


<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 style="text-align: center;">DRAFT MINUTE of MEETING of the ENDOWMENT FUNDS COMMITTEE Microsoft Teams</p>	<p style="text-align: center;">6th September 2021, 10.00am</p>	

Present

Mrs Deirdre Mackay, Chair of Trustees
Ms Jean Boardman, Trustee
Mr David Garden, Trustee
Mr Alex Anderson, Trustee
Mr Adam Palmer, Trustee
Dr Gaener Rodger, Trustee

In Attendance

Mr Iain Addison, Head of Area Accounting
Mr Donald Mackenzie, Assistant Financial Services Accountant
Ms Sophie Kiff, Head of Financial Services Officer
Mr Dan Jenkins, Health Promotion Specialist

[Item 4.2 was considered after item 10 due to the time availability of the speaker.]

1 WELCOME/APOLOGIES

All present were welcomed to the meeting including the Head of Financial Services Officer, Sophie Kiff who was sitting in to observe.

Apologies were received from Albert Donald.

Allan Cameron of Adam & Co attempted to join the meeting but was prevented by technical difficulties.

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. No declarations were made.

3 DRAFT MINUTE OF MEETING HELD ON 09 AUGUST 2021

The Committee

- **APPROVED** the circulated draft minute of the meeting held on 9th August 2021.

4 MATTERS ARISING NOT ON THE AGENDA

4.1 Further background information to items 7.1.1 and 7.1.2 considered at the meeting of 9th August 2021.

Further background detail was circulated by Donald Mackenzie ahead of the meeting as requested, pertaining to the applications by RD&I approved at the meeting of 9th August (items 7.1.1 and 7.1.2).

The Committee

- **NOTED** the information circulated.

4.2 Change of Use Application: New Craigs Greenspace Project

A request was approved at the committee meeting of 17th August 2020 for a change of use of monies (see item 8.1 of the minutes of that meeting – circulated ahead of the present meeting with the SBAR).

D Jenkins, from the project team provided an update to the committee.

- A change of management led to the decision that a purpose-built structure may have less use and be less accessible (locked out of hours) to service users and staff, and an outdoor shelter was considered to have a capacity issue.
- A blended approach way forward was decided and an SBAR was submitted in August 2020 with senior management group endorsement.
- With the impact of Covid further money was secured to employ an occupational therapist, Erin McElroy for one year working with nursing teams.
- £10,000 individual ward-based work (outdoor furniture).
- First step difficult
- Working on smaller scale start on use of out doors
- Other £20,000 allocated for improvement to the 'village green' area, looking at destination features, ease of use and self-led activity (outdoor chess/draughts, labyrinth, Japanese garden, seating, low maintenance planting).
- Plans are being costed up, liaising with Estates on concerns about drainage as money to rectify this will not come from Endowment funds.
- Staff at ward level are engaged with the plans.

In discussion the following questions were raised: followed

- D Jenkins was invited to expand on service use engagement and what the level of participation is. D Jenkins answered that Helen Eunson has been keen to re-establish work at ward level – graduated work. Anecdotal evidence is that engagement levels are very active, with a strong impression that developments are being led by service users.
- Details were sought regarding the role of the occupational therapist. D Jenkins noted that conversations are continuing with hospital management as to how to recognise the value of the work of the occupational therapist. The post is £13,000 for a two day a week post. There will be a lot to consider in the coming months, and negotiations are on-going with New Craigs management as to how best to take this work forward.
- The Green Exercise Partnership is thought to have done well. With Kevin Lafferty having left the Green Exercise Partnership is changing and there will be work to do to maintain the partnership. Funding to extend partnership for another two years is being negotiated.
- 'Social' or 'Green Prescribing' was noted for its positive impact and D Jenkins commented that this is being embedded into patient care plans.
- D Mackenzie noted that the funds would need to be awarded using the Endowment Funds coding, preferably invoiced directly.
- D Jenkins commented that £10,000 is being directed towards ward outdoor furniture and £20,000 for feature creation, costed as the designs are finalised. E McElroy is supporting by keeping the wards aware of project developments.

The Committee

- **NOTED** the update.

5 INVESTMENT FUNDS

5.1 Investment Managers Annual Report

Due to technical difficulties it was not possible for the presentation to be given by Allan Cameron of Adam & Co discussing the circulated portfolio valuation report. This update will be provided at the meeting on 6th December.

The Committee

- Action: Mark Ivory or another representative from Adam & Co. to be invited to the next meeting on 6th December 2021.

6 APPLICATIONS

No applications were received for consideration at the meeting.

7 FINANCIAL REPORTS

7.1 Position as at 31 June 2021

7.2 Donations

7.3 Expenditure

I Addison gave an overview of the current situation. A spread sheet of the figures was circulated ahead of the meeting.

The Financial position was listed £9 million in funds, £4.7 million in the general fund

Restricted funds available and significant £20-30,000 – need to chase to see how used as of 31st July.

In discussion, A Palmer asked for clarification about the note in line 11 of the spread sheet “allocation still to proceed”. I Addison answered that non-core learning money allows payments to be made in advance of July expenditure statements in order to prevent unnecessary delays.

A state-of-the-art coffee machine (£5,000) has been bought for Raigmore Hospital ICU.

The Committee

- **NOTED** the Financial Reports.

8 NATIONAL CHARITIES (NHSCT) MONIES – ACCESS AND USE Report by Iain Addison

I Addison provided the current position to the end of August 2021.

Argyll and Bute monies are mostly spent, and North Highland still has a significant amount of unutilised funds.

I Addison will meet soon with HR to discuss the appointment of a Charity Manager.

In discussion, ideas were voiced about how best these monies could be spent.

- The Director of Nursing has proposed the idea of Hobbit Huts as break out units.
- The Chaplaincy will present some ideas for staff support at a meeting this week or next.

- A Palmer asked what the current situation is with a staff suggestion scheme and if this will be part of the Charity manager's role? I Addison confirmed that this will be part of the manager's role. D Mackenzie can direct the manager of a particular fund to make sure the fund is being used which also means that it should not need to come to the committee for further approval, speeding up the process. D Mackenzie noted that he received informal inquiries every so often and referred the inquirer to the appropriate fund manager. However, feedback from managers is irregular and some are oversubscribed with requests.
- G Rodger asked about the time limit for the spending of the charities money. I Addison confirmed the time limit of 31st December.
- The Chair asked if she could help to encourage some key figures to consider use for the monies. I Addison agreed and noted that managers for Acute and Argyll and Bute are two examples.

9 ANY OTHER COMPETENT BUSINESS

J Boardman enquired about the Theresa Bussell Legacy.

- I Addison noted there has been no recent correspondence and will chase this up with the OSCR charities office.

A Palmer asked what the committee's view was on raising the amount given in funds for Christmas parties, and suggested a raise to £10 per person.

- D Mackenzie confirmed the current situation is that £5 per person is provided for two functions a year (functions described as team building exercises).
- £5 is not considered a significant amount to be an issue for HMRC to question, and an increase to £10 would still be below HMRC's interest.
- I Addison will check with other Boards for ideas, this could be implemented as part of Covid recovery work, but it would be important to ensure the offer is taken up.
- J Boardman commented that it was important to recognise the commitment shown over the past year and to at least note the increase as a special 'one off' and noted that it will require energy and creativity to organise this.
- D Mackenzie suggested that staff who are unable to attend a Christmas event due to work commitments could receive a voucher or a food delivery.
- It was agreed that a general communication from the Board may encourage a bigger take up.
- G Rodger suggested that money may come from NHS Together as it would be good to spend this money.
- D Mackenzie noted that the Chief Officers are in charge of NHS Together funds.
- National Charities or own funds?
- I Addison suggested he can go to the Chief Officers to propose the additional £5.
- This is doable with the Covid money already received.

The Committee

- **AGREED** in principle, pending further investigation, that the fund per person for a Christmas function be increased to £10.

10 DATES OF FUTURE MEETINGS

6 December 2021.

Meetings to take place on Mondays at 10.00am.

Dates for 2022 will be circulated by the end of September 2021.

11 DATE OF NEXT MEETING

The next scheduled meeting of the Committee will be held on **6 December at 10.00am**, venue to be confirmed.

The meeting closed at 11.11am.