


<p style="text-align: center;"><b>HIGHLAND HEALTH BOARD ENDOWMENT FUND</b></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;"><b>MINUTE of MEETING of the ENDOWMENT FUNDS COMMITTEE</b> Microsoft Teams</p>	<p style="text-align: center;"><b>6<sup>th</sup> March 2023, 10.00am</b></p>

**Present**

Philip Macrae, Chair of Trustees  
Jean Boardman, Trustee  
Dr Gaener Rodger, Trustee  
Heledd Cooper, Director of Finance, Trustee  
Prof Boyd Roberston, Trustee and NHS Board Chair  
Elsbeth Caithness, Trustee  
Pam Dudek, Trustee  
Catriona Sinclair, Trustee  
Boyd Peters, Medical Director, Trustee

**In Attendance**

Donald Mackenzie, Assistant Financial Services Accountant  
Stephen Chase, Committee Administrator

## 1 WELCOME/APOLOGIES

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

Apologies were received from Louise Bussell and Sophie Kiff.

The meeting was quorate.

## 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 05 DECEMBER 2022

### The Committee

- **approved** the circulated draft minute of the meeting held on 5<sup>th</sup> December 2022.

## 4 MATTERS ARISING NOT ON THE AGENDA

- The Chair noted that the action log would be updated outwith the meeting.
- The Director of Finance commented that she would provide an update as part of item 8 which would close off some of the actions.
- Regarding the Endowment Fund Charity Manager role, it was noted that a job description had been assembled and that this was due to go next to the job matching process and then through the full HR process to be turned around in the next two months

or so. Additionally, it was noted that an application to a Development Fund had been submitted for £30,000 as funding towards the Charity Lead Manager role.

- The Director of Finance commented that she had been in discussion with the Charities Manager at NHS Fife to consider how the Fund team should operate once the new model is in place and if the team should be separate or if there was potential for collaboration with NHS Grampian should the recruitment process prove unsuccessful.
- The Charity Lead Manager would be responsible for building a team and would bring a business case to the Committee to support any such plans.

#### **The Committee**

- **Noted** the action log would be updated outwith the meeting.

## **5 INVESTMENT PORTFOLIO REPORT**

The Director of Finance gave an overview of the quarterly status report of the portfolio as at 31 December 2022 and included a copy of the full portfolio report from Adam & Co. for information.

- For the nine months of the current year the portfolio had stayed relatively static and had increased slightly.
- It was agreed that the Investment Fund company, Adam & B Co. be invited to the next meeting of the committee.

#### **The Committee**

- **Noted** the portfolio valuation report.
- **Agreed** that Adam & Co be invited to attend the next meeting regarding the investment portfolio.

## **6 APPLICATIONS**

### **6.1 Research and Development**

The Director of Finance noted that due to the timescales around the application it had been sent out to the Committee for consideration ahead of the meeting with a deadline to respond.

- There had been no negative responses to the application and therefore the application was approved and moved forward for processing.
- The purpose of the application at the present meeting was to complete the formal process of approval.

In discussion,

- G Rodger noted appreciation for the further explanation submitted by the applicant which clarified that the monies would go towards a top up to the stipend for a PhD student.
- The Director of Finance commented that the original application had been for £10,000, but that due to increased costs in the current financial climate this was increased to £12,000.
- The Chair noted this and the Committee **approved** the uplift.
- The Director of Finance suggested that there be a separate Endowment Fund for Research and Development projects with a proposed annual allocation of £20,000 managed by the Endowment Fund team. This would ensure improved transparency and speed up the application process for the Research and Development team, and the fund could be topped up if necessary by agreement with the Committee.
- D Mackenzie that a separate fund was largely already in place.

- It was also commented that once the Charity Manager is in post it would be expected of them that they would take a strategic approach with the Research and Development team to develop a long term approach to support that is less reactive to needs.
- It was **agreed** that £12,000 be approved for the application and to round off the current financial year. The next financial year (2023-24) would begin afresh with an allocation of £20,000 towards new Research and Development applications.
- The Chair **noted** as an action that a transparent process for Research and Development applications be implemented. The Director of Finance and D Mackenzie agreed to take this forward.

#### **The Committee**

- Formalised **agreement** of the application.
- **Approved** the uplift of £12,000 from £10,000.
- **Agreed** that the Director of Finance implement a transparent process for R&D allocations and applications.

## **6.2 Mentoring for Medical Staff**

The Medical Director spoke to the application and noted that it was to support a two-year pilot scheme for a mentoring service for medical staff

- The Chief Executive and G Rodger both agreed that this was a needed scheme and had been discussed at the Clinical Governance committee and fitted well with the organisation's Culture programme.
- G Rodger asked if consideration had been given to how the scheme might be supported if the pilot is successful.
- The Chair asked how the scheme would sit in terms of the organisation's People Strategy. The Medical Director noted that he would take away the suggestion that the scheme link with the People Strategy for further consideration.
- The Chair asked about the process of evaluation for the scheme. The Medical Director noted that this was under consideration with the aim of implementing a representational survey.

The Committee **approved** the application.

#### **The Committee**

- **Approved** the application.
- **Noted** that the Medical Director would discuss implementation of an evaluation process for the pilot scheme.

## **6.3 Volunteer Outfits**

The Chair introduced the application noting that details had been circulated previously with further information supplied by the applicant.

- During discussion, it was clarified that the discrepancy in numbers between the application and the invoice was due to the invoice showing the differential in price when buying in bulk and had been included as an example.
- It was commented that there had been recent discussion at the Board around the new logo for NHS Highland

- The issue of stock control was discussed regarding the turnover in volunteer staffing, the duration of holding stock and balancing costs between buying a minimum amount, bulk buying and rising costs.
- The Board Chair noted that there was an opportunity once the uniforms were ready, to publicise the work of Volunteers and as a means to attract more people to the Volunteer Service. He suggested that the Volunteer Manager be in contact with the Comms team to consider how this could be done. The Committee Chair agreed that this was a good opportunity to publicly recognise the contribution of volunteers to the population of Highland.
- The Director of Finance recommended that the Volunteer team work with the Procurement Team to ensure best value for money and resolve questions about storage.

The members **approved** the application in principle pending discussion with the Procurement and Comms teams.

#### **The Committee**

- **Approved** the application in principle pending discussion with the Procurement and Comms teams.

## **7 FINANCIAL REPORTS as at 31 January 2023**

### **7.1 Fund Balances**

### **7.2 Donations**

### **7.3 Expenditure**

D Mackenzie gave an overview of the spreadsheet circulated before the meeting, noting that

- There had been only one donation over £5,000 in the last quarter.
- Donation Funds are due to be renamed and placed within the new fund structure.
- The new signatories for the budget funds are due to be arranged with the Investment Fund, Adam & Co.

During discussion,

- It was noted that the Endowment Fund team were working their way through the different funds to establish new and ongoing arrangements but that this had been a difficult and long-term process.
- The Director of Finance commented that many of the issues could be progressed when the Charity Manager was appointed as this would create more capacity.
- Regarding the reserves policy of the Endowment Fund, it was discussed that the fund could operate with a lower reserve and still keep in balance with the necessary check around risks, and that the current high reserve was not the most effective use of the money.
- The aim of the Charity Manager and their team would be to raise funds such that their salaries would be covered without risk to the main fund.

#### **The Committee**

- **Noted** the financial report.

## 8 NATIONAL CHARITIES (NHSCT) MONIES – ACCESS AND USE

The Director of Finance commented that she had recently met with the Grants Officer from NHS Charities Together and it was noted that there was a deadline for NHS Highland to provide its submission against the allocation received and the associated spend by the end of March. It was noted that this work is on track for timely completion.

It was noted that there were two other funds available:

- a Community Partnership Grant to be applied for on behalf of Community bids with a deadline of the end of June (extended from January). There were no current NHS projects attached to this and it was asked if there were suitable projects.
- a COVID recovery grant for £231,000, also with an end of June application deadline. An application is in process around the Volunteers scheme regarding this fund and it was asked if there should be any additional projects to add to make the full value of the grant.
- Additionally, it was noted that a decision was awaited in April regarding a development grant application submitted for £30,000.

During discussion,

- D MacKenzie commented that the Department of Facilities had been considering a bid of £65,000 for improvements to catering. This had not been formalised but it was agreed that this would be followed up as a potential addition to the recovery grant.
- It was also commented that there had been a bid for communities monies from Highland Hospice but that this had been turned down.
- The Chief Executive commented that it would be good to have more discussion around supporting communities and how best to target and encourage applications.
- The Chair **requested** more information with regard to who was eligible to apply for community funding. He asked if Community Planning Partnerships were included within the criteria as this was an area of concern especially regarding reducing poverty and addressing mental health. J Boardman added Community Hubs as another area to explore for the Fund to support.
- The Chief Executive commented that she would be keen to understand how the partnerships could be better supported and for there to be a robust process in place.
- It was commented that the Committee had previously attempted to promote funding availability to Community Planning Partnerships but that a lack of capacity in the Endowment Fund team had been an issue. It was also commented that there was no current transparent process in place ready for communities to approach the Endowment Fund for support.
- The Director of Finance **noted** that she would explore the Terms and Conditions and the infrastructure to support partnerships making bids. She noted that NHS Charities Together handle the assessment side of the process and that it would then be a matter of communicating the information through appropriate channels.
- The Chair commented that Alison Clark at Highland Council would be a useful contact in terms of coordinating the dissemination of information to the partnerships.

<b>The Committee</b>
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| <ul style="list-style-type: none"><li>– <b>Noted</b> the update.</li></ul> |
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## 9 ANY OTHER COMPETENT BUSINESS

The Director of Finance noted as a matter of good practice, that during the coming year the committee should test the market for investment fund portfolio holders and auditors to ensure that the Fund is getting best value. It was noted that the pandemic had postponed the regular tender process.

- G Rodger commented that NHS Highland had previously partnered with the Island boards for this process.
- It was agreed that the Director of Finance will take this item forward in conjunction with the Head of Financial Services and the Procurement Team.

It was commented that the Non-Core Training budget had overspent. The Director of Finance noted that she would be meeting with the Director of People and Culture and her deputy to discuss the management of this budget.

- The Chief Executive commented that it would be worth carrying out an assessment to see if the current allocation for Non-Core Training was appropriate.
- The Committee was content to approve that the overspend for the current financial year be covered by the Endowment Fund.
- The Chair requested that in supporting the overspend that that mention of around future expenditure be included.
- The Director of Finance agreed to speak with the HR team about bringing a report to a future meeting about guidance on future use of the Non-Core Training budget, and commented that approved spending and staff Personal Development Plans needed to be looked at to ensure suitable scrutiny was carried out.
- It was also suggested that the issue raised an opportunity to ensure statutory mandatory training was carried out before an individual can apply for additional training.

#### **The Committee**

- **Approved** the overspend of the Non-Core budget to be covered by the Endowment Fund.
- **Noted** the need for an assessment around the allocation for Non-Core training.
- **Agreed** that a report come to a future meeting from the HR team about guidance on future use of the Non-Core Training budget

## **10 DATE OF NEXT MEETING**

The next scheduled meeting of the Committee will be held on **5 June 2023** at **10.00am**, in virtual meeting format.

The meeting closed at **11.08am**.