

## **Trustees of the Endowment Funds**

### **Minutes of the meeting on Thursday 19<sup>th</sup> December at 9.30am**

### **via Microsoft Teams**

Present:

Lesley Bowie (Chair)	Ewing Hope
Sheila Cowan	Sukhomoy Das
Derek Lindsay	Marie Burns
Neil McAleese	Jenny Wilson
Claire Burden	Liam Gallacher
Lee Lyons	Lynne McNiven
Douglas Reid	Jean Ford

In attendance:

Fiona McGinnis  
Debbie Hair  
Keith Burdon  
Mark Graham  
Laura Croenen  
Shirley Taylor (Minutes)

#### **1. Apologies for absence**

The chair welcomed everyone to the meeting. Apologies were received from Linda Semple, Crawford McGuffie and Marc Mazzucco.

#### **2. Declaration of interests**

None noted.

#### **3. Draft minutes of the Trustees meeting held on 16 September 2024**

The minute was approved as an accurate record of the meeting.

#### **4. Action Log and Matters Arising**

With regard to the action for Heartstart no response has been received to date. It was agreed this would be kept open until the next meeting and if no response it would be closed.

The Assistant Director of Finance advised that discussions have recently taken place with the Investment Advisors with regard to financial inclusion work in the community. It was agreed this action would be kept open.

Discussion took place on the progress of the spend against the Leadership Academy. This has been paused due to time constraints for other partners. Although there is still an appetite for this project to take place and to work alongside the Hunter Foundation it

will not be likely that this will happen in the near future. It was agreed the funding would be revoked however can be revisited if required.

## **5. Investment Portfolio**

### **5.1 Investment Manager Presentation**

The Investment Advisors from Evelyn & Partners were in attendance to provide some context of what has happened with the fund to date and to seek Trustees input on risk appetite. The mandate for the fund is of medium risk which protects the funds from inflation but also allows for growth with a timescale greater than five years. All restrictions have been met and there has been no exposure to any companies outwith this. The portfolio is unique and has been constructed to meet our individual needs which looks at a steady return whilst growing the portfolio over the longer term. Returns will be balanced between capital growth and maximising income at inflation plus 2.5%. The funds were received from EdenTree in late October 2024 and have been gradually fed into the market. Opportunities will be capitalised when they present however there has been some volatility due to the USA elections. There is still around 15% of the funds held as cash which will be invested within four to six weeks.

Discussion took place on Environmental and Sustainability Governance investment. The three key priority areas of focus for this are environmental resilience, workplace standards and excellence in governance. If a company does not meet the minimum standards for these an investment wouldn't be made.

**Outcome:** *The trustees received the Investment Update and thanked the Investment Advisors for their attendance.*

## **6. Endowment Charter**

The Assistant Director of Finance presented the Endowment Charter and advised that it is good practice for this to be reviewed regularly. A key part of this is the Investment Policy including the Asset Allocation Strategy. The percentages and ethical policy were discussed. It was agreed that the table of percentages should be removed with a note advising to refer to the Investment Manager for guidance. It was agreed this would provide the Investment Managers with a level of flexibility whilst keeping regular contact at committee level throughout this first year.

It was also noted that EdenTree requires to be amended to Evelyn and Partners throughout the document. All changes were agreed and the document will be presented to Trustees again next year for review.

ACTION – Fiona McGinnis

## **7. Minutes of Endowment Committee Meetings**

### **7.1 5 September 2024 Committee Minutes**

The approved minute was shared with the Trustees with two specific areas highlighted for information. The first was a donation of £155k from the Crosshouse Hospital Volunteers. Two bids received were put forward and agreed for funding by the Volunteers.

It was also noted that a clean audit opinion was received from the new Endowment Auditors.

Discussion took place on Bid 1263 for safety gates within South Ayrshire. It was confirmed that although the bid was approved a caveat was added that these should not be routinely funded. Bid 1266 was also discussed as to whether it was core, it was agreed this was not core and a copy of the bid was requested by the Chair for information.

ACTION – Shirley Taylor

**Outcome:** *The trustees received the approved minute*

## 7.2 5 December 2024 Committee Minutes

The draft minute was shared with Trustees for information and it was noted that the restricted funds were reviewed as part of the rolling calendar. At this meeting fund holders attended to discuss Cancer Services and the Staff Lottery Fund. With regard to Cancer services there has not been much spend since the donation of over £100k to Ayrshire Cancer Support for building works. Discussion took place on the staff lottery fund which was moved to Endowments when the Staff Lottery ceased. Lots of discussion took place with regard to utilisation of this fund and issues around staff views of how the money should be spent. Feedback is being sought however it has been agreed that it will be used for Long Service Awards at the moment.

Evelyn & Partners were in attendance and provided a presentation. The committee were comfortable with the team and agreed regular feedback at the committee meetings for the time being.

The general fund was reviewed and noted as underspent due to the lack of spend on the Leadership Academy and the Investment Fees being lower than anticipated. The quarterly investment report was received as well as the risk register with confirmation that all risks are being reviewed and managed. It was also noted that it was Fiona McGinnis's last committee meeting and Fiona was thanked for her contribution to the committee.

**Outcome:** *The Trustees received the draft minute*

## 8. General Fund

### 8.1 General Fund Expenditure

£311k was allocated for use in 2024/25 with £148k of spend at the end of October 2024. The fund is currently £23k underspent for the Leadership Academy and also underspent in terms of patient amenities however it was noted that this spend is mainly utilised around Christmas time. All specific projects are on schedule however it is still anticipated there will be an underspend at year end.

**Outcome:** *The trustees received the report*

## **9. Restricted Funds**

### **9.1 Restricted Fund Summary**

The Assistant Director of Finance presented the routine report noting the balance of all funds as at the end of October 2024 and funds with balances over £50k. There are currently 215 restricted funds with a total value of £3.2m. 12 of these funds are over £50k with a value of £1.9m. There is a plan that each of the larger fundholders attend the Endowment Committee on a rotational basis to advise of spending plans for their funds.

**Outcome:** *The Trustees received the fund summary*

### **9.2 Donations and Expenditure**

The Director of Finance advised that the Endowment Committee receive all donations and expenditure up to £50k. One donation of £155k was received from the Crosshouse Hospital Volunteers. The Trustees accepted the donation.

**Outcome:** *The trustees received the donation and expenditure report*

## **10. Any other competent business**

### **10.1 Proposed Dates for 2025/26**

The dates for 2025/26 were shared with the Endowment Trustees with no issues highlighted.

Fiona McGinnis was thanked for her contribution to the Trustee meetings and was wished well in her new role.

### **11. Date of next meeting**

The next meeting will take place on Tuesday 25<sup>th</sup> March at 9.30am via Microsoft Teams.

Approved:

Date: