

APPROVED



NHS Grampian Charity

Minutes of Meeting of
NHS Grampian Charity
On 19th December 2025 at 11.00-13.00
Virtually by MS Teams

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|------------------|-------------------------------------|------------------------------------------|
| Present | Mr Dennis Robertson (Chair) | Trustee and Non-Executive Board Member |
| | Cllr Ann Bell | Trustee and Non-Executive Board Member |
| | Prof David Blackburn | Trustee and Non-Executive Board Member |
| | Mr Christopher Hewson | Advisor – NHSG Charity Sub-Committee |
| | Mr Steven Lindsay | Trustee and Non-Executive Board Member |
| | Ms Sian Mutch | Advisor – NHSG Charity Sub-Committee |
| | Mr Alex Stephen | Exec Director NHSG - Director of Finance |
| Attending | Ms Julie Anderson | NHSG Assistant Director of Finance |
| | Ms Lisa Duthie | NHSG Charity Lead |
| | Ms Linda Logan | NHSG Charity Administrator |
| | Mr Colin Loy | NHSG Finance and Business System Manager |
| Apologies | Dr Colette Backwell (Vice Chair) | Trustee and Non-Executive Board Member |
| | Ms Alison Evison | Trustee and Non-Executive Board Member |

| Item | Subject | Action |
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| 1 | Welcome and Apologies | |
| | Mr Robertson welcomed everyone to the meeting. | |
| | Noted as above. | |
| 2 | Declarations of Interest | |
| | Prof Blackburn declared a connection to the Rowett Institute regarding item 6 Lasting Impact Programme, and after discussion with Mr Robertson, the committee agreed this should be recorded as a transparency statement rather than a conflict of interest. | |
| 3 | Minutes of Meeting held on 31st October 2025 | |

| Item | Subject | Action |
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| | An amendment was made on item 8 Community Transport to healthcare, Mr Evison was corrected to Ms Evison. | |
| | Dr Backwell in her absence asked Ms Duthie for an update on the accommodation and CRM delays in the minute's item 3.2. Mr Robertson confirmed that meetings have been taking place and there was positive progress on accommodation. Mr Robertson confirmed that the CRM is still waiting to be signed off. | |
| | The minutes were approved as an accurate record. | |
| 3.1 | Action Log | |
| | Ms Duthie updated the committee on the action log, highlighting that item 2 approval of the fundraising and donation policy's which will now go into circulation. Mr Stephen agreed to report the policy approvals to the Chief Executive Team. | |
| | Ms Duthie asked for the following Item 7.1 Staffing Resources to be removed from the action log. | |
| | Ms Duthie gave an update on item 8 the Charity has sent out a briefing to the fund stewards with offers of webinar invites and that we have not had one person booked | |
| | Mr Stephen asked about the short life working group and if we had the right engagement of people. Ms Duthie confirmed the inaugural meeting was scheduled and that the representation included good representation from charge nurse, seniors across AH and PS and admin in various roles and partnership members. With plans to review representation at the first meeting. | |
| 3.2 | Item 7.1 to be removed form action log. Any Other Matters Not On Action Log | |
| | None noted | |
| 4 | Lead Officers Report | |
| | Ms Duthie gave an update on the recruitment process for the supporter engagement officer noting that the Charity had interviewed 5 candidates. | |
| | Ms Duthie noted Dr Backwell comments in her absence around item 2.1 the social media presence doesn't seem to be moving and asked what more can be done to improve this. Ms Duthie explained that it will take time for social media presence to grow. | |
| 5 | Finance | |
| 5.1 | Financial Report to 31st October 2025 | |

| Item | Subject | Action |
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| | <p>Mr Loy presented the financial report highlighting a net outflow of £3.3 million. Our overall income for the year to date is just under £2 million which is in line with our budget. Income from donations remains notably behind budget. Following the query at the previous Committee meeting, income budgets have been reviewed and this has identified an anomaly within the general donations budget relating to historical grant income from NHS Charities Together. Adjusting for this anomaly would mean that the annual general donations budget should be reduced by £200k, however after accounting for this actual donations are less than forecast and this will be closely monitored to identify underlying reasons. The expenditure position shows that we are £3.2 Million behind budget with grant funding commitments at this point in the year. Adjusting for the expenditure credit arising from the closure of historic grant awards would reduce this variance to £2.7 Million. Grant funding expenditure is £2.1 Million higher than for the same period in 2024-25, so represents a notable increase albeit it remains behind the current year budget.</p> <p>The value of the investment portfolio has increased by a further £3.2 Million since the August position. This means that the portfolio has increased by £5.3 Million in total in the financial year to date. This is reflected in a net increase on the Revaluation Reserve of £1.1 Million together with net realised investment gains of £4.2 Million.</p> <p>The Committee noted the financial activities and financial position of NHS Grampian Charity for 31st October 2025</p> <p>Action: Mr Loy and Ms Anderson have been asked to produce a financial forecast which includes an estimated outturn on unrestricted and restricted fund balances at the year-end and provide an update to the committee at the next meeting.</p> | |
| 6 | <p>Lasting Impact Programme Application</p> <p>Ms Duthie presented the Lasting Impact Programme Application for a public diner feasibility study and gave an update of all the comments received.</p> <p>The committee agreed not to support Item 6 The Lasting Impact Programme Application.</p> | |
| 7 | <p>Lasting Impact Programme</p> <p>Ms Duthie proposed changes to the lasting impact programme framework to increase the uptake by supporting multiyear funding and removing the limits and adopting a more relational approach with guarantees. Ms Duthie got positive feedback from Cllr Bell and Prof Blackburn. And was asked to do a detailed framework for the next six months.</p> <p>Action: Ms Duthie to develop a formal template for decision process for the panel consensus and feedback to include percentage cut-off and rational for both support and non-support for future grant applications.</p> | <p>CL/JA</p> <p>LD</p> |

| Item | Subject | Action |
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| | <p>The Committee approved the changes to Item 7 Lasting Impact Grant Programme and for this to be brought back to the Committee in June 2026.</p> | |
| 8 | <p>Charity Staffing Resources</p> | |
| | <p>Ms Duthie gave an update on the restructuring of the Charity team by appointing a full time grants manager and a part time impact and evaluation manager with the committee. Prof Blackburn, Cllr Bell and Mr Lindsay all expressed strong support for Ms Duthie's request.</p> | |
| | <p>The committee agreed to approve the following</p> | |
| | <ul style="list-style-type: none"> a) Approval for the new appointment of 1 FTE Grants Manager post (grade 7 TBC). b) Approval for the new appointment of 0.6 FTE Impact & Evaluation Manager post (grade 6 TBC). c) Approval for the cost of the new staffing post to be met from either Unrestricted or Restricted funds. | |
| | <p>Action: Mr Loy to pro-rate to restricted funds. Model to be developed and reported back</p> | |
| 9 | <p>Scottish Government</p> | |
| | <p>Ms Duthie and Mr Robertson gave an update on the progress of implementing non legislative recommendations from the Scottish Government. Mr Robertson said that the Charity were in a good place at the moment if any changes were to occur.</p> | |
| | <p>The Committee noted the update.</p> | |
| 10 | <p>Funding Applications</p> | |
| 10.1 | <p>Grampian Hospital Arts Trust</p> | |
| | <p>Ms Duthie asked the committee in principle for approval for a consolidated funding application from Grampian Hospital Art Trust. Ms Duthie had a strong support from the committee for this application.</p> | |
| | <p>The committee agreed to delegate the final approval to a small group who will be Mr Robertson, Dr Backwell, Ms Anderson, Mr Stephen and Ms Duthie.</p> | |
| | <p>The Committee approved Item 10.0 on principle the 3 year funding application.</p> | |
| | <p>Action: Ms Duthie to have a conversation with all relevant services regarding partnership funding proposal and to provide an update to the committee at the next meeting.</p> | LD |
| 10.2 | <p>SURE Rapid Diagnostic Centre</p> | |

| Item | Subject | Action |
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Ms Duthie presented the final funding request for the SURE Rapid Diagnostic Centre confirming the support from oncology fund stewards and the use of a recent legacy gift. Ms Duthie had the full support of the committee.

The Committee approved the contribution of £464,000 towards Item 10.2 SURE Rapid Diagnostic Centre.

11 Risk Register

Ms Duthie gave an update on minor changes to the risk register and shared Dr Backwell's suggestions for more detailed mitigation plans and clarification of certain items. Mr Robertson asked Ms Duthie to revise the register and return with updates at the next meeting.

The Committee note Item 11 Risk Register.

Action: Ms Duthie to incorporate investment portfolio assessment, Scottish Government assurance papers and clarification of charity plan reference into the next version of the risk register.

AOCB

Ms Duthie asked the committee for permission to circulate a funding application for a national ancestry-based BRCA testing via email with the committee for approval.

Action: Ms Duthie to circulate the application for Orkney and Shetland BRCA gene project via email for committee approval once ready at the end of January early February.

Date of Next Meeting 2026

27th March 2026

Appendix. 1 Addendum

NHSG GHAT Unapproved minutes of meeting 03.02.26.

**Present Ms Lisa Duthie, Mr Dennis Robertson, Ms Julie Anderson.
Ms Linda Logan (minutes).**

Apologies Dr Colette Backwell.

Minute of Meeting of GHAT funding application for £550,581 for 3 years for the Art room Programme

Dennis, Lisa, and Julie discussed Colette's note and expressed satisfaction with the clarity of responses provided by GHAT. Dennis expressed contentment and noted only minor caveats regarding long-term capacity and forecasting beyond three years.

Lisa explained her comfort in drafting a fundraising strategy for the project, and highlighted the upcoming start of the Charity's new Fundraising Officer in two weeks. Lisa emphasised the importance of having clear asks for donors, noting that this project provided that opportunity. Lisa mentioned ongoing conversations with high net worth individuals interested in supporting the project, and indicated plans to undertake work to develop Fundraising Plans with Sally and to assess the potential donor base more thoroughly.

Julie raised questions about the potential for program growth within the three-year timeframe, prompting Lisa and Dennis to discuss a cautious approach focused on sustainability, staffing, and annual evaluations to ensure the program meets needs without overexpansion.

Julie asked whether successful fundraising would lead to program growth or focus on sustainability;

Lisa responded with a preference for a roaming model that adapts to need without unchecked

expansion, and Dennis supported this cautious approach.

Lisa confirmed that an annual review of the program would be undertaken, including evaluation of impact, costs, and financial oversight by Colin, to ensure ongoing alignment with objectives and provide ongoing support to Sally.

Julie and Dennis discussed the importance of clear expectations for grant monitoring, with Lisa emphasising a supportive, transparent partnership and the need for open communication about resource requirements and cost changes.

Dennis suggested that Lisa present to the GHAT Board to provide assurance about the partnership and program direction, with Julie recommending a joint presentation with Sally to ensure clear and unified messaging.

Julie queried the status of a restricted fund (Royal Cornhill Hospital Fund) not covered in the report, leading Lisa to explain the removal of two projects after consultation with Fund Advisors and the rationale for reallocating funds, with Dennis noting the importance of documenting these decisions.

Lisa detailed the removal of a long-standing project (Woodend Hospital) after discussions with senior charge nurses and Fund Advisors.

Lisa stated that if early fundraising money becomes available, the team may revisit the removed projects, but currently, the funds are being utilised as planned by the respective groups.

Dennis emphasized the importance of noting these fund management decisions in the meeting minutes for transparency and accountability, and Lisa agreed, highlighting the ongoing inclusion of advisors and thorough consultation in the process.

Lisa to arrange to speak to the GHAT Board, jointly with Sally, to provide assurance on the direction and partnership approach of the program.

The group agreed to approve the GHAT funding application for £550,581 for 3 years for the Art room Programme