

Minutes of Meeting of NHS Grampian
 Charity Committee
 on 29th January 2024 at 11.00
 by Microsoft Teams

Board Meeting
 13.06.24
 Open Session
 Item 13.1

Present	Mr Dennis Robertson	Trustee and Non-Executive Board Member
	(Chair)	
	Mr Steven Lindsay	Trustee and Employee Director
	Dr John Tomlinson	Trustee and Non-Executive Board Member
	(Vice Chair)	
	Mr Alex Stephen	Trustee and Director of Finance
	Dr Collette Backwell	Co-opted Advisor to the Committee
Attending	Ms Julie Anderson	Assistant Director of Finance
	Mr Gair Brisbane	Charity Lead, LGT (Item 5.2)
	Mr Gerry Donald	Head of Property and Asset Development
	Ms Lisa Duthie	Lead Officer, NHSG Charity
	Ms Linda Logan	Endowment Assistant, NHSG Charity
	Mr Colin Loy	Finance and Business Manager, NHSG Charity
	Mr Joshua Ryan	LGT (observing)
	Ms Else Smaaskjaer	Senior Administrator (Minute)
Apologies	Cllr Ann Bell	Trustee and Non-Executive Board Member
	Professor Siladitya Bhattachary	Trustee and Non-Executive Board Member
	Ms Sian Mutch	Co-opted Advisor to the Committee
	Ms Helen Surgenor	Co-opted Advisor to the Committee

Item	Subject	Action
1	Apologies	
	Noted above.	
2	Declarations of Interest	
	None.	
	For transparency Dr Tomlinson informed the Committee that he is a Trustee of the Grampian Regional Equality Council (GREC) which is an applicant to the Community Grants Programme at Item 9 and would leave the meeting for that item.	
3	Chairman's Welcome and Briefing	
	Mr Robertson welcomed everyone to the meeting.	
4	Minutes of Meeting on 24th November 2023	
	The minute was approved as an accurate record.	
5	Matters Arising	

Item	Subject	Action
5.1	<p>Action Log of Previous Meetings – Updated 18th January 2024</p> <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.</p> <p>Item 2 Staff Social Fund – There had been a delay in reporting the outcome from a staff survey by the Sports Committee. Meetings to be arranged and a report will be provided to the Committee at its meeting on 4th October 2024</p> <p>Item 7 Provision of Gym Facilities – Awaiting feedback from the Staff Sports Committee regarding future plans and a report will be provided to the Committee when this is received.</p> <p>Action:</p> <ul style="list-style-type: none"> • It was agreed that an Annual Plan with realistic timetable should be reviewed prior the the AGM of Trustees in June. 	LD
5.2	<p>Any other matters arising not on the action log</p> <p>Item 10.4 Baird Family Hospital and ANCHOR Centre Adaptation Request – Confirmed that the transfer of funds to NHSG Charity had not been actioned.</p>	
6	<p>Lead Officers Report</p> <p>A report from the Charity Lead Officer highlighted recent activities and provided updates regarding ongoing pieces of work. The following items were discussed:</p> <p>Fund Steward Induction: 107 Fund Stewards had completed induction training but 100+ had not attended. Further sessions will be made available in February/March. Agreed that although it would be difficult to enforce attendance for existing stewards, it would be useful to make these sessions mandatory for new fund stewards. In future the frequency of sessions to be quarterly.</p> <p>Recruitment to Charity Team: A successful candidate, with project management experience, had been offered the post of Grants Officer. Following interviews there were preferred candidates for two other posts.</p> <p>Risk Register – Investment Training for Trustees: The report detailed the content of the two part course offered by Cazenove Capital.</p> <p>Friends of Woodend: Confirmed that the Friends of Woodend will transfer the total amount of funds to NHSG Charity on receipt of a letter outlining how the funds will be held and utilised in alignment with the Charity’s charter guidance and fund structure. Steering Group will report to this Committee and Trustees will ‘sign off’ on spend.</p>	

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Research and Development – Short Term Research Grants

Programme: Confirmed that although funding approved at meeting of the Committee on 29th September 2023 this is still subject to ongoing discussions regarding how the programme will be managed. Any impact on spend during 23/24 and any changes to the agreed programme will be reported back to the Committee.

Action:

- **Charity Lead to ensure that information on how to donate is included in the Charity Newsletter.**

LD

Trustees thanked the Lead Officer for her update.

7 Finance

7.1 Finance Update 2023/24

Trustees reviewed a report detailing financial activity and the financial position of the charity for the nine months to end December 2023. Key points highlighted:

- The Income and Expenditure Account reflects a net outflow of funds at the end of December 2023.
- The charity investment portfolio had increased in value since 1st April 2023.
- At this time the charity is in a healthy position.

Item discussed:

- Noted that there had been purchase and sale of stocks linked to abrdn/LGT and assurance requested that this remained within the 6% built into the investment policy.
- With regard to the affordability of the new staffing structure it was confirmed that this would be included in the financial plan for 2024/25.
- Although the increase in the value of investments is welcomed, Trustees should be careful not to become reliant on that position.

Trustees noted the financial activities and the financial position of NHS Grampian Charity for the nine months to end December 2023.

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 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.

Item	Subject	Action
	<p>The value of the portfolio at 31st December 2023 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.</p> <p>There was some discussion regarding whether Trustees should adopt a higher risk in relation to the £1.25 million target. This had been in place for some time and suggested that although there would be some scope to raise the target slightly, raising it too high could lead to uncertainties. Agreed that there should be further discussion on this, including how the spending strategy will affect the overall value of the portfolio.</p> <p>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.</p>	
	<p>It was agreed that this should be included as an agenda item for the next meeting of the Charity Committee.</p>	LD
7.3	<p>Update on 2022/23 Audit Findings</p> <p>A report was presented which provided Trustees with an update on the findings in the 2022/23 Audit Report. Azets, the Charity's auditors, had identified three internal control deficiencies in relation to accrued legacies, grant provision payments and provision releases. The report confirmed that implementation of the recommendations were complete.</p> <p>It was confirmed that revised processes, installation of grant management software and the appointment of a Grants Officer will contribute to taking this forward proactively in a context of continuous improvement.</p> <p>Azets will be informed of the progress made as they undertake the audit for 2023/24.</p> <p>Trustees agreed the recommendation:</p> <ul style="list-style-type: none"> • The information provided in the paper gave assurance that improvements to processes and controls are being made in response to the audit findings and appropriate evidence of these had been provided to the Committee's satisfaction. 	

8 Risk Register

Trustees considered a risk register which had been reviewed and updated by a short life working group.

Points raised:

- Important that risks are not duplicated.
- Mitigations should be clear with realistic timeframes – what actions are required and by when.

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	<ul style="list-style-type: none"> Risks around technology need to include the impact of there being less linkage between the Charity and NHS Grampian. This would include, the need to invest in new systems and the potential risks in not having access to NHSG systems. Work required to separate operational risks from strategic risks. <p>Trustees noted the progress made to date.</p> <p>Action:</p> <ul style="list-style-type: none"> Charity Lead to discuss with Corporate Risk Adviser and ensure the register reflects risks which impact on the delivery of the Charity's Strategy and then bring back to the Committee. 	LD
9	<p>Community Grants Programme</p> <p>The Charity Lead presented a report which detailed the background to the Community Grants Programme and outlined the evaluation process used to assess 2024 applications. Trustees were asked to approve 21 applications with a total value of £170,771. The remaining £29,229 will be allocated to the budget for 2025.</p> <p>Observations:</p> <ul style="list-style-type: none"> There are a large number of projects seeking funding and it is important to achieve the right balance between big scale and small scale schemes. Third sector organisations will be under increasing financial constraints and exit strategies need to evidence assurance that the project is either time limited or that work can continue when the funding from NHS Grampian Charity ends. In the report it would be useful to include a column to indicate which of the key areas the application is aligned to. <p>Trustees agreed to approve the 21 applications with a total value of £170,771. The remaining £29,229 will be allocated to the budget for 2025.</p> <p>Action:</p> <ul style="list-style-type: none"> Charity Lead to report back to the Committee with proposals regarding how to support and engage with community groups. 	LD
10	<p>Funding Applications</p> <p>10.1 Endoscopic Vessel Harvesting (EVF)</p> <p>An application had been received for £84,241 to fund the purchase of equipment and start up costs which will introduce a new minimally invasive cardiothoracic surgery procedure known as endoscopic vessel harvesting (EVF). Ongoing maintenance costs will be met from departmental budgets. Advice had been sought from procurement colleagues and an open tendering process will be undertaken.</p>	

Item	Subject	Action
	Trustees agreed to fund the application for £84,241 from NER 11554 Cardiac Surgery Fund.	
11	AOCB	
	Customer Relationship Management System (CRM). Tender process complete and contract under preparation.	
	Grant Management System. Tender process has commenced.	
12	Dates of Future Meetings	
	Future Meetings 2024	
	Friday 5 th April	10.00 – 15.00 (In Person – Conference Room Summerfield House)
	Friday 5 th May	11.00 – 13.00 (Teams)
	AGM To be Confirmed (In Person)	