

**Minute of the Endowment Committee Meeting
 27th August 2020
 Microsoft Teams**

Board Meeting 3 12 20 Open Session Item 12.3

Present:

Ms Luan Grugeon, Trustee, NHS Grampian Endowment Funds (Chair)
 Professor Siladitya Bhattacharya, Trustee NHS Grampian Endowment Funds
 Ms Rachael Little, Trustee NHS Grampian Endowment Funds
 Mr John Tomlinson, Trustee NHS Grampian Endowment Funds

Trustees in Attendance:

Mrs Rhona Atkinson, Trustee NHS Grampian Endowment Funds
 Mrs Joyce Duncan, Trustee NHS Grampian Endowment Funds
 Mr Dennis Robertson, Trustee NHS Grampian Endowment Funds

In Attendance:

Mr Garry Kidd, Assistant Director of Finance
 Mrs Sheena Lonchay, Operational Manager for NHSG Charities
 Ms Else Smaaskjaer, Minuting Secretary

Item	Subject	Action
1.	<p>Welcome and Apologies</p> <p>Ms Grugeon welcomed everyone to the meeting and explained she had extended the invitation to all Trustees to provide an update on guidance issued by NHS Charities Together.</p>	
2.	<p>NHS Charities Together (NHS CT)</p> <p>Mrs Lonchay had circulated briefing papers from NHS CT which outlined its strategic priorities for Stage 2 grants and how funds will be distributed. The papers had also included guidance on which partnership charities could be involved.</p> <p>Applications for Stage 2 grants will open on 1st September 2020. The grants will be directed towards partnership working across geographical areas. NHSG Endowment Fund as the lead charity will be responsible for submitting an application on behalf of the Grampian area. This will take the form of an outline application, and if approved, detailed proposals will follow. The allocation will be based on size of population and the application will be based on £220K as the expected amount made available to Grampian. NHS CT will seek evidence of engagement with partnership charities and commitment to use the money quickly and wisely.</p> <p>Trustees agreed that the previous decision to split out the funds received from NHS CT into a separate fund had been sensible as this will ease reporting back on how the funds are used.</p>	

	<p>Mr Robertson asked if NHS CT will require detailed information at the application stage. Mr Kidd noted that a light touch is expected as NHS CT are aware that they do not have the knowledge to assess local needs but they will take a view on the types of schemes put forward and the expected benefits. He also reported that information required by NHS CT is the type of information that NHS Grampian Endowment Funds would provide for all applications as part of normal governance processes. Ms Grugeon reminded trustees that a number of local charities are aware of the funding from NHS CT and it will be important to ensure transparency around how it is used.</p> <p>Mrs Lonchay informed trustees that ideally the application would take the form of a pan-Grampian project including partnership charities and all three Health and Social Care Partnerships who could help in identifying priorities in their communities. Ms Grugeon suggested a working group including Mrs Lonchay and Chief Officers of the IJBs, the Chief Officer Acute Services and representatives from the Third Sector Interface group could take a high level view, explore options regarding maximising the benefit from the fund and make recommendations on how to focus the spend at community level. Mr Robertson suggested that it would be helpful to ask for some time at the weekly Chief Officers meeting. Trustees were reminded that the overall responsibility in ensuring the effectiveness of how the funds are used to meet local needs rests with NHS Grampian Endowment Fund Trustees.</p> <p>Stage 3 Recovery Grant applications will also open on 1st September and will be based on staff headcount with an allocation of around £330,000.</p> <p>Trustees agreed that an initial meeting of a working group should be arranged and the Operational Manager to report back to the meeting of the Endowment Committee on 6th November.</p>	<p>SL</p>
<p>3.</p>	<p>Funding Request – Staff Recognition</p> <p>Mrs Lonchay presented an application received from the Short Life Working Group considering ways of thanking staff for their work during “Operation Rainbow”. The sum requested was £14,436 for 10,000 commemorative coins.</p> <p>Ms Little asked if 10,000 coins would be enough as there are more than 17,000 health and social care staff members across Grampian and more if volunteers are to be included. Mrs Atkinson noted that a recent Magnet Celebrating Excellence day had discussed a reward scheme and asked if this proposal would represent duplication. Mr Tomlinson asked if care home staff would be</p>	

	<p>included, and other provider organisations commissioned through NHS Grampian and IJBs. Mr Tomlinson suggested the SLWG should be asked for clarification around these questions and Mrs Atkinson agreed that all these queries should be dealt with to avoid creating divisions amongst staff as the organisation prepares for winter surge activity. Ms Little advised that if all staff groups across the system are to be included there would also be implications for the design agreed as “Operation Rainbow” was NHS focused.</p> <p>Trustees agreed that Ms Little and Mrs Lonchay should go back to the Short Life Working Group to seek clarification on the questions raised and assurance that there would be one recognition scheme, inclusive of all staff, across the system. Within the Scheme of Delegation, the Director of Finance and the Chair of Trustees to consider the response and reach a decision.</p>	<p>RL/SL</p> <p>AG/LG</p>
<p>4.</p>	<p>Future Meetings</p> <p>6th October 14.00 – 15.00 – Endowment Committee to approve recommendations of the Advisory Panel.</p> <p>6th November 09.30 – 11.30 – Endowment Committee meeting.</p>	