

Minutes of Meeting of NHS Grampian
Charity Committee
on Friday 29th September 2023 at 11.00
by Microsoft Teams

Board Meeting Open Session 07.12.2023 Item 15.5
--

Present	Dr John Tomlinson (Vice Chair)	Trustee and Non-Executive Board Member
	Cllr Ann Bell	Trustee and Non-Executive Board Member
	Mrs Alison Evison	Trustee and Non-Executive Board Member
	Mr Steven Lindsay	Trustee and Employee Director NHSG Board
	Mr Alex Stephen	Trustee and Director of Finance
	Dr Colette Backwell	Co-opted Advisor to the Committee
	Ms Sian Mutch	Co-opted Advisor to the Committee
Attending	Mr Gair Brisbane	Charity Lead, LGT (Items 5.1 and 5.2)
	Ms Lisa Duthie	Endowment Charity Lead
	Mr Colin Loy	Finance and Business Manager, NHSG Charity
	Mrs Diane Friskin	Administrator (Shadow Minute)
	Ms Else Smaaskjaer	Senior Administrator (Minute)
Apologies	Professor Siladitya Bhattacharya,	Trustee and Non-Executive Board Member
	Mr Dennis Robertson (Chair)	Trustee and Non-Executive Board Member
	Ms Julie Anderson	Assistant Director of Finance
	Mr Gerry Donald	Head of Property and Asset Development
	Prof Caroline Hiscox	Chief Executive
	Ms Helen Surgenor	Co-opted Advisor to the Committee

Item	Subject	Action
1	Apologies	
	Noted above.	
2	Declarations of Interest	
	None declared but for transparency Dr Tomlinson informed the Committee that he is a Board Member of Grampian Regional Equality Council (GREC).	
3	Chairman's Welcome and Briefing	
	Mr Tomlinson welcomed everyone to the meeting. He explained that he would Chair the meeting on behalf of Mr Robertson who was unable to attend.	
4	Minutes of Meeting on 2nd June 2023	
	Following correction to spelling of Dr Backwell's name the minute was approved as an accurate record.	

Item	Subject	Action
5	Matters Arising	
5.1	Action Log of 2nd June 2023	
	<p>Trustees reviewed the action log of items from previous meetings, noted the updates provided and the items which were either complete, on the agenda for this meeting or scheduled for future meetings of the Committee. Ms Duthie highlighted the following:</p> <p>NHS Charities Together (Stage 2 Project) – It had been agreed that a review should be undertaken to understand the challenges in setting up the project, particularly in relation to establishing the data sharing agreement. This would now be extended to include an evaluation of the project as a whole. There had been interest in the review but none of the organisations contacted had the capacity to commit at this time. It was noted that some of those connected to the project are now looking for more secure employment but a review is needed before longer-term funding can be confirmed.</p> <p>Action:</p> <ul style="list-style-type: none"> • Trustees agreed that the Charity Lead should arrange a small group to agree the scope of the commission and explore options to undertake the work (Ref: action agreed at Item 6). <p>Network of Advisors - Trustees had previously agreed that a network of advisors should be established to make recommendations on applications for Endowment funding of £50,000 and over. There had been limited interest in the role but a few people had been identified who would be willing to provide advice on specific applications.</p> <p>Action:</p> <ul style="list-style-type: none"> • Trustees agreed that as there is now a process to reach out for specialist advice on applications for funding of £50,000 and over, this item could be removed from the action log. <p>Transport – Trustees were informed that a draft papers had been prepared but more information is required from colleagues in local authorities and other organisations.</p> <p>Action:</p> <ul style="list-style-type: none"> • The Charity Lead to follow up on discussions with other organisations and provide a paper to the Committee on 24th November 2023. <p>Gym Facilities – Trustees were informed that initial discussions had taken place and a staff survey had been prepared.</p> <p>Action:</p> <ul style="list-style-type: none"> • The Charity Lead to provide a paper to the Committee 	LD
		LD
		LD
		LD

Item	Subject	Action
	when the data from the staff survey had been analysed.	
	Action:	
	<ul style="list-style-type: none"> • Further discussion on the £1.25m income generation floor target should remain as an open item and placed on the agenda for the next meeting of the Committee on 24th November 2023. 	LD
5.2	Any other matters arising not on the action log	
	It was suggested that the action log should include recommendations regarding next steps which would help to clarify when actions are complete and can be closed off.	LD
6	Lead Officers Report	
	A report from the Charity Lead Officer highlighted recent activities and provided updates regarding ongoing pieces of work. The following items were discussed:	
	Staffing Resource Review: Ms Duthie reported that all posts had now been evaluated and graded. This will be presented to the Change Management Oversight Group and it is hoped that the recruitment process can be progressed in the coming weeks. There was some discussion regarding whether the Committee had agreed this in full or in principle subject to further benchmarking. Ms Duthie highlighted the benchmarking had been undertaken and was included in the original paper distributed for the June committee meeting.	
	Action:	
	<ul style="list-style-type: none"> • Prior to taking this forward with the Change Management Oversight Group the proposed structure should come back to the Committee with a detailed budget and assurance that governance procedures had been followed. 	LD
	Community Grants: The report included an update on the 2023 programme and an indicative timeline for the 2024 programme. The Charity Lead reported on difficulties in engagement around one project, with both the interim report and final report both outstanding. This leaves NHSG Charity with no information regarding how the funding was used or the outputs and outcomes from the project. It was suggested that a staged approach to funding could be adopted with final payment dependent on receipt of the reports required.	
	Actions:	
	<ul style="list-style-type: none"> • Chair of Trustees to write to the project asking for a report to avoid a request for reimbursement of the funding provided. 	DR
	<ul style="list-style-type: none"> • Charity Lead to review information provided to Community Grant applicants to ensure guidance on completing evaluation reports is clear and information is provided regarding measures which will be implemented if reports are not submitted on time. 	LD

Hospital Homecoming: The report provided an update on the Hospital Homecoming project and the position of the three Grampian TSIs in supporting the project. Key points noted:

- This is a key project in terms of exploring the potential to work in partnership with the third sector.
- TSIs provide a key role in coordinating the response of individual voluntary groups.
- There are benefits in moving to longer term funding to provide fixed term contracts to coordinators, rather than temporary employment on a year by year basis.
- Important to review the issues which had emerged in relation to data sharing if collaborative working with the third sector is to move forward.
- If longer term funding is agreed there must be a robust exit strategy as the IJBs will not have the resources required to provide any continued funding.
- Funding for the project could provide an opportunity to develop a network of volunteers and attract funding from other sources.

Actions:

- **Arrange a short life working group to focus on two aspects of work:**
 1. **Agree the scope of an independent review in relation to projects funded by NHSG Charity which involves partnership working between NHS Grampian and third sector organisations.**
 2. **Discuss the Hospital Homecoming application to establish what is required from NHSG Charity to enable resubmission of the application requesting funding for a three year period.**

LD

7 Finance

7.1 Finance Update 2023/24

The Finance and Business Manager presented a report detailing financial activity and the financial position of the charity for the five months to end August 2023. He highlighted the following:

- There is a year to date deficit of £839,763 which reflects the timing difference between income and expenditure recognition in the accounts. The income recorded is the actual income received since 1st April 2023 and the expenditure includes the full cost of commitments agreed to date rather than moneys actually spent.
- The value of the investment portfolio has dropped since 1st April 2023 and there had been an overall net decrease of £2.5m in the funds held by the Charity since 1st April 2023.

Main points raised:

- Some concern that the level of commitments approved are too high and could represent a risk to the financial position of the

Item Subject

Action

charity.

- Suggested that a balanced approach is possible based on supporting eligible applications for funding whilst remaining mindful of the impact on the funds available for future use.
- It would be helpful to see the financial position with the time difference removed.

Mr Brisbane noted that there had been significant growth in the fund during the last 10/15 years and it would be helpful to take a longer term view, to ensure it remains in a healthy position for future years. He advised Trustees that it is important to manage income generation to protect the portfolio during times of market volatility.

Trustees noted the financial activities and the financial position of NHS Grampian Charity for the five months to 31st August 2023.

Actions:

- **Prepare a report for Trustees to inform discussion in relation to the development of a spending strategy for the Charity.**
- **The report should also inform discussion by Trustees regarding the annual investment income target (currently £1.25m).**

**AS/JA/
LD/CL**

7.2 Investment Update

Slides and notes providing an update on the NHSG Charity Fund Investment Portfolio had been circulated before the meeting. Trustees were advised that the main areas of concern remain high inflation and high interest rates but performance across the portfolio compared well with peers in the charity sector.

The value of the portfolio at 20th September 2023 was confirmed at £46.8 million with an expected annual income of £1.6 million, which exceeds the target of £1.25 million. LGT remain confident that the current investment strategy is working well and will continue to show steady growth.

Trustees thanked Mr Brisbane for his attendance and agreed that the update and accompanying notes provided assurance that the investment portfolio is being managed appropriately.

Mr Brisbane invited Trustees to join LGT Wealth Management in Aberdeen on 1st November, for a trustee training session they are co-delivering with Brodies law firm. Pre-registration is required with Brodies for this free event.

Ms Duthie to send out the link for pre-registration.

Dr Tomlinson suggested that Mr Brisbane attend the in-person meeting of Trustees on 5th April 2024 in the Conference Room at

Summerfield House.

8 Research and Development Annual Grants

Trustees considered a report which asked for approval of an allocation of £300,000 to fund the annual Research and Development Grant Programme and to agree three topic areas for 2024.

1. Promoting health and wellbeing.
2. Improving health outcomes in seldom heard patient groups.
3. Listening to patients and their families.

The call for applications for funding up to £20,000 opens in October 2023 and a final list of recommended research projects will be presented to Trustees in 2024.

Trustees had some concern that the topic areas appear to be very broad and phrasing should be in alignment with the NHSG Plan for the Future and the Annual Delivery Plan.

Trustees agreed:

- **This should be paused until clarification is provided regarding the purpose and intent of the topic areas.**
- **John Tomlinson to send suggested phrasing of topic areas for amendment.**

9 Funding Applications

9.1 Rothieden Ward

An application had been received for £30,773.96 to fund enhancements at Rothieden Ward, Huntly Jubilee Hospital. The enhancement works will coincide with major renovation works to minimise disruption to patients. Works included in the application are paintwork to highlight openings and enable patients to easily see where doors are and an automatic internal door which will improve independent accessibility for disabled patients.

Key Points:

- Some concern that there had been a series of small applications in relation to Rothieden Ward rather than a complete application scoping out all the works and the total cost.
- Noted that only a small amount will be left in the fund and the works detailed in the application should be completed within the budget indicated.
- Acknowledged that there can be grey areas when considering whether an applications relates to core provision or enhancements. It was noted that the proposed works will improve the experience for a specific group of patients by providing enhancements not available from core funding.

Trustees agreed to support the application for £30,773.96 from

Item	Subject	Action
	NEUR2001 Jubilee Hospital Fund.	
	Action:	LD
	<ul style="list-style-type: none"> • The spending strategy referenced at Item 7.1 to include clarification on the use of money raised for specific purposes. 	
9.2	Royal Aberdeen Childrens Hospital - Laparoscopic Camera	
	An application had been received for £110,000 (ex VAT) to fund the purchase of a laparoscopic camera for Royal Aberdeen Childrens Hospital. This will have a higher level of capability than the existing system, enable procedures on smaller children and enhance the quality of the images taken. The main benefits to patients will be the ability to carry out laparoscopic surgery with small instruments which will reduce scarring and tissue trauma and reduce time in hospital. The current equipment will not be due for replacement from core capital funding for at least four years.	
	Trustees agreed to support the application for £110,000 from NER11540 Mrs K M Munro Fund/Child and Neonatal Equipment Fund subject to assurance that appropriate procurement processes had been followed.	LD
10	AOCB	
	Summers Ward, Peterhead Community Hospital. The Charity Lead informed Trustees that an application had been received for funding of £51,179.94 to replace the flooring within Summers Ward. The improved flooring would contribute to an enhanced experience for patients with demential or cognitive impairment. Data indicates that suitable flooring will reduce the incidence of trips and falls. Summers Ward is currently relocated and the funding will allow the works to be completed at a time when there are no patients in the ward.	
	Trustees agreed that the application should be circulated for review. If agreement is reached online the application for £51,179.94 from NER11508 Peterhead Community Hospital can be supported.	
11	Dates of Future Meetings	
	Friday 24 th November 2023	11.00 – 13.00 (Teams)
	Future Meetings 2024	
	Monday 29 th January	11.00 – 13.00 (Teams)
	Friday 5 th April	10.00 – 15.00 (In Person)
	Friday 5 th May	11.00 – 13.00 (Teams)
	AGM To be Confirmed (In Person)	