


<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;">MINUTE of MEETING of the ENDOWMENT FUNDS COMMITTEE Chief Executive's Office, Assynt House, Inverness</p>	<p style="text-align: center;">3 February 2020, 10.00am</p>	

Present Mrs Ann Pascoe, Chair of Trustees
Mr Adam Palmer, Trustee
Mr David Garden, Trustee

In Attendance Mr Iain Addison, Head of Area Accounting
Mr Donald MacKenzie, Assistant Financial Services Accountant
Mrs Janice Pickering, Unison Representative
Miss Leah Girdwood, Board Committee Administrator

1 WELCOME/APOLOGIES

All present were welcomed to the meeting. Apologies for absence were submitted from Gaener Rodger.

It was noted Mrs Mary-Jean Devon had resigned from the position of Non-Executive Director and Trustee and therefore would no longer be attending Endowment Committee meetings and was to be removed from the distribution list.

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.

3 MINUTE OF MEETING HELD ON 14 OCTOBER 2019

The minute of the meeting held on 14 October 2019 was **Approved**.

The Committee **Approved** the circulated minute of the meeting held on 14 October 2019.

3.1 Matters Arising not on the Agenda

Speaking to the previously circulated application for the replacement of the NHS Highland website, the Chair confirmed that the application had since been to the meeting of the Trustees and had not been approved.

Speaking to the previously circulated report and presentation on Patient Flow, the Chair of the Highland Health & Social Care Committee (HH&SCC) who had been asked to consider an item on patient flow, confirmed it was already on the agenda for the next meeting of the HH&SCC and she assumed the Boston team would be involved in the presentation. David Garden noted an outstanding Freedom of Information (FOI) request relating to the item. The Committee agreed this should be referred Katherine Sutton for response as it was not a matter for Endowments. The Chair advised the report which had been circulated at the previous meeting in relation to the patient flow item could be sent to FOI. It was recognised that since the HH&SCC had received the benefit, the FOI request should sit with that Committee.

4 DRAFT MINUTE OF MEETING OF TRUSTEES HELD ON 25 NOVEMBER 2019

The circulated draft minute was **Noted**.

The Committee **Noted** the circulated draft minute of the meeting of the Trustees held on 25 November 2019.

5 MATTERS ARISING

5.1 Risk Register

Iain Addison talked to the report which presented the current risk register for Endowments. 3 of the risks were to be reviewed quarterly. The remaining risks had been tentatively agreed as confirmed risks, however, they may not have needed to appear on the risk register as there were controls in place in the form of monitoring for the Committee and ongoing monitoring. The risks could not be improved as they were business as usual activities.

David Garden queried why after mitigation, risk 587 would still be a medium level risk. Iain Addison advised this was an error in the report. The risk should be low after mitigation to allow it to be removed from the risk register. The Committee agreed that risks 587 and 588 would be taken off the risk register providing they become low risk following mitigation.

5.1.1 Update on donations' income trend

Iain Addison advised one of the items on the risk register was maintaining the level of donations during periods of adverse publicity. There did not appear as yet to be any significant impact of adverse publicity on the number of donations; however he agreed to provide exact figures at the next meeting.

Discussions took place around how Endowments would respond to a potential downward trend. It was suggested there could be a donation button added to the NHS Highland website to make it easier for the public to make donations. Other areas were using email signatures to communicate the existence of Endowments and encourage donations. There were concerns raised regarding the service of the NHS being free and that actively asking for donations had the potential to make members of the public feel obliged to donate. It was noted that Endowments did not have a website.

5.1.2 Update on issue of quoracy

The Chair emphasised the problem the Committee had faced with attendance and quoracy. There had been a request to the Trustees to increase the Trustees' attendance to 6 members per meeting, with 3 required for meetings to be quorate. It was noted the struggle for attendance could have been due to scheduling issues. David Garden advised the purpose of attendance to Endowment Committee meetings was to be as a Trustee of the Endowments Charity, not a representative of NHS Highland.

The Chair reiterated that if the meeting was not quorate then discussions would be required to be added to the agenda for the Trustees meeting. It was stressed that within the last year it had been more difficult for decisions to be made. More attendees would have made decision making easier.

It was suggested that the charter could be amended to increase the number of Trustees at meetings, but Non-Board members could not be made Trustees. Non-trustees also could not be given voting rights at the Committee. It was then suggested that the issue be brought to a Board Development Session in the future to advise that any Trustee could attend the Committee, and ask if a rota could be created for the Trustees attendance at the meetings.

It was agreed at the next meeting of the Trustees the issue of quoracy would be added to the agenda for the meeting. The Chair and Iain Addison agreed to produce a paper which would be presented to the Trustees at the next meeting.

The Committee

- **Noted** the updates
- **Agreed** risks 587 and 588 would be taken off the risk register following mitigation
- **Agreed** to bring an update on the impact of adverse publicity on donations to the next meeting
- **Agreed** to produce a Quoracy Paper for the next meeting of the Trustees on 31 March 2020

5.2 Theresa Burall Legacy Update

Iain Addison advised work was ongoing with community representatives to find a solution. It was noted that Kenny Rogers was producing an executive summary which would be brought to the April meeting for further information on meeting the criteria for use of the Burall Fund.

There was a query regarding the rules of the legacy. The stance for Endowments Committee was to find a solution, and propose it to Central Legal Office. The legacy stated that the funds were to be used at St Vincent’s hospital, which was no longer possible due to closure, and a plan was to be in place prior to closure. More information was required from the community on what was needed or wanted in the area close to St Vincent’s. The Trustees would be required to make the final decision, but it was noted the plans would not be in place for the next meeting of the Trustees. It was further noted the plans did not need to be passed back to the original benefactors; there was only a requirement to show Central Legal Office where the money would be spent.

The Committee **Noted** the update.

6 UPDATES

6.1 Mental Health Update

The Chair advised the Mental Health Conference had been a successful event. £5,223 of the £10K grant had been spent and an invoice sent to Birchwood Highland for their £5,000 matchfunding, but payment had not yet been received. Donald Mackenzie agreed to check on the progress and chase with Helen Eunson if necessary. It was noted that in December 2019 no funds had been spent, but some funds would come out in January 2020.

6.2 Raigmore Car Park Update

Iain Addison noted that not all information was together at the time of receipt of the update. Page 29 contained a summary of the work which had been funded from Endowments. There was an expectation that the work would be completed before March 2020.

There was a query regarding the permissions of Highland Council which had also been raised at the Board meeting. It was noted the Car Park was ready but the accompanying paper presumed Highland Council had ongoing work surrounding the barriers and cameras to be installed. It was highlighted at this point that the barriers were in place but not operational.

Iain Addison advised the Capital Accountant was aware of the current position and had been in touch with Estates to say no more funding would be available from Endowments. Any overspend would come from The Exchequer. There was £40,000 still to be spent which covered mainly electrical works. It was emphasised the £620,000 from Endowments had been used in full; anything over this would not be from Endowments.

Discussions then took place with regards to the use of the Car Park. Assessments were still to take place to determine the cost of using the car park, and an update on this would be provided when more information was available. Adam Palmer queried whether the overspill Car Park should be for staff and public. It was noted that the plan had been for the overspill to be for staff and this was made clear at the beginning of the project. Iain Addison agreed to write to Estate Management to challenge the change of plan for the overspill Car Park suggested in the update. The scheme had been funded for patients and staff to have separate areas of the Car Park and evidence of the effect of the new plans on patients would be required. Janice Pickering emphasised the importance of patients and visitors being able to access parking spaces at Raigmore.

It was also highlighted that there would be fines in place for those parking illegally.

The Committee

- **Noted** the progress with the Raigmore Car Park Development funded from Endowments
- **Agreed** that Iain Addison would write to Estates to clarify the plan for the overspill Car Park

6.3 Chaplaincy Support Pilot Funding

The Chair advised there had been communication with Derek Brown who was trying to source additional funding.

It was noted that the Chaplaincy Support Pilot related to issues brought to the Board meeting such as the Culture Fit for The Future and staff requiring a route for grievances that was not HR. The Chaplaincy had statistics that staff had been using the service as a first step for the conversations needed at the beginning of a grievance process. The Chair advised that the pilot was no longer being funded or being used specifically for staff. Adam Palmer noted that the Pilot came within the scope of the culture changes, and was no longer for Endowments. Fiona Hogg was aware of the project.

The Committee **Noted** the update.

6.4 R, D & I Funding

Iain Addison updated the Committee on the funding. There had been no funding for 2019/20 due to money left over from previous years. Left over money had been sent back to Endowments. It was expected that R, D & I would come to the April Committee meeting to evidence how the money had been used and what was requested for 2020/21. R, D & I had so far been unable to evidence spending the £20,000 per annum funding from Endowments.

Support had been provided to them from the Finance Department. David Garden advised he had an upcoming meeting with R, D & I and would raise the matter with them at the meeting. It was noted that the final decision would ultimately come from the Trustees on any bids made.

It was suggested that R, D & I had outgrown the funding service from Endowments. The group were generating more money from their own funding schemes, and it was suggested this could be the format considered for the group going forward. The Chair raised concerns that there was no Non-Executive on the R, D & I Committee.

The Committee **Noted** the update.

6.5 Contribution to Staff Christmas Outings

At the previous Committee meeting, it was confirmed that Endowments contributed up to £5 per head towards team building activities or events, including Christmas events, when claimed.

£5 per member of staff had stood for a number of years, but it was recognised this figure was not much which could provide a case for doubling the figure to £10 per member of staff. It was advised that when making a claim, staff provided a list of attendees which was used to calculate the figure funded. Staff on shift work could claim the equivalent to £5 in a voucher if they were unable to attend events organised due to shift work patterns. It was recognised that as Endowments is a registered charity, the funding for events should not be provided without showing benefits to patients. Since the funding would benefit staff, in turn could also benefit patients, which is how Endowments were able to keep providing funding.

Donald MacKenzie noted not all staff were claiming the benefit and some wards had money in individual funds which could be used for activities or events. He also advised that there was a maximum of 2 events per year allowed, 1 of which could be a Christmas event. The Chair suggested the figure of £10 per member of staff be seriously considered, but that first further investigation be done to identify how much additional recurring cost per annum would likely be incurred should the amount be increased. Donald MacKenzie agreed to check how many claims were made, including how often both £5 claims were made in a year. Iain Addison agreed to look at how other NHS Boards are funding staff events.

The Committee

- **Noted** the update
- **Agreed** that Donald Mackenzie and Iain Addison would seek further information on the matter for the next meeting.

6.6 Active Travel Workplace Engagement

The Committee noted the update and acknowledged it was a good news story, suggesting it should have been shared more widely within the organisation. Iain Addison noted no communications had been sent out in the past regarding Endowments and/or successful pilots which had been funded. It was queried whether the communications team could attend the Committee to pick up good news stories to be shared or if that was not possible, to have regular stories fed through to them. Iain Addison agreed to speak with communications to ask if this would be possible. The Chair suggested the Active Travel Workplace Engagement funding could be used as the first story.

The Committee

- **Noted** the update

- **Agreed** that Iain Addison would write to the Communications Team to find out if Endowments news could be shared with the organisation

7 INVESTMENT FUNDS

7.1 Portfolio Valuation Report as at 31 December 2019

The latest position was noted from the paper. The current value of the portfolio was £9.39m, which had increased by 8.5% in the past 12 months.

The Chair queried the impact of Brexit on the valuation. Iain Addison advised the impact was yet unknown, but Investment Brokers would be watching for any impact trends. The next meeting with the Investment Brokers would be in April and an update on the impact of Brexit could be queried at the meeting.

The Committee **Noted** the Portfolio Valuation Report as at 31 December 2019.

8 APPLICATIONS

8.1 Special Care Baby Unit (SCBU) Video Service Application

The Committee discussed the options for funding which had been provided in the application and considered which might have been the best option given the current Endowments policy. It was noted that on the application the funding may have looked appropriate, but the charge was a recurrent annual fee, which was not normally funded as part of the Endowments policy.

The Chair noted that V Crate, the creators of the system, had similar projects in place in a number of other units across the UK.

While the Committee agreed in principal to fund £9,000 to the project, it was also agreed that the following information would be required before a final decision could be made.

Concerns were raised in regards to the requirement of eHealth involvement in the project. There was also the potential for issues around confidentiality; and David Garden raised concerns around how staff members would have time to produce films, noting this was not covered in the proposals. Donald MacKenzie agreed to ask for more information surrounding the Committee's initial concerns with the application, and to ask eHealth to confirm if they were happy with the proposals.

Discussions took place around the 'Donate' button which had been suggested in the application proposal, that this would be expected to link back to a website for Endowments but there was no Endowments website in place. Iain Addison agreed to ask eHealth for more information on what would be involved to create a website for Endowments, including costs. The Chair suggested consideration could be given to the funding coming from the Endowments fund.

The Committee

- **Considered** the application
- **Agreed** that additional information would be required before a decision could be made

9 FINANCIAL REPORTS

9.1 Financial Position to 31 December 2019

Iain Addison talked to the financial position to 31 December 2019. It was noted there was in the order of £9m across all of the existing funds.

David Garden queried the Lachlan Campbell Maternity fund remaining open as the maternity beds no longer exist. It was suggested the funding could be provided to the Nairn community.

The Committee

- **Noted** the financial position to 31 December 2019

9.2 Items of Expenditure over £5000 to 31 December 2019

The list of items of expenditure over £5000 to 31 December 2019 was noted.

The Committee Noted the report.

9.3 Donations received over £5,000 to 31 December 2019

The list of donations over £5,000 received to 31 December 2019 was noted.

The Committee Noted the report.

10 Endowments Charter and Public Liability Training Session Consideration of content of Training Session for Future Endowment Trustees meeting

The matter had been raised at the previous meeting of the Trustees. There had been discussions regarding the future of Endowments. It was agreed that training was required to emphasise the responsibilities of the Trustees, and the expected changes to Endowments in the future. Iain Addison suggested a session could be put together to cover these matters, but acknowledged it needed to be substantial enough to encourage Trustees attendance at Endowment Funds Committee meetings. It was noted the training should include examples of when funding should come from Endowments vs when funding should come from The Exchequer.

It was recognised that previous training had been carried out by Jane Ferguson. The Committee suggested she could attend again for future training. It was noted individual Trustees were responsible for decisions and were liable, emphasising the need for Trustees to be properly trained on Endowments.

The Chair and Iain Addison agreed to produce a paper to present at the next meeting of the Trustees.

11 AOCB

There was no other business.

12 DATE OF NEXT MEETING

The next scheduled meeting of the Committee will be held on **27 April 2020 at 10.00am**, in the Board Room, Assynt House.

The meeting closed at 11.50am