lead for Community Hospitals presented paper CC 42/2017 and provided an evaluation of simulation training for community hospital staff which had been undertaken between February and May 2017, and had received very positive feedback. She asked the Charity Committee to reimburse the Community Hospital Management funds £14k for the training.  The Clinical Lead for Community Hospitals explained that the next step would be to run a train the trainers course so that training can be moved in-house, and that this request would come separately.  **The Committee approved the request to fund £14k for the training from the community hospital funds.** | **JP/WVC, SW** |
| **6.**  a  b  c  d | **Resilience Training for Older Peoples Directorate**  The Clinical Lead for Community Hospitals presented paper CC 43/2017 and provided an evaluation of resilience training for staff in the Older Peoples Directorate, following the Committee’s approval of a £20k bid. She said that the £20k had not all been used. She reported that the training had been much appreciated by staff. Evaluation of the training showed staff felt more confident in managing stress levels and had a greater understanding of what steps to take when under pressure.  The Director of Nursing noted that the trust was also running an internal Mindfulness programme, which Reinhard Kowalski was leading on. She said the trust should be making more use of internal resources by doing it in-house which would be most more cost-effective and sustainable.  The Community Involvement Manager added that resilience training for staff had also been funded by Health and Wellbeing through another provider, and the Children and Young Peoples Directorate had requested funding for resilience training through a fourth provider. The Adult Directorate had also previously had this training funded by their budget.  **The Committee noted the report and approved the spend of the remaining funds from the £20k, as appropriate.** | **JP/WVC, SW** |
| **7.**  a  b  c  d  e  f  g  h | **Resilience Training for Children and Young People**  The Interim Head of Service for Children's Community Nursing presented paper CC 46/2017 and requested £15k funding for resilience training for staff in the Children and Young Peoples Directorate, which would be provided internally by the Oxford Institute of Clinical Psychology.  The Director of Nursing said it would be beneficial to keep it internal, as long as the Oxford Institute of Clinical Psychology have capacity to do it.  Alyson Coates raised concerns about the number of different resilience training projects underway through various providers and Olga Senior agreed that this was inconsistent.  Community Involvement Manager to discuss with the Director of HR regarding ensuring a consistent approach for resilience training.  The committee had concerns about the level of charge being proposed internally as well as the general principle of inconsistency between directorates/services using different resilience training providers. Approval of the training (consistent with historical approvals) and associated cost would be subject to questioning the appropriateness of the internal recharge.  Adam Perryman suggested that the Charity is invoiced by the Oxford Institute of Clinical Psychology (on the institute’s cost centre rather than children and young peoples), that way the institute will show income on their budget for the training provided.  Adam Perry to ask Bruce Young, Management Accountant for the Institute, for a view on the actual level of charge being proposed (to check it is a reasonable reflection of cost and not unnecessarily inflated).  **The Committee noted the report and asked for a view on the actual level of charge being proposed.** | **JP**  **AP** |
| **8.**  a  b  c  d | **Abingdon Vehicle Request**  The Clinical Lead for Community Hospitals presented paper CC 44/2017 and requested funds for a replacement vehicle to replace the current vehicle which is costing too much too maintain. The estimated cost would be around £11-18k for a good second hand vehicle, including maintenance. The previous vehicle was funded by the Rotary Club and Abingdon League of Friends.  Alyson Coates suggested getting the vehicle sprayed the new charity logo and the Chair agreed.  The Trust Chair said he would prefer to fund a new vehicle and offered to go with the Clinical Lead for Community Hospitals to visit a dealer to negotiate a deal.  **The Committee noted the report and agreed to look into options to purchase a new vehicle.** | **JP/MW** |
| **9.**  a  b | **MSK Service Equipment**  The Director of Corporate Affairs & Company Secretary presented paper CC 45/2017 which provided a breakdown of what was happening with equipment funded by the Charity for the Musculoskeletal (MSK) Service.  **The Committee noted the report and agreed that a risk should be added to the Charity Risk Register. It was agreed that the asset would be held by the trust rather than the Charity.** | **JP/WVC, SW** |
| **10.**  a  b  c  d  e  f  g | **Community Involvement Manager Report**  The Community Involvement Manager presented paper CC 52/2017 and highlighted the need for a re-brand of the Charity, particularly in light of the OUH Charity rebrand to Oxford Hospitals Charity which was very similar to Oxford Health Charity.  The Committee discussed the three presentations that had been given before the meeting from Hunts, Monchu and NHS Creative who were all bidding for the contract.  **The Committee agreed to offer Monchu the contact, particularly given their experience with the trust’s partner organisations. The Community Involvement Manager to inform them of the outcome.**  The Community Involvement Manager reported that a bid had been submitted to the Transform Foundation for an interactive fundraising focussed website for the Charity which would utilise the new branding.  She also highlighted a number of potential changes to fund advisors. **The Committee approved these changes and requested an updated list of fund advisors at the next meeting.**  Alyson Coates supported the idea of a donor thank you pack and donor relationship management system. She asked that ROSY get involved with this.  **The Committee noted the report.** | **JP**  **JP** |
| **10.**  a  b | **Review of Slow Moving Funds**  Willem De Villers-Corrigan provided an oral update and highlighted 19 funds, including the Wantage fund, which had not moved over the last few months.  **The Committee noted the oral update.** |  |
| **11.**  a  b | **Income Report**  Paper CC 47/2017 was taken as read  **The Committee noted the report.** |  |
| **12.**  a  b | **Legacies Report**  Paper CC 48/2017 was taken as read  **The Committee noted the report.** |  |
| **13.**  a  b  c  d | **Expenditure Report**  Paper CC 49/2017 was taken as read.  The Director of Nursing noted that Chalgrove and Watlington Surgery fund had funded medical equipment again which should be funded through NHS money not the charity.  The Community Involvement Manager explained that these requests get approved by the fund advisor and do not go to Kingston Smith or herself for a decision. She agreed to find out who the fund advisor for the account was and why they approved it.  **The Committee noted the report.** | **JP** |
| **14.**  a  b | **Management Accounts**  Paper CC 50/2017 was taken as read  **The Committee noted the report.** |  |
| **15.**  a  b  c | **Charity Legal and Regulatory Report**  The Director of Corporate Affairs presented paper CC 51/2017 which provided an update on recent development, regulation and compliance guidance.  In connection with the new guidance on external scrutiny published by the Charity Commission the importance of the role of internal audit was acknowledged. It was recognised that the Charity accounts were already part of the External Auditor’s remit but that a regular review of the charity’s systems of internal control would be incorporated into the internal auditor’s work plan going forwards in order that the appropriate amount of scrutiny of the control environment was achieved.  **The Committee noted the report.** | **KR** |
| **17.**  a  b  c | **Any Other Business**  **Lucy’s Room**  The Community Involvement Manager explained she had met with a family who are doing proactive fundraising for a music room for adults at the Warneford, in memory of a former patient. They have raised over £6k so far. At the moment all fundraising is being done by the family themselves and she will suggest that a specific fund is created for ‘Lucy’s Room’. Wintle Ward have been very supportive. The Committee agreed to support a separate fund for Lucy’s Room.  **League of Friends**  The Trust Chair asked how the Charity interacts with the League of Friends and the Community Involvement Manager explained she had now met with most of them and was focusing on strengthening the relationship between the Charity and League of Friends.  **Committee Chair**  The Trust Chair announced that this would be Anne Grocock’s final meeting and thanked her for her work as Chair of the Committee. He said that he would be taken over as Chair of the Committee in February 2018. | **JP** |
|  | The meeting was closed at: **16:08** |  |
|  | **Date of Next Meeting:**  Tuesday 20 February 2018 09:00-12:00 in the Seminar Room, Abingdon Community Hospital, Abingdon OX14 1AG. |  |