

Endowment Committee Assurance Report to Grampian NHS Board

Purpose of Report

This report is to provide assurance to the Grampian NHS Board regarding the effectiveness of the governance arrangements for the NHS Grampian Endowment Funds charity regarding:

- 1.1 The distribution and use of the funds in line with the charitable status and defined purpose of the fund;
- 1.2 Monitoring of investment performance;
- 1.3 Operational management of the charity including monitoring of income and expenditure in line with the charter and operating instructions; and
- 1.4 Timeous preparation and publication of audited Financial Statements and other regulatory returns.

Recommendation

The Board is asked to note the following key points and assurances discussed by the Endowment Committee.

Endowment Committee meeting 6 November 2020

1. Investment Performance

It was noted that the valuation of the investment portfolio at 30 September was £46.8m. The significant downturn in the valuation seen in March 2020, relating to the COVID-19 pandemic has not been repeated since, with the significant recovery between April and June now holding reasonably steady, mainly due to the portfolio invested in sectors such as healthcare and technology. Future valuations will of course depend on the economic response to the recent resurgence of the virus, and governments' containment measures and fiscal and monetary policy responses. Although there has been a reduction in dividend income received, compared to prior years, we remain on target to achieve our budget of £1.25m for the year.

2. Stage 2 Application for NHS Charities Together Funding

It was agreed to submit the proposal to develop the role of volunteers in supporting the patient pathway for patients returning home from hospital. A series of meetings with the Third Sector Interface organisations and representatives from the H&SCPs and the Acute Sector had successfully defined the project for which funding of £220k is available.

3. COVID-19 Grants Programme

67 applications had been received seeking grants from £400 to £10,000 with 48 applications successful. Full details of grants awarded are attached at Appendix 1. The new application and selection process, developed in partnership with Evaluation Support Scotland, was piloted for considering these grant awards.

This involved the creation of an Advisory Panel which included public and community representation who considered all applications using a scoring matrix to assess applications. These results were then summarised and presented to the Endowment Committee for consideration and approval. As this was a new way of considering applications, we will now review the process, and consider how this approach can be evolved for use in other Endowment grant making activity.

4. Risk Register

It was agreed that the current Risk Register be extensively reviewed with the Risk Management colleagues.

5. Research Applications

It was agreed that while the degree of details required for different funding levels of research was useful, there was insufficient rigour around the assessment of applications. It was agreed to review the process.

6. Succession Planning

It was agreed to form a Short Life Working Group to oversee the staffing redesign for the charity to ensure the charity has a future proof staffing model. This will take into account the retirement of the Operational Manager in 2021, the likely outcome of the national review and the changing skills required from the Endowment team.

7. Infographic

As part of increasing the awareness of the charity's profile amongst staff and the wider public, an infographic summarising the expenditure of the charity in 2019/20 was developed. This is attached at Appendix 2.

8. Christmas 2020

It was agreed that since staff will not be able to spend their allocated £10 on a social gathering this year, that we would ask for views from staff in the Daily Brief. Staff were given the option of carrying the funds forward to 2021 or using this year's allocation for improvements to staff rest areas which do not have funds ring fenced for this. The majority of responses (56%) indicated they would want the funds to be carried forward into 2021 and we will honour this request. This experience highlighted the usefulness of the Daily Brief in connecting and engaging with staff.

It was agreed that as 2020 has been an exceptional year, the Endowment Fund would provide presents for patients who are in hospital on Christmas Day. E-health has provided

**Agenda Item
Board Meeting
3 December 2020**

a list of previous occupancy for all NHS Grampian facilities and the maximum number is 1500 patients.

Matters referred to other Board sub-Committees

There were no matters referred to other Board sub committees.

Conclusion

The matters considered by the Endowment Committee provide assurance to the Board of the effectiveness of the management and administration arrangements for the charity.

**Mrs Luan Grugeon
Chair of Trustees
Endowment Committee**

Attachment: Agenda of meeting of Endowment Committee held on 6 November 2020.

**Meeting of the Endowment Committee
Friday 6 November 2020 at 9.30-11.30am via TEAMS**

Members should be aware that their names will be listed in the Minutes which will be publicised on the NHSG website

Agenda

Approx Timing		Item		Ref	Noting/ Decision
9.30	1	Apologies	LG	#	N
9.35	2	Declarations of Interest	LG	#	N
9.40	3	A Minutes of the meeting held on 13 August 2020 B Minutes of the meeting held on 27 August 2020	LG	*	N
9.45	4	Operational Manager's Report <ul style="list-style-type: none"> • Operating Instructions • Christmas 	SL	*	D
9.55	5	Finance <ul style="list-style-type: none"> • Financial Report • Investments • Expenditure • Donations 	GK	*	N
10.20	6	Succession Planning	GK	*	D
		Grant Applications			
10.30	7	Leadership Scholarships			
10.35	8	Cancer Research Proposal	SL	*	D
10.40	9	Covid-19 Support Fund Grant Applications	SL	*	D
11.10	10	NHSCT Stage 2 and Stage 3 Proposals			
11.20	11	Risk Register	SL	*	N
11.25	12	Update to NHSG Board	LG		
	13	Future Meetings	LG		

* Paper attached; # Oral/verbal; ~To follow

**Luan Grugeon
Chair
NHS Grampian Endowment Fund Trustees**

November 2020