

# Shetland NHS Board

## Minutes of the Endowment Committee meeting of Shetland NHS Board held virtually on Tuesday 20 February 2024 at 13:30

### Trustees present

Mr. Lincoln Carroll (Chair)	Mr. Colin Marsland (Exec Lead)
Mr. Colin Campbell	Mrs. Amanda McDermott
Ms. Natasha Cornick	Mrs. Lorraine Hall
Mr. Gary Robinson	Mr. Bruce McCulloch
Mrs. Emma Macdonald	Mr. Joe Higgins

### In attendance

Mrs. Carolyn Hand, Corporate Services Manager

Mrs. Erin Seif, administrative support

#### 1. Apologies for absence

Professor Kathleen Carolan, Dr. Kirsty Brightwell, Mr. Brian Chittick, Ms. Gaynor Jones, Mrs. Kathy Hubbard, and Dr. Susan Laidlaw sent their apologies.

#### 2. Declarations of interest

There were no declarations of interest.

#### 3. Draft minutes of meeting held on 24 October 2023

The minutes of the meeting held on 24 October 2023 were approved.

#### 4. Matters arising

Endowment Committee Executive Lead Mr. Colin Marsland noted construction has started on both polytunnel sites, as discussed under item three of the 24 October 2023 meeting minutes.

#### 5. Action Tracker

[100] – Evelyn Partners presentation

Endowment Committee Chair Mr. Lincoln Carroll shared he has not yet arranged a meeting with NHS Orkney Board Chair Ms. Meghan McEwen regarding the recent investment experience of the Orkney Endowment Fund, in anticipation of a future session between trustees and Evelyn Partners representatives to discuss the Shetland Endowment Fund's investment portfolio from an ethics and sustainability point of view.

Mr. Carroll stated he would do so before the 21 May 2024 Endowment Committee meeting.

[105] - Re-visiting arranging monthly meetings to approve education and training bids

Mr. Marsland noted no new education or training bids have been made since the monthly-meeting process was set up.

## 6. Finance Report for Quarter Three

Mr. Marsland presented the Endowment Committee Finance Report for Quarter Three, noting:

- The fund overall has grown in value since the beginning of the year, largely due to interest accrued on the banked MRI Scanner Appeal funds;
- The General Fund remains below the £1m floor, leaving it closed to applications; and
- The Endowment Fund's investment managers Evelyn Partners will re-value the fund's position at the end of the financial year, taking into account all annual costs.

Trustees queried if accrued interest on the MRI Scanner Appeal funds would be deducted from the outstanding sum pledged by the Shetland Charitable Trust (SCT). Mr. Marsland explained it would not, as SCT is contributing to installing the modular-building block to house the MRI scanner and its cost has risen to an extent not offset by interest accrued.

## 7. Endowment Fund Charter Review

Mr. Marsland presented the Endowment Fund Charter, noting the following adjustments:

- A separate fund was established related to Motor Neurone Disease; and
- An updated link to the Endowment Fund pages of the NHS Shetland website was added.

Mr. Marsland also highlighted the Charter provides for a Trustee to volunteer as Vice Chair.

Trustees asked about the governance process for the Endowment Committee in relation to that of standing committees of NHS Shetland, and Mr. Marsland explained that as a separate legal entity, the Endowment Committee is not subject to the Board's governance process. Mr. Marsland also noted the Endowment Committee prepares Annual Accounts, which are externally audited.

At Mr. Marsland's recommendation, the Committee agreed he should remove Appendix Three of the Endowment Committee Charter, relating to a defunct MRI Sub-Committee.

**ACTION – Mr. Colin Marsland**

## 8. Review of Scheme of Delegation

Mr. Marsland presented the Scheme of Delegation for its annual review, noting the following change:

- Standardising the budget-holding responsibilities of second-line managers in Acute Services in line with those of managers.

Mr. Marsland also noted one remaining outlier enabling the Chief Executive or Director of Finance to authorise and receipt the invoice for the MRI scanner, which has not yet been paid, despite the cost exceeding the usual limit.

Trustees noted the position of "Head of Talent, Development, and Culture" no longer exists, so Mr. Marsland will remove it from the Scheme of Delegation.

**ACTION—Mr. Colin Marsland**

## 9. Endowment applications

### **a. None**

There were no eligible applications to the general Endowment Fund.

## 10. STANDING ITEM – MRI scanner appeal update

Mr. Marsland shared the modular-building housing the MRI scanner should soon be completed, while the scanner itself should be in place in April, ahead of a late May or early

June opening following staff training. NHS Shetland will likely cover the spend on staff from the outset, due to rising costs during the procurement and installation process consuming funds.

Trustees enquired if the MRI scanner is anticipated to be cost-neutral, or a source of savings or increased-spend. Mr. Marsland explained the initial presentation to the Board anticipated cost-neutrality, but many factors have since changed.

Trustees also asked about the anticipated resilience of the service, which Mr. Marsland noted would form part of business-as-usual and the Medical Imaging Sustainability Plan.

#### **11. STANDING ITEM – Update on education and training bids reviewed monthly**

The Endowment Committee noted no education and training bids were received since the monthly-review process was initiated in December.

In response to concern NHS Shetland communications about reducing discretionary spending may have discouraged applications against relevant Endowment funds, trustees agreed Mr. Marsland would speak on the matter at the next meeting of the Area Partnership Forum.

**ACTION: Mr. Colin Marsland**

#### **12. Endowment Committee 2024–25 Business Plan for approval**

The Endowment Committee approved its 2024–25 business plan.

#### **13. A.O.C.B.**

There was no other competent business.

**Date of next meeting: Tuesday 21 May 2024 at 13:30, via Microsoft Teams**