

## NHS Grampian Charity

Minutes of Meeting of  
 NHS Grampian Charity Committee  
 On 28 March 2025 11:00 – 13:30  
 Virtually by MS Teams

Board Meeting  
 14.08.25  
 Open Session  
 Item 12.2

<b>Present</b>	Dr Colette Backwell (Chair)	Trustee and Non-Executive Board Member
	Prof David Blackburn	Trustee and Non-Executive Board Member
	Ms Alison Evison	Trustee and Non-Executive Board Member
	Mr Steven Lindsay	Trustee and Employee Director
<b>Attending</b>	Mr Gair Brisbane (Guest)	Investment Manager – LGT Wealth Management
	Ms Lisa Duthie	Charity Lead, NHSG Charity
	Ms Linda Logan	Administrator Charity (Minute)
	Mr Colin Loy	Finance and Business Systems Manager, NHSG Charity
	Ms Sian Mutch	Advisor - NHSG Charity Sub-Committee
	Mr Joshua Ryan (Observer)	LGT Wealth Management
<b>Apologies</b>	Ms Julie Anderson	Assistant Director of Finance
	Cllr Ann Bell	Trustee and Non-Executive Board Member
	Mr Dennis Robertson	Trustee and Non-Executive Board Member
	Mr Alex Stephen	Trustee and Director of Finance

Item	Subject
1	<b>Welcome and Apologies</b>
	Dr Backwell welcomed everyone to the meeting.
	Apologies as noted above.
2	<b>Declarations of Interest</b>

None

### **3 Minute of Meeting on 31<sup>st</sup> January 2025**

The minute was approved as an accurate record.

An amendment was made on page 3 to Dr Backwell's name.

An amendment was made on page 9 to Prof Blackburn's name.

#### **3.1 Action Log**

Items 1, 2 and 4 are connected. Ms Duthie recently met with the staff wellbeing & development group and discussed the setting up of a short life working group to look at future support from the Charity for staff. A piece of work is currently being undertaken across the NHS linked Charities Network, in which a working group is looking at areas of charity funded activity for NHS staff. Ms Duthie would like to bring the completed paper that's being developed by the network, to the committee's next meeting in June- for discussion.

Item 3 – the draft policy has gone to Partnership and Ms Duthie is waiting to hear if that policy is in a position to go out for wider consultation.

Items 7, 16 and 19 – request to remove these items as they are complete.

**The committee approved the removal of items 7, 16 and 19.**

**ACTION: Ms Duthie to bring the NHS charity network staff support paper to the next committee meeting for discussion.**

**LD**

#### **3.2 Any Other Matters Not On Action Log**

None noted

### **4 Lead Officers Report**

#### **Item at 2.1.1 High Value applications**

A draft timescale for progressing the 4 high value applications of the Urology Dept. Rapid Diagnostic Centre, Neurodiversity Pathway, Functional Disorders Pathway and Putting People First is highlighted in the report.

With regards to the Urology Dept. Rapid Diagnostic Centre application, Mr Robertson and Ms Duthie met with the Oncology Fund Stewards, who were not supportive of the application – the discussion has not been progressed any further at this point. The meeting with the Fund Steward for the ARI Fund was cancelled and will be rearranged. Ms Duthie highlighted that there was still further work to be progressed by

NHS Grampian with regards to the proposed Urology Rapid Diagnostic Centre and this will be brought back to the committee when we have the new plans, timescales and budget. It could be determined then if further conversations with Fund Stewards are required.

Ms Evison raised a query about the relationship with Fund Stewards and asked if we need to speed up the development of that relationship. Ms Duthie highlighted that the role of the Fund Stewards is something we will be looking at more closely and that effective relationships is part of our strategic plan.

Prof Blackburn asked what reason had been given by the Oncology Fund Steward as to why they would not support the application. Ms Duthie highlighted that they reported that they hadn't been involved with the application and that they had other plans for the use of the funds.

Dr Backwell highlighted that the committee had approved four projects for funding and had agreed that unrestricted funds should be used, except where restricted funds could be made available. Clarity is needed on a funding mechanism going forward to avoid similar issues arising in future.

#### **Item at 2.1.2 Sports Committee Funding**

Following the news of the discontinuation of the Sports Committee, Ms Duthie highlighted that she was minded to provide short term continuation support for some of the activities, until a new process is developed, and that some activities that are high cost with low levels of participation will be discontinued.

Mr Lindsay and Ms Evison both agreed with Ms Duthie regarding to discontinue the funding for activities of high cost and low participation.

#### **Marketing and Comms Performance**

Dr Backwell asked why the marketing and comms progress was very slow and asked Ms Duthie if she can look at this and give an update of what we can do to pick up the marketing.

LD

**ACTION: Ms Duthie to look into the reason why the marketing and comms is making slow progress.**

## **5 Finance**

### **5.1 Financial Report to 28<sup>th</sup> February 2025**

Mr Loy gave an update on the financial report for 28<sup>th</sup> February 2025.

The paper shows the financial position for the eleven months of the financial year to 28<sup>th</sup> February 2025.

The Income and Expenditure Account reports a net outflow/utilisation of funds for the eleven months of (£822k). This represents an increase over the previously reported position in December.

Income continues to report a positive position reflecting a 15% increase in income over the same period last year.

In expenditure terms, we have now processed funding approvals of over £3.4M for the year to date. This is a 14% increase over the value of funding approvals at the same time last year. This is however only approximately 50% of the planned budgeted expenditure levels set out in Year 1 of the expenditure strategy.

Paragraph 2.3.2 summarises the net movement in funding commitments for the year to date and highlights a net increase in commitments of just under £2 Million. Our work on the review of historical commitments has made significant progress and has now resulted in circa £700k of historical commitments being cancelled/removed during March. Work on this project continues and it is anticipated that further historical funding commitments will be removed/released in the new financial year.

The table at paragraph 2.3 shows the overall movement in charitable funds across the year to date and reflects a stand still position – the charity therefore retains the same level of funds at the end of February 2025 that it started the financial year with. This is in contrast to the anticipated reduction in charitable funds through the expenditure strategy and, as highlighted previously, is attributable to grant funding levels being notably below budgeted levels.

**The committee noted the financial activities and financial position of the Charity for the 11 months to 28<sup>th</sup> February and thanked Mr Loy.**

## **5.25 Annual 2025/26 Budget**

Mr Loy gave an update on the Annual 2025/26 Budget

The Annual Budget for 2025-26 is based upon the financial position within the 5yr Expenditure Strategy agreed earlier in the financial year and reflects the Year 2 position of the expenditure strategy updated as appropriate. The budget reflects a full income and expenditure budget for the year with individual budget lines for all key areas of income and expenditure.

Income is based on the budgeted levels set out in the strategy and includes a new income stream for directly fundraised income at a level of £150k for the year. This will be generated through a combination of direct activities undertaken by the charity including fundraising campaigns or events and enhanced levels of giving secured through other third party or external fundraising activities promoted and supported by the charity e.g. Kiltwalk.

The expenditure budget for grant funding awards for the year is significant at £14.3 Million. This is due to:

£3.5 Million – the carry forward and inclusion of unutilised grant award funding budgets of £3.5 Million from Year 1 of the charity expenditure strategy.

£4.1 Million – the inclusion of new previously unbudgeted grant funding award commitments of £4.1 Million from unrestricted funds to support the strategic high value applications considered at the previous Committee meeting of 31 January 2025. This is a significant change to the previous expenditure plans where the utilisation of unrestricted funds was limited to the funding of the programme of centrally funded initiatives each year.

This represents an extensive programme of grant funding for the 2025-26 financial year and will require over £8 Million of grant funding to be awarded from across designated and restricted funds throughout the year.

The previously unbudgeted utilisation of unrestricted funds to support the high value applications will see a significant drop in the level of unrestricted funds held. Analysis set out at paragraph 2.3.9 shows that this is achievable and affordable within reserves policy requirements for the 2025-26 financial year. The realisation of investment gains through the sale of a proportion of the investment portfolio during the financial year, it is anticipated, will generate a sufficient increase to unrestricted funds which would enable existing future year funding commitments from unrestricted funds across years 3 to 5 of the expenditure strategy to be met.

**The committee approved the proposed annual budget for 2025/26.**

**The committee noted the assessed impact of the annual budget on the level of unrestricted fund held by 31<sup>st</sup> March 2026 and across future remaining years of the expenditure strategy. Given the forecast impact on the unrestricted funds position, the Committee requested that future year plans for the availability and expenditure of unrestricted funds be reviewed and updated in order to identify what, if any, unrestricted funding may be available to support future funding initiatives or applications, prior to applications coming to Committee for approval.**

**The committee thanked Mr Loy.**

**ACTION: Mr Loy/Ms Duthie to review and update future plans for the availability and utilisation of unrestricted funds.**

### **5.3 Investment Portfolio Update (Guest Gair Brisbane)**

Mr Brisbane provided an update on the Charity's investment portfolio.

Interest rates have gone up and we have seen quite a lot of volatility come into the markets. Anticipate that the new US economic and trade policies will increase volatility further in the months ahead.

The Charity's investment portfolio was at £50.5m as of 5<sup>th</sup> March 2025. In addition there is just over £2m in the liquidity funds and expecting £1.7m of investment income for the year.

It was noted that the investment benchmarks show that the charity investment portfolio has under-performed against both benchmarks in the short-term but continues to over-perform across a medium to long term timeframe.

Given the uncertainty of global economic factors in the immediate future it was noted that the best strategy is to maintain a diversified investment portfolio.

**The committee thanked Mr Brisbane for his update.**

## **6 Community Grants 2025**

Ms Duthie presented a list of proposed community grants projects for funding support, and highlighted we had an allocation of £200k for this year plus some underspend from last year, bringing the total available funds to just under £240k.

The Charity received 55 applications in total, each one assessed by 3 of the 12 assessors. This was a mix of professionals and PPIE (patient and public involvement and engagement) representatives.

Ms Duthie was keen to undertake a review of this programme.

**The committee approved the attached list of Community Grants for 2025 of 32 applications with a total value of £237,273.**

## **7 Funding Applications**

### **7.1 The Oaks Adaption Request**

An adaption request has been submitted for a previously approved project to refurbish spaces at the Oaks centre to create space for patients to access creative therapies. This is being brought to the committee as the new total for the work has increased by £15,668 (from £44,023 to £59,692).

The Oaks Centre Fund NER1059 has a current balance of £680,873 available.

The original funding award (GCA24103) for this work was made in May 2024 for £44,023. This was approved by the NHS Grampian Charity

Chair and NHS Grampian Director of Finance in line with the Operational Scheme of Delegation.

Mr Lindsay raised a query and asked if it would be worth checking to see if there were any service changes being proposed for this building.

**The committee were happy to approve in principle the adaption request for an increase in funding of £15,668, on the basis the building does not have plans for service changes**

LD

**Action: Ms Duthie to have a discussion with Mr Robertson to see if there are service changes being proposed for this building.**

## **7.2 Roxburgh House – Transport**

The application at Appendix 1. Was presented for approval of 3 years continuation funding of £90,000 to provide transport for patients accessing Day Unit at Roxburgh House.

Also attached at Appendix 2. is a request to cover a shortfall in funding of £7,135.

The Committee was invited to note the contents of the report at Appendix 3.

**The committee agreed to approve £90,000 to provide transport for patients accessing Day Unit at Roxburgh House and to cover shortfall in funding of £7,135.**

**The committee noted the contents of the report of appendix 3.**

## **8 AOCB**

None

Meeting Dates 2025/26  
02 June 2025  
AGM 20 June 2025  
03 October 2025  
19 December 2025  
27 March 2026

