

SHETLAND NHS BOARD

Minutes of the Endowment Committee meeting of Shetland NHS Board held virtually on Tuesday 26 October 2021 at 13:30

TRUSTEES PRESENT

Mr. Lincoln Carroll (Chair)	Ms. Jane Haswell
Mr. Malcolm Bell	Miss Shona Manson
Mr. Colin Campbell	Mr. Colin Marsland
Mrs. Kathleen Carolan	Mr. Gary Robinson
Mrs. Lorraine Hall	

IN ATTENDANCE

Mrs. Erin Seif, Minute Taker

1. APOLOGIES FOR ABSENCE

Apologies were received from Ms. Natasha Cornick (maternity leave), Mr. Ian Sandilands, Mr. Michael Dickson, Dr. Kirsty Brightwell, Mrs. Amanda McDermott, and Dr. Susan Laidlaw.

2. DRAFT MINUTES OF MEETING HELD ON 24 JUNE 2021

The minutes of the meeting of 24 June 2021 were approved.

3. MATTERS ARISING

There were no matters arising.

4. ACTION TRACKER

[53 and 70] Mr. Colin Marsland shared that Shetland Health Board has received Scottish Government funding for a new bench outside Breiwick House and several shelters outside dental practices, removing the proposed claim against the NHS Charities Together fund.

[56] Mr. Marsland reported Mr. Douglas Smith has approved the repurposing of the Andrew Smith Bed Fund, and made a £5k donation himself.

[59] Mr. Marsland reported the Minister has received the external report into the future of NHS Endowment Funds nationally, and accepted its recommendations. Mr. Marsland will share the report with the Trustees when it becomes available and report back from the upcoming Scotland Endowment Group meeting on how other Endowment Funds plan to handle any future structural changes.

ACTION: Mr. Colin Marsland

The Trustees discussed the potential for greater community involvement in managing the Endowment Fund. Miss Shona Manson enquired whether interested people could be invited to Trustee meetings on a non-voting basis prior to legislation changes; Trustees will review the Charter of the Shetland Health Board Endowment Fund to see what may be possible.

ACTION: All Trustees

[64] Mr. Marsland stated the matter of Schwartz round training has passed from Mr. Brian Chittick to Dr. Kirsty Brightwell, as the new Medical Director, and is in progress.

5. FINANCE REPORT, QUARTER 1, 2021–22

Mr. Marsland presented the Quarter 1 Finance Report, 2021–22. Income is down on this time last year as the Fund was then still actively fundraising for the MRI Scanner Appeal. The General Fund is still below its floor of £1m, so no commitments should be made against it, per the current Endowment Fund Charter.

Mr. Gary Robinson noted Trustees should establish a strategy to keep the Endowment Fund above its £1m floor and protect it against inflation for future generations.

6. LEGACY DONATION, LATE MR. JAMES THOMSON

Mr. Marsland shared that the late Mr. James Thomson left a bequest to the Shetland Health Board Endowment Fund ultimately amounting to £147k, earmarked for cancer equipment. Mrs. Kathleen Carolan reported a business case was prepared during the settling of Mr. Thomson's estate to buy a DEXA scanner and other non-core cancer equipment, enabling NHS Shetland to expand pathways for women's health around cancer.

The Trustees asked if equipment maintenance and staff training are included in the business case; how many patients will benefit from new pathways; and whether a leasing option had been considered alongside an outright purchase.

All questions were answered to Trustees' satisfaction, and the donation and its proposed uses were accepted. The sisters of the late Mr. Thomson will visit the Gilbert Bain Hospital when appropriate and a plaque will be unveiled in honour of his legacy.

7. ENDOWMENT FUNDING APPLICATION

a. Educational fellowship for care experienced young people

Mrs. Carolan presented an application, prepared in collaboration with local third sector partners, for an educational fellowship of £3k annually for three years for care experienced young people.

Trustees asked how the fellowship application process could be simplified while maintaining the appropriate level of oversight, and reviewed the application against the aims of the Endowment Fund as set out in the Charter to confirm they were content the bid fell within its remit, determining it was. Trustees also considered that, per the Charter, payments made to individuals need to benefit the broader public more than they benefit the recipient.

Trustees approved the application for funding of £3k for one year initially, with the proviso that the plan come back to the Trustees for final approval once a detailed operational framework has been put in place by Staff Development.

8. ENDOWMENTS SCHEME OF DELEGATION

Trustees approved two changes to the Endowments Scheme of Delegation: terminating the Fund Raising Manager position, and authorising the Chief Executive and Director of Finance to sign off on MRI spending.

9. MRI SCANNER—VERBAL UPDATE

Mr. Marsland reported £1.4m has been raised, with a further £0.5m outstanding from Shetland Charitable Trust (SCT), to be delivered later in the procurement process. Some funds are already being used to train two members of staff on the future scanner.

Mrs. Carolan shared the procurement process is ongoing, with a clinical and an estates specification being prepared. NSS (NHS Scotland National Shared Services) will carry out

the tendering process based on information provided by NHS Shetland. The timeline has been extended due to the effects of Brexit and the Covid-19 pandemic, but the MRI Scanner should be operational by the end of 2023.

Mrs. Carolan will submit a written timeline to Trustees at the next scheduled meeting, on 22 February 2022.

ACTION: Mrs. Kathleen Carolan

10. DIRECTION OF ENDOWMENT FUND [ACTION TRACKER 76]

The Trustees decided against any significant changes prior to the release of the external report to the Scottish Government mentioned in Agenda Item 4, Action Tracker number 59.

a. Whether to pivot to pro-active fundraising

Trustees agreed this is not an appropriate time to launch a fundraising campaign.

Mr. Robinson flagged the suggestions left by Mr. Derek Hart, the outgoing Fundraising Manager for the MRI Scanner Appeal, as a useful starting point for future discussions.

b. Whether to retain a professional fundraiser

Trustees agreed that as a professional fundraiser needs to cover their own costs and more, one should only be retained for specific campaigns.

c. How to coordinate with third sector locally

This item was not specifically discussed.

d. Whether to release more cash into the system

This item was not specifically discussed.

e. Whether to change Fund's risk profile with Tilney

Mr. Marsland flagged an upcoming Tilney investment training session for Trustees.

f. Whether to hold a mandate review regarding Tilney

Trustees discussed possibilities, including switching to the same investment strategy as Shetland Islands Council (SIC); or moving the Endowment Fund to be a sub-division of the SCT's investment, either as investors, with Trustees deciding disbursement, or through an agreement whereby SCT disburses funds per the Endowment Fund Charter. Mr. Marsland highlighted good governance would require a formal procurement exercise to change the Endowment Fund's investment strategy, as well as the importance of gauging potential interest from SCT before retaining impartial legal advice.

Regarding ethical investment, Mr. Robinson reported SIC, the SIC Pension Fund, and the SCT are all signed up to the United Nations' principles for responsible investment.

11. APPLYING FOR STAGE 2 AND STAGE 3 GRANTS FROM NHS CHARITIES TOGETHER

Mr. Marsland shared that £40–45k of NHS Charities Together Stage 1 funding and local donations remain to be spent. Regarding previously funded activities, the Fit in Fifty scheme is underway and the Arts and Craft course is due to take place online later this year.

Mr. Marsland reminded Trustees Stage 2 bids require considerable paperwork due to a high level of scrutiny at a national level, so external partners would need to be content with that. Stage 3 funding bids, which are for longer term development, have been made related to mental health and wellbeing, and Mr. Marsland has also contacted Public Health concerning the existing local Mental Health and Wellbeing programme. Public Health, in conjunction with local charity Mind Your Head, are awaiting guidance on updated training.

Mr. Lincoln Carroll noted that despite Mrs. Amanda McDermott's and Mr. Ian Sandilands' efforts to seek suggestions from staff, no response has been received.

Mr. Marsland will amend and redistribute the application form for staff bids, sent out by Staff Development in March 2021, per Action Number 69 on the Action Tracker.

ACTION: Mr. Colin Marsland

Mrs. Lorraine Hall will seek bids through the Wellbeing Hub when it meets in early November.

ACTION: Mrs. Lorraine Hall

Trustees agreed to give delegated authority to the Director of Finance, Mr. Marsland, to take forward proposals for Stage 2 and Stage 3 bids in conjunction with local partners.

12.A.O.C.B.

a. 100 years of the Shetland Fund

Trustees will discuss marking the Centenary of the Endowment Fund at the next meeting.

Date of next meeting: Tuesday, 22 February 2022 at 13:30 via Microsoft Teams.