

**Minute of the Endowment Committee Meeting  
13 August 2020  
Microsoft Teams**

Board Meeting 3 12 20 Open Session Item 12.3
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**Present:**

Ms Luan Grugeon, Trustee, NHS Grampian Endowment Funds (Chair)  
Ms Rachael Little, Trustee NHS Grampian Endowment Funds  
Cllr Douglas Lumsden, Trustee NHS Grampian Endowment Funds  
Mr John Tomlinson, Trustee NHS Grampian Endowment Funds  
Miss Lesley Hall, Assistant Board Secretary

**Trustees in Attendance:**

Mrs Rhona Atkinson, Trustee NHS Grampian Endowment Funds  
Mrs Kim Cruttenden, Trustee NHS Grampian Endowment Funds  
Mr Albert Donald, Trustee NHS Grampian Endowment Funds  
Mrs Joyce Duncan, Trustee NHS Grampian Endowment Funds  
Professor Lynda Lynch, Trustee NHS Grampian Endowment Funds

**In Attendance:**

Mr Garry Kidd, Assistant Director of Finance  
Mrs Sheena Lonchay, Operational Manager for NHSG Charities  
Stuart Walker, Financial Accountant

Item	Subject	Action
1.	<p><b>Welcome and Apologies</b></p> <p>Ms Grugeon welcomed Trustees to the meeting.</p> <p>Apologies were noted from:</p> <p>Ms Amy Anderson, Trustee NHS Grampian Endowment Funds Professor Siladitya Bhattacharya, Trustee NHS Grampian Endowment Funds Cllr Isobel Davidson, Trustee NHS Grampian Endowment Funds Mr Alan Gray, Trustee NHS Grampian Endowment Funds Cllr Shona Morrison, Trustee NHS Grampian Endowment Funds Mr Jonathan Passmore, Trustee NHS Grampian Endowment Funds Mr Sandy Riddell, Trustee NHS Grampian Endowment Funds Mr Dennis Robertson, Trustee NHS Grampian Endowment Funds</p>	
2.	<p><b>Declaration of Interest</b></p> <p>No pecuniary interests were declared.</p>	
3.	<p><b>Minute of meeting held on 5 June 2020</b></p> <p>The minute of the meeting was approved as an accurate record.</p>	

	<p>It was noted that the report of the National Review of Endowment Funds was with the Minister and no recommendations had yet been announced.</p>	
<p>4.</p>	<p><b>Operational Manager's Report</b></p> <p>The Committee was asked for a view on events to thank staff for their efforts during the pandemic and enquiries about Endowment Funding being available for this purpose. The Committee was asked for a view on events to thank staff for their efforts during the pandemic and enquiries about Endowment Funding being available for this purpose. It was noted that NHS Grampian Staff Reward and Recognition Group were considering how to acknowledge the work of staff during the pandemic. It was agreed to await the outcome to ensure a cohesive approach which is equitable to all staff.</p> <p>The work of the Charity Engagement Advisor was noted and particularly Fund's raised profile on social media (Twitter and LinkedIn) and in the press. Mr Kidd noted that knowledge and skills which the Advisor had brought to the Endowments Team could be built on moving forward. The Endowment Team is also looking at how staff can be more engaged with the Endowment Fund so that it becomes the charity of choice when staff choose to fundraise,</p> <p>A paper on succession planning would come to a future meeting and that would include the management and administration of the Fund and accounting support for the team.</p> <p>The Committee was asked to confirm their support for the R &amp; D Unit Endowment Research Grants programme which is announced in November, to start in April 2021. It was agreed that this should go ahead and that final decisions would be made about funding recommended projects early in 2021, as usual, when the budget is set. The Trustees were keen that the emphasis should be on social research and particularly the effects of COVID-19, people with long term conditions, prevention, inequalities and projects which informed improvements in care and support.</p> <p>A meeting with OSCR with the Chair, Mr Gray, Mr Kidd and Mrs Lonchay had confirmed that the flowchart being used to merge funds was appropriate and this work will continue.</p> <p><b>It was agreed not to progress requests for events to acknowledge the efforts of staff during the pandemic and to await the outcome of the short life working group.</b></p> <p><b>It was agreed that the Charity Engagement be retained for a further 3 months, August, September and October</b></p>	<p>SL</p>

	<p><b>It was agreed that groundwork should be undertaken now to encourage projects which focus on social research to apply for R&amp;D Endowment research grants.</b></p> <p><b>It was agreed the Committee will receive a paper with a proposal for succession planning within the Endowments Team, at a future meeting, to ensure appropriate skills mix within the team on a permanent basis.</b></p>	<p><b>SL</b></p>
<p><b>5.</b></p>	<p><b>COVID-19 Support Fund</b></p> <p>It was proposed that donations received in response to COVID-19 be split into the NHSGEF COVID-19 Support Fund and NHS Charities Together Fund. It was noted that £59,000 was available in the NHSGEF COVID-19 Fund and that this could be topped up from General Endowments, as appropriate and depending on availability of funds. The Committee considered the level of grants which could be applied for and noted that the Small Community Grants Scheme approved in the 2020/21 budget still had £50,000 available.</p> <p><b>It was agreed to</b></p> <ul style="list-style-type: none"> <li>• <b>Separate out funds received from NHS Charities Together into a new specific fund.</b></li> <li>• <b>Consider opportunities to top up, from General Endowments, the NHSGEF COVID-19 Support Fund.</b></li> <li>• <b>To cap grants from the NHSGEF COVID-19 Support Fund to £10,000.</b></li> </ul> <p>Trustees considered the four outcomes from COVID-19 grant funding</p> <ol style="list-style-type: none"> <li>1. Staff have increased resilience to live with the personal and professional challenges of COVID-19</li> <li>2. Staff, patients and volunteers feel cared for while carrying out their roles in relation to the COVID-19 pandemic.</li> <li>3. People in Grampian affected by COVID-19 have improved access to interventions which improve self-management and support good physical and mental health.</li> <li>4. We have a better understanding of the long term impacts of Covid-19 and what we can do in response</li> </ol> <p>There was discussion about whether any outcomes should be prioritised.</p> <p><b>The four outcomes were agreed and they should be given equal priority when inviting applications.</b></p> <p>NHS Charities Together (NHSCT) is issuing guidance on its criteria on 24 August and the first deadline for application is 1 September.</p>	<p><b>SL</b></p>

	<p>Its grants programme will continue until the last deadline date of 31 March 2021.</p> <p>There was discussion about proposals for the advisory panel and it was suggested that colleagues from Acute and Research should be added to the panel. It was noted that the Third Sector was under particular pressure at the moment and may not have the manpower or resource to sit on the panel. Dennis Robertson was suggested as a Trustee rep who had wide experience of health and social care and sat on both the Aberdeenshire and Moray IJBs. It was agreed it was important to be clear to advisory panel members that they have a role wider than their specific organisation and need to be considering a Grampian perspective.</p> <p>The application form, scoring matrix, outcomes reporting template and the offer letter were approved by the Committee. It was noted that the intention was to roll out the use of the application form for all applications to any Endowment fund. It was recommended that the forms are tested prior to the launch of the grants programme.</p> <p>The proposal to pool part or all of Grampian's NHSCT allocation to a national project around the digitalisation of independent care homes was discussed. There was concern about lack of equity as local authority and NHS provision were excluded from the proposal. Any long term commitment for maintenance and upgrading was also a concern. Another option for pooling resources was a national provision of psychological support for staff. The consensus was that Grampian was leading the way in this field and it was agreed that NHSCT funding should be used for projects locally within Grampian.</p> <p>Further guidance is being issued by NHSCT on 24 August and the NHS Scotland Endowment Network is meeting that afternoon to discuss the guidance. It was agreed to arrange a meeting on Trustees on 27 August to review the guidance and any impact it had on the NHSGEF grants programme. The timeline would also be reviewed at that meeting.</p> <p>It was noted that an application for £50,000 had been made to NHS Charities Together for Aberdeen Football Club Charitable Trust to provide programmes in socio-disadvantaged communities, which are disproportionately affected by COVID-19, to support families with physical and mental health.</p>	<p>SL</p> <p>SL</p> <p>SL</p>
<p><b>6.1</b></p>	<p><b>Staff Havens</b></p>	

		<p>Members were briefed on the background to the proposal. To access the offer of an additional £50k grant from the stage 1 NHSCT funding, charities were required to demonstrate that they had fully utilised all funding previously allocated as part of stage 1. The closing date for additional applications was 31 July. At the Endowment Committee on 5 June, Trustees had expressing a willingness to fund improvements to the ED staff area and approved design fees. Costs for the first phase of the Staff Haven project, were £109k to deliver, largely the ED project and a number of other smaller schemes at different locations. An application to access the additional £50,000 grant to enable Aberdeen Football Club Charitable Trust to provide programmes in socio-disadvantaged communities, was submitted to NHSCT by the required deadline and explaining the plan to use the remaining balance of the stage 1 funding for the staff haven project but that this still required formal approval from the Endowment Committee. Item 5 explained confirmation from NHSCT of the grant on this basis.</p> <p>Previous concerns about staff havens not being available to all staff were raised and Ms Little confirmed that the GAPF confirmed that staff rest areas are open to all staff to use.</p> <p>It was noted that the £150,000 budgeted annually for staff to apply for £10 for social events, was underused and just over one third had been claimed in 2019/20. It had been agreed previously that the surplus could be used for projects which benefitted staff throughout Grampian.</p> <p><b>It was agreed to allocate the remaining funding from NHSCT of £109k to the Staff Haven Project, covering the initial requests as outlined.</b></p> <p><b>The Committee also agreed that future plans to further develop staff haven and staff rest facilities should be encouraged and brought before the committee for consideration of funding as appropriate.</b></p>	
6.2	<b>Stephen Hospital, Dufftown</b>	<p>An application was considered for £87,667 to upgrade an existing shower room to a wet room and to convert an unused room in Ward 2 to a wet room. The Stephen Hospital received a large legacy come years ago and NER11925 Alexina Shand Fund has a balance of £341,230.</p> <p><b>The Trustees agreed to support the application.</b></p>	
7.	<b>Financial Report</b>		

	<p>It was noted that investment income was predicted to be reduced in the current year, potentially to £1M, having been around £1.6M for several previous years. The budget is set on the basis of income of £1.25M. However, the value of the portfolio is at one of its highest levels, £46M, but the market situation is volatile and there is no certainty that his position will continue.</p> <p>Mr Kidd explained that the Reserves Policy had served well in recent times and the buffer of £3M had supported the commitments made on the Fund when the value of the portfolio dropped at the end of March. Commitments total £5.9M and it was agreed to closely monitor expenditure against cash available.</p> <p>It was agreed to embargo expenditure on General Endowments until the next meeting, but that specific endowment funds and all funds donated to the Covid-19 NHSGEF COVID-19 Fund should continue to be utilised as normal to reflect the wishes of donors.</p> <p>There was discussion about the potential to realise some of the capital gain on the value of the portfolio by selling some of the investments and transferring the proceeds in to the bank account. Mr Kidd advised that, although the increase in capital value may create an opportunity to support additional grants, the income from the portfolio was still considerably higher than any income likely to be generated by holding large cash balances in a bank account and, unless there were specific large scale projects requiring to be funded this would be an inefficient strategy.</p> <p>The draft annual accounts will be presented to the AGM on 21 August. Donations received and expenditure over £2k were noted.</p>	<p><b>SW</b></p>
<p><b>7.</b></p>	<p><b>Risk Control Plan</b></p> <p>The Risk Control Plan was reviewed and it was noted that risks presented by COVID-19 were not included.</p> <p><b>It was agreed to update the Endowments Risk Control Plan to reflect the impact of COVID-19 and it will be reviewed again at the next meeting. Trustees were asked to send any comments/suggested updates to the risk register in the next 2 weeks.</b></p>	<p><b>SL</b></p>
<p><b>8.</b></p>	<p><b>Update to NHSG Board</b></p> <p>It was agreed that the following information should go to the next Board Meeting.</p>	

	<ul style="list-style-type: none"> <li>• Investment Performance and Financial Position.</li> <li>• Staff Haven Project</li> <li>• Stephen Hospital Improvements</li> <li>• Grants Programme</li> <li>• Positive communications work undertaken in raising awareness of NHS Grampian Endowment</li> <li>• Outstanding work of the Endowments Team during this period</li> </ul>	
<b>9.</b>	<p><b>Future Meetings</b></p> <p>The AGM is on 21 August and it was agreed that the Endowment Committee should meet on 27 August to consider further guidance by NHS Charities Together being issued on 24 August.</p> <p>The next scheduled meeting of the Endowment Committee is on 6 November. It was agreed to arrange a further meeting in October to consider the recommendations of the Grants Advisory Panel.</p>	<p><b>SL</b></p> <p><b>SL</b></p>
	<p><b>AOCB</b></p> <p>There was no other business.</p>	