

# **SHETLAND NHS BOARD**

## **Minutes of the Endowment Committee meeting of Shetland NHS Board held virtually on Thursday 24 June 2021 at 09:30**

### **TRUSTEES PRESENT**

Mr. Lincoln Carroll (Chair)	Mr. Colin Marsland
Mr. Malcolm Bell	Mrs. Amanda McDermott
Mr. Colin Campbell	Mr. Gary Robinson
Mrs. Kathleen Carolan	Mr. Ian Sandilands
Ms. Natasha Cornick	

### **IN ATTENDANCE**

Ms. Debbie Hair, Tilney Investments

Mr. Grant Thomson, Tilney Investments

Mrs. Erin Seif, Minute Taker

#### **1. APOLOGIES FOR ABSENCE**

Apologies were received from Dr. Kirsty Brightwell, Ms. Jane Haswell, Mr. Michael Dickson, Mrs. Lorraine Hall, and Miss Shona Manson.

#### **2. TILNEY PRESENTATION**

Mr. Grant Thomson and Ms. Debbie Hair, Senior Investment Managers at Tilney who are jointly responsible for the Shetland Endowment Fund portfolio, shared a presentation regarding its parameters and performance in 2020–21. It was highlighted that monies invested in overseas equities increased the value of the Fund during the past year.

The Trustees then asked various questions, including the possibility of investing in cryptocurrencies or pharmaceuticals; the bounds of current investment restrictions; the appropriateness of the target annual growth rate and whether a benchmark rate should also be considered; the United Nations “Principles for Responsible Investment”; and investing in sustainable energies.

#### **3. DRAFT MINUTES OF MEETING HELD ON 18 MAY 2021**

The minutes of the previous meeting were approved.

#### **4. MATTERS ARISING**

No matters arising.

#### **5. ACTION TRACKER**

[53] Mr. Colin Campbell enquired about the progress of shelters outside dental practices. Mr. Colin Marsland reported that Supplies are following up a list of items to be purchased, which had been insufficiently specific. Mr. Marsland noted

benches have also been acquired, but Mr. Lawson Bisset of Estates had found an alternative funding source for those.

[56] Mr. Marsland wrote to Mr. Douglas Smith requesting to re-purpose the Andrew Smith Bed Fund—we are currently awaiting response. Mr. Gary Robinson offered to follow up in person, and Mr. Marsland will let him know if that's needed.

[64] Mr. Marsland wrote to Mr. Brian Chittick about the Schwartz round training—no update has yet been received. This is one of the outstanding Covid-19 Appeal Fund items.

[69] The Trustees discussed the remaining NHS Charities Together money, over £50k. Mr. Ian Sandilands mentioned staff seem confused whether they can still apply for this money, and it was again suggested Mr. Marsland include an item in the newsletter to encourage applications. Mr. Marsland stated he had gone back several times to the Wellbeing Group about applying, and all Health Centres were previously asked what they wanted. Ward 3 had requested a boiling-water tap, but this may be unacceptable to Estates.

**ACTION: Mr. Marsland**

[70] Ms. Val Adamson of Estates is following up on the bench for Brevik House.

[73] Corporate Parenting Board will be meeting next week, so Mrs. Kathleen Carolan will report back after that.

[76] Mr. Carroll suggested that Mr. Sandilands and Mrs. Amanda McDermott seek the opinions of staff at the hospital, health centres, and in the community as to how funds could be used for their benefit.

**ACTION: Mr. Sandilands, Mrs. McDermott**

## **6. PLANNING LETTER OF ENGAGEMENT FROM EXTERNAL AUDIT**

Mr. Marsland flagged the letter from the external audit company, A9, sent to the Endowment Committee about the planning of the audit. The letter sets out the scope of that audit, what is material, and who is responsible for it.

The letter was noted by the Committee.

## **7. EXTERNAL AUDIT REPORT AND COMMENTS UPON 2020–21 ANNUAL REPORT AND ACCOUNTS**

Mr. Marsland shared that in its external audit report, A9 identified a few weaknesses, which have been raised with the relevant member of staff to ensure they're following processes consistently, and assigning things correctly.

The report was noted by the Committee.

## **8. ANNUAL ACCOUNTS 2020/21**

Mr. Marsland reported the Annual Accounts 2020–21 have been slightly amended since last seen by the Endowment Committee.

As at 31 March 2021, the value of the General Fund is marginally below the £1m floor. There's also £1.4m held in respect of the MRI Scanner, which doesn't include the £500k pledge from the Shetland Charitable Trust—SCT is retaining its funds until the procurement process is completed and we have a fiscal bill to which it can contribute.

The update was noted by the Committee.

## **9. LETTER OF REPRESENTATION TO EXTERNAL AUDIT**

Mr. Marsland presented the letter from the Committee to the auditors, declaring the Fund has disclosed everything relevant to them.

The letter was approved by the Committee.

## **10. ENDOWMENT COMMITTEE ANNUAL REPORT**

Mr. Marsland outlined the principles this report, in line with other Committees of the Board: showing attendance and summarizing key activities of the year. There were no bids outside of Covid-19 funding, in respect of expenditure.

The Report was noted by the Committee.

## **11. MRI SCANNER APPEAL UPDATE**

Mr. Marsland reported £1.4m in the bank. Also, earlier this week the team determining the clinical scanner specifications produced their report. It's planned to go out to procurement later this year, and the MRI Scanner should be in place around October 2022. Mr. Marsland also highlighted donations are still being accepted for the MRI Scanner Appeal.

The update was noted by the Committee.

## **12. AOCB**

### **a. Topics to be discussed at 26 October 2021 meeting**

Mrs. Carolan proposed two topics for discussion at the next meeting: releasing more cash into the system for staff and patient benefit; and changing our risk profile following Tilney's presentation.

Mr. Lincoln Carroll further suggested discussing the broader matter of how to spend monies and whether the Endowment Fund will be more pro-active.

Mr. Marsland added Trustees will also need to consider applying for Stage 2 and Stage 3 grants from NHS Charities Together Wellbeing money.

Mr. Robinson proposed looking again at the fund management firm—taking into account benchmarks and the returns of other companies—and considering a mandate review.

**ACTION: Mrs. Seif**

### **b. Update on national review of Endowment Funds**

Mr. Robinson will share with the Trustees an email received from Mrs. Lorna Birse-Stewart, Chair of NHS Tayside, about her concern over the progress of the national review of Endowment Funds.

**ACTION: Mr. Robinson**

### **c. Wi-Fi in the Gilbert Bain Hospital**

Mr. Sandilands raised the topic of using Endowment funds to improve the public Wi-Fi in the GBH, specifically Ward 3. Mrs. McDermott shared that this is already on a programme of works and is prioritized as an urgent job with the IT department. Mr. Robinson suggested that patient Wi-Fi could be framed as additionality, as the NHS only needs to provide capacity for professional use.

Date of next meeting: Tuesday 26 October 2021 at 13:30 via Microsoft Teams.