

**HIGHLAND HEALTH BOARD  
ENDOWMENT FUND**

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**MINUTE of MEETING of the  
ENDOWMENT FUNDS COMMITTEE**  
Microsoft Teams

**4<sup>th</sup> September 2023, 10.00 am**

**Present** Philip Macrae, Chair of Trustees  
Dr Gaener Rodger, Trustee  
Elspeth Caithness, Trustee  
Alasdair Christie, Trustee  
Pam Dudek, Trustee  
Joanne McCoy, Trustee

**In Attendance** Frances Hines, RDI Manager  
Stephanie Innes, Assistant Financial Accountant  
Donald Mackenzie, Assistant Financial Services Accountant  
Laura Mcilhatton, Governance Finance Manager  
Liz Porter, Assistant Director Financial Services  
Nathan Ware, Governance and Corporate Records Manager  
Stephen Chase, Committee Administrator

**1.1 WELCOME/APOLOGIES**

The Chair welcomed J McCoy to the committee as a member.

Apologies were received from H Cooper, L Porter attended in her stead. S Innes had taken on the role of overseeing Endowment management from S Kiff.

The meeting was quorate.

**1.2 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. Dr G Rodger declared that they were a Cairngorm National Park Authority (NPA) Board member. The NPA had been involved in Glebe Pond application process, but Dr G Rodger confirmed they had not been part of the application.

**1.3 DRAFT MINUTE OF MEETING HELD ON 05 JUNE 2023**

**The Committee**

– **approved** the circulated draft minute of the meeting held on 5<sup>th</sup> June 2023.

## 1.4 MATTERS ARISING NOT ON THE AGENDA

The following matters arising were noted:

- Assistant Director Financial Services provided an update on the recruitment of the Endowment Fund Charity Manager position. It was noted that applications had closed on 16 August, 2 applications had been shortlisted with interviews taking place on 18 September.
- The catering budget of £5 per person for team building events would be reviewed with a report being brought to committee in December.
- The Chair noted that a development session for Board members would be useful for risk appetite. Further discussions would take place when the Endowment Fund Charity Manager had been recruited.
- It was noted that further discussion about investment and ethical issues with Fossil Fuels in drug companies would take place when the Endowment Fund Charity Manager had been recruited.

### The Committee

- **Noted the** updates.

## 2 MEMBERSHIP

### 2.1 Nominations for Vice Chair

The Chair explained that due to recent events the committee required a Vice Chair to be in position. The Standard operating procedure noted a trustee could Chair meetings if required as a temporary position. It had been agreed that for best practice there would now need to be a permanent Vice Chair.

In discussion it was noted that the Trustees' present in the meeting would not be available for the position due to other commitments. P Dudek noted that further discussion would be held in follow up from the meeting to ensure resolution.

## 3 APPLICATIONS

### 3.1 Research, Development & Innovation (RDI): Updates

F Hines gave a presentation to explain the RDI Endowment application submitted in 2023. It was explained that the total funding applied for over a two-year period without projects totalled £104,500. NHS Highland's RDI Division applied to the NHS Highland Endowment Committee in 2015/2016 for £50000 across several projects. In the 8 years following the initial grant, RDI has continued to support endowment and effectively develop several specific areas of importance to NHS Highland. RDI had been working in an integrated way across the service, it was necessary to further develop and test a range of service changes. Being supported by technology including Virtual Reality and Artificial Intelligence that could support some aspects of the NHS. Sections of the application requested contributions to projects that were in application for funding. With some parts of the application was for specific projects and some parts are for more of a capacity building approach. It was noted that this was due to RDI taking a proactive approach on planning for future funding. Specific projects being applied for included, Long Covid, Alpha-Gal Syndrome and Anti-Microbial Resistance. Artificial

Intelligence (AI) projects would be important technology which NHSH would need to both understand and respond to. Capacity Funding would enable NHSH to be more equipped in the Scotland wide project and be strategic about service change. Further applications would be made for HBOT and JA2, as the previous funding applications had been declined.

In discussion, it was noted that:

- The Committee was supportive of £25,000 funding being provided to the Alpha- Gal syndrome and £12,500 being provided to the Long Covid Diagnosis.
- G Rodgers questioned if the THET Zambia travel funding request to further develop antibiotic resistance in remote and rural areas was appropriate for Endowment funding. The Committee agreed that they were unsupportive of funding there would need to be further information presented detailing expected outcomes.
- The Hyperbaric Oxygen Therapy – Long Covid funding application was not being considered by the Endowment Committee at the point of meeting due to other funding being sought. It was noted that if other applications were to be successful then it would be brought back to the committee.
- The Committee noted that Argyll & Bute had been piloting a similar Physiotherapy project in Oban Hospital to the item mentioned in the Joint Academy Study project. It was deemed necessary to link both projects to ensure wider systems and transformation plans ensuring cognizance of RDI work.
- It was agreed that the Committee wanted further information on The Joint Academy Study and would not be considered for funding. It was noted that the Committee were not clear on the amount of funding that was required from Endowment Funds and was subject to other funding being approved. It was noted that if other applications were to be successful then it would be brought back to the committee.
- The Committee was supportive of £15,000 funding for the VR Capability Fund, £5,000 funding for the Hospital at Home VR, £20,000 funding for the Virtual Reality NTC Surgical Intervention and £25,000 funding for the AI Strategic Support Fund. It was noted that the funding was approved with the Committee having requested the development of a long-term strategy to embed learning into future services.
- The Committee agreed support and would give funding to the Mellow Babies project which had requested £5,000 to deliver the necessary outputs.
- The Chair confirmed that a total funding £109,500 had been approved.

F Hines advised that Scottish Government had awarded NHS Highland £400,000 to install AI Software on to MRI machines. It was noted that this would enable the service to increase patient capacity as the software had been designed to make the machine work 20 per-cent more efficiently. NHS Highland would be the only Scottish Health Board to receive the funding, but it would need a further £30,000 from Endowment in funding to support evaluation. P Dudek questioned the reason why the Scottish Government would not fund the evaluation if NHS Highland were the only Health Board to trail the software. P Dudek advised that they have further discussions with the Chief Officer Acute. The Committee agreed that they would require a proposal to be submitted to the committee providing further information.

**Action:** F Hines to discuss with F Davies, Chief Officer Argyll & Bute on how to link together both physiotherapy projects.

**Action:** F Hines to present Joint Academy Study project funding proposal to the Endowment Fund if further funding was sourced.

**Action:** F Hines to present The Hyperbaric Oxygen Therapy – Long Covid funding proposal to the Endowment Fund if further funding was sourced.

**Action:** Pam D to speak with K Sutton, Chief Officer of Acute around funding options for the evaluation part of the AI MRI project.

**Action:** F Hines to present proposal to Endowment Fund regarding the MRI funding.

#### **The Committee**

- **Approved** £25,000 funding for the Alpha-Gal project.
- **Approved** £12,500 funding for the Long Covid Diagnosis.
- **Requested further clarification** regarding THET Zambia travel for the Anti-biotic resistance project.
- **Requested further clarification** with funding amount required from Joint Academy Study and how it would differ from the pilot in Oban Hospital.
- **Agreed** that funding would not be provided for the Hyperbaric Oxygen Therapy – Long Covid project until further funding had been secured.
- **Approved** £15,000 funding for the VR Capability project.
- **Approved** £5,000 funding for the Hospital at Home VR project.
- **Approved** £20,000 funding for the Virtual Reality NTC Surgical Intervention project.
- **Approved** £25,000 funding for the AI Strategic Support project.
- **Approved** £5,000 funding for the Mellow Babies project.
- **Agreed** the MRI project would need to be presented to the Committee in the future with further information.

### **3.2 Restoration of Glebe Ponds**

The Chair introduced the circulated application noting that details had been circulated previously with further information supplied by the applicant. There had been an application to the Highland Council Discretion Fund and Nature Restoration Fund. Dr G Rodgers explained that when the St Vincent 's Hospital closed in Kingussie it left charitable funds that the Finance team within NHS Highland had been in negotiations with the community in how funding would be allocated. Covid-19 had stopped funding from being allocated to projects that would be beneficial to the Mental Health and Well-being of the population in Kingussie. It was noted if a project was to be community led but had an impact on community members, including staff members in organisations linked to Health and Social Care – it would be deemed fair to provide access to funding that had been given to the Endowment Fund for that purpose. There is no set process in place for Endowment to receive these applications.

In discussion,

- Dr G Rodgers questioned D Mackenzie if any funding was provided to the Kingussie Community in response to the negotiations with the Finance team. D Mackenzie noted that there had been £283,000 left in one of the Charitable funds but could not confirm on previous funding provided.
- The Committee noted that the applications in the format provided to the Endowment Fund had been written based on requirements of other funding sources. It was noted that the Endowment Fund did not have a process in place to deal with such applications and it was suggested that the Charity Lead would be able to develop such process.
- The Committee agreed that it would be necessary to return the application to the applicant asking for information about intention. The committee were unclear on the amount of funding being requested and for the Endowment Fund to be supportive of the funding application they would require further guidance on the purpose.

**Action:** D Mackenzie to request further information is presented to the Endowment Fund Committee to apply for funding.

**The Committee**

- **Requested further Clarification** on what the funding requirements for the Glebe Pond application.
- **Agreed** that funding would be declined and would require further submission of information to be provided to the Committee.

### 3.3 Solar charging at Raigmore car park

The Chair introduced the mini business case for further Electric Vehicle Charging Ports on the Raigmore site. L Porter noted that the business case had been circulated previously to the Committee members and had been approved. It was explained that the business case was for noting by the committee.

**The Committee**

- **Noted** the Business Case.

### 3.4 Award Ceremony Nominations

L Porter noted that Award Ceremony nominations had been received previously which had led to the requirement for the Endowment Fund Charity Manager to review process. Lothian and Dumfries NHS Boards had been contacted to research the approach taken by other Boards. The Committee engaged in a conversation to seek clarification on how Award Ceremony attendance should be funded. It was noted that the funding would not be able to be funded through the Core budget of the Organisation. L Porter advised that there had been a nomination received and proposed that one ticket would be purchased for the Award Ceremony and travel to London to be provided.

**The Committee**

- **Approved** the purchase of one ticket and travel to the Award Ceremony.
- **Noted** the Endowment Fund Charity Manager would review policy on funding Award Ceremony attendance.

### 3.5 150 Year Anniversary of the Ross Memorial Hospital

L Porter noted that an application had been received for funding of £3840 to fund an event for the 150 Year Anniversary of the Ross Memorial Hospital. The Director of Finance had proposed to decline the application on the basis that people should be celebrated and not buildings. In discussion, it was noted that they would be eligible to receive the catering budget of £5 per person for team building events and could seek support from local businesses for further assistance.

**The Committee**

- **Did not approve** funding.

## **4 FINANCIAL REPORTS**

### **4.1 Fund Balances**

### **4.2 Donations**

### **4.3 Expenditure**

No concerns or questions were raised about the documentation as sent out in advance.

#### **The Committee**

- **Noted** the financial report.

## **5 NATIONAL CHARITIES (NHSCT) MONIES – ACCESS AND USE**

L Porter explained that a stage three application had been made to provide funding for the upgrade of canteen facilities. It was noted that the application was awaiting results. An update would be provided in the December meeting regarding two volunteers previously agreed by the Committee as funding had been applied for from the National Communities Together Charitable Trust.

L Porter advised the Committee that there had been the National Charities Together had launched a new grant scheme named 'The Greener Communities Fund'. Funding would range between £25,000 and £200,000 to allow for more greenspaces. Discussion had begun with the Estate Directorate to review whether this funding could be applied for internally.

## **6 NHS Highland Endowment Fund Charter**

L Porter explained there would be no update provided for this item.

It was noted that the Endowment Fund Charity Manager would be reviewing the NHS Highland Endowment Fund Charter and would provide updates regularly to the Committee.

## **7 ANY OTHER COMPETENT BUSINESS**

S Innes updated the Committee on the requirement to progress through the full Procurement tender process for the Investment Adviser as the previous contract had expired. NHS Orkney and NHS Highland would be working collaboratively with the two-year contract, with NHS Highland being the lead partner. Previously NHS Western Isles would have been involved in the process – but decided they would not participate on that occasion. The contract request form had been completed using the Quality Impact Assessment template and had been submitted to Procurement. Both the project timeline and commodity strategy had been created with the next step to complete declaration forms and to review technical questions.

S Innes explained NHS Orkney had a Non-Executive Director involved in the panel and asked the Committee if a Non-Executive Directors in attendance would like to be involved in the tender process. There would be requirements to attend meetings regarding the tender application process. In discussion it was noted that NHS Highland as the lead would require a representative, but further information would be required before becoming committed.

In discussion, it was agreed that a decision about the £5 per head for team building events would be maintained until the new Charity Lead had a chance to reassess this.

**Action:** S Innes to circulate further information on the process and how it would have been proceeded previously.

#### **The Committee**

- **Noted** the update on the Investment Adviser procurement tender process.
- Agreed that an NHS Highland Non-Executive was required to act as a representative in the Tender process.

#### **8 DATE OF NEXT MEETING**

The next scheduled meeting of the Committee will be held on **4 December 2023** at **10.00 am**, in virtual meeting format.

The meeting closed at **11.32 am**.