


<p style="text-align: center;">HIGHLAND HEALTH BOARD ENDOWMENT FUND</p>	<p>Assynt House Beechwood Park Inverness IV2 3BW Tel: 01463 717123 Fax: 01463 235189 Textphone users can contact us via Typetalk: Tel 0800 959598 www.nhshighland.scot.nhs.uk</p> 
<p>DRAFT MINUTE of MEETING of the ENDOWMENT FUNDS COMMITTEE Boardroom, Assynt House and by VC</p>	<p style="text-align: center;">17 August 2020, 10.00am</p>

Present

Mrs Ann Clark, Interim Chair of Trustees (VC)
Ms Jean Boardman, Trustee (VC)
Mr David Garden, Trustee
Mr Adam Palmer, Trustee
Dr Gaener Rodger, Trustee (VC)

In Attendance

Miss Leah Girdwood, Board Committee Administrator
Mr Dan Jenkins, Health Promotion Specialist (Item 8.1)
Ms Janice Pickering, Staffside Representative
Mr Donald Mackenzie, Assistant Financial Services Accountant

1 WELCOME/APOLOGIES

All present were welcomed to the meeting. Apologies were received from Iain Addison.

2 DECLARATIONS OF INTEREST

Members were asked to consider whether they had an interest to declare in relation to any Item on the Agenda for this meeting. It was noted that all Trustees are also Board members of NHS Highland.

G Rodger wished to record that she was also a Board member of Cairngorm National Park which was mentioned in the circulated papers as a multiple funder for one of the proposals but felt her status was too remote or insignificant to the agenda item under discussion to reasonably be taken to fall within the Objective Test, and on that basis she felt it did not preclude her participation at the meeting.

The Chair wished to record her involvement as a consultant in developing 'Our Community, a Way Forward' as mentioned in the previously circulated proposals, but felt her status was too remote or insignificant to the agenda item under discussion to reasonably be taken to fall within the Objective Test, and on that basis she felt it did not preclude her participation at the meeting.

3 DRAFT MINUTE OF MEETING HELD ON 15 MAY 2020

The minute of the meeting held on 15 May 2020 was **Approved**.

<p>The Committee Approved the circulated draft minute of the meeting held on 15 May 2020.</p>
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4 DRAFT MINUTE OF MEETING OF TRUSTEES HELD ON 17 JUNE 2020

The circulated draft minute was **Noted**.

The Committee Noted the circulated draft minute of the meeting of the Trustees held on 17 June 2020.

5 MATTERS ARISING NOT ON THE AGENDA

A Palmer sought an update on NHS Charities Together funding which had been discussed at the meeting on 15 May 2020. D Mackenzie noted there had been very little spend from the current allocation as yet. D Garden drew attention to his previous suggestion to defer decisions until full funding had been made available and the situation with the pandemic had continued to ease. It had been noted in the previous minute that plans were to be submitted to Scottish Government by the end of June but members were advised this had been for the initial £35K funding. Members agreed it would be beneficial to have a full report on the progress of the funding from NHS Charities Together for the next meeting and D Garden agreed to escalate the urgency of spending the funds to operational units.

The Chair sought an update on the discussion with Maggie's following their recent application for funding from Endowments which had been discussed at the meeting of the Trustees on 28 July. D Garden advised that Maggie's had been notified of the recommendation not to fund from Endowments, and a date had been set to meet with a representative from Maggie's to discuss alternative options available for support.

The Committee:

- **Agreed** to have a full report on the progress of funding from NHS Charities Together for the next meeting
- **Agreed** D Garden escalate the urgency of spending the funds to operational units

6 UPDATES

6.1 Raigmore Car Park Update

D Garden recognised the slow pace of the work to get the car park up and running. He agreed to request further information relating to the damage to the barriers mentioned in the circulated report outwith the meeting.

G Rodger noted the lack of information on the total spend to date in the update provided. D Mackenzie advised all funds from Endowments had been spent and the Committee had previously agreed there would be no additional funding provided from Endowments for the car park. G Rodger further noted the lack of information on money being generated but this may be due to lockdown reducing the use of the car park. Charges were expected for users of the car park who went over the allocated time but this was not in force yet. Members agreed it would be beneficial to receive a further update at the next meeting.

The Committee:

- **Noted** the progress with the Raigmore Car Park which was funded from Endowments.
- **Agreed** a further update be sought for the next meeting.

6.2 Theresa Burrell Legacy Update

The proceeds of the Theresa Burrell legacy fund had been defined as 'held for the benefit of the hospital', therefore once St Vincent's hospital in Kingussie closes in 2021 the Trustees would no longer be able to fulfil the terms of the original legacy as intended by the benefactor. The Badenoch & Strathspey (B&S) Project Team had committed to work with local communities to develop a plan outlining a way forward in terms of how the legacy would be utilised. The Trustees would then be required to approve the plan which would be discussed with the Office of the Charity Regulator (OSCR) and the NHS Central Legal Office (CLO). Proposals had been developed and were outlined in the previously circulated paper.

The first proposal was for funding for 'The Gathering Place' in Kingussie. The proposed community hub would be a base for health and social care activities as well as community activities which improve health and support people and carers with long-term conditions, including a dementia café and community garden. Members felt that although some aspects of the proposal were attractive, the links to health and social care were not specific enough so more detail would be required. G Rodger noted it was unclear in the proposals what the commitments from other funding parties were.

Kingussie Medical Practice was being refurbished as part of the B&S redesign project and a proposal had been put forward for £50,000 funding from the legacy fund to make the practice more dementia friendly for local patients and undertake a number of green initiatives, such as installing an electronic car charging point and an energy efficient heating system. During discussion, members questioned whether the green initiatives would be permissible for funding from Endowments. A Palmer further questioned why the dementia friendly proposals could not be funded as part of the ongoing refurbishment work which was already being part funded by Scottish Government.

The final proposal outlined in the paper was for funding for a therapy garden on the grounds of the new community hospital in Aviemore. The garden would provide opportunities for patients and relatives to access and view the garden space with associated therapeutic benefits. The proposals were for £20,000 from the legacy fund to support the provision of the therapy garden. A Palmer felt the therapy garden had the closest links to benefiting the community and health of patients and relatives visiting the hospital. Members questioned whether the location would be a barrier as the original legacy had been for the community in Kingussie. Following discussion, they agreed this would not be a barrier as the new hospital would service patients from Kingussie as well as the rest of B&S.

It was noted that the decision on the amount of funds to spend or retain for future projects would rest with the Trustees. J Boardman questioned the influence of OSCR on the decision. It was unclear what conversations had taken place between NHS Highland and OSCR to date. D Garden went on to note that there may be a benefit to simply changing the legacy to the new hospital although it was unclear whether this had already been proposed in earlier conversations.

Members felt there was a clear steer from the Committee in response to the proposals. It was agreed in principal that the Therapy Garden for B&S Community Hospital was the closest to the original legacy, but additional information was required before an agreement could be made on how to use the funds. The Committee agreed to invite Kenny Rodgers to the next meeting to discuss the proposals further.

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| <p>The Committee:</p> <ul style="list-style-type: none">• Agreed in principal to the proposals for the Therapy Garden pending further information.• Agreed Kenny Rodgers would be invited to attend the next meeting to provide additional information on the legacy fund and the proposals. |
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6.3 Special Care Baby Unit Video Service

There had been circulated an update on the use of the funding from Endowments for a video service provided by the Special Care Baby Unit (SCBU).

The Committee Noted the update on the SBCU video service funded from Endowments.

7 INVESTMENT FUNDS

7.1 Portfolio Valuation Report as at 30 June 2020

There had been previously circulated the portfolio valuation report as at 30 June 2020. D Garden noted the bounce back of the valuation following the collapse of the markets in March during the pandemic. He further noted the importance of recognising the valuation against the performance of FTSE. The Chair was reassured by the report and the increase in valuation despite the amount of monies withdrawn.

The Chair sought clarification on the approach used for maintaining or increasing the value of the fund over a particular time period. It was noted that the approach was agreed with the fund managers and NHS Highland Endowment Fund policy was to take a balanced risk approach which did not seek huge increases in capital due to the associated higher risks with these investments. The amount of monies withdrawn was a decision made by the Committee. D Mackenzie noted there was a minimum amount by which the funds should not go below.

The Committee Noted the portfolio valuation report as at 30 June 2020.

8 APPLICATIONS

8.1 New Craig's Hospital Greenspace Project (Monies Change of Use Request)

Dan Jenkins spoke to the previously circulated report. NHS Highland's Mental Health and Learning Disabilities Directorate had a newly established Senior Leadership Team (SLT). A Service User and Carer Experience (SUCE) group had been commissioned and one key workstream to emerge was the Greenspace Project at New Craig's Hospital. Whilst a unique and striking structure remains of interest, SLT felt a single lockable structure did not offer the greatest opportunity to access outdoor space. It was believed that patients, carers, visitors and staff would be better served by investing the committed monies into a suite of improvements, including a more open structure, a specialist relaxation space and seating for more ward outdoor areas. By having a more blended approach with open access for individuals and groups it would increase safe, accessible use of Greenspace and provide the best opportunity to embed this into everyday care. It was noted Public Health and Estates would retain their involvement with contracting, purchasing and managing the available funds.

During discussion, A Palmer questioned whether the new proposal was at higher risk of security issues or being vandalised. D Jenkins confirmed the outside structure was no more at risk than that which had been proposed originally. D Mackenzie further queried whether the new structure would be built with policies on ligature points in mind to which it was confirmed that ligatures would be a key consideration of the design and the Committee were assured that the structure would be built ligature point free.

With regards to the original plan for a design competition, D Jenkins confirmed the new timescales would not allow for the competition to take place as the funds were sitting in the

capital account and therefore were required to be spent prior to the financial year end. There would continue to be opportunities for communication and engagement with the project. The other parties who were providing funding had expressed interest in seeing a unique design and were happy with the proposed blended approach.

Discussion then moved to the requirement for a second application form to be completed for Endowments to approve the changes. D Jenkins expected that the funding from Endowments would remain the same with the new proposals; therefore, the Committee agreed that there would be no requirement for a second application form to be submitted.

Following discussion, the Committee Approved the change of monies request for the New Craig's Hospital Greenspace Project.

9 FINANCIAL REPORTS

9.1 Items of Expenditure over £5,000 to 30 June 2020

The Committee **noted** the items of expenditure over £5,000 to 30 June 2020.

9.2 Donations over £5,000 to 30 June 2020

The Committee **noted** the donations over £5,000 to 30 June 2020. A Palmer questioned whether there had been any additional funding received from NHS Charities Together. D Garden was not aware of any additional funding but would provide an update when available.

10 AOCB

The Committee requested that a date for the next meeting of the Trustees be confirmed in order to provide updates on NHS Charities Together and Maggie's Highland prior to the next meeting of the Committee. The Trustees would also be asked to appoint a substantive Chair.

The Committee thanked Ann Pascoe for her work in Chairing the Committee for a number of years and wished her well for the future.

11 DATE OF NEXT MEETING

The next scheduled meeting of the Committee will be held on **26 October at 10.00am** in the Board Room, Assynt House.

The meeting closed at 11.20am