

SHETLAND NHS BOARD

**Minutes of the Endowment Committee meeting of Shetland NHS Board held
virtually on Tuesday 27 June 2023 at 13:30**

TRUSTEES PRESENT

Mr. Lincoln Carroll (Chair)	Mr. Colin Campbell
Ms. Natasha Cornick	Mr. Colin Marsland
Mr. Joe Higgins	Mr. Bruce McCulloch
Mrs. Lorraine Hall	Mr. Gary Robinson
Mrs. Kathy Hubbard	

IN ATTENDANCE

Dr. Pauline Wilson, Deputy Medical Director for Secondary Care

Ms. Lisa Watt, Primary Care Manager

Mrs. Erin Seif, Minute Taker

1. APOLOGIES FOR ABSENCE

Dr. Kirsty Brightwell, Mrs. Kathleen Carolan, Mrs. Amanda McDermott and Mrs. Emma Macdonald sent apologies. Mr. Michael Dickson and Dr. Susan Laidlaw were not present.

2. ENDOWMENT FUND APPLICATIONS

a. “Train the Trainers” course

Associate Medical Director for Secondary Care Dr. Pauline Wilson presented an application against Endowment Fund training funds to run a “Train the Trainers” course in Shetland. Dr. Wilson highlighted that though having relevant personnel attend this training could be considered “core” provision, providing the course on-island would be an additional benefit.

Trustees commented on a recent report Dr. Wilson made to the Board, outlining NHS Shetland’s high standards of training and positive feedback from trainees, and noted Endowment funds can be used for “workforce enhancement”.

The Endowment Committee approved the bid.

3. DRAFT MINUTES OF MEETING HELD ON 23 MAY 2023

The minutes of the 23 May 2023 meeting were approved.

4. MATTERS ARISING

There were no matters arising.

5. ACTION TRACKER

There were no further updates to the Action Tracker.

6. ANNUAL ACCOUNTS LETTER OF REPRESENTATION TO EXTERNAL AUDIT

Endowment Committee Executive Lead Mr. Colin Marsland presented the letter of representation signed by the external auditors A9, which endorses the facts presented to them in the Endowment Fund Annual Accounts 2022–23.

The Endowment Committee approved the letter of representation.

7. ENDOWMENT ANNUAL ACCOUNTS

Mr. Marsland presented the Endowment Fund Annual Accounts 2022–23, noting they were unchanged from their presentation at the previous Endowment Committee meeting of 23 May and had been signed off by the external auditors A9 in the letter of representation at item six.

The Endowment Committee approved the Annual Accounts.

8. NHS CHARITIES TOGETHER POLYTUNNELS APPLICATION

Primary Care Manager Ms. Lisa Watt addressed the Endowment Committee regarding the ongoing application against NHS Charities Together funds to install polytunnels outside certain NHS properties. Ms. Watt explained that co-applicant Head of Estates Mr. Lawson Bisset calculated the available funding would cover three polytunnels—one for Levenwick Health Centre and two for Montfield Board Headquarters.

In response to trustees' questions, Ms. Watt noted named individuals will take responsibility for the polytunnels at each location, and staff, patients, and community groups would be able to make use of the tunnels as part of an organised process.

The Endowment Committee approved the bid of around £35k against the NHS Charities Together money. Admin support Mrs. Erin Seif will invite Mr. Bisset to attend the 24 October Endowment Committee meeting to share an update on the project.

ACTION: Mrs. Erin Seif

9. MRI SCANNER APPEAL UPDATE

Mr. Marsland shared that groundworks for installing the MRI Scanner are ongoing, and flagged that the MRI Scanner Appeal is still open for donations.

As an additional benefit, Mr. Marsland noted electrical infrastructure upgrades to accommodate the MRI Scanner will also enable the installation of electric-vehicle chargers on the Gilbert Bain Hospital site.

10. ARRANGING MONTHLY MEETINGS TO APPROVE EDUCATION AND TRAINING BIDS

Trustees discussed whether to revise the current process of approving smaller education and training bids by which a small group of trustees, and Mr. Marsland as the Executive Lead responsible for managing the Endowment funds, review and approve or decline bids over email on an ad-hoc basis.

During the consultation, trustees noted Staff Development staff members who support this process administratively do not screen bids for potential eligibility before distribution.

The Endowment Committee decided to continue the current process, but Mrs. Seif will add "Update on education and training bids reviewed ad-hoc via email" as a standing item on Endowment Committee agendas.

ACTION: Mrs. Erin Seif

11. GENERAL DISCUSSION ON FUNDRAISING AND INVESTMENTS

Trustees chose to defer this topic to a later meeting.

12.A.O.C.B.

a. Research project from Strathclyde University on MRI Scanner Appeal

Mr. Marsland shared he had spoken, in person, on Friday 23 June to someone associated with Strathclyde University conducting a research project on the MRI Scanner Appeal, and suggested any trustees who would like to talk to her contact him so he can connect them.

b. 70th anniversary of NHS

Mr. Marsland pointed out to attendees cake will be available at the Gilbert Bain Hospital canteen and Health Centres on 5 July to celebrate the 70th anniversary of the NHS.

Date of next meeting: Tuesday 24 October 2023 at 13:30, via Microsoft Teams