

# **SHETLAND NHS BOARD**

**Minutes of the Endowment Committee meeting of Shetland NHS Board held  
virtually on Tuesday 28 June at 13:30**

## **TRUSTEES PRESENT**

Mr. Lincoln Carroll (Chair)	Mr. Gary Robinson
Mrs. Kathy Hubbard	Mr. Colin Marsland
Mr. Colin Campbell	Mrs. Amanda McDermott
Mr. Bruce McCulloch	Mr. Michael Dickson
Mrs. Natasha Cornick	Mrs. Kathleen Carolan
Ms. Jane Haswell	Mrs. Lorraine Hall
Dr. Susan Laidlaw	

## **IN ATTENDANCE**

Mrs. Erin Seif, Minute Taker

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

Apologies were received from Dr. Kirsty Brightwell.

### **2. DRAFT MINUTES OF MEETING HELD ON 17 MAY 2022**

The minutes of the meeting of 17 May 2022 were approved.

### **3. MATTERS ARISING**

There were no matters arising.

### **4. ACTION TRACKER**

[64] Agenda Item 10 – NHS Charities Together Covid-19 Update

Mrs. Amanda McDermott advised Dr. Kirsty Brightwell confirmed at a recent Realistic Medicine meeting that Schwartz Round training will not go ahead at this time—“Spaces for Listening” will be expanded across the organization instead.

The training therefore need no longer be considered a commitment against remaining NHS Charities Together Covid-19 funding.

### **5. ANNUAL ACCOUNTS LETTER OF REPRESENTATION TO EXTERNAL AUDIT**

Mr. Colin Marsland presented the letter of representation sent to the external audit company, A9, which audits the Endowment Funds Annual Accounts.

Trustees confirmed they were content with the letter of representation.

### **6. ANNUAL REPORT AND ACCOUNTS**

Mr. Marsland shared A9 has completed its review of the Endowment Funds Annual Accounts and are content to sign them off, subject to the approval of Trustees. Mr. Marsland highlighted the following items in the accounts:

- One large bequest was received in the period from the late Mr. James Thomson, which will be used for additional provision of cancer treatment; and
- The General Endowment Fund is currently below the £1m floor, and has sunk lower since the end of the period due to ongoing fluctuations in the stock market.

Trustees approved the Annual Accounts.

## **7. GENERAL ENDOWMENT FUND – £1M FLOOR**

Mr. Marsland reiterated the General Endowment Fund is currently around £0.04m below the £1m floor, but flagged that other funds are not affected and anticipated dividend income should cover investment and audit fees, as well as ongoing multi-year staff training.

Trustees discussed whether a strategy should be developed to manage the longer-term income and expenditure of the General Fund, and if more proactive fundraising should be considered. Trustees noted the projected £1.6m cost of the MRI scanner is likely to rise, in light of current economic trends, which may necessitate renewed fundraising.

Trustees agreed to close the General Endowment Fund to new applications until it rises above the £1m floor, but to honour the current commitments against it.

## **8. COVID-19 FUNDING APPLICATIONS**

### **a. Post-Pandemic Event Proposal**

Trustees had previously approved this proposal for a “post-pandemic event” against NHS Charities Together Covid-19 funding virtually, and confirmed their approval in this meeting.

Mr. Lincoln Carroll will ask Ms. Lisa Gray and the organizing team for a progress update.

**ACTION: Mr. Lincoln Carroll**

### **b. Primary Care Green Space—three polytunnels**

Mr. Marsland shared Trustees can anticipate applications against NHS Charities Together Covid-19 “Green Space” funding for three polytunnels to be installed outside three Health Centres. Trustees agreed to consider these applications virtually if necessary, when they are submitted.

## **9. PROMOTER SMALL LOTTERIES OPERATOR LICENCE**

Mrs. Kathy Hubbard agreed to serve as the new nominated promoter for a small lotteries licence.

## **10. ELECTION FOR VICE-CHAIR**

Trustees decided to retain the role of Vice-Chair, but not appoint to the post at present.

## **11. A.O.C.B.**

### **a. Marking the Centenary of the Endowment Fund**

Mr. Marsland will follow up with Mr. Brian Smith at the Shetland Amenity Trust about archival information on the origins of the Endowment Fund, which predates the NHS.

**ACTION: Mr. Colin Marsland**

Mrs. Erin Seif will set up a meeting between Mr. Marsland, Mr. Carroll, Mr. Michael Dickson, and a representative from the Corporate Services Communications team to prepare a communications strategy around the Centenary. Trustees were happy to comment on and approve such a strategy virtually.

**ACTION: Mrs. Erin Seif**

**b. Wellbeing Group applications against Covid-19 funding**

Mrs. Lorraine Hall will ask the Wellbeing Group to finalize any applications against NHS Charities Together Covid-19 funding as soon as possible, so Trustees can consider the balance of different applications against the money.

**ACTION: Mrs. Lorraine Hall**

**c. Seeking additional or matched funds from Community Councils**

Mr. Gary Robinson advised Community Councils may currently be in a strong position from Shetland Community Benefit Fund Ltd allocations to offer additional or matched funding to staff bids, should staff choose to apply for this.

**d. Offering staff an “algorithm” on how to apply to Endowment Funds and guidance on criteria for bids**

Trustees discussed creating and sharing with staff a guide on how to apply to Endowment Funds and criteria for bids against them.

**e. Changes to Endowment Governance**

In response to Trustee queries, Mr. Marsland shared that no further update has yet been received from the Scottish Government since it published its Review of Governance of NHS Endowment Funds, dated November 2019, on 28 October 2021.

**Date of next meeting: Tuesday 25 October 2022 at 13:30, via Microsoft Teams**