


<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: center;">1st March 2021, 10.00am</p>	

Present Mrs Deirdre Mackay, Chair of Trustees
Ms Jean Boardman, Trustee
Mr David Garden, Trustee
Mr Adam Palmer, Trustee
Dr Gaener Rodger, Trustee

In Attendance Mr Iain Addison, Head of Area Accounting

1 WELCOME/APOLOGIES

All present were welcomed to the meeting.

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 DRAFT MINUTE OF MEETING HELD ON 26 OCTOBER 2020

From this draft minute, The Chair sought an update on the following -

- Concerns were raised at the previous meeting around the level of risks on the register, I Addison to provide an update and will distribute after this meeting.
- The Chair sought an update on the impact on publicity on donations. I Addison advised the committee there has been minimal impact on donations, he stated donations year on year is unchanged and has remained static.

The minute of the meeting held on 26 October 2020 was **Approved**.

The Committee Approved the circulated draft minute of the meeting held on 26 OCTOBER 2020.

4 DRAFT MINUTE OF MEETING OF TRUSTEES HELD ON 26 NOVEMBER 2020

The circulated draft minutes were **Noted**.

ACTION: K Fraser to check if J Boardman attended this meeting.

The Committee Noted the circulated draft minute of the meeting of the Trustees held on 26 November 2020.

5 MATTERS ARISING NOT ON THE AGENDA

No matters were discussed

6 INVESTMENT FUNDS

6.1 Investment Report

The report was noted.

The Committee Noted the Investment Report.

7 APPLICATIONS

There have been no applications.

8 FINANCIAL REPORTS

8.1 Position as at 31 January 2021

No comments were made

8.2 Donations

No Comments were made

8.3 Expenditure

No comments were made

The Committee Noted the Financial Reports
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9 NATIONAL CHARITIES (NHSCT) MONIES – ACCESS AND USE Report by Iain Addison

I Addison provided members with an update in relation to the current position in terms of the usage of the National charity funding. £105,000 of funds received was split between 3 divisions giving a total of £35,000 each, all divisions currently remain with unspent balances - the Acute division - £28,000 remaining, North Highland - £34,000 and Argyll & Bute also have £22,000 remaining from their allowance. All divisions have been encouraged to spend their allowance. He advised an additional £50,000 was given last year; the funds were received on the basis that prior to Christmas the region was redesignated and NHSCT distributed this resource to all areas in Tier 3 or higher.

I Addison advised members there are still bids and applications requested from boards to the NHS National Charities to obtain further finances for Stage 2 (£140,000) and Stage 3 (£215,000). The deadline for these bids has been extended until the end of 2021. The bids are for encouraging partnership working, community partnership grant and a recovery grant.

I Addison updated the committee on the process for recruiting a Project Manager. The Chair questioned timescales in respect of this role; I Addison advised members he will provide an update regarding time scales.

During discussion, G Rodger noted the outcome from a recent meeting with Julie Farr who is a Charity Manager for the Fife Health Board Endowment Funds. She spoke about the charity together money and how it is being spent in other Boards. She commented on the potential Project Manager role and endorses this however thinks a Charity Manager role is needed. She expects this position to be supported and funded by Endowments going forward and would also need an administrative assistant to support this role.

During the discussion, the following points were made

- Members agreed that the potential Charity Manager position should be a fixed term contract; this would enable flexibility and scope for the position.
- A Palmer questioned whether there had been any considerations on how the funding could be spent and there needs to be a plan in place.
- D Garden need resource to provide support to scope out with more vision and operational
- I Addison added a number of boards are looking at this and coming up with the suggested positions. Maybe go around the other Boards to look at what they are doing as well. Will get ideas from other boards. Put together a job description and put to trustees for a suggested way forward.

10 ANY OTHER COMPETENT BUSINESS

I Addison mentioned that a Research and Development Manager had asked to be included as a member of the Endowment committee and asked what the committee's views were. G Rodger believes it would be good to build relationships with them. The discussion on this concluded that they should be invited as guest at the appropriate meetings.

J Boardman asked if there are any developments around the two additional security staff at the Raigmore Hospital car park. I Addison advised this will be discussed at the next committee.

A Palmer wanted to note that Janice Pickering is retiring and will no longer be the Staff Side Representative going forward, he added that he is currently in the process of recruiting someone else to join the committee.

11 DATES OF FUTURE MEETINGS

7 June 2021
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 **7 June at 10.00am**, venue to be confirmed.

The meeting closed at 10.55