

**Minute of the Endowment Committee Meeting
27th January 2023
Microsoft Teams**

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 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 (Item 5.2)
Professor Kay Cooper, Clinical Professor AHP, Robert Gordon University (Item 7)
Ms Lynn Morrison, AHP Lead, Aberdeen City HSCP (Item 7)
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 Mr Steven Lindsay, 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>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>National Review of Arrangements for the Governance and Management of NHS Endowment Funds</i> – Ms Duthie informed Trustees that the Chair of the Scottish Network had asked for some guidance on the outcomes of the review. It had been confirmed that the Scottish Government remain committed to the recommendations from the review but at this time there is no indicative timeframe for implementation. Mr Robertson advised that in the meantime NHS Grampian Charity should remain transparent and ensure there are no conflicts of interest between NHS Grampian Endowment Funds and the NHS Grampian Board.</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>	
<p>4.</p>	<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. The following items were highlighted:</p> <p><i>Hospital Homecoming Project</i> – Mr Stephen informed Trustees that this is moving forward. He and the Medical Director had agreed a data protection liability limit of £100k as requested by the TSIs and feedback from their legal advisers is expected soon. Ms Duthie will continue to liaise with TSIs and confirmed that the project remains live in a revised format.</p> <p><i>NHS Charities Together</i> – an application to support the purchase of grant management software had been submitted and we are expected to hear the outcome of the application soon. Dr Tomlinson asked whether the difficulties reported in relation to the website would be resolved quickly. Mr Loy confirmed that there had been challenges in developing the additional functionality required by Endowment Funds and also ensuring effective connectivity with the proposed Customer Relationship Management System. A solution is expected in the near future.</p> <p>A further opportunity to submit an Expression of Interest to NHS Charities Together for funding to develop a ‘green space’ at Aberdeen Royal Infirmary has arisen as part of the Starbucks partnership. Ms Duthie will progress work on the application with Estates & Facilities colleagues and others.</p>	

	<p><i>Recruitment to Endowment Team</i> – The Communication and Engagement Officer had taken up post in December 2022. The Endowment Administrator had moved into a new role within Finance. Ms Duthie and Mr Loy will take the opportunity to review how the team should be resourced. The former Operational Manager had temporarily stepped in to ensure that applications are processed in good time. An external recruitment specialist had been appointed to take forward the appointment of a Supporter Engagement Officer.</p> <p><i>Funds Merger</i> – Ms Duthie’s report had provided an update on progress against the implementation plan and she advised that the intention remains to have final preparations in place to go live from 1st April 2024.</p> <p><i>Re-Branding and Strategic Plan Launch Event</i> – planning is ongoing to host an event, with invited guests and the press, on 29th March 2023 in the ARI Board Room which had been refurbished as a staff rest area with support from Endowment Funds. It was suggested that the invitation list should include all Trustees, beneficiaries, donors, academic/clinical researchers, patient representatives and others who support the work of the Charity.</p> <p>Trustees noted the report.</p>	
5.	Finance	
	<p>5.1 Financial Report</p> <p>A report detailing the financial position of the Charity at 31 December 2022 had been circulated. Mr Loy noted:</p> <ul style="list-style-type: none"> • There had been an increase in income from general donations and from legacies. • Investment income now exceeds the amount targeted and it is estimated that this will be in the region of £1.7 million at the end of March 2023 against a target of £1.25 million. • The main items of expenditure had related to research costs and staff welfare and amenities. • The overall value of the investment portfolio had increased by £869k since previously reported at the end of October 2022. • There had been an increase in the provision of commitments for a number of larger projects which had not yet paid out. • Applications approved in excess of £2,000 for the year to date amounted to £2 million. 	

	<p>Mr Stephen asked if the £2.8 million recorded at Cash and Bank on the balance sheet would be for spend or investment. Mr Loy confirmed that he would review original applications to reach a wider understanding around the timing of individual commitments and cashflow requirements. Following this he would discuss with abrdn whether some of this could be moved to the liquidity fund or remain available for spend.</p> <p><i>A further query regarding investment in brewers/companies engaged in production and sale of alcohol was covered at Item 5.2.</i></p> <p>Dr Tomlinson noted the application for provision of transport for day-case patients and asked if there would be any scope to provide transport for patients in rural areas across Aberdeenshire and Moray. Mr Stephen noted ongoing discussions and engagement with the third sector and voluntary organisations.</p> <p>Trustees noted the financial position of the Charity and agreed there should be further discussion and guidance regarding the use of endowment funds to support transport provision for patients.</p>	<p>LD</p>
<p>5.2</p>	<p>Investment Portfolio Update (abrdn)</p> <p>Mr Brisbane responded to the query at Item 5.1 regarding the inclusion of breweries and other companies engaged in the production of alcohol in the portfolio and noted that until recently NHS Grampian Trustees had not included alcohol as a restricted item. A review of responsible/ethical investment in 2022 had concluded that companies which derive more than 10% of revenue from alcohol would be restricted and this had been agreed by Trustees at the AGM on 22nd July 2022. Mr Brisbane confirmed that following the disposal of bond holdings in Anheuser-Busch InBev no alcohol related companies are included in the NHS Grampian portfolio.</p> <p>Mr Brisbane then provided an update on the NHSG Endowment Fund Investment Portfolio.</p> <p>He reported on the challenges during 2022 and key risks in relation to global recession, consequences from the pandemic and the impact of the war in Ukraine on markets. He advised that uncertainties around inflation, and resultant higher interest rates, continues to be one of the main concerns for investors. Mr Brisbane informed trustees of the active stewardship approach taken by abrdn in engaging with</p>	

	<p>companies to positively influence cultural and ethical behaviours. He also highlighted the top five best and top five worst performers during the three months to end December 2022.</p> <p>Mr Brisbane's conclusions confirmed another challenging year ahead but he also highlighted positive trends in the increased value of the portfolio and the expected income of £1.75 million which exceeds the target of £1.25 million. He noted the value of long term investment and advised the current strategy in managing investments did not need to significantly change. He would continue to have regular review updates with the NHS Grampian Endowment Team.</p> <p>Trustees welcomed the approach regarding ethical and environmental investments and thanked Mr Brisbane for his update.</p>	
6.	<p>Grant Management Protocol</p> <p>Ms Duthie had circulated a paper which asked Trustees to note the work undertaken to redesign the grant management process and provide comment on the principles adopted.</p> <p>The draft protocol included a proposal to separate applications and categorise according to value. A lighter touch would be applied to lower value applications and as the value increases the approval process will reflect the NHS Grampian scheme of delegated authority. Applications to undertake learning and development activities will be considered using a 'one-stop' process through GAPF. Ms Duthie confirmed that paperwork will be shared with colleagues to 'road test' and feedback any comments before being finalised. She also advised that there would be a pilot period in using the new paperwork, ahead of the planned implementation of grant management software, which will provide an opportunity to monitor and review processes ahead of setting up the new systems.</p> <p>Trustees indicated they were content with the direction of this piece of work and agreed that a final version of paperwork, along with revised Operating Instructions, should be presented for approval at the next meeting of the Endowment Committee on 31st March 2023.</p>	LD
7.	<p>Nursing, Midwifery and Allied Health Professions (NMAHP) End of Research Project Report</p> <p>Ms Morrison and Professor Cooper attended to provide an end of project report on the research project supported by Endowment</p>	

Funds from May 2018 to April 2023. The report circulated before the meeting detailed the background to the project, the main activities which took place, the number of staff and patients who had benefited and the overall impact of the project.

Ms Morrison and Professor Cooper highlighted that the appointment of a clinical professor jointly funded by Endowment Funds and Robert Gordon University (RGU) had supported:

- Research leadership.
- Mentorship and support for staff undertaking research.
- Strengthened knowledge and skills transfer between RGU and NHS Grampian.

Some of the achievements of the clinical professor were noted as:

- Increased and enhanced AHP research.
- Improvement of knowledge and skills.
- Five successful studentship and fellowship applications.
- Access to research funding for AHPs.

The impact of the research undertaken during the project had been to enhance front-line practice and the next steps would be to build on achievements to date, enable AHP research capacity and capability and continue joint working with nursing and midwifery.

The application for funding (considered at Item 9.2) would request continued support for an additional five years to embed and sustain AHP research activity going forwards.

Professor Bhattacharya advised that after five years of funding there is a reasonable expectation that the project would have become 'self-propelling' and secured grants and research income from other sources. Professor Cooper responded that the intention over the next five years would be to build on the successes to date, embed research practice and strengthen engagement with key colleagues and groups to explore options for funding from services. She also highlighted that RGU are committed to the continued support for the programme and although it is not self-sustaining at this stage there is potential to embed and sustain research activity in the future. Ms Morrison confirmed that AHP Leads are supportive of the project and are looking at options to include capacity for research activity into workforce planning. Professor Bhattacharya noted the comments but asked that some concrete assurances are provided around long term planning.

Mr Stephen highlighted current strains on funding across the organisation which may impact on any the capacity of services to support this activity. He also noted that funding for this had not been requested from any services during the recent budget prioritisation

	<p>process. Mr Stephen advised that the potential for income generation should be explored. Professor Bhattacharya agreed that a sustainable funding stream should be identified, or there should be commitment from the organisation to support it.</p> <p>Dr Tomlinson asked that a future report should confirm and be more explicit around the impact of research and where staff had gained skills and then applied them to working practice.</p> <p>Trustees thanked Ms Morrison and Professor Cooper for the presentation and noted they would consider the application for future funding at Item 9.2</p>	
8.	<p>Annual Research and Development Grants</p> <p>Ms Duthie presented a report which asked Trustees to approve the list of applications recommended for funding by NHS Grampian Research and Development Unit. Funding of £300,000 for 2022/23 had been agreed at the meeting of the Endowment Committee on 30th September 2023. Trustees had also agreed to increase the level of funding for each application from £12,000 to £20,000. 39 applications had been received and following peer review the 16 highest scoring proposals were recommended for funding.</p> <p>Trustees agreed to approve funding of £279,592.16 from NEUR3001 NHSG Endowment Committee Fund.</p>	
9.	<p>Grant Applications</p>	
	<p>9.1</p> <p>Adults With Type 1 Diabetes Experience of Hybrid Closed-Loop System in Grampian – A Service Evaluation</p> <p>An application had been received to fund the evaluation of the impact and explore the experience of adults with Type 1 diabetes using a hybrid closed-loop system in Grampian. This system represents one of the most promising means to improve glycaemic control and reduce the self-management complexities and burden for those with diabetes. The application had been supported by the NHS Grampian Director of Research and Development and the Fund Steward.</p> <p>Trustees approved funding of £59,139.64 from NER11093 Diabetes Centre General Fund.</p>	
	<p>9.2</p> <p>NMAHP: AHP Research Development</p>	

	<p>An application had been received to support a further five years of funding to develop research capacity and capability in NMAHP professions. This would be in the form of:</p> <ul style="list-style-type: none"> • 40%FTE clinical professor of AHP research (60%FTE committed by RGU). • 40%FTE AHP research facilitator. • 50% funding for three part-time AHP PhD studentships (50% co-funding committed by RGU). • Funding to support six research internships (20%FTE backfill of AHPs to work on eligible activities). <p>The detailed application form had been circulated to Trustees prior to the meeting.</p> <p>Trustees reflected on concerns raised at Item 7 and discussed the following points:</p> <ul style="list-style-type: none"> • Funding bodies would expect to see some evidence that self-propelling mechanisms are in place to ensure some sustainability around the programme. • Covid may have impacted on some elements of the project but would not have reduced the time for writing grant applications. • There had been limited detail on outputs from the project to date. The impact should go beyond creating a cohort of qualified researchers and the applicants should detail how this programme will benefit patient care. • The expectations of Trustees need to be made explicit to the applicants and it may be helpful to request interim progress reports to ensure they are being met. • Research topics should reflect the priority areas outlined in the NHS Grampian Plan for the Future. • Although supportive of the ambitions to promote AHP services it was recognised that it is a very expensive project and there should be assurances in relation to sustainability and outcomes. • Some additionality has been included in this application and there should be some clarity regarding what additional benefit will come from that. • Five year funding for this type of project is not unusual as this is based on providing time for the project to reach a stage where it can continue without this type of outside assistance. <p>Trustees agreed, in principle, to approve funding of £410,471 from NEUR3001 General Endowment Fund. This will be conditional on the following:</p>	
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		<ul style="list-style-type: none"> • The expectations of Trustees should be made clear to the applicants and they must provide an interim report which evidences that those expectations are being met. <p>Trustees also agreed that the project will not be funded beyond the period of this application.</p> <p>(Ms Duthie later confirmed that no other endowment fund could support this application).</p> <p>After the meeting it was agreed that the applicants should be informed of the following conditions of funding:</p> <ul style="list-style-type: none"> • The project should develop plans to becoming fully sustainable and self-propelling by the end of the 5-year period. Requests for further continuation funding will not be supported by the Endowment Fund. • Evidence of impact on practise should be included as part of the intended outcomes and evaluation process. This should include specific outputs and the number of beneficiaries etc. • An annual progress report and review meeting will be required as well as an end of project report. • Should there be any unexpected requirement to make changes to your project, as outlined in your application, please contact us immediately to inform us of these changes and any corrective actions you plan to take. • Funding is awarded on the basis of continued match funding from RGU • The Endowment Fund logo should be included on any documentation or promotional materials related to your project. The Endowment Fund has the right to include this grant award in our own publicity and social media. • Ongoing liaison with NHS Grampian strategy team should be undertaken to inform research topics. 	
	9.3	<p>Baird Hospital Aroma Café and Convenience Store</p> <p>The Charity Lead and the Assistant Director of Finance had agreed that more information is required before this application can be presented to Trustees.</p>	
10.	<p>AOCB None</p> <p>Future Meeting Dates</p>		

Development Session: Review of New Operating Guidance Friday 3 rd March 2023 10:00-11:30	
Meetings of Endowment Sub-Committee Friday 31 st March 2023 11:00-13:00 Friday 26 th May 2023 11:00-13:00 Tues 27 th June AGM Details to be confirmed Friday 28 th July 2023 11:00-13:00 Friday 29 th September 2023 11:00-13:00 Friday 24 th November 2023 11:00-13:00	