


<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;">MINUTE of MEETING of the ENDOWMENT FUNDS COMMITTEE Virtual Meeting Format</p>	<p style="text-align: right;">15 May 2020, 2.00pm</p>	

Present Mrs Ann Pascoe, Chair of Trustees
Mr Adam Palmer, Trustee
Mr David Garden, Trustee
Dr Gaener Rodger, Trustee

In Attendance Mr Iain Addison, Head of Area Accounting
Miss Leah Girdwood, Board Committee Administrator
Donald Mackenzie, Assistant Financial Services Accountant

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.

At the commencement of the meeting, the Committee agreed to consider the agenda items in the following order.

5 NATIONAL DONATIONS FOR COVID-19

Iain Addison spoke to a previously circulated report regarding the donations to NHS Charities Together. The funds donated to the appeal had reached £103m. The way the money was to be distributed had changed, with NHS Highland's share being £105k. A further £50k was expected for NHS Highland, the final figures were to be agreed.

With regards to the stage 2 and stage 3 grants, Iain Addison confirmed it was likely there was not going to be a bidding process. There was work ongoing to establish a basis on which to distribute the remaining funds across all Boards in England, Scotland, Wales and Northern Ireland. The NHS Highland amount was not expected to be available until mid-July; thereafter NHS Charities Together would be looking for information on the expenditure for stage 1 money, and a proposal on how to spend the funds in stage 2 and 3.

Iain Addison advised the £105k funds which had already been received had been split over the 3 operational units with each receiving £35k. A list of proposals from other Health Boards had been sent to provide ideas and prompt development of each units own proposals. The acute division had provided a proposal for how they would use the funds. Raigmore had proposed to use the funds to ensure staff were taking breaks and social distancing by providing extra chairs and a marquee for space outdoors. Another proposed spend was on smart glasses which would be used for remote and virtual clinics. Argyll & Bute were also making progress on their proposal. Iain Addison advised a response was still awaited from David Park with regards to the proposal for North Highland. It was highlighted that no suggestions had been received for the stage 2 or 3 funding. Iain Addison agreed to follow up with the operational units for more information.

During discussion, Adam Palmer queried whether there was consideration for use of the money for hardship grants for staff and their families. Iain Addison advised that some trusts had confirmed they would be using the funds for a death in service grant. It had since been confirmed that Government would be providing death in service grants so decisions would be required to set criteria for a hardship grant. David Garden highlighted that to provide funding for hardship grants beyond what the Government was already proposing may be difficult, especially when other Health Boards may not be doing the same. The Chair highlighted that there was information within the paper regarding the use of funds for mental health and this could potentially be used in NHS Highland. David Garden suggested there would need to be further discussion with HR on the matter.

David Garden noted the likelihood of NHS Highland receiving a large amount of money and suggested it may be beneficial to consult with staff and patients on how they would like to see the funds spent. Gaener Rodger agreed, noting this would allow for a bottom up approach. It was suggested that the Chief Executive and communications team could be contacted to provide support with this to find a solution. Iain Addison had provided the information to Andrew Devlin in the communications team and agreed he could contact him again to follow up on consulting staff and patients. Donald Mackenzie highlighted that decisions would be better to be made in consultation with staff locally and the importance of ensuring staff ideas were be listened to.

It was noted that any decisions made would be required to be approved at a meeting of the Trustees.

At this juncture Adam Palmer left the meeting.

3 DRAFT MINUTE OF MEETING HELD ON 3 FEBRUARY 2020

The minute of the meeting held on 3 February 2020 was **Approved**.

The Committee **Approved** the circulated minute of the meeting held on 3 February 2020.

4 DRAFT MINUTE OF MEETING OF TRUSTEES HELD ON 28 APRIL 2020

The circulated draft minute was **Noted**.

The Committee **Noted** the circulated draft minute of the meeting of the Trustees held on 28 April 2020.

6 BUDGET FUNDS DISTRIBUTION FOR 2020/21

Iain Addison spoke to the previously circulated report which established the suggested distribution of funds for 2020/21. The amount made available to budget funds in 2019/20 was

£180k and it was proposed that the same amount be used for the budget funds in 2020/21. The Committee **agreed** the proposed amount of £180k.

Gaener Rodger raised a query regarding the funding for Research & Development (R&D) as there was an unused balance returned from pre 2019/20. She suggested that if funding continued then Endowments should request specific proposals for how the funds will be used. David Garden advised that the projects were ongoing, however, there was difficulty accounting for the use of the funds. The Committee **agreed** that R&D be removed from the distribution and be added to the discretionary fund for 2020/21 so that any funds for R&D would require an application through the Committee.

The Chair queried the funding for non-core learning and whether this was required given the current social distancing rules. Iain Addison confirmed this was for training materials which could be used to produce online courses and pay fees. The committee **agreed** to the proposed non-core learning budget of £75k and corporate budget of £5k.

There was £91k held within the budget funds of operational units and £80k was proposed to be distributed this year. David Garden queried whether it would be beneficial to defer the decision until after Covid-19 when business as usual had been resumed. The Committee agreed with this proposal. Funds would remain in the discretionary fund until such a time that further decisions could be made.

The Committee:

- **Agreed** the proposed budget fund amount of £180k
- **Agreed** Research & Development be removed from the budget distribution and be added to the discretionary fund for 2020/21
- **Agreed** to the proposed non-core learning budget of £75k
- **Agreed** that a decision on the distribution of funds for operational units be made when business as usual resumes following the Covid-19 pandemic

7 AOCB

There was no other business.

8 DATE OF NEXT MEETING

The next scheduled meeting of the Committee will be held on **17 August 2020 at 10.00am** in the Board Room, Assynt House.

The meeting closed at 2.45pm