

SHETLAND NHS BOARD

Minutes of the Endowment Committee meeting of Shetland NHS Board held virtually on Tuesday 22 February at 13:30

TRUSTEES PRESENT

Mr. Lincoln Carroll (Chair)	Mrs. Kathy Hubbard
Mr. Colin Campbell	Mr. Colin Marsland
Mrs. Kathleen Carolan	Mrs. Amanda McDermott
Mr. Michael Dickson	Mr. Gary Robinson
Mrs. Lorraine Hall	Mr. Ian Sandilands
Ms. Jane Haswell	

IN ATTENDANCE

Mrs. Erin Seif, Minute Taker

1. APOLOGIES FOR ABSENCE

Apologies were received from Mr. Malcolm Bell, Dr. Kirsty Brightwell, Ms. Natasha Cornick, and Dr. Susan Laidlaw.

2. DRAFT MINUTES OF MEETING HELD ON 26 OCTOBER 2021

The minutes of the meeting of 26 October 2021 were approved, pending the following revision: under item 10f, "Direction of Endowment Fund", the phrase "United Nation's principles for ethical investment" should be changed to "United **Nations**' principles for **responsible** investment".

ACTION: Mrs. Erin Seif

3. MATTERS ARISING

In relation to item 11 of the 26 October 2021 minutes, "Applying for Stage 2 and Stage 3 Grants from NHS Charities Together", Mr. Ian Sandilands requested an update on re-circulating the form for staff bids against these funds. Mr. Colin Marsland shared he is updating the form and will re-circulate it soon, adding that he met with a representative from NHS Charities Together on 16 February.

In relation to item 4 of the 26 October 2021 minutes, stemming from Item 19 on the Action Tracker, Mr. Colin Campbell highlighted the sentence "Trustees will review the Charter of the Shetland Health Board Endowment Fund to see what may be possible [for greater community involvement in managing the Endowment Fund]", querying what progress has been made. Mr. Lincoln Carroll suggested Trustees had been awaiting the Review of Governance report (please see agenda item 8) before making any decisions on this matter.

4. ACTION TRACKER

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

Prior to the meeting, Dr. Brightwell updated she is taking forward a sub-group seeking four volunteers to participate in Schwartz Round training. Mrs. Kathleen Carolan added the matter would be discussed at the Clinical Pathways Group on 28 February.

[69] Agenda Item 5 – Draft Endowment Accounts [publicizing the £60k still to be spent from NHS Charities Together]

Mr. Marsland stated £32k of Stages 2 and 3 NHS Charities Together funds still remain to be spent, and remaining Stage 1 money could also be added to this. Applications must be sent to NHS Charities Together by the end of April at the latest.

Trustees decided to request Mrs. Elizabeth Robinson, Head of Public Health and Planning, make a funding bid related to “mental health first aid” in time for the 22 March Board Development session, so the Board might consider whether such provision is a core or additional service.

ACTION: Mr. Colin Marsland

Mrs. Lorraine Hall shared that elements around mental health, wellbeing, and resilience are also being explored by the Wellbeing Group, through the Health, Safety and Wellbeing Committee. Mrs. Hall will update Trustees on this as it progresses.

ACTION: Mrs. Lorraine Hall

5. FINANCE REPORT, QUARTER 3, 2021–22

Mr. Marsland presented the Finance Report for Quarter 3, 2021–22, noting the Endowment Fund has now received and banked the bequest from the Thomson family (please see Agenda Item 6 of the meeting of 26 October 2021). The Medical Imaging and Medical Physics teams are proceeding with a quote to buy the bone density scanner.

6. EDUCATIONAL FELLOWSHIP FOR CARE EXPERIENCED YOUNG PEOPLE: PRESENTATION UPDATE

Mrs. Carolan shared a presentation detailing the operational framework for the Educational Fellowship for Care-Experienced Young People, aged 16–26, first proposed as Agenda Item 7.a. in the Endowment Committee meeting of 26 October 2021.

Trustees asked whether the fellowship was for those in school or work; if emergency access funding was required; and how the application process could be made as accessible as possible. In light of the latter query, Mrs. Carolan will ask the youth groups she has been working with (including the Youth Forum, Open Group, and the Shetland Crew) if a simple written application form could be used, as an alternative, alongside the proposed video application process.

ACTION: Mrs. Kathleen Carolan

A Trustee will also serve as a member of the application panel for the Fellowship.

7. PROCUREMENT OF MRI SCANNER: PRESENTATION UPDATE

Mrs. Carolan shared a presentation updating Trustees on the procurement of the MRI scanner, which has been delayed by global factors including Brexit and the Covid-19 pandemic. NHS Shetland now anticipates “cutting the ribbon” on the MRI scanner in autumn 2023. In the interim, a regional visiting MRI service, run by newly-trained local staff, is being developed and should be available from June 2022. A press release will go out on 1 March to update the public that a tender has been issued, also sharing the revised timeline and thanking the community again for all its donations and support.

Mrs. Carolan has also enquired whether the MRI scanner could be programmed to speak in Shetland dialect, as well as standard English.

8. REVIEW OF GOVERNANCE OF NHS ENDOWMENT FUNDS

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.

9. MARKING THE CENTENARY OF THE ENDOWMENT FUNDS

Mr. Marsland reminded Trustees that, per information held by the Scottish Charity Regulator, Shetland Health Board Endowment Funds will reach its centenary on 31 October 2022. Trustees discussed whether a sub-group of staff volunteers should be sought to arrange a marking of this anniversary, but concluded there may be little appetite for organizing a big event at this time.

The Committee decided to revisit the matter at its 17 May meeting. Trustees will also reflect on their vision for how to strengthen the Endowment Fund and improve its effective functioning into its next 100 years, particularly in light of the upcoming restructuring (please see agenda item eight). The Committee aims to promote better engagement with staff, better staff applications for funding, and to ensure the Fund is sustainable in the long term.

ACTION: All Trustees

10.A.O.C.B.

a. Celebrating the Queen’s Platinum Jubilee

Mrs. Amanda McDermott enquired about plans to celebrate the Queen’s Platinum Jubilee, in June 2022. Trustees determined the occasion was most appropriately celebrated at a departmental level, but related bids to the Endowment Fund could certainly be considered.

b. Volunteer to be named operator for small lotteries

Mr. Marsland flagged that, since Miss Shona Manson recently stepped down from the Board, the Committee needs a volunteer to be the new named operator for small lotteries. This involves having one’s address publicly available online.

c. Vice Chair

Mr. Marsland further noted the end of Miss Manson’s service necessitates a new Vice Chair for the Endowment Committee. At its next meeting, the Committee will need to either elect a new Vice Chair, or choose to discontinue the post.

d. Malcolm’s last meeting

Trustees acknowledged with appreciation the long service of Mr. Malcolm Bell on the Endowment Committee. Mr. Bell will be stepping down before its next meeting.

e. 17 May 2022 meeting—virtual, in-person, or hybrid?

Trustees decided the next meeting of the Endowment Committee, on 17 May, should be a “hybrid”, comprising in-person and virtual attendees. All those physically gathered will use individual devices and headsets to join the meeting in Microsoft Teams, to allow for equal participation.

Trustees also looked forward to welcoming two representatives from Tilney in person (also on individual devices) at the 17 May meeting, who will be asked to present at the start of the meeting. Mr. Marsland encouraged Trustees to submit questions for these representatives in advance, so their presentation might be as relevant as possible.

ACTION: All Trustees

Date of next meeting: Tuesday, 17 May 2022 at 13:30, “hybrid” via Microsoft Teams—physical venue to be confirmed.