

**Minute of the Endowment Committee Meeting
24th September 2021
Microsoft Teams**

Present:

Ms Luan Grugeon, Trustee, NHS Grampian Endowment Funds (Chair)
Professor Siladitya Bhattacharya, Trustee NHS Grampian Endowment Funds
Ms Rachael Little, Trustee, NHS Grampian Endowment Funds
Dr John Tomlinson, Trustee, NHS Grampian Endowment Funds

In Attendance:

Dr Emma Hepburn, Programme Lead, We Care Programme
Mr Garry Kidd, Assistant Director of Finance
Mrs Sheena Lonchay, Operational Manager for NHSG Charities
Mr Stuart Walker, Financial Accountant, NHS Grampian
Ms Else Smaaskjaer, Minutes

Item	Subject	Action
1.	<p>Welcome and Apologies Ms Grugeon welcomed everyone to the meeting.</p> <p>Apologies from Committee Members: Mr Alan Gray Councillor Ryan Houghton</p>	
2.	<p>Declarations of Interest</p> <p>Professor Bhattacharya noted an application from the University of Aberdeen School of Medicine (Item 6.2).</p> <p>No direct or pecuniary interests were declared.</p>	
3.	<p>Previous Meetings</p>	
3.1	<p>The minute of 23rd July 2021 was agreed as an accurate record of the meeting.</p> <p>No matters arising.</p>	
3.2	<p>Action Log</p> <p>26.03.21 Item 7 (Grant Application) – Annual meeting with GHAT to be rescheduled.</p> <p>23.07.21 Item 6.2 (Expert by Experience Trauma Coach) – Application paused pending discussions on resourcing at local and national level.</p>	<p>SL</p> <p>SL</p>

		23.07.21 AGM Item 8.1 (Charters and Policies) – Mr Kidd reported ongoing uncertainty regarding the timing publication of findings from the national review but there is some expectation it could be at the end of the calendar year.	
4.	Operational Update		
	4.1	<p>Operational Managers Report</p> <p>A report from the Operational Manager highlighted recent activities and the following items were discussed.</p> <p>Wellbeing and Enablement Practitioners – Ms Lonchay reported that the Stage 2 of the training programme had been reached. The second cohort of students will be funded by services.</p> <p>It was agreed that a full end of grant report would be requested as the trustees were interested in learning from this positive experience</p> <p>Research Review - Mrs Lonchay informed Trustees that the reference group had met and had agreed the method to undertake the research review. She asked Trustees for their views on how applications should be processed in the meantime. Trustees raised the following points:</p> <ul style="list-style-type: none"> • It may be necessary to communicate with applicants and advise that bids would not be considered. • If the application process has remained open applicants could be advised to target their bids against specific funds. • Each application will be different and it is difficult to advise for them all. • It may be possible to accept all applications as normal until the review is complete or there could be a holding position where applicants are advised of the ongoing review and that their application may take longer to process. • Trustees acknowledged that this is in the context of limited resources and although some applications will merit consideration it would be important to remain mindful of the priorities agreed at the AGM. • It was suggested that applicants are made aware of the availability of specific funds and discouraged from making speculative bids for funding from general endowment funds. <p>Trustees agreed that applications will still be considered if they can be matched to specific funds or the priority areas agreed at the AGM on 23rd July.</p> <p>Staff Social Fund – Ms Little confirmed that the Grampian Area Partnership Forum had agreed it would be appropriate to</p>	SL

		<p>communicate that the Staff Social Scheme would be open for claims. However, there had been some concerns that given the traditional nature of claims and current working arrangements this would more likely be taken up by co-located teams rather than those working at home. GAPF had agreed that a framework for social events should be developed, with advice from Public Health and IPC to ensure that staff can make informed decisions.</p> <p>Trustees had previously asked if this fund could be extended to Health and Social Care Partnership staff. Mrs Lonchay had asked for advice from Turcan Connell, Specialist Charity Lawyers, who had taken the view that this would not sit within the remit of the NHSG endowment charity as the assumption is that donations are made to support the welfare of NHS staff. Mr Kidd suggested that given the changes in how health and social care services are organised, and in the interests of equity of access, it may be worthwhile seeking to clarify this advice.</p> <p>Trustees agreed that it would be helpful to communicate with legal advisers to highlight that circumstances had changed and seek further advice in that context. Trustees also agreed the revised process for claims.</p> <p>Christmas Village – Mrs Lonchay informed Trustees that the Medicines Division at ARI had requested that the marquee currently situated on site be converted into a Christmas Village. Main observations:</p> <ul style="list-style-type: none"> • No detailed plans or costings had been included with the request. • Although many applications will benefit some staff more than others, in terms of equity it would be difficult to agree to this request. • The request may not fit in with regard to equity but Trustees also encourage teams to come forward with ideas to raise morale and it could be considered in that context. <p>Trustees agreed that Ms Grugeon, Mr Kidd and Mrs Lonchay should discuss this further with the Medicines Division and take advice from the We Care Staff Health and Wellbeing Group with regards supporting Christmas activities across Grampian.</p>	<p>SL/GK</p> <p>SL/GK</p>
	<p>4.2</p>	<p>NHSCT Stage 3 Application</p>	

	<p>Dr Hepburn, NHS Grampian We Care Programme Lead, attended to provide an update on the Stage 3 application to NHS Charities Together. Dr Hepburn reported that the bid had been developed and refined, to ensure that outcomes were explicit in each part of the application, and it was now thought to be ready for submission.</p> <p>Dr Tomlinson asked which groups of staff would benefit. Dr Hepburn confirmed that the application had been developed within the remit of the We Care programme which applies to NHS and Health and Social Care Partnership staff. However, the We Care programme is also committed to working closely with local authority colleagues and other partners. One area of focus will be to reach out to staff groups beyond those who are already accessing staff wellbeing resources and target staff who traditionally don't come forward.</p> <p>Ms Little asked what the options would be for initiatives in the application post funding. Dr Hepburn explained that some initiatives will integrate. For example funding for TRIM and Values Based Reflective Practice will provide for up-front training and set-up costs. Ongoing provision will be absorbed into the We Care programme. The Scottish Government had indicated that funding for We Care will continue into future financial years.</p> <p>Professor Bhattacharya suggested that including details of how initiatives will be sustained would strengthen the bid as it would demonstrate forward planning. Dr Hepburn agreed and confirmed that the We Care programme is currently developing an evaluation process and this along with sustainability will be key parts of the final application.</p> <p>Mr Kidd advised that at this stage the bid could be submitted as this will be followed by specific questions and requests for detail from NHS-CT. He suggested that the application could benefit from stating the aims of the bid at the beginning before detailing the We Care programme. This would illustrate the purpose of the bid to address gaps in what is currently available and then to enhance the We Care programme in continuing provision.</p> <p>Trustees agreed that following suggested amendments the application should be submitted to NHS-CT.</p> <p>Trustees asked for a report at the end of the 1st year highlighting which initiatives had been embedded and any which are likely to require Endowment funding to continue.</p>	EH/GK
4.3	Timeframe for Advisors	

		<p>Mrs Lonchay reminded Trustees of the agreement at the AGM in July to develop an advisory panel to review applications for bids to Endowment Funds of £50,000 and above. She had circulated a paper which outlined relevant key matters and a timeline to develop the network, arrange induction, test processes and have advisors in place for 2022/23. Mrs Lonchay had also provided a scoring matrix and Trustees agreed that this would be useful but it would be important to have some discussion about each application.</p> <p>Trustees agreed the recommendation to approve the timeline for the establishment of a network of advisors to make recommendations on applications for Endowment funding of £50,000 and over.</p>	SL
4.4	Grants Programme	<p>Mrs Lonchay presented a paper which detailed the background to the Community Grants Programme launched in Autumn 2020. The paper detailed the required outcomes, the review process for applications and the diverse range of charities and community groups which had benefited.</p> <p>Mrs Lonchay asked Trustees if they would like to continue the Community Grants Programme and what level of resourcing would be considered. Ms Grugeon noted that the programme had been very helpful in raising the visibility of the Charity and it would be useful to know what resources could be made available to promote it this year. Mr Kidd advised that there would an option to utilise income from capital gains, income from investments and underspends relating to social and sporting activities.</p> <p>Trustees agreed to increase the level of funding for Community Grants to £200k (as an indicative budget which would be reviewed when bids are submitted) and that applications should be aligned to the priorities agreed at the AGM on 23rd July.</p>	
4.5	Baird and ANCHOR – Memorandum of Understanding	<p>Mrs Lonchay presented a paper which provided the background to the fundraising partnership to coordinate donations and raise funds for the Baird Family Hospital and the ANCHOR Centre. Trustees had agreed a Fundraising Committee, supported by the Endowment Fund, would work collaboratively with the University of Aberdeen Development Trust, The ARCHIE Foundation and Friends of Anchor,</p>	

		<p>supported by the Endowment Fund. A fundraising campaign “Delivering the Difference” was launched in October 2018.</p> <p>Mrs Lonchay had attached a Memorandum of Understanding which defined the process of receipt and use of donations from ARCHIE and Friends of Anchor within the governance of the Endowment Fund.</p> <p>Trustees agreed the Memorandum of Understanding between NHS Grampian Endowment Fund and the Friends of Anchor subject to any final amendments being submitted by members immediately after this meeting.</p>	SL/GK
5.	Finance Report	<p>Mr Kidd had circulated the report which provided an overview of the financial position for the period to end August 2021. He asked Trustees to consider the report and advise him of any comments or questions.</p> <p>Mr Kidd highlighted the low level of non-Covid donations and informed Trustees that, as agreed, the Charity Engagement Advisor would be working for an additional day each week. The Operational Managers report had outlined that the focus of work will be on the development of a fund raising strategy, the first phase of which will focus on staff engagement to start to address the downfall in donations received this year. It had been agreed that during a period when patient visitors and footfall on hospital sites had dropped services had become less visible and it would be useful to raise the profile and promote the charity.</p> <p>Mr Kidd also highlighted the volatility of the investment portfolio which had recently dropped in value and this will continue to be closely monitored. Mr Walker confirmed that the value of the portfolio had dropped below £56M but had since started to recover.</p> <p>Dr Tomlinson asked that the report consider trends in the sector and the impact on Endowment Funds elsewhere.</p> <p>Trustees noted the overall financial position of the charity.</p>	SL
6.	Applications		
	6.1	Corgarff Ward Rehabilitation Facilities	
		<p>An application had been received to develop a kitchen and craft area to provide Corgarff Ward with rehabilitation facilities. The facilities will be available for other wards to book for their patients and will have a wheelchair accessible worktop. The application highlighted the benefits of</p>	

		<p>developing skills which patients will need when they are discharged.</p> <p>Mrs Lonchay noted that as anti-ligature and aligned refurbishment works had progressed across Royal Cornhill Hospital there had been a number of applications to deliver enhancements and improvements in other areas across the hospital site. Ms Little asked if this would fit in with planned backlog maintenance. Mr Kidd advised that the Business Manager at RCH, who had submitted the application, would be sighted on what is required for the patient group and the plans for maintenance and other works across the site.</p> <p>Trustees agreed to support the application with £115,560 from NER11979 (RCH General Purposes Fund).</p>	
	6.2	<p>Research: Fast Field Cycling (FFC) Imaging</p> <p>A joint application had been received from the University of Aberdeen with a collaboration of NHS Grampian consultants from a number of specialties to look at a carefully selected range of diseases with high potential for FFC-Imaging. Endowment funding of £178,920 would allow the researchers to generate robust FFC-Imaging pilot data. Trustees discussed the following points:</p> <ul style="list-style-type: none"> • Professor Bhattacharya suggested this application should be viewed in the context of building on the development of imaging and the discovery of MRI in Aberdeen. FFC-Imaging had been pioneered by University of Aberdeen scientists who had succeeded in building the world's only human-scale FFC- Imaging Scanner and the aim is to now apply this development to clinical practice. The technology shows great potential to become central to early cancer diagnosis. • The application demonstrates the benefit of collaborative working between the University of Aberdeen and NHS Grampian and progressing this development will provide opportunities to seek larger amounts of grant funding from other sources. • Dr Tomlinson noted that the application would sit well with the intention of donors to fund initiatives which could lead to breakthroughs in diagnosis and treatment for future patients. <p>Trustees agreed that Mr Kidd and Mrs Lonchay should identify a funding package, which avoids the use general funds, for this application.</p>	GK/SL
	6.3	Renal Dialysis	

		<p>An application had been received to provide seven self-care haemodialysis machines for patients to self-manage their own dialysis. Mrs Lonchay explained that the renal dialysis machines requested would provide an additional resource for patients and do not represent “core” equipment.</p> <p>Mr Kidd informed trustees that a request had been made last year to fund equipment for home based dialysis from exchequer funds as part of the Board’s COVID recovery plans. This request had been held pending the development of a clear plan for implementation and roll out of this new development. It is not clear how this application to endowment funds for self-care equipment is related to the previous request or represents a ‘stepping stone’ to home dialysis. Mr Kidd also raised a few concerns in relation to the application:</p> <ul style="list-style-type: none"> • It doesn’t specify how the additional machines will fit into the space available. • There is no specificity regarding installation costs and maintenance support. • There is no clear plan regarding the way ahead or how this relates to the previous plan to roll out home dialysis services. <p>Trustees agreed that the applicants should be asked for more information and assurances on the concerns raised. The application can then be re-presented to the Endowment Committee if appropriate.</p>	<p>SL</p>
	<p>6.4</p>	<p>Research: Staff Development</p> <p>An application had been received to fund a feasibility study designed to explore how health care practitioners working in acute mental health settings can be enabled to build their skills and confidence in making sense of a range of patient feedback. The application highlighted the benefits of increasing engagement with the patient experience. Trustees commented as follows:</p> <ul style="list-style-type: none"> • The overarching aim of the application is very positive but it does not clearly outline how the effectiveness will be evaluated. • There should be clearer detail of how outcomes will be measured. • There should be some evidence that other teams had been made aware of the proposal and were supportive. 	

		Trustees agreed that, subject to the metrics being more clearly defined and assurances regarding learning provided, the application could be supported with £40,933 from NER11971 (Psychiatric Case Registry Research Fund).	SL
7.	Update to NHS Grampian Board		
	Items to report to the Board should include:		
	<ul style="list-style-type: none"> • Financial Position • Applications Approved • Memorandum of Understanding re Baird and ANCHOR • Continuation of Community Grants Programme • Stage 3 Application to NHS-CT 		
8.	AOCB		
	Future Meetings 2021 Friday 19 November (Endowment Committee) Friday 3 December (Trustee Update) Tuesday 18 January 2022 (Investment Review) 11:00-12:30 Endowment Committee Meeting Dates 2022 Friday 28 January 2022 10:00-12:00 Friday 25 March 2022 10:00-12:00 Friday 27 May 2022 10:00-12:00 Friday 29 July 2022* 10:00-12:00 Friday 22 September 2022 10:00-12:00 Friday 25 November 2022 10:00-12:00		