

NHS CHARITIES TOGETHER

GRANTS ADVISORY & REVIEW PANEL (GAARP)

TERMS OF REFERENCE

Type

- i. The Grants Advisory & Review Panel (GAARP) is a special project sub-group of the NHS Charities Together Board. The need for the GAARP will be reviewed by the Board every six months, and it shall be stood down if it is no longer required.

Purpose

- i. The GAARP of NHS Charities Together exists to provide:
 - Subject Matter expertise in the governance and administration of best practice Grant schemes.
 - Expert and external grant decision making recommendations.
 - Specific expertise around evidence-based needs, trends and structures to support the delivery of the vision and mission of NHS Charities Together and meet the needs of our members and their associated NHS Trusts through appropriate grant making.
 - Independent thinking, challenge and assurance in the grant making of NHS Charities Together.

Membership

- i. The panel shall have up to 8 members.

Membership of the GAARP shall comprise of external independent advisors with relevant experience and knowledge. This is to support the ambitions of a fair, transparent and independent NHS Charities Together grant making programme. There will be up to 7 external members of the committee and 1 member of the NHS CT Executive. Other internal stakeholders may be asked to attend meetings, but they will not be members of the panel and will not count against the quorum. Membership of the inaugural Panel can be seen in Appendix 1.

- ii. Members are drawn from anywhere in the UK but there must be representation from each of the 4 constituent (devolved) nations and members must have knowledge of the group or specialism that they are representing as part of the GAARP.
- iii. The GAARP members will be appointed by the members of the NHS CT Executive and Board. They are appointed for their relevant experience and knowledge.
- iv. The group will be chaired by one of the external GAARP members who is independent of the NHS CT membership, executive and Board.
- v. Members of the GAARP may end their term of office by providing 4 weeks' notice to the Chair of the GAARP.

- vi. Decisions and recommendations will be made on the basis of a simple majority vote. In the event of a split decision, the Chair will have the casting vote.

Attendance:

- i. Members of the NHS CT Board and Executive may attend meetings in agreement with the Chair.
- ii. The Panel may invite attendances from a wide range of stakeholders to support their discussions and decision making. Internal and external stakeholders that may become regular attendees of the Panel include members of the NHS CT Executive, member charities of NHS Charities Together, NHS staff representation, patient group representation and external Subject Matter Experts (as required).
- iii. Attendees may share their knowledge, expertise and views on matters under discussion by the panel, but they may not take part in formal decision making. The Panel Members can use the information from attendees to inform their decision making and recommendations.

Meetings

- i. Meetings should be organised by the Chair/Chair designate.
- ii. For the first six months meetings may be held monthly or more frequently, at which point the frequency of meetings will be reviewed. It is expected that meetings will be held quarterly after that.
- iii. The location of meetings is at the discretion of the Chair but will normally be held virtually by video conference or conference call.
- iv. NHS CT executive are responsible for administration and secretary services and will ensure timely agendas, minutes, action logs and decision logs are produced and disseminated appropriately. All costs relating to running this committee, including panel member expenses, costs incurred with T&S, meeting venues and any other associated costs are covered by NHS Charities Together.

Reporting & Authority

- i. The GAARP reports to the NHS CT Board. This Committee, through its Chair, will report on the activities of the Panel to the NHS CT Board via the Director of Operations/equivalent.
- ii. After each Panel meeting, the chair of the panel will produce an assurance report. This report will set out key actions, decisions and recommendations to the Chair of the NHS CT Board of Trustees. This will also be shared with the Director of Operations/equivalent.
- iii. The decision-making authority of the Panel is limited to grant award recommendations (for open rounds of funding) and recommendations on future grant rounds, including allocations, criteria and reporting metrics, impact and outcome measures.

- iv. If the nature and focus of work of the panel changes over time, the delegated authority of this Panel can be reviewed, discussed and agreed by the Board. The decision of the board will be final in this matter.
- v. Minutes from each meeting of the GAARP, once approved, shall be submitted to the Grants team (through the Head of Grants) and forwarded to the Director of Operations/equivalent and the Board for noting.

Deliverables

- i. **Specific to the Covid-19 pandemic response** - The key initial output for the GAARP is to review and provide expert advice on the proposed framework and strategy for the stage 2 and 3 distribution of monies in connection with the COVID-19 pandemic. The panel will review the framework and strategy and ensure that it is robust, fair and focused on issues of need. In particular, they will look at Grant criteria and a key set of metrics for Grant decision making under each stage and develop the reporting framework against which applications will be reviewed and reported on. It will be important that the approach reflects emerging needs and addresses the needs of communities and groups who may be disproportionately affected by Covid-19. The GAARP may also provide advice and make recommendations on further actions or follow on work, which they believe will be necessary to develop the strategy further or support the long-term development of NHSCT's response to ongoing Covid-19 activities through our members.

Otherwise;

- ii. Provide the review and grant decision making recommendations within the terms set by the Grants round.
- iii. Advise and support the commissioning of research to identify charitable needs across our members and their NHS partners that may require funding.
- iv. Use their knowledge, experience and networks to identify and make recommendations to the Head of Grants and Director of Operations on new and emerging needs that NHS Charities Together could respond to and address.
- v. Advise the Director of Operations on Grants governance, process and reporting.
- vi. Lead discussions on consultations, draft documentation and other input into marketing and Communications requirements for the Grant schemes.
- vii. Provide advice around impact, monitoring and evaluation as required.

Conflicts of Interest

- i. The GAARP shall maintain a Declarations of Interest register.
- ii. Members shall declare any potential conflicts of interest.
- iii. This register shall be reviewed and re-confirmed as up-to-date at each meeting of the Panel. In response to any declarations of interest, appropriate steps shall be taken to

manage any conflicts of interest, including the possible exclusion of a member for part or all of a meeting where that is deemed necessary and proportionate.

Communications

- i. The members of the GAARP will be referenced on the NHS CT website.
- ii. News about Groups will be reported on the website, in the Member Briefings and on social media, as necessary.

Review

- i. These Terms of Reference shall be reviewed as required and at least once a year. The GAARP will be responsible for reviewing and approving the ToR and recommending them to the Board for formal ratification.

Document created/reviewed date	Approved by	Date
June 2020	Director of Operations	

Appendix: Current Members of the Grants Advisory & Awarding Panel (GAARP) - August 2020

- Keith Ajegbo – Independent member
- Maureen Piggot – Independent member (Northern Ireland)
- Moira Swinbank – Independent member
- Alan Eccles – Independent member (Scotland)
- Elizabeth Steinhart – Independent member
- Seb Hargreaves – Director of Operations (Interim) NHS CT Executive

Attendees:

- Peter Grant – CASS CCE Business School
- Christine Fogg – CASS CCE Business School
- Caroline Collins – NHS CT