


<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: right;">9th August 2021, 10.00am</p>	

Present

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

In Attendance

Mr Iain Addison, Head of Area Accounting
Mr Donald Mackenzie
Dr Tim Allison, Director of Public Health
Mr Iain Ross, Director of eHealth (until 10.24am)
Ms Heidi May, Director of Nursing (from 11.10)

1 WELCOME/APOLOGIES

All present were welcomed to the meeting.
Apologies were received from Albert Donald.

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 01 MARCH 2021

An amendment for the minutes was noted:

- P. 2, last line, should read "...community partnership grant..."

The Committee

- **APPROVED** the circulated draft minute of the meeting held on 1st March 2021.
- **ACTION:** Minute amended.

4 MATTERS ARISING NOT ON THE AGENDA

No matters were discussed.

5 BUDGET SETTING 2021-2022

The Committee

- **APPROVED** the Report and the proposed distribution.

6 INVESTMENT FUNDS

6.1 Investment Report

The report was noted.

The Committee requested that Mark Ivory (or a colleague from Adam & Co) be invited to discuss the investment strategy at the next meeting.

The Committee

- **NOTED** the Investment Report.
- Action: Mark Ivory to be invited to the next meeting on 6th September 2021.

7 APPLICATIONS

7.1.1 RD&I November 2020

The Committee approved the application.

In discussion, the Committee members accepted that the application had been through the appropriate channels but asked for more detail as to the plans for spending and how this would be monitored. I Addison answered that he will circulate the full application to the Committee members.

It was noted that RD&I is a big department with large funds and therefore assurance and monitoring as to how Endowment Funds are spent is important. Previously amounts had been allocated as lump sums but the allocations had not been utilised fully.

It was agreed that a proper process of monitoring spend was required to ensure monies were spent and accounted for. It was also agreed that RD&I be encouraged to return with future applications.

The Committee

- **APPROVED** the application.
- Action: I Addison to circulate the full application details to the Committee members.

7.1.2 RD&I May 2021

Following brief discussion of the application (to explore behavioural change in rural areas in the wake of Covid), the Committee approved the application with the same terms as for item 7.1.1.

The Committee

- **APPROVED** the application with the same terms as for item 7.1.1.

7.2 Patient Wi-fi, July 2021

The Director of eHealth, Iain Ross gave a brief outline of the current position and ask of the Committee.

- It was noted that the application had been presented to the Committee in 2019 and was agreed in principle with the proviso that recurring funding has been agreed from the Board's exchequer funding plan from the fourth year of the contract.
- Some tweaking of the contract will be required to reflect changes in hospital configurations but this is unlikely to materially affect the numbers.
- A procurement contract is in place ahead of approval with Atos Origin.
- The pandemic delayed matters and therefore the application was presented to the Committee for formal approval at the present meeting.

In discussion, the Committee members,

- Asked if the funds will be ring-fenced to guarantee funding will continue and if the new hospitals are a part of the plan? It was confirmed that this will be funded as part of the Board's overall plan and the new hospitals will be included.
- A typo in the final figure in the application was noted. This should read, "£477,000".
- The Committee members agreed that the project is now essential in the wake of Covid with so much family (patient) interaction happening online.

The Committee

- **APPROVED** the application.

Iain Ross left the meeting at 10.24 am

8 FINANCIAL REPORTS

8.1 Position as at 31 June 2021

8.2 Donations

8.3 Expenditure

It was noted that significant donations are coming in, and expenditure of over £5,000 is identified in these reports.

During discussion, clarification was sought on the difference between line 22 of the fund balances (and 34 and 35-37) It was confirmed that line 22 refers to individual donations.

- It was asked how money filters through to commissioned services, for example, Children's Services via the Highland Council or Deaf Services and Hearing Support. It was answered that this is a legacy and is unspent.
- The Committee confirmed that it can authorise payments for the benefit of NHS Highland patients regardless of who is contracted to deliver the service.
- There is a wider issue to discuss with the Chief Officer as to how to best make use of the money and encourage applications which will have real benefit. D Mackenzie noted that he has contacted the hospital a number of times inviting applications but with little response.
- D Mackenzie to email J Boardman with detail mentioned in the report regarding the upgrade to dining room flooring in a care home.
- It was asked if there is a risk to losing money associated with Covid donations if it is not used. It was answered that there is still ability to bid for more but there is a need to show that what has been received so far has been spent or that there is a plan in place for it. Bids need to be prepared and in place soon for stages 2 and 3.
- It was asked if the Committee can help with, for example, the current orthopaedic bed issue at Raigmore. It was answered that the Units would need to apply to the Committee for funds. It is not clear if the reason is a lack of beds per se or more a case of space or operating issues due to Covid restrictions.
- It was asked if the Committee can meet with Chief Officers to come up with a plan to use funds to support staff recovering from working through the three main Covid waves. It was suggested that 'complimentary therapies' could be offered, and that consulting those working on the project for cultural change would be useful.
- T Allison cautioned reference to complimentary therapies as this is a loaded term and because the Board may have a policy that restricts what kinds of treatments or therapies can and cannot be approved.
- The Chair agreed to pick up this item to explore possibilities with the Board.

The Committee

- **NOTED** the Financial Reports.

9 NATIONAL CHARITIES (NHSCT) MONIES – ACCESS AND USE

Report by Iain Addison

A formal report will be brought to the 6th September meeting showing how monies have been spent.

In discussion, it was asked what the timescale for bidding on Tranche 2 and 3 is. It was answered that the deadline is the end of December 2021 and that applications to tranches 2 and 3 would be dependent on supplying evidence of having spent or having a plan in place to spend monies received from tranche 1. It was asked if deferral of payment was possible. It was answered that yes, the original deadline was March 2021. It was noted that Highland is not the only Board in this situation. Some Boards have grant making staff but are still struggling to meet deadlines.

10 ANY OTHER COMPETENT BUSINESS

Discussion was had around the proposed appointment of a Charities Director/Manager.

- The title of the post was discussed: if it should be described as Charity Director or Manager (likely to be Manager moving to Director, post legislation), if it should be full or part time, and where best to advertise the role.
- It was agreed that the post should be fixed term, however the precise date for the introduction of new charities legislation is currently unknown therefore it was suggested the role might be on a two year rolling contract. Advice will be sought from HR and the legal team on this and other aspects of the role.
- It was noted that the nature of the role would change with the new legislation. It was thought likely that the successful candidate for the Manager role would be the best fit for the new Director position post the introduction of the new legislation. It was also noted that if the candidate pre-legislation was unsuccessful for the post-legislation role they would likely be eligible for redeployment.
- The role would need to be in place effective immediately on the introduction of the new legislation.
- The Manager role would be an employee of the Health Board but after the introduction of the legislation would most likely have to transfer to being an employee of the charity. In both cases the funding for the post will come from the Endowments Fund.
- It was agreed that the post holder would need at least one person in an administrative support role and that it would be preferred if these posts could be advertised together.

The following risks were noted,

- The Trust would have to ensure it has and can raise funds to pay the post holder in addition to its stated objectives. This would effectively be a duty of the new Charity Director.
- A fixed term contract carries risk of not attracting or retaining the right candidate.
- Larger amount of donations required to satisfy employment of Director and staff.

The Committee

- **AGREED** that Commitment is sought from the Trustees to support the Charity Manager/Director role and associated support roles on a recurrent basis.

11 DATES OF FUTURE MEETINGS

6 September 2021
6 December 2021

Meetings to take place on Mondays at 10.00am

12 DATE OF NEXT MEETING

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

The meeting closed at 11.11