



**DIABETES CARE TRUST (ABCD) Ltd
Business meeting of the trustees
17th November 2023**

Present

Ketan Dhatariya (KD)
Claire Harris (CH)
Adrian Sanders (AS)
Dinesh Nagi (DN)

Hermione Price (HP)
Peter Winocour (PW)
Susan Wong (SW)

Apologies

Phil Norton (PN)
Rowan Hilson (RH)
Vijay Jajagopal (VJ)

1. Welcome and apologies.

AS welcomes all to the meeting and noted apologies from PN, RH and VJ

2. Conflicts of interest

There were no conflicts of interest declared.

3. Review of minutes and matters arising from minutes of meeting held on 15th June 2023.

The minutes of the meeting held on 15th June 2023 were approved as being an accurate and true reflection of the proceedings.

4. Review and approval of grant applications.

Susan Wong (SW) chair of the ABCD Research Grant Review Committee presented the shortlisted grant applications for trustee approval. She reported that the applications timeline was amended for 2023, the call for applications was launched in January with an earlier deadline of the end of June to allow more time for application evaluation. She advised that fewer applications were received this year, a total of 9 compared with 17 in 2022. SW reported that the committee held its initial meeting on 3rd July when 7 applications were shortlisted for stage 2 peer review, and at the second meeting on 10th October each application was scored considering internal evaluation, peer reviewers comments and the scoring criteria in line with DCT objectives.

She presented details of the highest scoring application for trustees approval for funding as follows:

- Title: *Testing the acceptability of adult screening for type 1 diabetes.*
- Lead Applicant: *Dr Lauren Quinn*
- Project funds applied for: *£11,973.00.*
- Proposed start date: *January 2024*

SW explained that, as this grant application has a modest budget and represents good value for money, the committee wondered if the trustees would consider funding the second highest scoring application noting this would increase the grant budget by £10,000.

She presented details of the second highest scoring application for trustees approval for funding as follows:



- Title: *Investigating the efficacy of cerebral bioenergetics as a biomarker for neuropathic pain in diabetic peripheral neuropathy*
- Lead Applicant: *Dr Gordon Sloan*
- Project funds applied for: *£49,715.*
- Proposed start date: *December 2023*

The trustees thought that Dr Quinn’s application was an interesting clinically led project and agreed that it should be funded. The trustees raised concerns over recruitment of Dr Sloane’s patients. They considered how spending an extra £10,000 would affect next year’s budget and possibly disadvantaging next year’s applicants but decided that it was a project worthy of funding. It was agreed that Dr Sloan should be offered the remaining £40,000 from the £50,000 annual grant budget for his project.

SW reported that the grant scheme for 2024 will be launched in January following similar procedures to previous years with an updated application form and guidance following feedback from the 2023 grant award process. She highlighted difficulties in sourcing external peer reviews this year and confirmed that the committee has decided that in 2024 external peer reviewers will only be sought if there is no expertise available on the committee. She added that external peer reviewers would be invited to the second committee meeting to present their review. SW reported on discussions to clearly define what an *early career researcher* is, to ensure the grant scheme is appropriately targeted to encourage those applicants in the early stages of their career to apply.

Item	Responsible	Action	Timeline
4	CH/SW	Communicate the outcome to the successful candidates	30 th November 2023

5. Dragon’s Den update

SW announced that she is delighted that nine high quality and diverse video applications have been received and most have met the criteria set. She reported that the Dragon’s Den Review Panel have shortlisted seven applications for interview. She confirmed the interview will take place on Friday 1st December 2023 by a board of five “Dragons” and SW as independent chair. She commented that this is an exciting new project and hopes to confirm the outcome within the next four weeks.

It was decided that the budget for Dragon’s Den project funding should ideally be limited to £20,000 per year with individual applications receiving no more than £10,000. However, it was noted that if there were good enough applications and the total amount was over 10 – 15% then it should be at the discretion of the ABCD treasurer to confirm whether the organisation can fund it.

KD reported on a debate within the Research Grant Review Committee as to whether the Dragon’s Den funding scheme should be limited to medical professionals (i.e., doctors) or extended to allied health care professionals. The trustees confirmed they were happy for ABCD to decide this so long as the applicants are members of ABCD.

6. Update from Finance Group Working Party

AS reported that the Finance Group Working Party met recently and confirmed that the accounts are healthy. He advised that VJ’s term of office as treasurer will be coming to an end in June 2024 and that he is intending to reapply for the position. AS alerted the trustees to VJ’s concerns about the accountant Haines Watts’ level of service. He explained that last year’s accounts were filed with the Charity Commission late, and this year delays have been experienced and communications have lapsed. It was



agreed that VJ would contact Haines Watts to establish the reason behind the problems and if he was not happy with the response, the trustees could then consider whether an alternative accountant should be sought.

Item	Responsible	Action	Timeline
5	VJ	Contact Haines Watts to establish the reason behind the problems	17 th December 2023

7. Governance

7.1 Policies for review and approval

7.1.1 Serious Incident Reporting Policy – New DCT Policy

CH advised that she had drafted this policy following discussions at the previous meeting where it was noted that this is one of the policies that the Charity Commission suggests that all charities adopt for good governance.

The trustees approved this policy.

7.1.2 New ABCD Policies

The following ABCD Policies were acknowledged.

- Financial Controls
CH advised that the below policies have recently been adopted by ABCD as suggested by the Charity Commission:
- ABCD Corporate Partnerships
- ABCD Engaging External Speakers Policy
- ABCD Social Media policy

7.2 Charity Commission Governance Code Review and discussion

CH reminded the trustees that, at the last meeting, she had recommended that the trustees review DCT's application to the governance code by assessing each of the 7 principles of good governance by focusing on evaluating 1 or 2 of the principles at each meeting over the course of two years and establish action for improvement. At the last meeting PN had suggested that principle 4 *decision making, and control* and principle 5 *board effectiveness* should be reviewed at the next meeting. CH advised following this she had prepared a review document for the trustees to evaluate and discuss at the meeting.

7.3 Risk Management Plan

The trustees reviewed and approved the risk register. AS suggested that the issues with the accountant should be added as an amber risk to the risk register. CH confirmed that she would amend this and send to AS for approval.

Item	Responsible	Action	Timeline
7.1.1 / 7.1.2	CH	Update policies as appropriate	17 th December 2023
7.3	CH	Add issues with accountant as an amber risk on the risk register and send to AS for approval	17 th December 2023

8. BJD Report



Chris Walton joined the meeting to provide an update on the BJD report and informed the trustees that BJD has ordered seven papers from the qualitative analysis of the *Low-Calorie Diet Remission Study* that NHSE has been piloting over the past three years. He explained that BJD has a good working relationship with Leeds Beckett University who are leading on this work and BJD will produce a supplement in the spring edition containing the qualitative and methodology papers. Chris confirmed that he will be approaching the BJD directors to discuss funding of this supplement as additional papers will attract extra cost.

Chris highlighted opportunities to produce paper copies of the publication and launch a social media campaign around the time of the Diabetes UK conference and suggested that ABCD may wish to campaign towards the remission programme being integrated into the care of diabetes.

9 Any other Business

9.1 Meeting dates for 2024

It was agreed that the next Business Meeting and AGM would take place in London on a Friday in May or June 2024 followed by a virtual Business Meeting on a Friday in November.

Please see confirmed dates below:

- Friday 7th June 2024: AGM and Business Meeting – 11:00am – 1:30pm – London – Venue TBC
- Friday 8th November 2024: Business Meeting – 10:00am – 12:00pm – Virtual