

<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 Microsoft Teams</p>	<p style="text-align: center;">4th December 2023, 10.00 am</p>	

Present Philip Macrae, Chair of Trustees and Non-Executive
Dr Gaener Rodger, Trustee and Non-Executive
Alasdair Christie, Trustee and Non-Executive
Heledd Cooper, Director of Finance and Trustee
Pam Dudek, Trustee and Chief Executive
Joanne McCoy, Trustee and Non-Executive

In Attendance Stephanie Innes, Assistant Financial Accountant
Stephen Leslie, Consultant Cardiologist (Item 3.1)
Donald Mackenzie, Assistant Financial Services Accountant
Fraser McLelland, Older Adults Mental Health (Item 3.2)
Thomas Meadows, Project Manager Estates (Item 3.2)
Liz Porter, Assistant Director Financial Services
Diane Woodward, Clinical Area Manager (Item 3.2)
Stephen Chase, Committee Administrator

1.1 WELCOME/APOLOGIES

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

Apologies were received from E Caithness and K Patience-Quaite.

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. No declarations were made.

1.3 DRAFT MINUTE OF MEETING HELD ON 04 SEPTEMBER 2023

The Committee

- **approved** the circulated draft minute of the meeting held on 4th September 2023.

1.4 MATTERS ARISING NOT ON THE AGENDA

- The Chair noted that there were a number of actions that could not be resolved until the appointment of a Charity Lead for the Endowment Fund.

- The Assistant Director Financial Services noted that the role of Charity Lead had been offered and the candidate had accepted and would start work on 8 December. The outstanding actions related to the Charity Lead role would be considered as part of the review of governance documentation that would form a large part of her first task in role.
- The Chair welcomed the news of the appointment and it was confirmed that an introductory meeting would be set up for the Charity Lead with the Chair and other meetings with relevant parties would also be arranged.
- The Assistant Director Financial Services announced that notification had been received from NHS Charities Together about the membership fee. Last year the fee had been taken from one of the grant offerings however this year it would be a separate charge. Information was awaited from NHS Charities Together about what the membership will cover and an email would be circulated to the Trustees for approval of the renewal of membership. It was commented that it was likely that the turnaround time for approval could be quite short.

The Committee

- **Noted** the updates, and
- **Noted** that approval would be sought soon from the Trustees by email regarding approval of the membership fee for NHS Charities Together.

2 MEMBERSHIP

2.1 NOMINATIONS FOR VICE CHAIR

Discussion had been had between the Chair and J McCoy about her suitability for the role but she felt that it was too early in her role as a Trustee to consider taking the Vice Chair position and that she would like to clarify if there would be any perceived conflict of interest from her other job role in the Third Sector and the VC position.

The Committee

- **agreed** to carry the item over to the next meeting.

3 APPLICATIONS

3.1 Cardiac Rehab Centre – Doctoral Funding

S Leslie spoke to the application and noted that the decision to support a full-time PhD candidate would strengthen collaboration with UHI where a supervisor for the academic part of the project had been agreed. He noted that it was the intention to create a legacy of work and that Public Health had expressed keen interest in the project.

During discussion, it was clarified that there had been previously some challenging interaction with a patient group around changes to the Heartbeat Centre and it was felt that the project was not directly relevant to that group but was relevant to wider public engagement work.

It was noted that the study would extend beyond Inverness in surveying patients: around 500 would be local to Inverness and the rest would be from across Highland.

It was commented that most of the survey work would be conducted via paper and telephone but that some would be online via Highland Highlife in an attempt to reach a wide range of participants with different access needs.

The Committee

- Formalised **agreement** of the application.

3.2 New Craigs Ruthven Ward

T Meadows gave a slide show presentation which spoke to the application and he was joined by D Woodward and F McLelland who elaborated on the detail of the project proposals.

During the discussion that followed the members noted their support for the aims of the application in improving the experience of patients and getting value for money by combining the timeline of work.

The Chair requested that a breakdown of costings be circulated to the committee due to the amount of funding requested. It was noted a 'bill of quantities' could be circulated and that exact costings would only be known following the tendering process with the contractors.

It was agreed to hold an additional meeting of the Committee, if required, or to agree via email to recommend the application for final approval of the application by the Trustees. The Trustees could decide during the next Board Development Session.

The Committee

- **Requested** a breakdown of exact costings be circulated to the Committee
- **Agreed** to hold an additional meeting if required or to agree via email to recommend the application for final approval of the application by the Trustees.

4 FINANCIAL REPORTS as at 31 October 2023

4.1 Fund Balances

4.2 Donations

4.3 Expenditure

The Assistant Director Financial Services offered the reports for noting and commented that two large donations Isle of Bute Dialysis General Cancer Fund Vein Finder purchase

There were two larger donations of £17,315.75p towards Isle of Bute Dialysis from fundraising and that this was the final donation from the group; and a donation to the General Cancer Fund from a group of oncology patients of £5,730.05p towards the purchase of a Vein Finder.

Expenditure over £5,000 was noted from the Belford General Fund for Verona Deluxe therapy chairs.

The Committee

- **Noted** the financial reports.

5 NATIONAL CHARITIES (NHSCT) MONIES – ACCESS AND USE

The Director of Finance noted that Charities Together had put together a document of the anticipated grants for next year. There were four proposed grants for 2024 and that it looked likely that only two of these would be applicable to NHH.

The Assistant Director Financial Services had received funding of £231,000 from the Statutory Recovery Grant Award towards Raigmore canteen refurbishment and to support the two volunteer coordinator roles previously approved by the committee.

Approval had also been given to an application for the Stage Two Community Partnership Grant for two projects in Argyll and Bute concerning wellbeing coaching and a MySelf Management link worker project.

An application to the Greener Communities Grant for work at the New Craigs site was unsuccessful, however there would be another round in the new year and the application would be rewritten based on feedback on the original application.

J McCoy noted for disclosure to the members that her other role outside NHS Highland was as manager of MySelf Management who had been in receipt of one of the grants mentioned above.

The Committee

- **Noted** the update.

6 ANY OTHER COMPETENT BUSINESS

S Innes announced that the procurement of an Investment Fund Manager for the consortium of health boards of North of Scotland was underway with a two-stage interview process with five candidates selected for the second stage including the current Investment Fund Managers, Adam & Co. The second presentation stage was due to take place the following week with final scoring of candidates to be held on 21 December. An update on the outcome would be provided to the committee and the trustees in January.

It was confirmed that the non-executive representative on the panel was from NHS Orkney.

The Committee

- **Noted** the update.

7 DATE OF NEXT MEETING

The next scheduled meeting of the Committee will be held on **4 March 2024** at **10.00am**, in virtual meeting format.

The meeting closed at **10.57am**.