

SHETLAND NHS BOARD

Minutes of the Endowment Committee of Shetland NHS Board held virtually on Friday 14 July 2020

TRUSTEES PRESENT

Lincoln Carroll (Chair)
Ian Sandilands
Colin Campbell
Lorraine Hall
Malcolm Bell
Colin Marsland
Gary Robinson
Edna Mary Watson

IN ATTENDANCE

Derek Hart, Fundraising Manager item 12
Leighanne Robertson, Minute Taker

1. APOLOGIES FOR ABSENCE

Apologies were received from Natasha Cornick, Michael Dickson, Susan Webb, Jane Haswell and Shona Manson

2. MINUTES OF THE MEETING FROM 18th FEBRUARY 2020

The minutes of the previous meeting on 18 February 2020 were approved as an accurate record.

3. MINUTES OF THE MEETING FROM 29th MAY 2020

The minutes of the previous meeting on 29 May 2020 were approved as an accurate record.

4. MATTERS ARISING

Mr Marsland provide the committee with an update highlighted the spend for the staff gift packages will be closer to £6,000 rather than £4,000 which was previously approved by the trustees. The well room at the Gilbert Bain Hospital is up and running and the subscription payment to the Lead Nurse fund has been made.

Mr Carroll asked the committee if they were in agreement with the increased amount with regard to the staff gift packages, no objections were made and Mrs Hall advised there will be a narrative provided to the committee to provide understanding on the increase.

Mrs Hall discussed the local wellbeing hotline service currently being provided and the national services. Some staff prefer to use a local line rather than national and Mrs Hall advised the committee there will be an Endowments bid to come forward to continue providing the local service.

5. ACTION TRACKER

50 – Mr Robinson updated the committee on the discussion held with Mr Bisset and advised Mr Bisset is currently exploring the options available.

48 – Mr Marsland explained the maintenance comes under core funding and this action has now been closed.

51 – Mr Marsland will check if this has been completed, Mr Marsland advised the feedback from the Council is they did not wish to take forward the proposal as they did not feel there was a gap, NHS i-pads for the Gilbert Bain has been donated through other channels.

33 – Mr Campbell highlighted the duration this action has been on the action tracker and proposed to close this action, the committee agreed.

52 – Mr Marsland explained following the completion of projects such as the staff gift packages a press realise will be organised.

53 – Currently an on-going project.

54 – Mr Marsland advised the number of bikes have been increased and the Sustainable Transport Lead is taking forward making sure staff are aware of the bokes available, action closed.

6. PLANNING LETTER OF ENGAGEMENT FROM EXTERNAL AUDIT

Mr Marsland explained the planning letter of engagement to the committee which advises the trustees of the role and remit and sets out the planning scope. There was no questions or comments from the committee.

7. EXTERNAL AUDIT REPORT AND COMMENTS UPON 2019-20 ANNUAL REPORT AND ACCOUNTS

Mr Marsland highlighted the comments generated from A9's report, advising they are being addresses and rectified. There was no questions or comments from the committee.

8. ANNUAL ACCOUNTS 2018/19

Mr Marsland provided a summary of the key issues within the report, highlighting the fund being affected by the stock market, the general fund is below the floor and the main income and expenditure relates to the MRI scanner appeal.

There was no comments or questions from the committee and approval was given, Mr Marsland and Mr Carroll will now arrange for sign off of the Annual Accounts.

9. LETTER OF REPRESENTATION TO EXTERNAL AUDIT

Mr Marsland explained the letter of representation is the last stage of the process in which the committee are signing off they believe we have been open and honest, the committee was content and Mr Marsland will sign and return the letter to A9.

10. ENDOWMENT COMMITTEE ANNUAL REPORT

Mr Marsland provided a summary of the annual report regarding the changes of membership within the committee, table of attendance and what has been done during the year such as sponsoring the Leadership Matters week, Mental Health awareness week, Cecil and Halcrow training fund and the TVs purchased for the renal ward.

11. ANDREW SMITH BED FUND

Mr Marsland explained to the committee that the purpose of the Andrew Smith Bed fund was to maintain a bed however the maintenance of beds are a core function of NHS so there has been no expenditure against the Andrew Smith Bed fund. Mr Marsland highlighted the efforts taken to seek the next of kin to seek approval to change the use of the funds however the only individual identified believes they do not have responsibly for the fund.

Mr Marsland discussed the proposal of changing the Scholarship fund to the Andrew Smith Scholarship fund, the committee discussed the proposal however during the discussion the committee agreed further investigation into who Andrew Smith was needed before making a decision.

Action: Mr Marsland to take forward seeking further information on Andrew Smith, action 40 updated

12. MRI SCANNER APPEAL UPDATE

Mr Marsland advised the committee the MRI Scanner appeal is currently continuing, £750,000 was achieved last week and a press statement was given.

Mr Hart arrived

Mr Hart followed on from Mr Marsland providing the committee with an update on the appeal highlighting the loss of events over Spring and Summer due to COVID-19 and the idea of a charity shop has also been put on hold.

Mr Hart discussed the bid to the Shetland Charitable Trust which will be discussed at their next meeting, Mr Carroll commented if the Shetland Charitable Trust needed a committee member for representation he would happily attend.

The committee discussed if the bid from the Shetland Charitable Trust was approved the appeal could move to the procurement stage of the campaign

Mr Hart left

13. NHS CHARITIES TOGETHER COVID19 UPDATE

Proposals are being taken forward.

14. AOCB

Mr Campbell discussed the drop under the fund floor and asked Mr Marsland for his proposal on dealing with this matter, Mr Marsland responded that most of the expenditure is unlikely to occur and the stock market is still going up, a paper will be provided for the October Endowments committee meeting to discuss this matter further.

Date of next meeting: Tuesday, 6 October 2020, at 11.30pm Bressay Room, Montfield or via Microsoft Teams.