



**Diabetes
Care Trust**
Help Us to Care

DIABETES CARE TRUST (ABCD) Ltd
Business meeting of the Trustees: 7th June 2024
Mary Ward House, London
MINUTES

Present:

Ketan Dhatariya (KD)
Kate Fayers (KF)
Claire Harris (CH)
Vijay Jayagopal (VJ)
Dinesh Nagi (DN)

Phil Norton (PN)
Hermione Price (HP)
Adrian Sanders (AS)

Apologies:

Rowan Hillson (RH)
Peter Winocour (PW)

1. Welcome

AS welcomed all the meeting and noted apologies from RH and PW.

2. Conflicts of Interest and Incident Reporting:

None reported.

3. Minutes of previous meeting

The minutes of the meeting held on 17th November 2023 were approved as being an accurate and true reflection of the proceedings.

4. Finance

4.1 Review of Tenders for Accountants

The trustees discussed the tenders received and noted the service from Haines Watts is not as good as it was. They acknowledged the lower price quoted for by Dodds and Co and the good relationship that Red Hot Irons has held with this organisation for many years. It was unanimously agreed that DCT should appoint Dodds and Co as accountant for the next financial year.

4.2 Update from Finance Group

PN reported the performance of the portfolio is good but at last meeting held with Brewin Dolphin it was identified that the performance is slightly below the benchmark mainly due to the request not to invest in certain organisations. The trustees were satisfied with the lower return on investment if all investments were ethical ones. VJ extended his appreciation to Chris Walton and Hugh Jones for initiating the investment portfolio.

5 Research Grants

5.1 Joint Fellowship Grant with Novo Nordisk Research Foundation Proposal

Iskander Idris (II), Chair of ABCD Academic Sub Committee joined the meeting virtually to present this proposal. II reported that the Novo Nordisk Research Foundation is keen to explore joint funding for research grants for 2025 and he and Parth Narendran had met with the foundation to discuss further. He advised that the Novo Nordisk Research Foundation is part of the AMRC and is a different organisation to the Novo Nordisk pharmaceutical company. II explained the Novo Nordisk Research Foundation has a philosophy for supporting early career applicants and it already has a joint agreement with JDRF in place. He confirmed that the Novo Nordisk Research Foundation trustees are keen to support this venture and requested that the trustees consider this proposal.

He advised that the financial responsibilities would be small and would need to be agreed with the Novo Nordisk Research Foundation. He added that, as funds for 2024 are allocated to the current Research Grant and Dragon’s Den schemes this would be a proposal for 2025. The trustees were interested in this opportunity and requested that II provide a thorough proposal for review at the next meeting.

Item	Responsible	Action	Timeline
5.1	CH	Ensure that Joint fellowship grant with Novo Nordisk Research Foundation is included on the agenda of the next trustees meeting and liaise with II regarding presenting to the trustees	4 th October 2024

6 Educational Programmes Overseas

KD reported on the successful Diabetes Update Programme and the committee’s investigation into packaging the course materials into a course that could be delivered overseas. The trustees approved ABCD developing educational programmes overseas.

Item	Responsible	Action	Timeline
6	KD and ABCD Committee	Proceed with developing an educational package to be delivered overseas	Ongoing

7 Updating DCT Website

KD reported on Bob Ryder’s work on creating a “donate now” button on the DCT website and fundraising options. KD suggested that the DCT website be updated and refreshed. He advised that he has been working with an illustrator in Leicester on an unrelated project and he approached him about creating some new graphics and has been quoted £900 for him to undertake this. The trustees approved this work.

Item	Responsible	Action	Timeline
7	KD	Contact his illustrator in Leicester to provide some new graphics for the DCT website	7 th July 2024

8 Governance

KD and HP reported that the ABCD Executive have been reviewing all ABCD governance activities, contacts, process and procedures to ensure that they are fit for purpose and cost effective to the organisation. He added that this includes reviewing authorised signatures on documentation.

8.1 Declaration of interest Report

CH advised that all trustees and most ABCD and subcommittee members have now declared their conflict of interests for 2023. She reported that the results show a good balance of representation across pharmaceutical companies and there was no cause for concern. CH confirmed that she would forward the full report to AS for information and that it is available all trustees on request.

8.2 Trustee Board Composition Review

The trustees acknowledged the terms of office for the board and discussed whether new trustees should be appointed. PN suggested that trustees be sought internally rather than from outside the organisation and diabetes specialism.

The need for legal experience on the board to support PN was identified, it was agreed that a legal consultant should be contracted to support and advise DCT and its subsidiaries. PN advised that he would speak to his colleague Catherine who had provided some support for ABCD in the past and he also suggested approaching the Charity Law Association and NCVO for advice. It was agreed that KD and the ABCD Executive would begin the tender process for legal support. PN confirmed that he would stay on the board of trustees during the tender and contract process.

It was noted that the trustee board should be diverse, and representative of the Diabetes community and that any recruitment of new trustees should be in line with the Equality and Diversity policy. AS requested, that this should be added to the agenda for the next meeting. PN advised that he would review Paper 4 and feedback his observations to the trustees.

8.3 Governance documents for review and approval

The following proposals were presented to the trustees for review and approval:

- Privacy Policy
- Trustee Terms of Reference
- Trustee Manual
- ABCD Treasurer and Honorary Secretary Job Descriptions
- ABCD Terms of Reference

The trustees agreed that DCT/ABCD should adopt a sustainability policy like that of RCP.

8.4 Charity Commission Governance Code Review and discussion

The trustees were presented with two principles of the Charity Commission Governance Code: principle 4 decision making, and control and principle 5 Board Effectiveness for evaluation against the board's current procedures and practises. PN advised that he would assess these principles and feedback to the trustees.

Item	Responsible	Action	Timeline
8.1	CH	Forward AS copy of the full Declarations of Interest report for 2023	7 th July 2024
8.2	PN	Speak to his colleague Catherine regarding possible legal support	7 th July 2024
8.2.1	KD and ABCD Executive	Begin the tender process for legal support.	7 th July 2024
8.2.2	CH	Ensure that recruitment of new trustees in line with the Equality and Diversity Policy is added as an agenda item for the next meeting	18 th October 2024
8.2.3	PN	Review Paper 4 and feedback his observations to the trustees.	Completed
8.3	CH	Develop a Sustainability Policy like RCP's.	27 th September 2024
8.3.1	CH	Add drafted Sustainability Policy to the papers for the next meeting	18 th October 2024
8.4	PN	Assess Principle 4 decision making, and control and Principe 5 Board Effectiveness against the board's current procedures and practises and feedback to the trustees.	Completed

9. Reports

9.1 Finance Update

VJ confirmed that DCT's finances are in order with no cause to access the investment funds. He highlighted a decrease in sponsorship received for ABCD. He explained that as the ABCD account is the primary tool use for payments it receives a lot of traffic. VJ added there has not been much drawn down from the Research Grant scheme yet. He reported that, as part of ABCD's review of all governance processes, Bob Ryder has been asked to examine all his contracts to check whether the audit funding is restricted or unrestricted and report back to the ABCD Executive. He added that the ABCD Executive will ensure that all future funding contracts will state that funding will be unrestricted.

9.2 ABCD Report

KD thanked the ABCD Executive for their support in driving actions forward. He announced that ABCD have become the umbrella organisation for the [Obesity Management Collaborative](#).

9.3 BJD Report

KD reported Chris Walton has been covering for Marie-France recently while she deals with some family issues. He announced that COPE approval has been passed and now awaiting results of the PubMed application. KD advise that Marie-France and Chris Walton will be stepping down after PubMed has been finalised and succession planning will need to be discussed.

10. Any Other Business

10.1 Practical Diabetes

KD reported that the Practical Diabetes publication is winding down and he has approached the editors to see if ABCD can take this on. He confirmed that the request is being considered and he is awaiting an outcome.

10.2 Dinesh Nagi Retirement

DN announced his intention to retire from the Board of Trustees once his vice chair ship ends in November. He added that that he is planning to attend the next trustee in November as his last meeting.