

SHETLAND NHS BOARD

Minutes of the Endowment Committee meeting of Shetland NHS Board held virtually on Tuesday 25 October at 13:30

TRUSTEES PRESENT

Mr. Lincoln Carroll (Chair)	Dr. Susan Laidlaw
Mrs. Kathy Hubbard	Mr. Colin Marsland
Mr. Colin Campbell	Mrs. Amanda McDermott
Mr. Bruce McCulloch	Mr. Michael Dickson
Mrs. Natasha Cornick	Mrs. Kathleen Carolan
Ms. Jane Haswell	

IN ATTENDANCE

Mrs. Erin Seif, Minute Taker

1. APOLOGIES FOR ABSENCE

Apologies were received from Mrs. Lorraine Hall and Mr. Gary Robinson.

2. DRAFT MINUTES OF MEETING HELD ON 28 June 2022

The minutes of the meeting of 28 June 2022 were approved.

3. MATTERS ARISING

There were no matters arising.

4. ACTION TRACKER

[90] Marking the Centenary of the Endowment Fund

Mrs. Erin Seif checked 1922 editions of *The Shetland Times*, but did not find information on the founding of the Endowment Fund.

5. Q1 FINANCIAL REPORT

Mr. Colin Marsland presented the Quarter One Financial Report, highlighting that the General Fund is below the £1m floor and likely to have shrunk further since the last reported figures from March, due to the ongoing downward trend of investments.

6. REVIEW OF ENDOWMENT FUND CHARTER

Mr. Colin Marsland presented the updated Endowment Fund Charter, which was last reviewed in 2019. Mr. Marsland highlighted the following changes to the Charter since its last review:

- The Endowment schemes that exist within the Charter have been updated; and
- An MRI Scanner Appeal Sub-Committee was established.

Trustees enquired whether it was necessary to add any wording regarding voting during virtual meetings, and whether the MRI Scanner Appeal Sub-Committee should be removed.

The Committee concluded the current wording of the Charter should be retained. Mr. Marsland reminded Trustees it is a living document, and they should feel free to raise questions or suggestions at any time.

7. REVIEW OF SCHEME OF DELEGATION

Mr. Marsland presented the updated Scheme of Delegation for its annual review by the Committee, highlighting the following changes since last year:

- As the post of “Head of Talent and Culture” is currently vacant, the Learning and Development Manager will now occupy the same role in the Scheme;
- When the Head of Talent and Culture role is appointed to, it will retain the same role as previously in the Scheme, alongside the Learning and Development Manager;
- Funding has been standardised across all funds; and
- The Child Health Manager has been added to the John Sinclair Fund.

Mr. Marsland also flagged the Chief Executive and Director of Finance will still be empowered to approve MRI Scanner Appeal donations of a higher amount than those they can approve through the standard scheme of delegation.

At the request of Trustees, Mr. Marsland will adjust wording to reflect the evolving names of certain funds, and their relationship to the General Fund. In some cases, named funds have exhausted their original donation and money paid under their name now comes from the General Fund.

ACTION: Mr. Colin Marsland

Trustees agreed a current process, by which education and training-related bids are approved by a small group of Trustees over email, should be reviewed and documented more clearly.

Mrs. Erin Seif will schedule a meeting for the members of this small group of Trustees to discuss this matter, along with Kirsty Clark and Ingrid Isbister of Staff Development who assist with the process.

ACTION: Mrs. Erin Seif

8. LEGACY DONATION

Mr. Colin Marsland informed Trustees of a large legacy donation soon to be received from the estate of the late Mr. Martin Mullay.

Costs related to procuring an MRI scanner have risen since the MRI Scanner Appeal reached its target amount, so the Committee decided to wait and see if this money might best be used to cover a potential shortfall.

9. COVID-19 FUNDING APPLICATIONS

a. Primary Care Green Space—Polycrubs

Mr. Marsland stated £56k of NHS Charities Together money remains to be spent, and flagged a new bid against the money for five polytunnels (also referred to locally by the brand name “polycrubs”), at an estimated total cost of £90k. This bid was made by Ms. Lisa Watt and Mr. Lawson Bisset.

Trustees noted the following provisional commitments previously made against the NHS Charities Together money:

- Paying for staff to attend an online crafting event, at a cost of roughly £2k; and
- A post-pandemic “thank you event” for staff, at a cost of roughly £10k with £1k already spent.

Trustees also noted Mental Health First Aid training had been suggested as a possible use of an undetermined amount of the NHS Charities Together money, although no related bid was ever actually made.

Regarding the online crafting event, Trustees decided a provisional commitment of an undefined amount should be subtracted from the £56k of NHS Charities Together money to cover this if it happens. The figures involved were not resolved in the meeting.

To decide whether the online crafting event, which was bid for eighteen months ago by a staff member who has since left NHS Shetland, should be funded, Mr. Marsland will ask Mrs. Pauline Moncrieff “whether she had made contact or not” with Helen Robertson who runs the crafting events. “If there hadn’t been any contact”, then Trustees “agreed that it’s gone”.

ACTION: Mr. Colin Marsland

With regard to the staff “thank you event”, Trustees decided a provisional commitment of an undefined amount should be subtracted from the £56k of NHS Charities Together money to cover this if it happens. The figures involved were not resolved in the meeting. [Please see minute item 12.a. for further discussion of the staff “thank you event”.]

In respect of Mental Health First Aid training, Trustees decided that if an application related to this is ever made, the training should be funded from another Endowment source and so it should **not** be counted as a commitment against the NHS Charities Together money.

Mr. Marsland will write to Ms. Katrina Reid, Health Improvement Manager, to ask Public Health to “come back with an idea of cost and what they want”.

ACTION: Mr. Colin Marsland

The Committee noted the above decisions left an undefined amount of the NHS Charities Together money available to be considered against the polytunnel bid.

Trustees agreed to commit an undefined amount of money to partially fund two of the five polytunnels, in Levenwick and Walls. This is in the hope the applicants can seek additional money from other charitable sources. The figures involved were not resolved in the meeting. Mr. Marsland will contact the applicants to inform them of this decision.

ACTION: Mr. Colin Marsland

Mr. Marsland will ask Ms. Watt for details of how the three other polytunnels, physically based around Montfield, would be run. He will then share this information with “the group that has been approving other bids”.

ACTION: Mr. Colin Marsland

10. MRI SCANNER APPEAL UPDATE

Mrs. Kathleen Carolan updated Trustees that NHS Shetland is still in a tender process for the MRI scanner. Mr. Marsland added that NHS Shetland has asked the remaining two potential suppliers for their best and final quote, alongside quality questions.

11. ENDOWMENT FUND CENTENARY UPDATE

Mr. Lincoln Carroll noted that despite the efforts of Ms. Amy Gallivan of the Communications Department and Mrs. Erin Seif, as well as staff at *The Shetland Times*, no one has been able

to discover any local historical records related to the founding of the Shetland Health Board Endowment Funds in 1922.

Mr. Marsland reported that Ms. Gallivan has shared a draft press release about the centenary of the Endowment Fund with him. Mr. Marsland will respond to confirm its contents.

ACTION: Mr. Colin Marsland

12.A.O.C.B.

a. Staff wellbeing evening event

Mr. Marsland noted the idea for a post-pandemic event originally arose at the beginning of the pandemic, out of consultations between the Staff Wellbeing Group and NHS Shetland staff. Trustees acknowledged staff appetite for an event may have changed since that time, and attempts to organise one have been hampered by a lack of volunteers as well as local venues struggling to provide security staff.

Mr. Bruce McCulloch will contact the Wellbeing Chair to take a “staff temperature check” about how keen staff are to attend, or assist with, an event. Mr. McCulloch will decide next steps based on the response received.

ACTION: Mr. Bruce McCulloch

Date of next meeting: Tuesday 28 February 2022 at 13:30, via Microsoft Teams