

Borders NHS Board**STATUTORY AND OTHER COMMITTEE MINUTES****Aim**

To raise awareness of the Board on the range of matters being discussed by various statutory and other committees.

Background

The Board receives the approved minutes from a range of governance and partnership committees.

Summary

Committee minutes attached are:-

- Strategy & Performance Committee: 16.01.14
- Audit Committee: 05.12.13
- Audit Committee: 17.012.13
- Endowment Committee: 17.09.13
- Area Clinical Forum: 04.11.13

Recommendation

The Board is asked to **note** the various committee minutes.

Policy/Strategy Implications	As detailed within the individual minutes.
Consultation	Not applicable
Consultation with Professional Committees	Not applicable
Risk Assessment	As detailed within the individual minutes.
Compliance with Board Policy requirements on Equality and Diversity	As detailed within the individual minutes.
Resource/Staffing Implications	As detailed within the individual minutes.

Approved by

Name	Designation	Name	Designation
Calum Campbell	Chief Executive		

Author(s)

Name	Designation	Name	Designation
Iris Bishop	Board Secretary		

Borders NHS Board



DRAFT

Minutes of a meeting of the **Strategy & Performance Committee** held on Thursday 16 January 2014 at 12.30 in the Board Room, Newstead

Present:

Mr J Raine	Mr C Campbell
Mrs K Hamilton	Mrs J Davidson
Mr D Davidson	Mrs J Smyth
Cllr C Bhatia	Mrs C Gillie
Mr J McLaren	Dr E Baijal
Dr D Steele	Mr D McLuckie
Mrs K McNicoll	Mrs E Fleck
Mrs P Alexander	

In Attendance:

Miss I Bishop	Dr C Sharp
Mr K Lakie	Mr S Bermingham
Mr A Pattinson	Mr P Lunts
Mrs J Stephen	Mrs P Gordon
Ms K Pringle	Mrs H Irwin
Mr S Litster	Mrs E Torrance
Ms L Williamson	Ms S Bellamy
Mr P Grieve	

1. **Apologies and Announcements**

Apologies had been received from Stephen Mather, Sheena MacDonald and Hamish McRitchie.

The Chair confirmed the meeting was quorate.

The Chair welcomed a range of attendees who were present to contribute to various items on the agenda.

2. **Declarations of Interest**

The Chair sought any verbal declarations of interest pertaining to items on the agenda.

The **STRATEGY & PERFORMANCE COMMITTEE** noted the Declarations of Interests for Mrs Karen McNicoll and Dr Stephen Mather.

3. **Minutes of Previous Meeting**

The minutes of the previous meeting of the Strategy & Performance Committee held on 5 December 2013 were approved.

4. Matters Arising

4.1 Minute 14: NHS Scotland Chief Executive Annual Report 2012/13: Calum Campbell confirmed that Paul Gray was keen to undertake a visit to all NHS Boards over the coming year.

4.2 Minute 15: Incident: Evelyn Fleck confirmed that this action was now complete. The cupboard referred to was a Treatment Room cupboard and did not contain on any drugs. The Senior Charge Nurse had agreed to pick up the matter with David Davidson to provide assurance on this matter.

4.3 Minute 4: Borders General Hospital (BGH) Car Parking Enforcement: The Chairman reminded the Committee that since the last meeting issues had been raised by the Darnick Community Council and a public meeting had been held. Following that meeting NHS Borders had committed to work with Scottish Borders Council and the Police in regard to easing those issues. Progress had been made in regard to facilitating 74 car sharing spaces.

Karen Hamilton commented that the Appeals Panels were currently handling an average of 20 appeals a week, principally themed on return journeys to car parks 1 & 2. The Committee noted that the exemption certification system was working well.

The **STRATEGY & PERFORMANCE COMMITTEE** requested that a report be given to the April Public Board meeting.

The **STRATEGY & PERFORMANCE COMMITTEE** noted the Action Tracker.

5. Patient & Staff Stories

Evelyn Fleck introduced Philip Grieve who spoke about the development of Star Wards in Huntlyburn Ward. Lyn Williamson read through her story and experiences. Sarah Bellamy read through Wendy Giles' story and experiences.

Cllr Catriona Bhatia enquired about the effects of the refurbishment of Huntlyburn on Aromatherapy services. Philip Grieve advised that there was a room provided for the delivery of aromatherapy services and aroma stones had been purchased to ensure the experience became more satisfying for patients. Mr Grieve further commented that art work was being provided by the Gala Resource Centre to enhance the environment in Huntlyburn.

Cllr Bhatia commented about progress made in awareness amongst the population of mental health issues. Ms Williamson commented that she would be an advocate for mental health services and was open about her journey amongst her long standing friends and family and would advocate for individuals or projects.

Karen McNicoll enquired about the potential to weave Ms Williamson's experiences back into the undergraduate setting. Ms Williamson commented that she believed the DVT service was still running and she had formed a support group and was keen to continue to rebuild her life and support others as appropriate.

Sarah Bellamy explained the leadership that had been put into Star Wards and the difference it had made to the staff.

The Chair enquired about the application of Star Wards to other NHS services in Borders. Evelyn Fleck commented that Star Wards was designed for the acute Mental Health Unit setting and the service were discussing the potential to take the Star Wards principles and to apply them to other areas.

Jane Davidson enquired about next steps. Ms Bellamy commented that the Award had been given in October 2013 and the intention was to continue to build on the programme and move up to the next level.

The Chair commented that the stories had been inspirational and he commended the speakers for attending and sharing their stories with the Committee.

The **STRATEGY & PERFORMANCE COMMITTEE** noted the staff/patient story and the successes that had been achieved by staff and service users working together in the Huntlyburn Ward.

6. **NHS Borders Podiatry services**

Pamela Gordon gave an informative presentation on Podiatry services.

David Davidson enquired about working with shoe retailers in regard to children's feet. Ms Gordon advised that currently there was no work progressing with shoe retailers in Scottish Borders, however that may be a suggestion worth consideration in the future.

Cllr Catriona Bhatia enquired about preventative measures for children's foot care and whether that was an area covered by school nurses and health visitors. Mrs Gordon advised that the service worked closely with health visitors who referred to the service as appropriate.

Calum Campbell congratulated the service on their sustained good performance to date. Mrs Gordon commented that the service would be exploring working with volunteers regarding services for the elderly once evaluations of the NHS Ayrshire & Arran and NHS Lanarkshire models had been concluded.

David McLuckie enquired about the use of the voluntary sector in relation to patient transport. Mrs Gordon commented that at present patients utilised the voluntary patient transport provisions in Hawick and Galashiels.

Karen Hamilton enquired about any joint working with independent providers of foot care services. Mrs Gordon confirmed that partners and carers were encouraged to undertake nail filing at present.

The **STRATEGY & PERFORMANCE COMMITTEE** noted the sustained high performance of the podiatry service.

7. **Key Performance Indicator Scorecard**

June Smyth advised on performance as at 30 November 2013.

Pat Alexander enquired about AHP waiting times performance. Karen McNicoll commented that as the Associate Director for AHPs she was confident that improvement work in physiotherapy had been progressed to address the waiting times in that service. A range of other measures were also being taken forward to address performance issues across the AHP spectrum.

Calum Campbell noted that the waiting times target was for 9 weeks and he enquired if there were any 12 week breaches. Karen McNicoll advised that to her knowledge there were none and she reminded the Committee that performance at 9 weeks for was higher than performance in the rest of Scotland.

David Davidson challenged the performance in regard to waiting times for psychology therapies, day case surgery rates and consultant reviews. June Smyth commented that psychology therapies waiting times had been under scrutiny over past months and the measurements for the targets were being further explored.

Calum Campbell commented that performance for rheumatology waiting times rates was poor and he suggested showing the CHKS system to the Committee which compared rates across Scotland drilling down to individual consultant level.

Holly Irwin commented that with regard to day case rates they were variable and had targets set against all specialties. Calum Campbell commented that CHKS showed both the procedure and the consultant.

Doreen Steele enquired about the number of return visits for Orthodontics. Jane Davidson advised that a more indepth look at the service could be undertaken.

Doreen Steele enquired about the impact on delayed discharges and length of stay in community hospitals given the restrictions on admissions, placed on 3 care homes in the area following Care Inspectorate requirements. Alasdair Pattinson confirmed that there was now 1 care home with restrictions on admissions and any restrictions to admissions impacted on delayed discharges across the system. June Smyth reminded the Committee that the targets related to past figures and remained a key area of focus for the organisation.

Jane Davidson suggested it would be interesting to see what impact the Senior Charge Nurse pilot would have on length of stay and delayed discharges.

Doreen Steele sought clarification on the quality assurance process of Personal Development Plans (PDPs) for staff. June Smyth advised that PDPs were a part of the complete annual Joint Development Review (JDR) process for staff and specific paperwork and guidance was followed in completing all aspects of the annual JDR.

David Davidson congratulated the service on achieving the theatre utilisation target and enquired of the changes that were introduced to reach that position. June Smyth commented that during the period in question there had been higher rates of emergency activity, linked to falls and minimum consultant annual leave. Holly Irwin commented that a new weekly process had also been introduced to scrutinise theatre lists 2 weeks in advance to ensure theatre capacity was being utilised effectively.

Calum Campbell highlighted that the organisation had the lowest Child Dental DNA (Did Not Attend) rates in Scotland.

Karen Hamilton suggested for the next refresh it might be helpful to cross refer some of the data in the covering report to the indicators within the scorecard.

The **STRATEGY & PERFORMANCE COMMITTEE** noted the November Key Performance Indicator Scorecard.

8. Property & Asset Management Strategy

David McLuckie introduced the Property and Asset Management Strategy (PAMs) and gave an overview of the background to and current status of the strategy.

David Davidson challenged on the quantification of lease properties. David McLuckie advised that the detail was contained within the appendices and the Occupational Health Service lease was the largest.

David Davidson enquired about Ayton House. David McLuckie confirmed that it had been sold.

David Davidson enquired of the potential costs of the carbon management schemes. David McLuckie confirmed that the 34 separate schemes had an overall pay back of £3m over varying periods of time. Carol Gillie confirmed that there would be a priority order on which schemes were undertaken first to ensure best value.

David Davidson enquired about lease vehicles and courier options. David McLuckie confirmed that the original courier service provided by Scottish Borders Council had been withdrawn some years previously and following appropriate enquiries on the open market the current in-house service had been developed which had been the cheapest option for the organisation. Jane Davidson suggested it may be appropriate to now look at the services of “Blood Bikes” and volunteering.

David Davidson suggested a review of the requirements of IM&T. David McLuckie advised that the content of the report described the work undertaken to date. Jackie Stephen confirmed that IM&T were refreshing their strategy and would be feeding into the next iteration of the PAMs documentation.

David Davidson enquired about the national email system and potential migration for NHS Borders to the new system. Jackie Stephen confirmed that the national contract was not yet live and those Boards to migrate first would be those on nhs.net mail. NHS Borders would migrate when its’ current email system was at end of life.

David Davidson enquired about upgrading of the lift system in the Borders General Hospital. David McLuckie advised that it had been risk assessed and 1 of the lifts in the main hospital had been upgraded the previous year. He reminded the Committee that there was a rolling programme of investment for maintenance across the whole estate.

Pat Alexander enquired if the options of owning and leasing of vehicles had been considered. David McLuckie confirmed that both options had been explored.

Pat Alexander enquired about potential opportunities with partners for sharing office space, transport and facilities. David McLuckie advised that in regard to transport a Project Initiation Document (PID) was being drawn up by Scottish Borders Council and discussions had taken place in regard to sharing vehicles and maintenance requirements.

John McLaren reminded the Committee of the reviews that had taken place of the in-house courier service, which had provided a robust benchmarking of the facility against local private sector options.

Cllr Catriona Bhatia enquired how the cost of projects related to the rolling investment programme. David McLuckie responded that the projects listed were intended to be progressed but would be

revisited given other pressing demands on capital. He advised that the rolling programme was one of on-going investment for maintenance and replacement of equipment.

Karen McNicoll enquired about any clinical engagement. David McLuckie commented that clinical engagement had been achieved through the Clinical Boards and Hospital Management Team.

David Davidson noted that the WRVS provided a one stop coffee shop facility at the Borders General Hospital and he enquired about using Aroma. Calum Campbell confirmed that Aroma was an NHS brand and the usual processes would be undertaken in regard to any potential usage of Aroma.

The **STRATEGY & PERFORMANCE COMMITTEE** approved the contents of the Property & Asset Management Strategy for 2013/14.

9. **Annual State of NHS Scotland Assets & Facilities Report 2013**

David McLuckie gave a summary of the contents of the final draft document.

The **STRATEGY & PERFORMANCE COMMITTEE** noted the contents of the final draft of the Annual State of NHS Scotland Assets and Facilities Report for 2013 and agreed to receive the final report once released by the Scottish Government.

10. **Any Other Business**

10.1 **People Management:** Jane Davidson reflected on people management in relation to those relaying their patient stories to the Committee. The Chair commented that he would in future meet with all patient story presenters at least 30 minutes in advance of the meeting to explain the process of the committee and put them at ease in advance of their attendance.

The **STRATEGY & PERFORMANCE COMMITTEE** noted the comment.

10.2 **Unscheduled Care:** Pat Alexander sought feedback on the out of hours service review. Calum Campbell advised that a paper had been submitted to the Board explaining the positioning regard to out of hours services.

The **STRATEGY & PERFORMANCE COMMITTEE** agreed to receive a presentation on Unscheduled Care at a future meeting.

11. **Health & Social Care Integration**

Elaine Torrance gave an informative presentation on integration and highlighted several key points including: progress to date; the programme plan and timescales; moving to Shadow Board arrangements; appointment of a Chief Officer; opportunities to widen the scope within the shadow year and arrangements for a joint workshop session in March.

The **STRATEGY & PERFORMANCE COMMITTEE** noted the presentation.

12. **Waiting Times**

Philip Lunts gave an indepth presentation on waiting times performance highlighting several key areas including: pressures on the system and changes being made to address and improve waiting times performance; daily Treatment Time Guarantee (TTG) status reports at waiting times meetings; weekly review of breaches and flagged as part of 7-day forward bed planning; aim to get below 12 weeks to give headroom for rescheduling; main focus presently on minimising risk of day-of-surgery breaches; coordinated whole system approach to waiting times; data sources and usage; 18 week referral to treatment; specialty challenges; increased referrals and outpatient work.

The **STRATEGY & PERFORMANCE COMMITTEE** noted the presentation.

13. **Date and Time of Next Meeting**

The Chair confirmed that the next meeting would be held on Thursday 6 March 2014 at 12.30 in the Board Room at Newstead.

The meeting concluded at 2.25pm.



Minutes of an Extraordinary Meeting of **Borders NHS Board Audit Committee** held on Thursday, 5th December 2013 at 2 p.m. in the Board Room, Newstead.

Present: Mr D Davidson (Chair)
Dr D Steele

In Attendance: Ms G Collin, PricewaterhouseCoopers (via teleconference)
Mrs J Davidson, Chief Operating Officer
Mrs B Everitt, Personal Assistant to Director of Finance
Mrs H Irwin, Service Manager, Planned Care
Mr S Litster, Waiting Times Co-Ordinator
Mr J Raine, Chair
Mrs J Stephen, Head of IM&T
Ms S Swan, Acting Deputy Director of Finance

1. **Introduction, Apologies and Welcome**

David Davidson welcomed those present to the meeting. Apologies had been received from Stephen Mather, Calum Campbell, Evelyn Fleck, Carol Gillie and Scott Moncrieff.

2. **Declaration of Interest**

There were no declarations of interest.

3. **Internal Audit Report on Waiting Times**

Gillian Collin introduced this report and referred to the background and scope of the audit. It was noted that the audit had focussed on the recommendations arising from the following reports:

- Internal Audit report on Waiting Times (November 2012)
- Audit Scotland report on Management of Patients on NHS Waiting Lists (February 2013)
- Public Audit Committee report on Management of Patients on NHS Waiting Times (May 2013)

Gillian confirmed that the findings of the audit concluded that action has been taken against every recommendation and that they have no concerns.

David Davidson felt that it was a very positive report and thanked PricewaterhouseCoopers (PWC) for their work. David enquired if there were any areas that would require to be looked at in the future. Gillian confirmed that they were satisfied that action had been taken against each of the recommendations.

Jane Davidson commented that this gave the Board additional assurance going forward and asked what the next steps would be. Gillian advised that work is ongoing to create a controls framework. It was noted that the controls assurance matrix should be in place within Boards with an expectation that this would be reported to the NHS Borders Board going forward to give assurance. David Davidson enquired if this report would also come to the Audit Committee. Gillian felt that this

would be acceptable to provide additional assurance. Jane added that she would welcome the Audit Committee's scrutiny.

David asked if PWC had any knowledge of how other Boards are taking this forward. Gillian replied that this is yet to be established. Jackie Stephen referred to the controls assurance matrix and asked about the timescales on when a final version will be received. Gillian advised that she did not expect there to be any changes to the matrix and anticipated that contact would be made with Boards prior to Christmas or early in the New Year. Jane highlighted that it is a different audience that this is being deployed to and advised that work is ongoing locally to provide information on the framework so people are aware of its purpose.

John Raine commented that this was an excellent report which showed the endeavours of staff to implement the recommendations made. Gillian agreed with this comment. John referred to a previous issue around the high number of users who have access to TRAK and asked if this was still the case or if the numbers had been reduced. Gillian advised that the numbers had not reduced and although these were high this was deemed to be necessary to cover all functionality of the TRAK system, and in order that we meet the varying requirements of users, managers had confirmed that these are appropriate. John referred to the recommendation that booking team staff should ensure that the 'type of offer' fieldwork is correctly updated in TRAK to ensure an accurate audit trail of the nature of offers made to patients. Steven Litster confirmed that a report is produced every week showing unavailability and the reason for this and gave assurance that this is monitored to ensure it is complied with against the policy. Holly Irwin added that patient's notes will also be audited on a monthly basis and that there would be a clear reporting route through the organisation. David enquired how this would be reported to the Audit Committee. Susan Swan felt that if this was going to the Board / Strategy & Performance Committee on a monthly basis then it would be reasonable for the Audit Committee to review it every six months. Gillian agreed that this would be acceptable. Susan noted that this would be added to the Audit Committee Annual Work Plan. Susan also advised that Waiting Times as part of the organisation's System of Internal Control would also be reviewed and risk assessed using the Internal Audit Risk Universe on an annual basis as part of compiling each year's Internal Audit Plan.

John referred to the new whistleblowing policy and asked if there were any comments on this and how it compared with other Boards. Gillian advised that this had not been reviewed in detail as the remit of the current audit had been to ensure that there was a policy in place. Gillian agreed to review this and provide comments. Jackie highlighted that evidence had been provided from staff that they had received training and had access to the whistle blowing policy and the national helpline. David added that he had received assurance on this from spending a day with staff whom he had found to be extremely pro-active.

David referred to the training sessions provided to Non Executive Directors on how waiting lists are managed within the Board and asked if anything had been picked up that should be looked at in more detail. Gillian confirmed that NHS Borders is in line with other Boards. David felt that it would be useful to have a follow-up session every six months for a period of two years, particularly with the new Non Executive Directors on the Board. Gillian agreed that this would be very helpful. Doreen Steele highlighted that the Non Executive Directors should lead organisational culture and the role in ensuring staff can be open and honest.

Jackie noted her thanks to the team for their hard work and was very pleased with the report. David, John and Doreen endorsed Jackie's comments.

4. **Any Other Competent Business**

None.

5. **Date of Next Meeting**

Tuesday, 17th December 2013 @ 11.30 a.m., Board Room, Newstead.

BE
16.12.13

Minutes of a meeting of the Area Clinical Forum held on 4 November 2013 at 1.00pm in the Committee Room, Education Centre

Present: John Hammond, Janice Laing, Iris Bishop, Nigel Leary (Vice Chair), Nicky Hall.

Apologies: Karen McNicoll, Alison Wilson, Sheena MacDonald, Isabel Swan

The meeting was declared quorate.

Agenda Item	Title	Speaker	Summary	Action
2	Minutes of the Previous Meeting	NL	The minutes of the ACF meeting held on 24.06.13 were deferred to the next meeting. The minutes of the ACF meeting held on 02.09.13 were amended and approved.	
3	Matters Arising	NL	The ACF reviewed and updated the action tracker.	
4	Clinical Governance Committee	JH	John Hammond reported that adverse events had been discussed in detail as well as patient feedback. He advised that the Clinical Governance Committee was worried about where it stood on complaints with independent contractors. The ACF noted the update.	
5	Public Governance Committee	NH	Nicky Hall advised that she attended the Public Governance Committee on 25.09.13. It was now utilising the area forum meetings with Non Executives attending them in order to engage with the general public. The meeting focused on Terms of Reference refresh, discharges and brainstorming ideas for the Public Involvement Strategy. The ACF noted the update.	

Agenda Item	Title	Speaker	Summary	Action
6	Strategy Reports	JH	<p>John Hammond advised that the Clinical Strategy Event was being held on 28.11.13. The session was looking for ideas for the next 3-5 years and it was important that clinicians were present as it was vital to have their input.</p> <p>The ACF noted the update.</p>	
7	National ACF	JH	<p>John Hammond advised that the National ACF meeting had been held on 05.09.13, as this was the same day as the Borders NHS Board meeting he had been unable to attend.</p> <p>The ACF noted the update.</p>	
8	Borders NHS Board	JH	<p>The ACF reviewed the Board meeting agenda and papers.</p> <p>The ACF noted that orthopaedics, oral surgery, dermatology and ophthalmology, all had issues in regard to waiting times.</p> <p>Nigel Leary updated the committee with regard to the intricacies for ophthalmology and orthopaedics.</p> <p>Nigel Leary to attend the next Borders NHS Board meeting as Vice Chair of ACF in Karen McNicoll's absence.</p> <p>John Hammond noted that the organisation was £2m overspent in the first 6 months in the finance report.</p> <p>John Hammond noted that the Annual Review letter</p>	

Agenda Item	Title	Speaker	Summary	Action
			was positive.	
9	Professional Advisory Committees	NL	<p>AHP Advisory Committee: The AHP Advisory Committee had been relaunched.</p> <p>ADC: John Hammond would retire as Chair of the ADC on 4 December. There was a GDP retiring in Peebles so there would be a GDP vacancy shortly. He advised that waiting lists were reducing and as of November the Community Dental Clinic would be concluded so that there would only be a salaried dental service available. He was unsure how specialist items would be picked up in the future.</p> <p>AMC: Nigel Leary advised the AMC were organising an awayday and interfacing with pre-assessment. The main issue for discussion was workforce and the cost of locums.</p> <p>AOC: Nicky Hall gave an update from the previous meeting held on 29.10.13. They had received an update on the diabetic retinopathy screening service and they were trying to increase resilience and IT issues re photographing for other practices. There had been good survey results. They were ready to roll out the pilot for electronic referrals through sci gateway in early 2014. The under 25s were group who did not take up diabetic screening very well.</p> <p>APC: There was no report.</p> <p>BANMAC: Janice Laing advised that the meeting required relaunching. There was now a small</p>	

Agenda Item	Title	Speaker	Summary	Action
			<p>executive group.</p> <p>Medical Scientists: There was no report.</p> <p>The ACF noted the updates.</p>	
10	Any Other Business	NL	There was none.	
11	Date of Next Meeting	NL	The next meeting of the ACF would be held in February 2014 in line with the public Board meeting cycle.	

Minutes of a Meeting of **Borders NHS Board Endowment Fund Board of Trustees** held on Tuesday, 17th September 2013 at 1.30 p.m. in the Board Room, Newstead.

Present: Mrs P Alexander
Cllr C Bhatia
Mr D Davidson
Ms E Fleck
Mrs C Gillie
Mrs K Hamilton
Mr J Hammond
Mr J McLaren
Mr A Lucas
Mr J Raine (Chair)
Dr D Steele

In Attendance: Mrs B Everitt (Minutes)
Mrs C Oliver
Mr G Reid
Ms S Swan

1. **Introduction, Apologies and Welcome**

John Raine welcomed those present to the meeting. Apologies had been received from Dr S MacDonald, Mr C Campbell and Dr E Baijal.

2. **Declaration of Interests**

John Hammond declared that he owned a number of shares with companies contained within the portfolio.

3. **Minutes of Previous Meeting**

21st May 2013

John Raine asked for the costs to be recorded within the final recommendation for items 5 and 8.1.

The minutes were approved as an accurate record with the proviso that the additional information is added to the recommendations.

4. **Matters Arising**

• *Action Tracker*

John McLaren gave an update on the BGH restroom item. John reported that there is still an appetite for a restroom and the BGH Accommodation Group will be discussing a potential solution at the next meeting on 27th September 2013. It was noted that if this doesn't materialise the BGH Partnership Forum have discussed alternative ideas for spending this money. Carol Gillie highlighted that these would need to concur with charity regulations. John agreed to speak with Phillip Lunts so this could be factored into discussions with the Space Utilisation Group.

The action tracker was noted.

- *Volunteer Co-Ordinator Post – Update on Impact of Revenue Costs*
Carol Gillie reported that Stephen Bermingham had been unable to quantify how much the revenue costs would be at this point in time, namely Occupational Health and HR input. Carol advised that Stephen had agreed with June Smyth to monitor the situation over the next 6 months and quantify the costs after this period of time. Following discussion it was agreed that it would be helpful to receive an update in a year's time.

The Board of Trustees noted the update.

5. Funds Management

5.1 *Investment Advisor Report*

Graham Reid spoke to this item. Graham advised that the portfolio is currently valued at £2.86m. Graham highlighted that there were more fixed term investments as it is felt that these are more appropriate for a charity portfolio. Graham gave an update on the global situation where it was noted that there had been some periods of volatility in the US during the summer months. Graham reported that the UK situation is better than what was envisaged at the beginning of the year and in turn the portfolio is in a better position. Graham advised that problems were still expected in Europe but globally the outlook for shares was very positive going forward and looking more secure. David Davidson referred to the weighting in fixed interest bonds currently being around 27% of the portfolio, against the benchmark APCIMs weighting. David enquired if, in the event of a further large fundraising project, would it be envisaged moving this closer to 20%. Graham replied that over the last few months there had been opportunity to further gain with a different portfolio profile and explained that he could do some financial modelling to quantify the impact. Graham highlighted that a charity portfolio is often more fixed term based and although this has slightly dipped below the benchmark it is still in a very good position. Graham added that as there is no designated charity benchmark the APCIMs benchmark is the most appropriate to use for a charity fund.

John Hammond referred to the difference of £11k within the transactions and enquired if this would balance out in time. Graham replied that these were only short-term and reminded Trustees of discussion at the last meeting to invest in funds outwith the UK. Graham hoped to see a return on these investments in the next 12 – 18 months. John Raine agreed that we should have a realistic benchmark and asked for comments on changing this. Graham explained that just under 28% of the total portfolio is committed to fixed income investments. Graham explained that the index provided has a 10% differential and did not recommend moving to this.

Carol Gillie enquired if there were other benchmarks that would be more appropriate to use rather than APCIMs. Graham replied that we could create a bespoke benchmark although this may lose the independence of a benchmark. Graham highlighted that the income figure has gone up substantially over the last two years. Susan Swan asked if it would be helpful to look at the current position and highlighted that if there is £700k in the General Endowment Fund then a move away from 28% may be advisable at this time Carol and Susan agreed to speak with Graham and come back with proposals for the Trustees to consider on the split of the portfolio.

Graham referred to the market commentary circulated with the agenda and highlighted that in terms of the global position there is a tremendous amount of potential.

The Board of Trustees noted the report.

6. **Endowment Fund Workplan 2013/14**

Susan Swan spoke to this item. Susan advised that this had been produced following discussion at a previous meeting and had been brought to the Trustees for their comment.

The Board of Trustees approved the Endowment Fund Workplan for 2013/14.

7. **Financial Report**

7.1 *Primary Statements and Fund Balances*

Susan Swan spoke to this item. Susan reported that the Income & Expenditure account recorded an in-year surplus of £35,071 for the 5 month period to 31 August 2013. Susan explained that the surplus reported reflected income received for the period to date being in excess of the level of expenditure incurred. Susan highlighted that the figures reported were slightly different to those reported by the Investment Advisor due to timing as the accounts are reconciled at the end of every month. Susan reminded Trustees about the £1.1m owing at the year-end to the Board Exchequer Accounts for the Margaret Kerr Unit project. Susan confirmed that this outstanding payment has now been made with the final account from the contractor currently being finalised.

Susan referred to the accounts, presented in the annual accounts format, and advised that she did not have any issues to highlight. John Raine enquired about the staff counselling who had previously submitted a bid for additional funding for one year and asked if a further bid would be coming forward. Susan did not envisage this as it was hoped to progress with group work rather than 1:1 counselling.

The Board of Trustees noted the report.

7.2 *Register of Legacies and Donations*

Susan Swan spoke to this item. Susan advised that the paper detailed donations and legacies received over £5,000 for the period to 31 August 2013.

The Board of Trustees noted the legacies and donations to 31st August 2013.

8. **Fundraising Advisory Committee**

8.1 *Minutes of Meeting: 2nd May 2013 and 6th June 2013*

Pat Alexander spoke to this item. Pat felt that the minutes were self explanatory and gave Trustees an opportunity to comment. It was noted that there had been a further meeting on 5th September 2013 and that the main item for discussion was on the consolidation of the Margaret Kerr Unit. Pat reported that there is no longer any active fundraising and they now have a suitable mechanism in place to manage this in-house.

The Board of Trustees noted the minutes of the Fundraising Advisory Committee.

8.2 *Report from Chair of Fundraising Advisory Committee*

Pat Alexander spoke to this item. Pat referred to the "Space to Grow" project which had stalled due to the weather and the Huntlyburn decant. Pat highlighted that

assurance was given within the report that this is now moving forward again. Doreen Steele added that this is an exceptionally important part of mental health care and advancement and confirmed that a meeting of the group was being arranged. Pat reported that the main project on the horizon at the moment is the development of the Women's & Children's Service. Clare Oliver reported that this would fundamentally change the type of care within Ward 15 and the indicative cost of this at the moment is £5m. Clare highlighted that this could potentially be very challenging and if it continued to progress at the pace being dictated by the group then they would be looking for an appeal commencing next year.

John Raine enquired about the "Space to Grow" project and asked if recent progress would satisfy the Friends of the BGH. Clare advised that she had met with the Friends of the BGH and confirmed that the majority of their donation has been spent and she had not received any comments on the papers they had been provided with. David Davidson enquired about the situation with the plaques at the Margaret Kerr Unit. Susan Swan explained that the Margaret Kerr Unit was a partnership agreement with other charities so the plaque recognition had been seen as equitable for all organisations involved, however Macmillan have requested a further moderately sized plaque to be placed in the unit prior to the remaining £75k being released. It was noted that this request would be honoured.

Pat went on to give an update on the Fundraising function where it was noted that Catherine Duthie had taken up the Fundraising Consultant role and is actively working with Clare. Pat explained that Clare had been appointed to the Comms Manager on a secondment basis and would undertake this as well as her fundraising role. Pat clarified that Clare's salary for the Comms role is not funded from Endowments. It was noted that interviews are being arranged for the Fundraising Officer post and an appointment had been made to the 0.5 WTE Admin Assistant post.

The Board of Trustees noted the report from the Chair of the Fundraising Advisory Committee.

8.3 *Fundraising Advisory Committee – Terms of Reference*

Carol Gillie introduced this item which had been discussed by the Fundraising Advisory Committee and had come to the Endowment Fund Board of Trustees meeting for endorsement. It was noted that a Vice Chair would be agreed at a future meeting of the Fundraising Advisory Committee.

The Endowment Fund Board of Trustees approved the Fundraising Advisory Committee Terms of Reference.

9. **NHS Borders Staff Awards**

Clare Oliver spoke to this item. Clare reported that a small working group had undertaken research on this and the proposal was to introduce 10 categories of awards to celebrate the excellence of staff across the organisation. It was noted that the categories would be based on the corporate objectives. Clare anticipated that it would cost approximately £3k to introduce these for the first year. Clare advised that feedback from colleagues in other Boards was that they have been very well received. Evelyn Fleck commented that it would be an excellent way of sharing good practice and was supportive of the proposal. David Davidson noted his support but felt it was essential that the awards are spread across the whole organisation. John McLaren noted his support for the proposal and the comments made but felt it should be meaningful to staff and suggested an award where staff

themselves would nominate. Catriona Bhatia noted her support but queried the cost as she felt this was very modest. Clare advised that it has been based on costs advertised by Borders College but gave assurance that further work would be done on this. John McL stressed that it was essential to get accurate costings. Adrian Lucas suggested doing this as a one-off event and give consideration after on whether to continue or make any adjustments. Karen Hamilton noted her support and enquired if any thought had been given on how this would be judged. Clare replied that more work still was still required to be undertaken but the proposal had come to today's meeting to get approval in principle from the Trustees to proceed. John McL highlighted that the steering group would require representation from across the whole organisation.

The Board of Trustees approved in principle the expenditure for this event which was anticipated to be in the region of £3k.

10. **National Review of NHS Endowment Funds**

10.1 *NHS Borders Endowment Fund Charter and Operating Procedure*

Susan Swan reported that there has been no further guidance issued from the national steering group. Susan confirmed that the guidance received will be amended for NHS Borders and will go the Endowment Advisory Group in December for discussion prior to coming to the Endowment Fund Board of Trustees meeting in January for approval.

The Board of Trustees noted the update.

11. **Any Other Business**

Catriona Bhatia referred to a recent walkround she had undertaken where a member of staff had advised that they had been requested to complete an additional form to apply for a small amount of endowment funds. Susan Swan replied that she was not aware of such a form but would pick this up.

12. **Date and Time of Next Meeting**

Thursday, 30th January 2014 @ 10 a.m., Board Room, Newstead.

BE
25.9.13