


<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;">26th March 2024, 2.15 pm</p>	

Present Philip Macrae, Chair of Trustees and Non-Executive
Elsbeth Caithness, Employee Director
Dr Gaener Rodger, Trustee and Non-Executive
Alasdair Christie, Trustee and Non-Executive (until 2.53pm)
Joanne McCoy, Trustee and Non-Executive

Trustees Gareth Adkins, Director of People (until 2.53pm)
Tim Allison, Director of Public Health (until 2.53pm)
Alexander Anderson, Non-Executive (until 2.53pm)
Graham Bell, Non-Executive (until 2.53pm)
Louise Bussell, Nurse Director (until 2.53pm)
Ann Clark, Non-Executive and Board Vice Chair (until 2.53pm)
Muriel Cockburn, Non-Executive (until 2.53pm)
Sarah Compton Bishop, NHS Highland Board Chair
Albert Donald, Non-Executive (until 2.53pm)
Pam Dudek, Chief Executive (until 2.53pm)
Karen Leach, Non-Executive (until 2.53pm)
Gerry O'Brien, Non-Executive (until 2.53pm)
Boyd Peters, Medical Directors (until 2.53pm)
Catriona Sinclair, Head of Area Clinical Forum (until 2.53pm)
Emily Woolard, Non-Executive (until 2.53pm)

In Attendance Ruth Daly, Board Secretary
Stephanie Innes, Assistant Financial Accountant
Catherine Myles, Charity Manager
Liz Porter, Assistant Director Financial Services
Stephen Chase, Committee Administrator

1.1 WELCOME/APOLOGIES

Apologies were received from Heledd Cooper, Susan Ringwood and Steve Walsh.

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. J McCoy noted in relation to item 6 in her other role as a manager of Myself Management that her organisation had been in receipt of a two-year grant from NHS Charities Together. However, having considered the papers she felt that her

position was remote enough to remain in the meeting of the Committee and the meeting of the Trustees that interrupted it.

1.3 DRAFT MINUTE OF MEETING HELD ON 04 DECEMBER 2023

The Committee

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

1.4 MATTERS ARISING NOT ON THE AGENDA

- The Chair noted that the actions arising from the previous minutes were due to be addressed in the business of the present agenda.

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 POLICY UPDATE

2.1 INTRODUCTION TO THE CHARITY LEAD MANAGER & ENDOWMENT FUND POLICY UPDATE

The new Charity Lead Manager introduced herself to the Committee members and Trustees present and provided an outline of the report circulated in advance of the meeting which reviewed the existing guidance, the Fund's charter and governance documents, and standing financial procedures with reference to best practice for standard operating procedures at other health board Endowment Funds in Scotland. It was noted that the proposed changes would be accompanied by a communications plan for fund managers which had already commenced.

In discussion,

- It was confirmed that awards for long service were provided via core funding rather than the Endowment Fund but that the Fund had allowed for monies to accrue £5 for every year of service towards a 'retirement tea'. It was acknowledged that this would be an area to address in the communications strategy.
- The wider issue of communicating the proposed changes to staff was discussed in relation to the current financial challenges within the NHS. It was commented that discretionary awards from the Fund towards, for example, team parties were no longer being approved by the Endowment Funds of most health boards following a review by NHS Lothian due to implications around individual tax liabilities where wider benefit to staff could not be demonstrated. By way of contrast, the levels of funding towards professional development compared favourably against other health board Endowment Funds and the report included a recommendation about clarifying the Fund's position in this area.
- It was noted that some of the staff wellbeing work that had been undertaken during the COVID pandemic was under review by the Director of People's team to look at bigger and more strategic projects such as the Wingman bus, to support staff wellbeing.
- The issue of apportioning interest and investment income into the general fund was raised and dissatisfaction was expressed at the placing investment relating to restricted funds within unrestricted funds. It was noted more information on the arrangements would be provided but that the current arrangement had been reached due to the

intensive level of work involved and the lack of facility within the organisation to address the allocations separately.

- The restrictions on what can be accepted from donors was noted and that this would be addressed in the communications plan for the public.
- It was confirmed that the aim was to have the new guidance in place for the new financial year 2024-25. Webinars would be offered to fund managers and staff to assist with understanding the changes and these would be rolled out at the earliest opportunity. It was requested that a communication strategy be implemented to assist awareness raising before the new policy is enacted.
- The Director of People commented that the review was an opportunity to articulate the purpose and strategy of the Endowment Fund and to clearly distinguish areas of core funding from endowment funding.
- The matter of legacy funds was discussed and it was noted that there had been significant work ongoing to address this area. However, it was also noted that this work takes time due to the processes involved in making changes to the structure and purpose of legacy funds.

Following discussion, the Committee members recommended that all of the proposed changes, barring the recommendation concerning apportionment of interest, be submitted to the Trustees for approval.

The Committee

- **agreed** to recommend that all of the proposed changes to the NHS Highland Endowment Fund Policy, barring the recommendation concerning apportionment of interest, be submitted to the Trustees for approval.

The meeting was paused at 14.48 for a session of the Trustees of the NHS Highland Endowment Fund. The meeting of the Committee recommenced at 14.53.

3 APPLICATIONS

3.1 Research Development & Innovation Applications

3.1.1 CM Participation Project

3.1.2 Lyme Disease in Primary Care

The items were presented as a courtesy for noting by the committee having been through the appropriate peer review channels, and the requested support being within the agreed budget level for Research Development and Innovation applications to the Fund. The Committee noted the information and signalled approval of the projects outlined therein.

The Committee

- **Noted** the applications.

3.2 Mentoring for Medical Staff

The project representative was unavailable due to technical issues and it was requested that the application be brought back to the next meeting for consideration and that a member of the project team be available to speak to the application. It was felt that more information was required around the dates of the pilot, and the reasoning for the shortfall in funding.

The Committee

- **Requested** that the application be brought back to the next meeting for consideration and that a member of the project team be available to speak to the application.

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 to the Committee for noting.

The Committee

- **Noted** the financial reports.

5 CORPORATE FUND

The Assistant Director Financial Services introduced the report which outlined how the Corporate Fund was overspent due to an unexpected demand over the Christmas period, and that the Committee was asked to approve the transfer of £7,000. It was explained that without the transfer the fund would sit at a negative position until it received donations.

Following discussion, the Committee agreed that it could not support the proposed changes without further information about the nature of the overspend and requested that a fuller briefing with options for decision making to be brought to the Committee.

The Committee

- **Requested** that a fuller briefing with options to be brought to the Committee for a decision.

6 NATIONAL CHARITIES MEMBERSHIP

It was agreed that the Endowment Fund had seen benefit from membership of NHS Charities Together and it was noted that the invoice had been received.

The Committee agreed to support the payment of membership fees to NHS Charities Together for a further 12 months.

The Committee

- **Noted** the update,
- **Accepted substantial assurance from the report** and
- Approved membership costs to NHS Charities Together for a further 12 months.

6 ANY OTHER COMPETENT BUSINESS

There was none.

7 DATE OF NEXT MEETING

The next scheduled meeting of the Committee will be held on **3 June 2024** at **10.00am**, in virtual meeting format.

The meeting closed at **3.15pm**.