

HIGHLAND HEALTH BOARD ENDOWMENT FUNDS

MEETING OF ENDOWMENT FUNDS COMMITTEE

Monday 2nd September 2024, at 9.30 am
Virtual Meeting Format (Microsoft Teams)

- All cameras should be turned on
- Use raise hand facility to discuss items – please do not use MS Teams chat

Distribution: 27 August 2024

AGENDA

Time	1.	Standing Items	Paper
09.30-09.35	1.1	Welcome and Apologies	
	1.2	Declarations of Conflict of Interest Members are asked to consider whether they have a conflict of interest to declare in relation to any item on the agenda for this meeting. Any Member making a declaration of a conflict of interest should indicate whether it is a financial or non-financial conflict and include some information on the nature of the conflict. Advice may be sought from the Board Secretary's Office prior to the meeting taking place.	
	1.3	Draft Minute of meeting held on 3rd June 2024 The Board is asked to approve the minutes of meeting of 3 rd June 2024.	pp.1-8
	1.4	Draft Minute of meeting held on 11th June 2024 The Board is asked to approve the minutes of meeting of 11 th June 2024.	pp.9-11
	1.5	Matters Arising	
	2.	INVESTMENT PORTFOLIO	
	2.1	Investment Portfolio Report Report by Mark Ivory, Adam & Co	pp.12-47
	2.2	Investment Policy for HHB Endowment Fund Report by Charity Lead Officer	pp.48-124
09.35-10.35		The Trustees are asked to <ul style="list-style-type: none"> • NOTE the report, and • APPROVE options after due consideration of the three areas for decision, and • ACCEPT substantial assurance from the report. 	
	3.	NEW POLICY AND GUIDANCE DOCUMENTS FOR TRUSTEES	
		Report by Charity Lead Officer	pp.125-165
10.35-10.55		The Trustees are asked to <ul style="list-style-type: none"> • NOTE the report, and • APPROVE the options after due consideration, • ACCEPT substantial assurance from the report. 	
	4.	ENDOWMENT FUND LEAD OFFICER REPORT	
10.55-11.10		Report by Charity Lead Officer	pp.166-173
		The Trustees are asked to <ul style="list-style-type: none"> • NOTE the update in section 1, and • APPROVE a decision regarding item in section 2 regarding the NHS Charities Together Innovation Challenge Fund application. 	
	5.	APPLICATIONS	
11.10-11.30	5.1	Neonatal Transport Facility Project	pp.174-205
		The Committee is asked to <ul style="list-style-type: none"> • NOTE and choose to either APPROVE/REJECT/DEFER the Application. 	

11.30-11.40	5.2	Research, Development & Innovation Update on use of Endowment funds	pp.206-207														
		The Committee is asked to															
		<ul style="list-style-type: none"> NOTE the update. 															
	6.	FINANCIAL REPORTS															
11.40-11.50	6.1	Fund Balances	Excel														
	6.2	Donations	Spreadsheet														
	6.3	Expenditure															
		The Committee is asked to															
		<ul style="list-style-type: none"> NOTE the financial reports 															
	7.	Committee Dates 2025															
11.50		The Committee is invited to note the proposed meeting dates for 2025.															
		All Mondays from 9am (except where noted).															
		<table> <tr> <td><u>2025-26</u></td> <td><u>2026-27</u></td> </tr> <tr> <td>24 February (at 1pm)</td> <td>27 April 2026</td> </tr> <tr> <td>28 April</td> <td>1 June 2026 (Annual Accounts)</td> </tr> <tr> <td>2 June (Annual Accounts)</td> <td>31 August 2026</td> </tr> <tr> <td>1 September</td> <td>26 October 2026</td> </tr> <tr> <td>27 October</td> <td>1 March 2027</td> </tr> <tr> <td>2 March</td> <td></td> </tr> </table>	<u>2025-26</u>	<u>2026-27</u>	24 February (at 1pm)	27 April 2026	28 April	1 June 2026 (Annual Accounts)	2 June (Annual Accounts)	31 August 2026	1 September	26 October 2026	27 October	1 March 2027	2 March		
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	8.	Any other Competent Business															
11.55																	
	9.	Date & Time of Next Meeting															
		Monday 2nd December at 10am, via Teams															
12.00		Close of meeting															