

**Minute of the Endowment Committee Meeting
25th November 2022
Microsoft Teams**

**Board Meeting
Open Session
06.04.23
Item 14.2**

Present:

Mr Dennis Robertson, Trustee, NHS Grampian Endowment Funds (Chair)
Cllr Anne Bell, Trustee, NHS Grampian Endowment Funds
Professor Siladitya Bhattacharya, 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 (Vice-Chair)

In Attendance:

Ms Julie Anderson, Assistant Director of Finance, NHS Grampian
Ms Lisa Duthie, Endowment Charity Lead, NHS Grampian
Mr Colin Loy, Finance and Business Manager, NHSG Charities
Mr Gair Brisbane, Head of Charities Scotland, abrdn
Professor Kay Cooper, Clinical Professor AHP, Robert Gordon University
Ms Lynn Morrison, AHP Lead, Aberdeen City HSCP
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: Mrs Alison Evison, Trustee, NHS Grampian Endowment Funds</p> <p>Apologies from Other Attendees: Ms Sarah Duncan, Board Secretary, NHS Grampian Mr Gerry Donald, Head of Property and Asset Development, NHS Grampian</p>	
2.	<p>Declarations of Interest</p> <p>Professor Bhattacharya informed the Chair that as a co-applicant he would not participate in the discussion at Item 8 on the agenda.</p>	
3.	<p>Minute of Previous Meeting 25.11.22</p>	
	<p>3.1 The minute of 25th November 2022 was agreed as an accurate record of the meeting.</p> <p>Dr Tomlinson highlighted Item 8 where it had been agreed that the Non-Executive membership of the Sub-Committee should be clarified in the NHSG Endowment Funds Charter</p>	

	<p>before an appointment to the position of Vice Chair is confirmed. Ms Duthie informed Trustees that this had been done. Dr Tomlinson confirmed that he would be happy to accept the position of Vice Chair.</p> <p>No other matters arising which were not included on the agenda.</p>	
3.2	<p>Action Log</p> <p>Ms Duthie provided an update on the following:</p> <p><i>Review of the Charter, Policies and Associated Operating Instructions</i> – Ms Duthie updated Trustees that a date to commission this review remains as ‘to be confirmed’ on the action log as guidance from the Scottish Government regarding the national review of governance arrangements for NHS Scotland Charities had not been confirmed. The Scottish Network of NHS Charities had invited the Scottish Government to attend a future meeting but at this time the position remains unclear. Dr Tomlinson asked if it would be useful to share information on the steps undertaken locally, such as widening the membership of the sub-committee and development of the strategy. Ms Duthie confirmed that she intends to take some work forward early in 2023 and would share indicative timescales with anyone expressing interest in becoming involved in the work of the sub-committee as soon as that information is available.</p> <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.</p>	
4.	<p>Lead Officers Report</p> <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 NHSG Information Governance are evaluating risks and preparing a response to the concerns raised around public liability insurance. She noted frustration in reaching month 15 of a two year project without being in a position to confirm that everything required by NHS CT is in place. Trustees acknowledged the work of TSIs in working around this but also noted disappointment that the project is not being delivered in the way it was intended. 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 Mr Stephen advised that he would follow up on this with the Medical Director and the Information Governance Adviser before the next meeting of the sub-committee on 27th January 2023.</p>	LD/AS
5.	Finance	
5.1	<p>Financial Report</p> <p>A report detailing the financial position of the Charity at 31 October 2022 had been distributed. Mr Loy noted:</p> <ul style="list-style-type: none"> • Income received to date amounts to £2.73m and there had been minimal change in expenditure since the end of August which now amounts to £1.43m. • Total investments at the end of October amounted to £47m which is £6m less than at the 1st April 2022. This reflects a volatile environment in financial markets following events such as the ongoing war in Ukraine, rising inflation, the impact of the COVID pandemic and the negative market reaction to recent changes in UK Government fiscal policy. • abrdn had restructured the portfolio during September and October to move away from longer term and towards shorter term UK Government bonds. • £1.36m in new liquidity funds had been added to the portfolio. • Investment income achieved to 31st October 2022 is £1.15m and it is expected that the £1.25m target for the year will be reached. <p>Trustees were pleased to note that the income for the current year will meet the committed expenditure agreed. Trustees were also encouraged by the actions taken by abrdn in managing current uncertainties and the close monitoring of market volatility. Mr Loy advised that the revaluation reserve of £8.6m provides an effective 'cushion' during periods of uncertainty and there was no immediate risk to the portfolio. Ms Anderson noted that the funds available to fund stewards would remain unchanged and it is expected that markets will stabilise over the coming weeks.</p> <p>Trustees noted the assurance provided from the awareness regarding the overall financial position of the charity and asked that some consideration is given to inclusion in the investment strategy of the actions required at times of extreme market volatility.</p>	LD

6.	<p>Community Grants Programme</p> <p>Ms Duthie had circulated a paper which provided background and context to the community grants programme. She explained that community groups had been encouraged to apply for grants up to £10k from the £200k made available. The programme fits within the strategic aim of ‘Enabling Wellbeing’.</p> <p>Ms Duthie reported that there had been some slippage in the programme and she proposed that there should be three rounds of funding applications across two financial years. She also noted that some groups need additional support in completing the application process and it would be useful to have applications reviewed by a scrutiny panel of internal and external volunteers.</p> <p>Mrs Evison highlighted the importance of working with and supporting community groups which are not experienced in putting applications together and they would possibly be the groups in most need of the funding available. She also noted the range of funding streams and the need to ensure that some groups do not benefit from a number of sources whilst others do not as that would add to inequalities rather than reduce them. Dr Tomlinson also suggested it would be useful to have discussions with TSIs and local authorities to ensure inclusivity.</p> <p>Ms Duthie agreed that capacity to help groups through the application process would be useful and advised that it is intended the scrutiny panel will include those with the appropriate skills to increase awareness and support community groups in submitting their bids for funding. She also suggested that the grant management protocol should be reviewed for all grant applications and will include this in a paper to Trustees for the sub-committee meeting on 27th January 2023.</p> <p>Trustees agreed the recommendation:</p> <ul style="list-style-type: none"> • Approval of continuation of the community grants programme for 2 years, as outlined above, for a total value of £400,000 covering 3 rounds during 2022/23 and 2023/24. (No more than £200,000 will be spent in 2022/23. Any underspend will be carried forward for 2023/24). <p>Trustees also asked that further support to organisations is examined and that the equalities agenda is addressed in the review of the grant management protocol.</p>	LD
7.	<p>NHS Charities Together Development Grant</p> <p>Ms Duthie presented a paper which updated Trustees on previous discussion regarding the Development Grants programme to support NHS Charities in addressing areas for development. Trustees had agreed that the NHS Grampian Charity would benefit from improved</p>	

	<p>business processes and that following the self-assessment exercise an application should focus on systems, fundraising and communications. Ms Duthie informed Trustees that Mr Loy is developing an application, to be submitted by the end of December 2022, to support the introduction of new business systems. The annual licence fees will cost an estimated total of £10,000 per year for both systems.</p> <p>Trustees agreed the recommendations:</p> <ul style="list-style-type: none"> • To progress the submission of the application for a development grant of £30,000 to NHS Charities Together. • To approve in principle, subject to the successful grant application, the funding of the ongoing annual licence costs for the customer relationship management and grant management systems, which will be in the region of £10,000 per annum. 	
8.	<p>Endowment Sub-Committee Membership</p> <p>Ms Duthie presented a report which followed up on the agreement at the meeting of Trustees on 22nd July 2022 to co-opt new members to the sub-committee as advisors but not as decision makers.</p> <p>The following points were considered:</p> <ul style="list-style-type: none"> • The sub-committee should be specific regarding the areas where support would be most useful. • There should be explicit information regarding payments for expenses with reference to any existing NHSG policies. This may help to encourage participation and attendance. • Some people, including staff, may be keen to become involved in terms of personal and professional development and it is important that the information they need to make a decision on their involvement is clear, and provided when the opportunity is advertised. • Any gaps in the skills evaluation of the current membership should be targeted to widen the skills and experience included in the sub-committee. • When advertising, the role of the committee should be explained as there are many who will not be aware of what endowments are and the role of the sub-committee. • Timing of meetings should be clear so that anyone interested will be aware of the commitment required. • It would be worth discussing the approach to having a mixed voting and non-voting membership with IJBs where this model is in place. • Mentorship will be important in establishing a dynamic and inclusive sub-committee – e.g. in supporting young voices or 	

	<p>those who have lived experience but are not experienced in the role and function of committees.</p> <p>Trustees agreed the recommendations to:</p> <ul style="list-style-type: none"> • progress the recruitment of two external, non-voting committee members in January 2023 – with experience within the areas of health improvement, legal and marketing, and communications; • co-opt a new Fund Steward to the committee; and • agree that the Chair and one other Trustee will participate in the recruitment drive. 	
9.	<p>Re-Branding – Presentation</p> <p>Ms Duthie provided a presentation which outlined the development of a logo which would best represent the NHS Grampian Charity. She informed Trustees that following a tender process Foyer Graphics had been appointed to develop an appropriate and distinctive logo which could be used flexibly across different spaces. The initial steps had included a workshop to review branding and agree a brief which included consideration of the purpose, vision and values of the charity. Some of the main challenges had been agreed as the current low profile of the charity and the lack of understanding around what it does and how it can be accessed. Foyer Graphics had designed a logo with the intention to be simple and bold and include strong links to NHS branding and emphasise the message of “enhancing healthcare together”.</p> <p>Trustees noted the clarity and branding provided by the proposed logo and Ms Evison was pleased to see the use of “together” in the messaging. Mr Lindsay suggested that to avoid confusion abbreviation should be avoided as NHSGC (NHS Grampian Charity) could be misinterpreted as NHSGGC (NHS Greater Glasgow and Clyde).</p> <p>Trustees agreed in principle to approve the logo presented. Ms Duthie was asked to circulate a copy of the presentation to all Trustees and provide an opportunity to feedback with any comments or queries.</p>	LD
10.	<p>Strategic Plan Consultation – Presentation</p> <p>Ms Duthie had circulated a revised draft “Strategic Plan 2023 – 2027 Foundations for the Future”. She informed Trustees that this had incorporated feedback following consultation with stakeholders, networks and through social media. No significant changes had been made as a result of the consultation. The strategic aim to enhance the patient experience had been clarified and some questions had been raised round access to funding.</p>	

	Trustees agreed the draft strategy should now be circulated to all Trustees for information, highlighting the changes made.	LD						
11.	<p>Retrospective Applications – Learning and Development</p> <p>Ms Duthie had circulated a report which asked Trustees to endorse an approach to approve funding for retrospective applications in relation to learning and development activity. She explained that there was no intention to change the Operating Instructions of the charity e.g. placing an order for equipment or making a financial commitment before approval has been sought and agreed. Ms Duthie highlighted scenarios which would benefit from some clarity regarding how the operating instruction are interpreted.</p> <p>Mr Lyndsay confirmed that GAPF would be supportive of the proposed approach and noted that it would be sensible for staff to have the flexibility to provisionally book a venue for team learning and development when making the application as this does not comprise any financial commitment and can be cancelled without any financial penalty. Ms Duthie also highlighted instances where members of staff had enrolled on a learning programme and are later provided with the option to undertake further years of study. It would be helpful if the applicant could confirm enrolment before any financial commitment is made.</p> <p>Mr Stephen cautioned that there could be no transfer of expenditure from NHSG revenue funds to endowment funds. If a course of study or a team development event had already been funded from an operational budget a retrospective application to endowment funds cannot be supported. Ms Duthie confirmed this would be clear in the operating instructions but it would be helpful, whilst ensuring a robust approval process, to improve on the current system. She also noted that individual courses of study should be supported by inclusion in personal development plans and appraisals recorded in TURAS.</p> <p>Trustees agreed that to confirm they are content with the proposed approach Ms Duthie should outline the guidance to be shared with the Endowment Team and GAPF Endowment Group when reviewing grant applications and circulate by email for comment.</p>	LD						
12.	<p>AOCB</p> <p>None</p> <p>Future Meeting Dates</p> <table> <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> </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	
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	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	