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| HIGHLAND HEALTH BOARD ENDOWMENT FUND | 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 |  |
| DRAFT MINUTE of MEETING of the ENDOWMENT FUNDS COMMITTEE Microsoft Teams | 5th September 2022, 10.00am | |

Present

Ms Ann Clark, Interim Chair of Trustees
 Ms Jean Boardman, Trustee
 Ms Heledd Cooper, Trustee, Director of Finance
 Dr Gaener Rodger, Trustee

In Attendance

Mr Iain Addison, Head of Area Accounting
 Ms Sarah Compton Bishop (until 11am)
 Mr Albert Donald, Trustee
 Ms Stephanie Hume, Azets, Internal Audit
 Ms Sophie Kiff, Head of Financial Services
 Mr Donald Mackenzie, Assistant Financial Services Accountant
 Mr Iain Ross, Head of eHealth
 Mr Paul Simmons, Learning and Development Advisor
 Mr Stephen Chase, Committee Administrator
 Mr Nathan Ware, Governance and Assurance Co-ordinator (until 11am)

1 WELCOME/APOLOGIES

The Chair welcomed everyone to the committee and invited the members and attendees to introduce themselves.

Apologies were received from Elspeth Caithness.

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 06 JUNE 2022

The Committee

- **approved** the circulated draft minute of the meeting held on 6th June 2022.

4 MATTERS ARISING NOT ON THE AGENDA

- The Chair suggested that the committee have a Rolling Action Plan added to the agenda to assist with ensuring that actions are addressed in good time. This was agreed as a good idea.
- A question was raised in relation to RD&I applications and also the Internal Audit report (item 5 below) concerning whether or not it was within the committee's power to

retrospectively approve applications. I Addison is following this up with Frances R&D and will email an update on the R&D application to the committee members. The situation had arisen due to the fact that applications had been managed previously from funds set aside but it is now agreed that it would be more suitable for applications to be received before a project is underway.

4.1 Volunteer Service Application

A paper had been circulated ahead of the meeting following a request from the committee at the previous meeting for further details about how the pilot project would be evaluated at the end of its two-year period.

In discussion,

- The Chair suggested that the project manager Ian McConnell double check the conditions for the Captain Tom Fund to see if there are any issues about applications for which the project is already in train.
- I Addison noted that he had flagged the application with National Charities when they were in the process of announcing a temporary closure on new applications in February. National Charities are re-opening to applications from September.
- It was clarified that the pilot project was looking for support from the committee of a total cost of £180,000. Of this amount, National Charities Together would reimburse £150,000.
- The Chair asked if, given the Board's difficult financial situation, that it would be worth exploring PMO support to build a business case with a value for money assessment towards the end of the pilot period.
- H Cooper confirmed that any request for core funding would be subject to a business case and agreed to flag this to the PMO team.

The Committee

- **agreed** it was happy to accept the application.

4.2 NHSCT Funding Position at 31 August 2022

I Addison spoke to the statement circulated just before the meeting to show the committee the amount of funding received from NHS Charities Together which shows a balance of £65,000. Further to the information provided there is an estimated spend of £5,000 towards a Stage 2 grant project within Raigmore Hospital for artworks, which would leave an approximate balance of £60,000. The Fund may apply for additional support but must account for the existing balance otherwise there would be a requirement to return the monies to NHS Charities Together.

In discussion,

- It was asked if it was possible to divert unspent allocations to other areas such as Acute Services.
- I Addison noted that he had been encouraging Argyll and Bute and North Highland to submit applications or to indicate that they have plans to make use of the funding available to them.
- Acute Services have indicated that they have more ideas for support.
- MacMillan Cancer Research have approached I Addison to indicate that they have plans they would like to have supported.
- It had been planned that the project officer, once in post, would address these issues. I Addison will take up these matters over the next few months.
- I Addison noted that the cut off date for Stage 2 applications had been extended through to around March 2023 and he will confirm the specific date.

- It was asked if Third Sector Social Care organisations had been made aware of the funding. I Addison answered that David Park had taken up David Garden's enquiries looking out for interested parties for bids. H Cooper commented that she would flag this up with an event for senior managers later in the day.
- The Chair asked at what stage was the appointment of staff to support Endowment Fund arrangements. It was answered that this is effectively now a part of the project to set up the new arrangements for Endowments.
- The Chair suggested that the Community Planning Partnership could be approached for ideas with regard to the remaining balance available. The Chair noted that Cathy Steer is one of the lead officers and that it would be worth contacting her to explore this avenue. I Addison agreed to follow up on this.
- The Chair asked if it was possible within the conditions of funding for Endowment Funds to be used to support staff during the current cost of living crisis. I Addison answered that there was potential here but that it was important not to cut across other areas where Scottish Government may be setting up support.

The Committee

- **Noted** the update.

5 INTERNAL AUDIT REPORT OF ENDOWMENT FUND ARRANGEMENTS

S Hume introduced the report which was presented for information ahead of a formal presentation to the Audit Committee on 6 September. This had been approved by the Chair of the Audit Committee.

- I Addison responded that it was a very thorough report, and that some of the items already have identified actions to address the issues.
- Resource is a key issue and has played a factor with regard to addressing actions.
- Management actions have been identified and it has been agreed that the Head of Financial Services, Sophie Kiff, will be the named person to take the actions forward.

In discussion,

- Clarification was sought that no NED trustees had been involved in the in the audit, which was disappointing.
- With regard to preparation for the future changes to Endowments, G Rodger commented that there was a feeling that conversations to address these matters had been ongoing for some time and that NHSH had not yet implemented a clear plan, and that other boards were seen to be making more progress.
- I Addison answered that discussions had been had with David Park and David Garden a few months ago that an action plan was needed, and that David Park would lead with advice from Internal Audit. The Internal Audit report is a good start to identify some of the things that need to be put in place.
- The Chair asked if the management actions in relation to forward planning were sufficiently tight, and suggested that a progress report be brought to the next meeting with planning for the future arrangements of Endowments governance added to the agenda.
- I Addison agreed and noted that he would discuss this with David Park.
- The Chair noted that this was a relatively positive report with a moderate risk assessment and grade two actions, which reflected the difficult balance that the committee has to strike between operational processes, adequate controls and the need to make best use of charitable money. The committee acknowledged this to be the case.
- The Chair asked the committee if it was felt that NHSH was striking a good balance and if the additional resource and capacity will allow the committee to focus more on consolidation of funds.

- I Addison commented that consolidation of funds had been an issue for some time and that the main issue was to have managers engaged in utilising the available funds and aware that donations to their respective areas were often explicitly targeted to that ward or sector.
- The Chair also asked if there were any automated solutions to some of the process issues such as automated blockers.
- I Addison answered that automation will be explored but noted that it is a complex area due to the large number of wards and the number of managers involved.
- H Cooper added that as she settles into her new role she will be exploring efficient and value-led use of the available digital solutions.

The Committee

- **noted** the report.

6 PATIENT WIFI

I Ross spoke to the paper and noted that clinical system access to Wi-Fi is kept separate and secure from general staff and patient Wi-Fi access.

- Work on the original paper had started back in 2019 and was delayed by COVID and the question around how this area would be funded in year four. Year four funding was approved towards the end of 2021.
- The August 2021 meeting of the Endowment Committee gave approval to proceed with patient Wi-Fi with the proviso that some amendments to the contract would be required to reflect changes in hospital configuration, such as the new hospitals at Aviemore and Skye and the NTC.
- It was noted that progress has not been as planned due to conflicting service pressures, but work is underway with the provider to come up with a plan.
- Contractual arrangements have now been made and a change control notice has been created with the main provider of IT systems for NHS Scotland, Atos, who will subcontract the work to a company called Wi-Fi Spark, who have implemented the same solution for a number of boards across Scotland.
- Detailed work around the technical infrastructure at each site (apart from New Craigs, RNI, and Town and County hospitals), and service branding has been agreed with the Communications Team for the website and associated apps.
- Fortnightly meetings are underway with suppliers.
- Currently, the plan is for parts of Raigmore to go live during September 2022, and then during October, patient Wi-Fi will be rolled out to Caithness General, Dunbar Hospital, McKinnon Memorial, and the Badenoch and Strathspey Community Hospital.
- Dates for the remaining sites will be determined by the progress made.
- Work is ongoing with the Communications Team about how the news around patient Wi-Fi is disseminated in the knowledge that it is a political 'hot topic' with MSPs, MPs and community groups.
- The report details current estimated costs which will need to be revisited when New Craigs, RNI, and Town and County Hospitals are re-assessed to ensure they have the most suitable solutions. The project will return to the Endowment Funds Committee for approval once these figures are known.

During discussion, the following points were addressed:

- It was asked what the annual cost for managing the service will be. I Ross answered that the annual costs are projected at around £111,000 plus VAT. The Endowment Committee had agreed that they would fund the cost for three years, with NHS Highland having later agreed to pick up the annual cost after this period.
- The annual management cost consists of 22 elements which include cost of running the service via the BT circuit (and not the Highland Data Network), the internet service and

the gateway costs. The service will be managed by Wi-Fi Spark who will be the contact point for staff and patient issues.

- It was asked why plans for New Craigs will need to be revisited. It was answered that work on patient Wi-Fi will be carried out in parallel with the upgrading of the full Wi-Fi network to which up until now New Craigs has not had access. It is expected New Craigs will have the new Wi-Fi network in place this financial year.
- It was clarified that the project will not cover health centres and other primary care settings and that this will be a further piece of work to be considered at some point in the future.
- The Chair asked for clarification as to whether or not the committee had already approved the first increase in budget from the £101,000 to £110,000.
- I Ross confirmed that this had not happened but that it had been understood that the contract could go ahead pending adjustment to the contract to reflect changes in the hospitals. He apologised if this was considered to be outside of the process.
- I Addison confirmed that the trustees had agreed that the contract would be subject to tweaking and that it was the recurrent nature of the funding which required approval by the trustees.
- The Chair asked when the exchequer could be expected to pick up the funding of the project given the delays. I Ross answered that this was dependent on further work with Wi-Fi Spark around cost profiling, implementation and running costs.
- I Ross noted that he would share details of the phasing of the project with D Macintyre and I Addison.

The Committee

- **noted** the report.

7 INVESTMENT PORTFOLIO REPORT

I Addison gave an overview of the circulated paper which described the status of the portfolio at the end of June 2022 and included a copy of the full portfolio report from Adam & Co. for information.

In discussion,

- The Chair asked for clarification on a point raised by the previous chair, i.e. whether investments were being made in Russian businesses given the current conflict in Ukraine. I Addison noted that he would clarify this with Mark Ivory at Adam & Co. but recalled that he had stated that there were no direct investments in Russia, but that it was possible that there may be some investments with companies that do have investments held there.

The Committee

- **noted** the portfolio valuation report.

8 ACTIVITIES/USE OF NON-CORE BUDGET FOR THE PAST YEAR

P Simmons gave a presentation outlining the current position and explained the area of work. He noted that he had been managing the Non-Core Budget for the past 10 years. The funds have been allocated to staff for professional, personal, and career development, service improvement and service delivery.

The most significant change since the last update before COVID in 2019 was the impact of Microsoft Teams and other associated technology on staff working which had reduced the administrative burden on the fund and made it more responsive and quicker to deliver for staff applications.

There is increased activity around advanced practice especially for those who work in remote and rural areas, and this has improved what the service can offer closer to patients' homes and communities.

There is a range of programmes available from degree modules and postgraduate courses to a number of training packages which fall in between these areas.

The main provider is UHI, but a number of other institutions have been engaged by staff for training such as Liverpool and Dundee universities as well as other local learning providers. P Simmons commented that would be stepping away from his post and that Susan McIntyre would be taking up this work with a view to review the application guidance in line with the study leave policy, which had been started by Paul and D Macintyre.

In discussion,

- It was confirmed that funding is available for training to colleagues in social care employed by NHS Highland.
- The Chair asked if it would be possible to work in partnership with Third Sector and Independent partners to obtain charitable funding to support staff who work in partnership with NHS Highland.
- I Addison commented that this was a good idea. He noted that the way the fund is run is specifically NHS Highland staff, but that putting a proposal together for NHS Charities Together to help external staff who are supporting the health service would be worth exploring.
- It was confirmed that the Non-Core Budget is being used to more or less its full capacity. The current budget is £75,000 which had been increased about 3 years ago from £50,000. I Addison noted that there are discretionary funds to top up this amount where necessary and agreed by the committee.
- D MacKenzie noted that he would be meeting with P Simmons and S McIntyre and maybe with S Kiff too, to review the fund's policies and this would be an opportunity to consider policies for supporting external colleagues.
- The Chair raised the issue of Care Academies within social care and recommended that I Addison speak with Simon Steer about possible areas for support.
- P Simmons noted that there would need to be scoping work carried out on the potential demand from external colleagues, and to consider the most suitable and least complex way to transfer funds.
- The Chair commented that such funding for external partners would need to be ringfenced in order to avoid impinging on NHS Highland staff support.

The Committee

- **noted** the report.

9 APPLICATIONS

No applications were presented to the committee.

10 FINANCIAL REPORTS as at 31 June 2022

10.1 Fund Balances

10.2 Donations

10.3 Expenditure

I Addison gave an overview of the spreadsheet circulated before the meeting, which outlined the current situation regarding the Fund Balances, and donations and expenditure greater than £5,000.

During discussion the following points were raised,

- The Chair requested clarification on the item concerning Ward 7B, Oxford University course sleep study.
- D MacKenzie and I Addison clarified that this concerned a specific donation from the DVLA to enable training for a nurse which had been approved.
- It was clarified that the item 'Fundraising C 19' referred to various funds received during the pandemic which had been set aside for particular schemes which managers need to progress.

The Committee

- **noted** the financial report.

11 NATIONAL CHARITIES (NHSCT) MONIES – ACCESS AND USE

The current position for NHSCT funds was noted in the discussion under item 4.2 above.

The Committee

- **noted** the update.

13 PROPOSED DATES OF FUTURE MEETINGS in 2023

The committee dates for 2023 were circulated for noting ahead of the meeting:

6 March
5 June
4 September
4 December.

Meetings to take place on Mondays at 10.00am and held online unless otherwise noted in advance.

The Committee

- **noted** the proposed dates for 2023.

12 ANY OTHER COMPETENT BUSINESS

The Interim Chair noted that progress was being made regarding the appointment of a permanent Chair to the committee and it was expected that this would be resolved before the next committee meeting.

15 DATE OF NEXT MEETING

The next scheduled meeting of the Committee will be held on **5 December at 10.00am**, in virtual meeting format.

The meeting closed at **11.30am**.