

**Minute of the Endowment Committee Meeting
30th September 2022
Microsoft Teams**

Present:

Mr Dennis Robertson, Trustee, NHS Grampian Endowment Funds (Chair)
Cllr Anne Bell, Trustee, NHS Grampian Endowment Funds
Mr Steven Lindsay, Trustee, NHS Grampian Endowment Funds
Mr Alex Stephen, Trustee, NHS Grampian Endowment Funds
Dr John Tomlinson, Trustee, NHS Grampian Endowment Funds

In Attendance:

Ms Lisa Duthie, Endowment Charity Lead, NHS Grampian
Mr Gerry Donald, Head of Property and Asset Development, NHS Grampian
Mr Colin Loy, Finance and Business Manager, NHSG Charities
Mr Stuart Walker, Financial Accountant, NHS Grampian
Ms Else Smaaskjaer, Minutes

Item	Subject	Action
1.	<p>Welcome and Apologies Mr Robertson welcomed everyone to the meeting.</p> <p>Apologies from Committee Members: Professor Siladitya Bhattacharya, Trustee, NHS Grampian Endowment Funds</p> <p>Apologies from Other Attendees: Mr Garry Kidd, Assistant Director of Finance, NHS Grampian None</p>	
2.	<p>Declarations of Interest</p> <p>Mr Stephen asked to record a non-pecuniary interest at Item 10.4</p>	
3.	<p>Previous Meetings</p>	
	<p>3.1 The minute of 22nd July 2022 was agreed as an accurate record of the meeting.</p> <p> No matters arising which were not included on the agenda.</p>	
	<p>3.2 Action Log</p> <p>Ms Duthie provided an update on the following:</p> <p><i>Wellbeing and Enablement Practitioners</i> – Ms Duthie confirmed that the evaluation report had been received and distributed to Trustees with the papers for the meeting.</p>	

		Trustees noted that all other items on the action log were complete, included in the agenda or scheduled for future meetings of the Endowment Committee.	
4.	Lead Officers Report		
	<p>A report from the Endowment Charity Lead Officer highlighted recent activities and provided updates regarding ongoing pieces of work.</p> <p>Dr Tomlinson asked if there had been any progress in agreeing the data sharing protocol for the Hospital Homecoming project as outlined in the application to NHS Charities Together (NHS CT). Ms Duthie reported that this piece of work had not been completed and it is unlikely the project would be fully operational in the timescale agreed with NHS CT which had now flagged the project as high risk. Responses from TSIs and input from NHSG Information Governance- was taking longer than hoped. Ms Duthie confirmed she remains in regular communication with the TSI Lead and Information Governance colleagues and had advised them of the risks relating to the possible withdrawal of the funding offered and subsequent reputational damage. Dr Tomlinson noted future difficulties if this sets the way of working going forwards and leads to similar circumstances each time a cross-system project or initiative is under development. Ms Duthie advised that a lessons learned exercise will be completed at the end of this to establish a process for future developments.</p> <p>Trustees noted the report and asked Ms Duthie to keep them informed of progress and, if considered necessary, to ask for support from Trustees in her discussions with TSIs and Information Governance.</p>		
5.	Finance		
	5.1	Financial Report	
		<p>A report detailing the financial position of the Charity at 31 August 2022 had been distributed. Mr Walker noted:</p> <ul style="list-style-type: none"> • Income from donations and legacies received to date, including £510k income held in relation to the Baird and ANCHOR project. • It is expected that the income received from investments will exceed the target amount of £1.25m for 2022/23. • The balance sheet detailed restricted, designated and unrestricted funding amounting to £31m. Recent advice indicates that only thirty funds are truly restricted and work 	

		<p>is ongoing to merge and reduce the number of endowment funds (Ref Item 7 on agenda).</p> <ul style="list-style-type: none"> Recent events, including economic uncertainty in the UK and the ongoing conflict in Ukraine, had impacted on global stock markets with a resultant drop in the portfolio valuation. It is expected that this will be temporary with some recovery over the next few months. <p>Trustees asked if there is a mechanism in place which will alert them of an ongoing drop in the valuation of the portfolio. Mr Walker advised that the revaluation reserves provide a buffer, currently in excess of £13m, but the valuation is monitored closely and Trustees would be informed if this became a matter of concern. He noted that fund managers (abrdn) had supervised the fund for a number of years and had managed similar situations effectively during that time. Mr Walker reported a good working relationship between NHSG Charities and abrdn which would be continued by Mr Loy in his role as Finance and Business Manager.</p> <p>Trustees noted the overall financial position of the charity and asked that in the analysis of the portfolio valuation by investment sector ‘Oil and Gas’ is referenced as ‘Energy’ to reflect Trustees net zero carbon ambitions and commitment to green energies.</p> <p>Trustees also wished to note the retirement of Mr Walker and record their thanks and appreciation for his work in providing Trustees with comprehensive and reliable financial information and ensuring they remained updated on the valuation of the portfolio and market conditions. They wished him a happy and healthy retirement.</p> <p>Mr Walker thanked Trustees for their good wishes and extended his thanks to colleagues who had assisted him during his time working with the NHSG Charities Team.</p>	<p>LD/ abrdn</p>
<p>6.</p>	<p>Strategy</p>		
	<p>6.1</p>	<p>Strategy Development – Report and Appendices</p> <p>Ms Duthie presented a report which outlined the wide range of views gathered to inform the development of the strategic plan. The report detailed the outcome from the self-assessment, which had used the tool developed by NHS CT, and the scoring applied across eight categories. Trustees noted the low scoring in some of the categories and suggested the report should clarify that this reflects the</p>	

	<p>current position and informs the improvement actions required.</p> <p>Mr Stephen asked if the recommendations throughout the report would be collated into a delivery/action plan which will be monitored by the Endowment Committee as it is taken forward. Ms Duthie confirmed that as new appointments to the endowment team are made it is intended that a delivery plan will be developed with quarterly goals reported to the Committee. It was agreed that it would be useful to take a proactive approach and have a prioritised plan in place prior to the outcome of the Scottish Government review of endowment funds.</p> <p>Trustees noted the report.</p>	
<p>6.2</p>	<p>Draft Strategic Plan</p> <p>A draft strategic plan had been distributed with papers for the meeting. Ms Duthie explained that his had been developed from recent workshops and outlined the vision, purpose and values of the NHS Grampian Endowment Charity. The following points were raised:</p> <ul style="list-style-type: none"> • The vision should refer to supporters rather than citizens. • To align with the recently approved NHSG Strategic Plan 'Foundations for a New Future' should read 'Foundations for The Future' • There are references to 'our' charity and to 'our' workforce but it should be clear that the workforce relates to NHSG and not to the charity. • The relationship between NHSG and the charity, including the governance framework, should be clarified. • There are applications which request funding for improvements to buildings and some clarification regarding whether these would come under 'environment' or 'staff wellbeing' would be helpful. • To improve access to funds there will be ongoing work to raise awareness of how to access the application process and to ensure that community groups are aware of the NHSG Charity and what it does. • There had been positive feedback from the impact assessment and the recommendations will be followed up with colleagues in public involvement. • To evidence public involvement Trustees should consider whether a public representative is invited to be included as a member of the Committee. 	

	<ul style="list-style-type: none"> The next steps will be to present the strategy at a meeting of all Trustees on 14th October 2022 and when all comments are considered arrange a launch date. <p>Trustees noted the update on the draft strategic plan and asked that when the feedback from the development session on 14th October 2022 is incorporated it is re-issued to all Trustees for final comment and brought back to the Committee at its meeting on 25th November 2022.</p>	<p>LD</p>
<p>7.</p>	<p>Fund Merger Proposal - Update</p> <p>Ms Duthie presented a paper which updated Trustees on the series of five interactive sessions which all fund stewards had been invited to attend on 31st August and 1st September. The paper from Mrs Lonchay provided information on the topics covered during the sessions and the feedback and comments from the 37 fund stewards who had attended. Ms Duthie confirmed that the sessions had been well received and the mainly positive feedback indicated that fund stewards understood the rationale for change. There had been requests for clearer communication and guidance from the endowment team and that will be taken forward by the Communication and Engagement Officer on appointment. There had been some concern raised regarding whether fund stewards would lose access to funds but reassurance was provided that this was not the intention.</p> <p>Mr Stephen asked if there had been consideration of how to ensure that the wishes of donors were safeguarded during the merging of funds. Ms Duthie provided assurance to Trustees that donations will remain within funds where the purpose of the donation will be met. She explained that merged funds will incorporate broad areas and that donors will be advised of the purpose of the fund where donations are directed to avoid future challenge.</p> <p>Trustees agreed the recommendations to:</p> <ul style="list-style-type: none"> Progress the fund merger as outlined in the report. Progress the updated implementation plan as outlined in the report. Suspend the responsibilities of all fund stewards and to appoint the Charity Lead as the interim fund steward for all funds during the transition phase as funds are merged and new fund stewards recruited. 	
<p>8.</p>	<p>Vice Chair</p>	

	<p>Mr Robertson highlighted the benefits of confirming an appointment to the position of Vice Chair to the Endowment Sub-Committee. Trustees were in support of this and agreed that the Non-Executive membership of the Sub-Committee should be clarified in the NHSG Endowment Funds Charter before an appointment is confirmed.</p> <p>Trustees agreed that:</p> <ul style="list-style-type: none"> • Councillor Bell will deputise for Mr Robertson at the Strategy Development Session for all Trustees on 14th October 2022. • The appointment of a Vice Chair will be reconsidered and confirmed at the next meeting of the Sub-Committee on 25th November 2022. 	
<p>9.</p>	<p>Research and Development Endowment Grants 2023</p> <p>A paper had been distributed which provided background and context to the annual support for one-year research projects. An allocation of £300,000 is made annually and the projects are reviewed and recommended for funding by the NHS Grampian Research and Development Unit.</p> <p>Ms Duthie noted the increase from £12,000 to £20,000 as the maximum amount which can be allocated for individual projects to take account of increasing material and research associated costs. The paper confirmed the topic areas for 2022/23.</p> <p>Trustees were content to agree the recommendations to:</p> <ul style="list-style-type: none"> • Approve the annual research and development allocation of £300,000 from NEUR3001 NHSG Endowment Committee Fund. • Approve the increased application value to £20,000. • Approve the suggested topic areas. 	
<p>10.</p>	<p>Grant Applications</p>	
	<p>10.1 Colorectal Liver Metastases (CRLM) Research</p> <p>An application had been received to support a study into CRLM with the intention to positively impact on improvements in care and outcomes for patients. Trustees had read the detailed application and noted endorsements received from national and international colleagues, and approval for the study by Professor Maggie Cruickshank, NHSG Director of Research and Development.</p> <p>Trustees agreed to support the application with £50,668 from NER11382 (Dr Gray’s Hospital Oncology Fund) / NER11507 (Cancer Research Fund).</p>	
	<p>10.2 Realistic Medicine Research</p>	

		<p>An application had been received to undertake research with patients and clinicians on shared decision making. It is intended that the findings will inform what resources are needed to support clinicians in taking forward the principles of the Realistic Medicine programme including developing the confidence to communicate effectively with patients when discussing health care options and reduce unnecessary referrals. Trustees noted peer reviews received and endorsement for the research by Professor Maggie Cruickshank, NHSG Director of Research and Development.</p> <p>Trustees agreed to support the application with £90,681 (£40,940 Year 1 and £49,741 Year 2) from NER3001 (NHSG Endowment Committee Fund).</p>	
	10.3	<p>Peterhead Community Hospital – Refurbishment of Staff Dining and Rest Facility</p> <p>An application had been received to support improvement to the staff dining and rest area at Peterhead Community Hospital. The application outlined the condition of the current facility, including photographs, and detailed the proposals for improvement with a breakdown of costs. The intention is to provide a dining/rest area where staff can relax, destress and communicate together. This will contribute to staff wellbeing with a resultant positive impact on the patient care experience.</p> <p>Trustees agreed to support the application with £130,163 from NER11838 (Peterhead Community Hospital General Purpose Fund).</p>	
	10.4	<p>Renal Dialysis</p> <p>An application had been received to purchase ten self-care and home haemodialysis machines. The detailed application confirmed the existing processes in place to support home conversion and the instalment of home haemodialysis machines. It also outlined the benefits to the physical and mental wellbeing of patients in taking ownership of their treatment.</p> <p>Trustees agreed to support the application with £50,668 from NER11020 (Medical Renal Unit Ward Fund).</p>	
	10.5	<p>Simulation Echocardiography</p>	

	<p>An application had been received to purchase an ultrasound training simulator. The application highlighted the benefits of extending hands-on echocardiography training beyond cardiology specialty trainees to meet the demand from other healthcare professionals. This will build on experience and knowledge and result in safer clinical practices when performing echo ultrasounds.</p> <p>Trustees agreed to support the application with £88,740 from NER11228 (Evelyn Sim Executory).</p>															
<p>12.</p>	<p>AOCB</p> <p>Wellbeing and Enablement Practitioner Programme</p> <p>Ms Duthie had circulated an end of project report and course evaluation from the Wellbeing and Enablement Practitioner Programme in collaboration with the Robert Gordon University. A full evaluation is planned in the next year.</p> <p>Proposed Meeting Dates</p> <p>Trustees agreed the following meeting dates for 2023:</p> <table data-bbox="284 1115 1075 1375"> <tr> <td>Friday 27th January 2023</td> <td>11:00-13:00</td> </tr> <tr> <td>Friday 31st March 2023</td> <td>11:00-13:00</td> </tr> <tr> <td>Friday 26th May 2023</td> <td>11:00-13:00</td> </tr> <tr> <td>Tues 27th June AGM</td> <td>Details to be confirmed</td> </tr> <tr> <td>Friday 28th July 2023</td> <td>11:00-13:00</td> </tr> <tr> <td>Friday 29th September 2023</td> <td>11:00-13:00</td> </tr> <tr> <td>Friday 24th November 2023</td> <td>11:00-13:00</td> </tr> </table>	Friday 27th January 2023	11:00-13:00	Friday 31st March 2023	11:00-13:00	Friday 26th May 2023	11:00-13:00	Tues 27th June AGM	Details to be confirmed	Friday 28th July 2023	11:00-13:00	Friday 29th September 2023	11:00-13:00	Friday 24th November 2023	11:00-13:00	
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	<p>Future Meetings</p> <p>Trustee Meeting: Friday 14th October 2022 (Strategy Development) 11.00 – 13.00</p> <p>Committee Meeting: Friday 25 November 2022 11.00 – 13.00</p>															