

SHETLAND NHS BOARD

Minutes of a meeting of the Endowment Committee of Shetland NHS Board held on Tuesday 18th February at 11:30 in the Bressay Room, Montfield, Lerwick.

TRUSTEES PRESENT

Ms Lisa Ward, (Chair)
 Mr Malcolm Bell
 Mrs Kathleen Carolan
 Mrs Natasha Cornick
 Mrs Lorraine Hall
 Mr Gary Robinson
 Mr Colin Marsland
 Mr Michael Dickson
 Mr Ian Sandilands
 Miss Edna Mary Watson
 Mr Lincoln Carroll
 Mrs Jane Haswell (for agenda item 1-7)
 Mr Brian Chittick
 Mr Colin Marsland

IN ATTENDANCE

Mr Derek Hart (for agenda item 7)

1. APOLOGIES FOR ABSENCE

Apologies were received from Miss Shona Manson, Miss Leighanne Robertson (Minute Taker)

2. DRAFT MINUTES OF MEETING HELD ON 15TH OCTOBER 2019 – END 19/11

Minutes approved following on from an in depth conversation where Ms Ward wanted clarification regarding the fund management strategy being overdue for review and currently being postponed due to a review underway, Ms Ward asked if this was two separate reviews.

The discussion clarified there is a national review of Endowment committees currently taking place and there is a piece of work ongoing in regards to investment strategies, it was explained the national review of Endowment committee doesn't need to postpone the review of the fund management strategy. The outcome of the review of investment strategies will be fed back to the committee hopefully within the next six months which will provide good guidance and structure for the committee going forward.

A discussion took place on the committee pulling their investment funds with others charitable organisation investments funds.

Mr Dickson sought clarity regarding the MRI scanner appeal funds if they are not successful in raising the target if they will go to the general Endowments fund, Mr Marsland clarified this was correct as it was not classified as a restricted fund and highlighted this was explained on the website for donators to see.

3. MATTERS ARISING

There were no matters arising following on from the above conversation.

4. ACTION TRACKER – END 19/12

Action 33 – LW to pass on name of professional contacts who would be able to help with the rebranding

Action 36 – Linked with action 39, LW updated a meeting hasn't yet taken place

Action 39 – Linked to the above, to have a meeting out with to take forward, currently no guidance received

Action 40 – BC to follow up with an informal discussion

Action 42 – Completed and closed

Action 43 – Completed and closed

Action 44 – Completed and closed

5. ENDOWMENT FUND FINANCIAL REPORT: QUARTER 3 2019/20

Mr Marsland provided a summary of the position of the funds which have grown over the last twelve months. Mr Marsland explained the primary reason for this increase is from the donations to the MRI scanner appeal and growth in investment funds.

The standard summary report on the value of the account and funds has been provided, Mr Marsland highlighted there had been no applications submitted between the last committee meeting and this one.

A discussion took place regarding reviewing the figure set for the floor, CM explained back around 2012/13 this figure was seen as reasonable when it was set at that time. It was motioned by Mr Robinson that a piece of work should be undertaken to review this figure and this was seconded by Mr Bell.

Action Mr Marsland

6. APPOINTMENT OF ENDOWMENT OFFICE BEARERS

Ms Ward is now retiring her office as a Director of NHS Shetland Board and will automatically retire as Trustee of the Endowments committee. Mr Marsland explained the restrictions within the charter that the Chair of the Board is not allowed to be a member nor is it considered appropriate for the Chief Executive and would also recommend due to a conflict of interest would the Chief Officer be appropriate.

Mr Marsland went on to explain that the Endowments committee would need to elect their own Chair and highlighted that the next meeting is due in June so would need to at least appoint a Chair for the interim for the remainder of the financial year.

Mr Carroll nominated himself on an interim basis with the view of this being reviewed at the June meeting and this was seconded by Mr Robinson.

It was agreed Mr Carroll would take on the position of interim Chair and to be reviewed in June.

Mrs Haswell left the meeting

7. MRI SCANNER APPEAL UPDATE

Mr Hart provided an in depth update on the work taken place and future plans. Mr Hart explained the idea of a pop up shop to help generate funds and a corporate meal. Ms

Ward and Mr Sandilands commented that Mr Hart could contact Living Lerwick to ascertain if there are any suitable properties vacant that would be suitable for the shop.

Mr Hart went on to highlighting some areas that have been of concern, mainly ensuring thank you letters are being given to donators and monies been missed out on through gift aid. Mr Hart explained that thank you letters and gift aid are in a better position now he has oversight.

Mr Hart discussed he had met with the Shetland Charitable Trust, at present there has been no formal commitment on the value and timescale the Trust would make a donation which lead to a discussion on what opportunities would be available once the appeal at least reached halfway to the target.

Ms Ward commented on previous discussions held regarding donating to the MRI scanner appeal through the Endowment reserves, Mr Robinson felt once the committee was clear on amount of surplus in the fund this could be revisited in the future.

8. A.O.C.B

None

Ms Ward explained this would be her last Endowments meeting as Chair, she went on to say how it had been really excellent working with everyone, she has learned a lot and really sad to have had less time to spend with everyone this year. The decision to not continue had been a difficult one.

The committee members thanked Ms Ward for her time as Chair.