

HIGHLAND HEALTH BOARD ENDOWMENT FUNDS
MEETING OF ENDOWMENT FUNDS COMMITTEE
Followed immediately by
MEETING OF THE TRUSTEES OF THE ENDOWMENT FUND

Tuesday 26th March 2024, at 3pm*
*(*or earlier, following the meeting of the Board.)*

Virtual Meeting Format (Microsoft Teams)

- All cameras should be turned on
- Use raise hand facility to discuss items – please do not use MS Teams chat

Distribution: 20 March 2024

AGENDA, PART 1:			
MEETING OF ENDOWMENT FUNDS COMMITTEE			
Time	A1.	Standing Items	Paper
15.00-15.05	A1.1	Welcome and Apologies	
	A1.2	Declarations of Conflict of Interest Members are asked to consider whether they have a conflict of interest to declare in relation to any item on the agenda for this meeting. Any Member making a declaration of a conflict of interest should indicate whether it is a financial or non-financial conflict and include some information on the nature of the conflict. Advice may be sought from the Board Secretary's Office prior to the meeting taking place.	
	A1.3	Draft Minute of the meeting held on 4th December 2024 The Board is asked to approve the minutes of the meeting of 4 th December 2024.	pp.1-4
	A1.4	Matters Arising	
	A2.	ITEM	
15.05-15.35	A2.1	Introduction to the Charity Lead Manager & Endowment Fund Policy Update	pp.5-97
		The Committee is asked to: <ul style="list-style-type: none"> • Note the report and recommend approval of the actions to the Trustees of the Endowment Fund. 	

AGENDA, PART 2:			
MEETING OF TRUSTEES OF THE NHS HIGHLAND ENDOWMENT FUND			
Time	B1.	Standing Items	Paper
15.35-15.40	B1.1	Welcome and Apologies	
	B1.2	Declarations of Conflict of Interest Members are asked to consider whether they have a conflict of interest to declare in relation to any item on the agenda for this meeting. Any Member making a declaration of a conflict of interest should indicate whether it is a financial or non-financial conflict and include some information on the nature of the conflict. Advice may be sought from the Board Secretary's Office prior to the meeting taking place.	
	B1.3	Draft Minute of Meeting held on 30th January 2024 The Trustees are asked to approve the minutes of meeting of 30 th January 2024.	pp.98-100
	B1.4	Matters Arising	
	B2.	ITEM	
15.40-15.45	B2.1	Endowment Fund Policy Update	See pp.5-97

		The Trustees are asked to:	
		<ul style="list-style-type: none"> Note and approve the recommended actions contained in the report. 	
	B3.	Any other Competent Business	
	B4.	Date & Time of Next Meeting of the Trustees	
		Tuesday 30 th July 2024 at 4pm*, via Teams (*To immediately follow the meeting of the Board.)	
15.45		Close of meeting	

		CONTINUATION OF AGENDA	
		MEETING OF ENDOWMENT FUNDS COMMITTEE	
	A.	APPLICATIONS	
15.45-15.55	A3.1	Research Development & Innovation Applications	pp.101-125
	A3.1.1	Peer Review: CM Participation Project	pp.105-115
	A3.1.2	Peer Review: Lyme Disease in Primary Care	pp.116-125
		The Committee is asked to	
		<ul style="list-style-type: none"> Note and comment on the applications. 	
15.55-16.05	A3.2	Mentoring for Medical Staff	pp.126-35
		The Committee is asked to	
		<ul style="list-style-type: none"> Note and approve the application. 	
	A4.	FINANCIAL REPORTS	
16.05-16.15	A4.1	Fund Balances	Excel
	A4.2	Donations	spreadsheet
	A4.3	Expenditure	
		The Committee is asked to	
		<ul style="list-style-type: none"> Note the financial reports. 	
	A5.	CORPORATE FUND (Read only)	
16.15-16.20		The Committee is asked to	pp.136-38
		<ul style="list-style-type: none"> Note and Accept substantial assurance from the report, and Approve a transfer of funds from the Committee Discretionary Fund to the Corporate Fund. 	
	A6.	NATIONAL CHARITIES MEMBERSHIP (Read only)	
16.20-16.25		The Committee is asked to	pp.139-42
		<ul style="list-style-type: none"> Note and Accept substantial assurance from the report, and Approve membership costs to NHS Charities Together. 	
	A7.	Any other Competent Business	
	A8.	Date & Time of Next Meeting of the Endowment Fund Committee	
		Monday 3 rd June 2024 at 10am, via Teams	
16.30		Close of meeting	