

Minutes of Meeting of NHS Grampian  
Charity Committee  
on 5<sup>th</sup> April 2024 10am  
Summerfield House

Board Meeting  
12.09.24  
Open Session  
Item 13.2

<b>Present</b>	Mr Dennis Robertson (Chair)	Trustee and Non-Executive Board Member
	Dr John Tomlinson (Vice Chair)	Trustee and Non-Executive Board Member
	Mr Alex Stephen	Trustee and Director of Finance
	Dr Collette Backwell	Co-opted Advisor to the Committee
	Cllr Ann Bell	Trustee and Non-Executive Board Member
	Ms Sian Mutch	Co-opted Advisor to the Committee
	Ms Helen Surgenor	Co-opted Advisor to the Committee
<b>Attending</b>	Ms Julie Anderson	Assistant Director of Finance
	Mr Gair Brisbane	Charity Lead, LGT (Item 5.2)
	Ms Lisa Duthie	Lead Officer, NHSG Charity
	Ms Linda Logan	Endowment Assistant, NHSG Charity
	Mr Colin Loy	Finance and Business Manager, NHSG Charity
	Ms Jane Ferguson	Director of NHS Lothian Charity
	Ms Nicky McBeath	Communications & Marketing Officer
	Ms Claire Robertson	Supporter Engagement Assistant – minute taking
<b>Apologies</b>	Mr Steven Lindsay	Trustee and Employee Director
	Professor Siladitya Bhattachary	Trustee and Non-Executive Board Member

<b>Item</b>	<b>Subject</b>	<b>Action</b>
<b>1</b>	<b>Chairman's Welcome and Briefing</b>	
	Mr Robertson welcomed everyone to the meeting.	
<b>2</b>	<b>Declarations of Interest</b>	
	None	
<b>3</b>	<b>Minutes of Meeting on 29<sup>th</sup> January 2024</b>	
	The minute was approved as an accurate record.	
<b>4</b>	<b>Matters Arising</b>	
	<b>4.1 Action Log of Previous Meetings – Updated 5<sup>th</sup> April 2024</b>	
	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.	

Item	Subject	Action
	<p><b>Item 2 Staff Social Fund</b> – Work is still ongoing to explore replacement options for this activity. Lead Officer plans to discuss at spending strategy working group meeting – due date May 2024</p>	
	<p><b>Item 3 NHSCT Stage 3 Application</b> - Due to changes in the approved timescale adaptations the final report is no longer due until June 2025 A paper will be presented to the spending strategy working group with a proposal for continued support for staff health &amp; wellbeing</p>	
	<p><b>Item 7 Provision of Gym Facilities</b> – New action to be added – removing Gym facilities aspect and exploring other options with We Care Team.</p>	LD
	<p><b>Item 9 Green Agenda</b> - Include criteria in Fund guidance and applications forms ensuring alignment with NHS Grampian’s Climate Emergency &amp; Sustainability Strategy</p>	LD
	<p><b>Item 11 Community Grants</b> – Discussions held with Ms Duthie, Dr Tomlinson &amp; Mr Robertson concluded insufficient information has been provided by Equal Adventures on their report to enable appropriate reconciliation of their funding award and therefore a percentage (80%) has been requested to be returned, with 20% being allowed to be kept for cover of their admin costs.</p>	
	<p><b>Item 15 Action Log</b> Clarification was requested on requirements of the Committee. It was agreed that the action log to continue, an annual forward planner would be developed for the Committee to provide a timeframe of when items would be brought to meetings.</p>	LD
	<p><b>Item 17 Risk Register</b> – Dr Backwell asked if the risk register could be brought to the meeting sooner than November and provide an update to Trustees at the September meeting. A request was made that Ms Duthie contact Jennifer Matthews NHS Grampian Corporate Risk Advisor for guidance.</p>	

4.2 **Any other matters arising not on the action log – None noted**

**5 Lead Officers Report**

A report from Ms Duthie, Charity Lead highlighted recent activities and provided updates regarding ongoing pieces of work. No items were required for further discussion.

**Trustees thanked Ms Duthie for her update.**

6	<b>Finance Report</b>	
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6.1	<b>Finance Update 2023/24</b>	
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Trustees reviewed the financial report detailing financial activity and the financial position of the charity for the eleven months to end February 2024. Key points highlighted:

- The operating deficit has reduced from (£581,253) at 31st December 2023 to (£150,569) at 29th February 2024
- The main change in the financial position is attributable to the receipt of a single large legacy of £600,000;
- The charity investment portfolio has continued to increase since December 2023 and now stands at just over £51 Million
- Overall funds held by the charity have increased by £1.63 Million over the YTD and now stand at £46,883,819;
- It was noted that following the end of the reporting period a cheque had been received in March for a further single large legacy of £630,000.

Item discussed;

It was noted that the £600,000 legacy had been given in support of neurological services. The £630,000 legacy received in March has been allocated across six different services/ departments. Details were requested on the specific split of the legacy across the six different areas.

**Trustees noted the financial activities and the financial position of NHS Grampian Charity for the eleven months to end February 2024**

Trustees considered the annual budget proposal. The budget for the 2024-25 financial year is based on an income budget of £1.5 Million together with an expenditure budget of £1,755,671.

Key points highlighted:

- No change has been proposed to the investment income budget which has been set at a gross income level of £1.5 Million.
- Proposed distribution income across other fund classes remains the same as in previous years with a distribution of 20% of budgeted investment income at £300,000.
- Staffing costs are reflected at 2023-24 pay rates.

Item	Subject	Action
	<ul style="list-style-type: none"> <li>A total of 10 standing initiatives proposed to be funded again in 2024-25 at a total cost of £963,386.</li> <li>No change in the amount of funding for each initiative with the exception of the staff physiotherapy service – which is the subject of a separate paper, and a reduction in the amount allocated to staff sport activities to reflect the removal of funding for the maintenance of gym equipment which is no longer required.</li> </ul>	
	Items discussed;	
	<ul style="list-style-type: none"> <li>Trustees would like, in the future, to review the distribution of the 20% (300k) of investment income to determine if this re-distribution is still required/appropriate and if the re-distributed funds are actively being spent within the restricted funds.</li> </ul>	LD/CL
	<ul style="list-style-type: none"> <li>The format of the budget paper analysing the position across Unrestricted/Restricted/Designated funds was felt to be helpful. Trustees would like to see this format replicated within the main financial report, where possible.</li> </ul>	CL
	<p><b>The Annual Budget for 2024-25 was approved by Trustees with no amendments.</b></p>	

## 6.2 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 markets had been dominated by stubbornly high inflation and interest rates, and how this had influenced investment decisions. The slides provided information regarding asset and sector allocation and detailed the ten best and ten least successful performers.

The value of the portfolio at 29<sup>th</sup> February 2024 was confirmed at £49.6 million with an expected annual income of £1.6 million, which exceeds the target of £1.25 million. LGT do not forecast any problem in income falling below the agreed target.

**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.**

## 7 Guest Speaker: Mark McGeachie, Director of NHS Fife Charity

Mr McGeachie presented on the evolution of NHS Fife Charity which has a similar trajectory to NHS Grampian Charity, sharing their Vision, Mission and Values to enable them to become a Grant giving charity. Mr McGeachie agreed to share outcomes and evaluation that they gather from their grant giving results.

Item	Subject	Action
	<p>There was also discussion around how they are received in their area compared to other 3<sup>rd</sup> sector organisations –specifically other NHS charities, in which Mr McGeachie advised NHS Fife Charity were the sole NHS Charity and therefore received well and with enthusiasm as they focus on their own target audience eliminating any element of competition with other organisations within the third sector.</p>	
	<p><b>Trustees thanked Mr McGeachie for his attendance and presentation which they found to be insightful and helpful.</b></p>	
<b>8</b>	<p><b>Communications &amp; Marketing Strategy</b></p>	
	<p>Ms McBeath presented the Communication &amp; Marketing Strategy and discussed the need for the strategy, how it was developed, thanking the working group involved, how the strategy would shape the work of NHS Grampian Charity along with the objectives.</p>	
	<p>Trustees were encouraged to assist with raising the awareness of the charity by sharing social media platforms – Facebook, Twitter, LinkedIn to current contacts.</p>	<b>ALL</b>
	<p>There were discussions around engaging with the local community planning groups, Moray Chamber of Commerce, community councils, GP practises and explore potential partnerships to fund and increase donors.</p>	
	<p>Last years roadshows were a big success and more will be planned for this year and dates shared with Trustees.</p>	
	<p><b>Roadshows to be planned and dates provided to Trustees</b></p>	
	<p><b>Ms McBeath to tag Trustees in any posts to highlight what needs to be shared.</b></p>	
<b>9</b>	<p><b>Guest Speaker; Jane Ferguson, Director for NHS Lothian Charity</b></p>	
	<p>Ms Ferguson presented an overview of NHS Lothian Charity which is deemed by its peers to be the flagship of Scottish NHS linked charities. They are also the only official NHS linked charity, being recognised as their strategic partner.</p>	
	<p>Highlights of presentation were Funds Structure, Theory of Change Engagement Team Strategy, Fundraising Income Journey and Expenditure.</p>	
	<p>Ms Ferguson gave details around their community funding programme “putting money in people’s pockets” this is managed through the local CAB contract with NHS Lothian, who then bring in Welfare Rights Advisors to focus on who requires support.</p>	

Item	Subject	Action
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Ms Ferguson was asked how NHS Lothian Charity protects their Unrestricted funds, they adopt the 5% rule for spending, retaining 95% of general funds to sustain security based on general donation and investments not always being sustainable.

**The Trustees thanked Ms Ferguson for her attendance and her presentation which they found to be thought provoking and insightful.**

## 10 Annually Funded Projects Report

The Charity Lead presented on 4 annually funded projects for members to note, further discussion on these projects with any proposed changes will be presented to the spending strategy working group in May.

**10.1** Grampian Area Partnership Forum, annual allocation of £50,000 to support staff learning and wellbeing

**10.2** Grampian Hospitals Arts Trust

**10.3** Sports Committee, the committee is undergoing some changes, with the Charity Lead being involved in the discussions. The budget allocation has removed the £11,000 that was awarded for the maintenance of gym equipment which is no longer required. The results from a recent staff survey will be used to inform future activities of the group, with a focus on more equitable geographical spread and the adoption of plans for improved data collection and impact reporting.

**10.4** Staff Physio, the 5 year period has come to an end and an application is being presented at Item 11.3 for consideration.

**All Trustees noted the update on Annually Funded Projects Reports**

## 11 Funding Applications

Trustees noted that they would find it helpful to receive additional information in relation to future research grant applications including assessment of impact and where the specific areas of research sit with those been undertaken elsewhere; peer review reports including Dr Dunmore's assessments and an assessment on how the grant requests align to the NHS Grampian research strategy.

### 11.1 Stroke Prevention Research Application (MJM386)

An application has been received for £76,278 to fund a staff member for 1 year, to analyse data sets which have already been gathered, to look at what other illnesses stroke patients have to determine better prevention recommendations.

Item	Subject	Action
	<b>Trustees agreed to fund the application for £76,278 from Fund Numbers NER11134 and NER11079 Acute Stroke Unit Fund</b>	
11.2	<p data-bbox="405 320 1110 353"><b>Diabetes Research Study Application (DD450)</b></p> <p data-bbox="405 356 1370 461">An application has been submitted by Professor Dana Dawson, Consultant Cardiologist for £482,166.70 to fund a Clinical Research Fellow and consumables for 1 year.</p> <p data-bbox="405 501 1331 680">The application was approved/endorsed by Dr Andrew Hannah, Professor Dawsons Line Manager, Dr Simon Dunsmore. The application was not supported by NHS Grampian Director of Research &amp; Development, his comments were responded to and require further review.</p> <p data-bbox="405 721 1358 828"><b>Trustees approved in principal subject to the approval of NHS Grampian Director of R&amp;D, once he has reviewed Professor Dana Dawsons responses.</b></p>	
11.3	<p data-bbox="405 907 903 940"><b>Staff Physio Service Application</b></p> <p data-bbox="405 943 1390 1048">Trustees were invited to approve the continuation of this service for a further 5 years at a cost of £175,386 per annum at a total of £876,930 for the 5 year period.</p> <p data-bbox="405 1088 1273 1160"><b>Trustees approved the application to be funded from the Endowment Committee Fund NEUR3001</b></p>	
11.4	<p data-bbox="405 1238 1230 1272"><b>Small Vessel Disease Research Application (MJM454)</b></p> <p data-bbox="405 1312 1281 1384">An application has been received by Mary Joan McLeod for £99,732.13 to fund the study relating to small vessel disease.</p> <p data-bbox="405 1424 1390 1637">The application was reviewed and endorsed by Dr Simon Dunsmore, supported by Professor Nicola Mutch and Fund Stewards John Webster – Consultant Physician and Fiona Stirton – Senior Charge nurse. The application has also been approved with caveats by NHS Grampian Director of R&amp;D.</p> <p data-bbox="405 1715 1289 1823"><b>Trustees approved the application to be funded from the NER11079 Acute Stroke Unit Fund and NER11095 Clinical Pharmacology Discretionary Fund</b></p>	
12	<p data-bbox="300 1899 392 1933"><b>AOCB</b></p> <p data-bbox="300 1971 379 1998"><b>None</b></p>	

Item	Subject	Action
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**13 Dates of Future Meetings**

**Future Meetings 2024**

7<sup>th</sup> June 11:00 – 13:00 (via Teams)

AGM June 25 14:30 (Summerfield House or via Teams)

4th October 11:00 – 13:00 (via Teams)

29th November 11:00 – 13:00 (via Teams)