

Minutes of Meeting of
NHS Grampian Charity Committee
On 4 October 2024 11.00 – 13.30
Virtually by MS Teams

Board Meeting
06.02.25
Open Session
Item 11.3

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

Item	Subject	Action
1	<p>Welcome and Apologies</p> <p>Mr Robertson welcomed everyone to the meeting.</p> <p>Mr Robertson announced Dr Colette Backwell has been appointed as Vice Chair of NHS Grampian Charity.</p> <p>Apologies</p> <p>Noted as above.</p>	
2	<p>Declarations of Interest</p> <p>None noted.</p>	
3	<p>Minutes of Meeting on 7th June 2024</p>	

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The minutes was approved as an accurate record – no matters arising from the minutes.

3.1 Action Log

Ms Duthie walked through the action log and highlighted the following points:

Item 1. This item has now been completed. Ms Duthie requested to remove from Action Log - **Trustees agreed.**

Item 2. Ms Duthie added a request to inform staff that this is the last year of staff social, however, following a meeting with Steven Lindsay and wellbeing team colleagues, there has been a change of view and may not be beneficial to do this at this time, and preferable to wait until we have a clear plan in place. Ms Duthie to attend the next staff health & wellbeing steering group meeting to discuss further. The staff social fund will now go ahead and open for applications.

Item 6. This item has now been completed. Application forms now require applicants to provide feedback on contribution to the green agenda. Ms Duthie requested to remove from Action Log - **Trustees agreed.**

Item 9. This item has now been completed. Ms Duthie requested to remove this item from Action Log - **Trustees agreed.**

Item 13. This item has now been completed. Ms Duthie requested to remove this item from Action Log - **Trustees agreed.**

Item 15. This item has now been completed. Ms Duthie requested to remove this item from Action Log - **Trustees agreed.**

Item 17. This item has now been completed. Ms Duthie requested to remove this item from Action Log - **Trustees agreed.**

Any other matters not on Action Log –

Dr Backwell raised a question about the risk around technology on large applications and thinks it would be good to articulate something on how we look at Information governance terms, as we have to be careful we don't fund anything that's going to fall at that particular hurdle.

Ms Anderson agrees we need to put an obligation on all parties to make sure we're compliant with information governance as part of any evaluation.

ACTION: Ms Duthie to consider compliance with Information Governance as part of assessment of funding applications.

LD

Trustees thanked Ms Duthie for her update

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4	<p>Lead Officers Report</p> <p>Ms Duthie had nothing to add and was happy to take any questions from members.</p> <p>Dr Backwell had a question around Grant Approvals 53% more application asking if it was larger numbers or more money. Ms Duthie replied it was a mixture of both.</p> <p>Ms Duthie noted that the retrial teas figure had gone up a significant amount since writing the report and that we are over our allocated budget for the year.</p> <p>Mr Robertson stated that the budgeted amount was not fixed.</p> <p>Trustees thanked Ms Duthie.</p>	
5	<p>Finance</p> <p>Mr Loy explained that Mr Brisbane had been invited to attend the meeting today to provide trustees with an overview of the changes to custodian banking at LGT Wealth Management. Mr Loy provided a short presentation to the committee on the role and function of custodian banking as an introduction to this matter.</p> <p>Trustees thanked Mr Loy for his presentation.</p>	
5.1	<p>Update on LGT changes (guest Gair Brisbane)</p> <p>Mr Brisbane explained that prior to the move to LGT - Abrdn Capital had historically worked with Platform Securities for the provision of custodian banking services for their investment management activities. This then changed approximately 18 months ago with FNZ Securities being appointed as the new custodian bank. Following the transfer of the business to LGT Wealth Management the provision of custodian banking has been reviewed. GB highlighted that LGT have historically utilised their own in-house custodian banking facility as part of their existing investment management activities. This is done through two separate parts of the LGT business with investment management activities being undertaken by LGT Wealth Management Ltd and custodian banking facilities being provided by LGT Wealth Management LLP.</p> <p>Mr Brisbane explained that the requirement for custodian banking facilities was introduced following the global financial crisis of 2008. This now requires investment managers to have separate, independent custody arrangements in place for client assets, clearly segregating and safeguarding client assets from ownership and control of the investment firm managing those assets. The regulatory requirements are specified by the Financial Conduct Authority with all custodian banks being monitored and reviewed by the FCA. Through this LGT are subject to the Client</p>	

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Assets Sourcebook (CASS) regulations under the FCA and are audited against this. In addition the internal controls around custodian banking operations are also subject to a separate audit requirement on an annual basis.

The change to the in-house provision of custodian banking services is scheduled to take place on 18th November 2024. This will enable a closer integration of the previous Abrdn Capital part of the business with the existing LGT operations and is felt to be a positive move which will deliver an improved level of custodian banking service over the current arrangement with FNZ which have been problematic.

Mr Blackbourn enquired if there would be any change to the fee charged as a result of LGT now providing the custodian banking service. GB explained that there would be no change to the fee rate charged but a small change in the VAT elements of the fee would generate a very minor reduction.

Dr Backwell sought clarification if the custodian banking functions would sit within a separate organisation within LGT. GB confirmed that custodian banking would be undertaken by LGT Wealth management LLP which is separate to LGT Wealth Management Ltd.

The committee noted that they were content with the assurances received around this planned change in the custodian banking arrangements.

5.2 Finance Update

Paper shows the financial position for the first five months of the financial year to 31st August 2024.

The Income and Expenditure Account reports a net deficit for the five months of (£1.648M), reflecting a net outflow/utilisation of funds at this stage of the year.

Investment income is marginally above budget by 2% in the first 5 months.

Charitable income is high at just under £0.5M – this is largely attributable to the monies received on the winding up of the Friends of Woodend group (£291,395).

Grant funding commitments of £2.5M have been made in the first 5 months which is £0.5M higher than the same period last year. This is due to the 5yr funding commitment made for the staff physiotherapy service at the beginning of the year at a value of £876,930.

Expenditure commitments have grown by £2M since the start of the year with less than £400k being paid out in settlement of existing commitments – slow utilisation of monies.

Investments have increased in value by just under £1M in the year to date.

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There is minimal movement on the Revaluation Reserve so the change in value is reflected in a decrease in the level of unrealised losses within the portfolio together with actual gains realised through the sale of stocks during the year. These adjustments are reflected in the Income and Expenditure account.

Trustees noted the financial position of NHS Grampian Charity for the first 5 months of the financial year to 31 August 2024.

5.3 Charity Expenditure Strategy Summary

Mr Loy presented a paper to highlight that the spending strategy that was approved did not include any unrestricted funds other than the annual programme of commitments that the committee agree each year of around £900,000 of annual commitments.

Dr Backwell thanked Mr Loy for a good clear paper and raised the question on the issue of spending on restricted funds and agreed with the overall approach the Charity was taking, but wondered if some of the applications we received which don't have a clearly identified restricted fund whether there could be a mechanism whereby a number of alternative restricted funds could be drawn upon to support an application.

ACTION: Mr Loy and Ms Anderson to look into developing a mechanism to draw down funds from multiple Funds to support projects.

CL / JA

Trustees thanked Mr Loy for excellent papers.

7 Fundraising Strategy

Trustees were invited to approve the Fundraising Strategy.

Ms Duthie provided an overview of the Charity's new strategy and plans to become more proactive in its fundraising.

Ms Duthie explained that the new fundraising strategy outlines the Charity's income generation goals, aims and objectives.

Ms Mutch thought it was a very good strategy, clear and comprehensive. She wanted to raise that having an on-site presence would be a really great opportunity to highlight the charity's profile, and wanted to open that up as a potential priority when looking at the fundraising strategy.

Dr Backwell was fully supportive that face to face engagement is really important for the Charity in terms of generating income and legacies and that the Charity should be based where they can interact with patients and families. Dr Backwell agreed that the Charity needs to improve its profile but felt that the Charity does not currently have the staffing resources to

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	<p>deliver what's being set out in the strategy. The Charity has the potential to really expand and would need extra resources to do this. It was noted that the current charity staffing structure and resource is relatively new in place and would be reviewed after an initial 2 year period. Dr Backwell commented that waiting for 2 years will be a lost opportunity for the Charity.</p> <p>Dr Backwell asked if the legacy donations over the past 10 years, on page 30, have reduced across the last 4 financial years or have they increased as it was not quite clear on the paper.</p> <p>Mr Loy to check page 30 of the paper in case there is an error on the narrative.</p> <p>Mr Blackburn was supportive of what Dr Backwell discussed around investment for the Charity to be sufficiently resourced.</p> <p>Ms Anderson would like to review what activity has been delivered in the last 12 months with current resource against the strategy, and see what the next 24 months plans looks like to determine how successful the team structure has been and whether we need to look at further enhancing.</p>	
	<p>ACTION: Lisa to contact Alan Wilson director of estates regarding office availability.</p>	LD
	<p>ACTION: Mr Robertson would like to hold a discussion with Ms Duthie, Dr Backwell and Ms Anderson around the staffing resources for the charity.</p>	LD
	<p>Ms Mutch commended the new strategy and offered her support in developing the Charity's corporate engagement.</p> <p>Ms Duthie provided an overview on the upcoming 'Did You Know' campaign that is to be launched later this month.</p> <p>ACTION: Ms Duthie to provide an overview of the campaign for Trustees.</p> <p>Trustees approved and thanked Ms Duthie for an excellent and clear strategy.</p>	
8	<p>Risk register</p> <p>Trustees were invited to confirm that the risk register provides assurance that all risks have been identified and mitigations are in place and robust.</p>	

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	<p>Earlier this year, trustees requested that work was undertaken to separate out Strategic and Operational risks. The register has now been updated and the strategic part will be shared bi-annually at committee meetings.</p> <p>Mr Robertson would like to keep the risk register on the action log. As it's something we need to keep a close eye on.</p>	
	<p>Trustees approved the risk register and frequency of review.</p>	LD
	<p>Dr Backwell brought up a question as we are due to review our relationship with LGT. Should we be looking into having a trustee or external advisor on the committee to advise on our investment strategy given it is one of our highest risks, it would be good to have someone from the investment world who can bring that expertise.</p>	
	<p>ACTION: Ms Duthie to look into having a trustee or external advisor on the committee to provide support on our investment portfolio.</p>	LD
6	Funding Applications	
	<p>Ms Duthie provided an overview of the route to this meeting of the 7 high value applications being presented.</p>	
	<p>Ms Duthie explained that the ask of this committee today was to decide which of the 7 applications should be progressed to stage 2, which will be to undertake due diligence and bring the applications to maturity to then be brought back to the committee meeting at the end of January or thereafter for a decision.</p>	
	<p>Ms Duthie noted that the applications presented have all been submitted without solicitation, with the exception of item 6.3 for Obesity services support, which was invited by Trustees.</p>	
	<p>Ms Duthie reported that the Charity Team had held an engagement session last month with charity donors and supporters to review the applications and determine if they felt they would make a positive impact for the people of Grampian and if they felt it would make good use of charitable donations.</p>	
	<p>In addition, committee members were also asked to review and score the applications in advance of this meeting, and Ms Duthie shared the scores from 2 committee members as part of her presentation.</p>	
6.1	UCAN Rapid Diagnostic Service	
	<p>A request for £1million was being made to support the development of a new rapid diagnostic centre. UCAN have secured £1.25 million from Friends of Anchor and have raised over £400,000 themselves.</p>	
	<p>Trustees agreed for this application to move forward to stage 2.</p>	

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6.2	CAMHS Neurodevelopmental Support Service	
	<p>A request for £447,704 was submitted for consideration of support for a new transformative programme for 2 years to provide early identification, assessment and tailored support for children with neuro-developmental differences in Grampian.</p>	
	<p>Trustees have deferred this and requesting additional information on staffing.</p>	
	<p>ACTION: Ms Duthie to liaise with the applicant for re-submission to the December meeting.</p>	
6.3	Obesity Support Services	
	<p>A 2-part application for £2,029,469 to support the development of Obesity Support Services was submitted for consideration.</p>	
	<ul style="list-style-type: none"> • Part 1: Enhancing adult weight management services £1,905,998 via the use of digital apps • Part 2: A whole systems approach £123,471 	
	<p>Trustees noted they were open to supporting an application for obesity services, however, did not support the apps approach and they felt the second part of the proposal to be a wider, government level issue.</p>	
	<p>Trustees declined this application.</p>	
	<p>ACTION: Ms Duthie to liaise with the applicant to suggest a review of other national initiatives and consider applying for something different at a later date.</p>	
6.4	Functional Disorders Pathway	
	<p>An application for £1,420,094 to support the development of a new Functional Disorders Pathway was submitted for consideration.</p>	
	<p>Trustees fully supportive to move this application to stage 2.</p>	
6.5	Putting People First	
	<p>An application for 2 years funding of £937,460 for Putting People First was submitted for consideration.</p>	
	<p>Trustees fully supportive to move this application to stage 2</p>	

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6.6	STAT	
	<p>An application for £645,139 to support a 2 year strategic analytics project was submitted for consideration.</p> <p>Trustees declined this application.</p>	
6.	Patients at Risk Team	
	<p>An application, with 2 options for support for a 2-year test of change project providing a day time service to wards within Aberdeen Royal Infirmary was submitted for consideration.</p> <p>Option 1. £855,702 Full funding to support Option 2. £535,753 Partial funding to support</p> <p>Trustees supportive for this application to move to stage 2.</p>	
9	Hospital Homecoming	
	<p>Trustees were invited to note the content of this report and approve the recommendation from the short life working group not to progress to award continuation funding to this project.</p> <p>Ms Duthie provided an overview of the Hospital Homecoming project and the challenges experienced in setting up the required Data Sharing Agreement with NHS Grampian.</p> <p>Ms Duthie explained that an independent review had been requested by trustees to be undertaken to establish any lessons that could be learned by the Charity for future funding awards and in July 2023, a short life working group of NHSGC trustees was set up to discuss:</p> <ul style="list-style-type: none"> • A review of the Hospital Homecoming project; and • Continuation funding for the project. <p>The short life working group reviewed the report and all supporting information, and determined that sharing the report would be of no benefit, and potentially harming to all parties.</p> <p>Members concluded that:</p> <ul style="list-style-type: none"> • A good level of scrutiny had been undertaken • They agreed that there appeared to be parallel views of the work that had been undertaken • The data sharing agreement had posed the biggest challenge, and that until internal changes were possible, this would likely remain the same • Satisfaction had not been reached in terms of the additional required assurances for the continuation funding to be approved • And Furthermore, discussion is required by the NHSGC committee to determine the type of grant giving organisation the Charity should 	

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aspire to be (in terms of level of support provided to grantees – which has resource implications)

Trustees’ supported the recommendation not to support funding going forward.

ACTION: Ms Duthie to draft a letter on behalf of Mr Robertson to inform the TSI’s of the outcome.

10 AOCB

The trustees thanked Ms Duthie and her team for all the hard work that’s gone into today’s meeting.

11 Date of Next Meeting/Dates of Future Meetings

06 December 11:00 – 13:00 (via Teams)
31 January 2025
28 March 2025

Meeting Dates 2025/26 (TBC)

27 June 2025
26 September 2025
19 December 2025
27 March 2026