

For transparency Prof Blackburn informed the Committee that he had undertaken appraisals for the applicant of item 6.6. Prof Blackburn participated in item 6.6.

For transparency Dr Backwell informed the committee that she was the board champion for item 6.4 Putting People First. Dr Backwell participated in item 6.4.

3 **Minute of meeting on 6 December 2024**

The minute was approved as an accurate record.

3.1 **Action Log**

Ms Duthie noted that she would highlight specific items and was happy to take any questions.

Item 4 – Sports Committee, Ms Duthie reported that the requested information has not been forthcoming. She indicated that the meetings held have been positive, but there are long gaps in communication and no progress appears to be made, despite the positive discussions. A year-end report and a 3 year plan/application was requested for the January meeting.

Action – Ms Duthie to set up a date to have a discussion with Steven Lindsay regarding the sport committee.

LD

Item 10 – is awaiting sign off from DOF.

Item 15 - APPROVAL requested to remove this item, if no further action is required following this meeting.

Item 16 - COMPLETED and APPROVAL requested to remove this item.

Trustees agreed to remove items 15 &16 from the action log.

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.

Trustees thanked Ms Duthie for the update.

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

None noted

4 **Lead Officers Report**

Ms Duthie highlighted there was nothing in particular to point out and was open to take any queries on anything or any clarifications.

Ms Mutch asked if the Charity will be doing the Christmas campaign in 2025. Ms Duthie highlighted it was a fantastic week, and that the

response from the public was phenomenal and hopes it is something the Charity can continue and build on.

Dr Backwell agreed that the Christmas campaign is something worth building on also wanted to mention that she was fortunate to be involved with The Lasting Impact program and that it was a really powerful session and if this is something that the Charity can build on also.

Ms Evison said it's excellent to see all the progress being made and echos the comments that had already been made. Ms Evison asked how the community grants award was progressing if we could receive a report to include specific data. Ms Duthie highlighted that we were in the assessment period and will be presented at the March meeting for final approval.

Action - Ms Duthie to include a report with specific data for community grants awards.

LD

Trustees thanked Ms Duthie for her update.

5 Finance

5.1 Financial Report to 31st December 2024

Paper shows the financial position for nine months of the financial year to 31st December 2024.

The Income and Expenditure Account reports a net outflow/utilisation of funds for the nine months of (£686k). This represents a reduction over the previously reported position in October.

Income is reporting a very positive position with year to date income of £3M being £1M higher than this time last year. This is largely due to legacy income which now stands at over £900k together with investment income which is currently 11% above budget. The Charity benefited from a single legacy of £202,000 which was notified in December.

In expenditure terms, the charity have processed funding approvals of over £3.1M for the year to date. This is a 13% increase over the value of funding approvals at the same time last year.

Utilisation of funding has been slow in recent months with only £151k of grant funding commitments having been spent over the last two months.

The position of the investment portfolio has remained stagnant with little capital growth having been achieved in the year to date. As highlighted above the income performance from the portfolio however remains positive.

Prof Blackburn asked what our philosophy was on spending out of this portfolio if we intend to spend the income that is generated or if we spend down the capital growth that occurs. Mr Loy highlighted that the plan was to spend down the reserves that we hold.

Trustees noted the financial activities and the financial position of NHS Grampian Charity for the first nine months of the financial year to 31st December 2024.

Review of Charity Investment Portfolio

Brief given at the December 2024 Committee meeting was to review and consider the benchmark composition of the investment portfolio.

The composition of the benchmark is largely driven by the agreed risk profile determined by the charity. The risk profile together with the investment objectives are used by the Investment Managers to inform/determine the structure of a blended basket of investment assets which match the required overall level of investment risk set.

Investment risk was covered in the recent Trustee training session delivered by LGT. Descriptors of the different levels of investment risk were detailed in Appendix 1 and Appendix 2 set out how the different risk levels would translate into the basket of investment assets included in an investment portfolio. Appendix 2 also showed where the current charity investment portfolio sits within the risk profile scale.

It was highlighted that our current portfolio is assessed as a medium-high level on the risk scale. This is a known slight divergence from the stated risk appetite set out in the investment policy of one of – medium risk.

Our current investment objective also states an absolute level of investment income required from the investment portfolio. This objective is cemented in the requirement to hold a certain level of investment funds to achieve this absolute level of return. This does not align with 75% of funds being held as restricted funds and therefore able to be spent at any point in time or with the stated expenditure strategy which is seeking a funds utilisation rate of 20% per annum of restricted and designated funds. The objective therefore requires to be re-stated on a rate of return basis only.

It was proposed that a specific workshop is held to consider and review the above matters and update and re-state the charity's position on investment risk and the required investment objective.

Mr Robertson highlighted the investment development day that was held was extremely well presented there was a lot of good learning from it and welcomes future development events.

Action: Ms Duthie to look at time and date to set up a work shop around our investment objectives before the next AGM meeting.

LD

Trustees thanked Mr Loy for his excellent papers.

Ms Duthie provided a re-cap of the due diligence agreed to be undertake for the 5 high value applications, at the committee meeting of 4 October 2024.

This included feedback from the (Chief Executive Team) CET on whether they felt the projects were core business or not; continuation funding or exit strategies; liaison with finance managers to ensure budgets were appropriately costed (specifically salary bandings and annual uplifts) and feedback from Fund Stewards.

Ms Duthie highlighted that Fund Steward endorsement is sought on each application to the Fund they are associated with; and they have delegated authority for up to £5000 and that our guidance states that if an application meets the fund and charity criteria, and they have not secured Fund Steward endorsement, trustees have the authority to make that approval.

Mr Robertson highlighted that following feedback from the CET, 4 of the 5 applications were deemed as non-core. The CET decided that item 6.5 was core business and the trustees agreed with their findings and that item 6.5 would not be discussed any further.

Mr Loy gave a recap on the Charities financial strategy. Mr Robertson thanked Mr Loy for the update and that it was extremely useful to set out the current financial position.

Mr Robertson extended his thanks to Ms Duthie, Mr Loy and Ms Anderson for the hard work that has gone into these application and thanked the trustees.

Trustees agreed to discuss the four applications today and agree whether they were to be supported, in the first instance, and further work to be undertaken to determine if these are to be supported via restricted or unrestricted funds.

Action – Mr Loy to meet with Investment Managers to discuss draw down of funds.

6.1 UCAN

Ms Evison left the meeting.

The application for £1 million contribution to support the development of a Rapid Diagnostic Centre within the Urology department was discussed.

Trustees were content with the further requested feedback provided.

Ms Duthie reported that feedback from the CET was that the proposed project was not core business.

Ms Duthie highlighted that there were three Funds being proposed for supporting the application at item 6.1. The Oncology Fund, Urology Fund and the ARI Hospital Fund. Ms Duthie provided details of the Fund balances and utilisation in the past three years.

Trustees agreed their support for this application and that work should be progressed to identify appropriate Funds.

Action – Ms Duthie to set up meetings with the Fund Stewards and Mr Robertson.

Ms Evison re-joined the meeting.

6.2 CAMHS Transforming Neurodevelopmental Services

The application for £447,704 plus evaluation costs to support a new Neurodevelopmental Service was discussed.

Trustees were content with the further requested feedback provided.

Ms Duthie reported that feedback from CET was that the proposed project was not core business and that the CET discussed that an exit strategy would need to be considered.

Trustees agreed their support for this application and that work should be progressed to identify appropriate Funds.

6.3 Functional Disorder Pathway

The application for £1,538,328 to support a new Functional Disorder pathway was discussed.

Trustees were content with the further requested feedback provided.

Ms Duthie reported that feedback from CET was that the proposed project was not core business and that the CET discussed that an exit strategy would need to be considered.

Trustees agreed for this application to be progressed.

Action – Ms Duthie to set up meetings with the Fund Stewards and Mr Robertson.

6.4 Putting People First

The application for £1,141,715 to support the Putting People First project was discussed.

Trustees were content with the further requested feedback provided.

Ms Duthie reported that feedback from CET was that the proposed project was not core business and that continuation of the project could be picked up following the funding period by bedding in the new working approaches within existing teams.

Trustees agreed their support for this application and that work should be progressed to identify appropriate Funds.

6.5 Patients at Risk Team

Trustees agreed that this project would not be supported due to feedback from the CET that this work is core business.

6.6 Huntington's Disease Research Nurses

Ms Duthie explained that the Research Nurse posts relating to this application is funded via donations given specifically for this purpose, and has been funded this way for multiple years.

Due to some communication challenges, the current funding had expired.

In addition, a further request was being made for 3 years continuation funding of £165,492.73

Trustees approved the application to support 3 years continuation funding of £165,492.73, on the understanding the applicant is made aware that this is not a rolling fund and regular reports need to be submitted.

Trustees thanked Ms Duthie.

7 AOCB

Ms Duthie informed trustees of an application, with similar issues to the previous ones discussed, where there have been no reports submitted and the applicant thought funding was on a 'rolling' basis.

Ms Duthie provided an overview of the application for patient transport for 12 patients to attend day service at Roxburgh House.

Trustees agreed the following should be provided for the March meeting:

- A report for the previous 2 years funded activities;
- A paper outlining the period where there was no approval, with a request to approve that funding (up to end March 2025);
- A review of the service, given the high cost, to ensure its the most cost effective option; and
- An application for 3 years funding starting April 2025.

Trustees were supportive of a 3 year application for support being submitted.

Moray Welcome Home Pilot

Ms Duthie reported that she had been approached with a request for support to set up a support service for discharged patients following a recent a pilot programme. The application would be in the region of £175k for 3 years.

Trustees agreed to decline this and suggested alternative funding needs to be looked at and if there is none we can bring this back to the committee.

7.1 Charity Staffing Resource

Prof Blackburn had a question with regards who undertakes the processing of the Grant applications. Ms Duthie highlighted that we have a Grants Co-ordinator who assesses the general grants and a Research Grants Officer who does the research grants.

Action - Ms Duthie to provide an update on staffing resource for a future meeting.

LD

Trustees thanked Ms Duthie for the update on staffing.

Future Meetings

28th March 11:00 – 13:00 (via Teams)

2nd June 11:00 – 13:00 (via Teams)

20th June AGM 14:30 – 16:00 Hybrid