Agenda

DHI Board Meeting: Wednesday 16th May 2018, 10am – 1.00pm

Venue: Inovo Board Room, Ground Floor, 121 George St, Glasgow

1.	Welcome		JJ
2.	Apologies		JJ
3.	Declarations of Interest		All
4.	Minutes of Previous Meeting		JJ
5.	Chairman's Update – Verbal		JJ
6.	Chief Executive Update	For Information	GC
7.	Finance Update	For Information	MM
8.	Phase 2 Business Case – Strategic Case	For Approval	MM
9.	DHI Progress, Planning and Design Update	For Information	JH
10.	DHI Audit Report – Management Response	For Information	GC
11.	Corporate Risk Register	For Discussion	JH
12.	AOB		All

13. Date and Time of Next Meeting
Wednesday 15th August 2018, 10am – 1.00pm.
Glasgow - Venue to be confirmed

4. Minutes of Previous Meeting

DIGITAL HEALTH & CARE INSTITUTE	
BOARD MEETING	Minutes: Wednesday 14ᵗʰ February 2018

Chairing:
Mr John Jeans

Present:	Professor George Crooks **(member)** Chief Executive Officer Digital Health & Care Institute	Mrs Janette Hughes **(attending)** Head of Performance and Planning, DHI
	Louise McKean **(attending)** Solicitor and Contracts Manager University of Strathclyde	Professor Harry Burns **(member)** University of Strathclyde
	Mr Don McIntyre **(depute for member)** Design Director Glasgow School of Art	Ms Donna Chisholm **(attending)** Regional Head of Sectors, Innovation and Programmes, Highlands & Islands Enterprise
	Helen Raftopoulos **(attending)** Assistant Director Scottish Funding Council	Ms Julia Brown **(attending)** Healthcare, Life and Chemical Sciences, Scottish Enterprise
	Charles Sweeney **(member)** CEO, Critiqom	
Conference line	Brian O'Connor **(member)** Chair European Connected Health Alliance, UK	Ms Margaret Whoriskey **(attending)** Head of Technology Enabled Care and Digital Healthcare Innovation, SG
Apologies	Professor Andrew Morris **(member)** University of Edinburgh	David Littlejohn **(attendee)** Executive Dean, University of Strathclyde
	Irene McAra-McWilliam **(member)** Deputy Director (Innovation) Glasgow School of Art	
Visiting attendees	Ms Miriam Fisher Programme Manager, DHI	Dr Sanna Rimpilainen Research and Skills Manager, DHI
	Ms Laura Rooney Research & Knowledge Management Officer, DHI	Mr Ciaran Morrison Research & Knowledge Management Officer, DHI

Mr Stuart Deed Commercial Finance Director, DHI	Dr Michael Barry A&E Clinician/Saltire Fellow, DHI

Board Secretary   Shirley Sharp, Office Manager/EPA, Digital
Health & Care Institute

1. **Chair's Introduction and Apologies**
   The Chair welcomed everyone to today's meeting and submitted apologies on behalf of those unable to attend. The Chair introduced visiting attendees, Ciaran Morrison, Michael Barry and Sanna Rimplainen from DHI. Laura Rooney, Miriam Fisher and Stuart Deed from DHI will attend the second half of today's meeting.

2. **Declarations of Interest**
   Mr Brian O'Connor would like the Board to note that ECHAlliance have been formally contracted by the Estonian Government, establishing an International Strategic Partnership between the two.

   No other declarations of interest were noted.

3. **Minutes and Actions from the Previous Meeting**
   JJ advised that all actions from the previous meeting have either been completed, or on today's agenda for further discussion.

   Actions from meeting 22nd November 2017

   Item 4. Strategy Day – The Chairman reiterated the need for Board colleagues to meet in preparation for the work required for the Phase 2 Business Case. SS will establish a doodle poll, and canvas for dates sometime in early April for a half day Strategy Day. The Chair advised that it would also be useful to use this time to revisit and extend the presentation on the Demonstration and Simulation environment given by Chaloner Chute prior to the Board meeting. **SS**

   Most of the actions from the previous minutes will be covered on today's agenda. The minutes of 22nd November were then agreed as an accurate record.

4. **Chairman's Update**
   The Chair advised that work is currently underway on the draft of the Scottish Government's Digital Health and Care Strategy document. The draft will be submitted to the oversight group for approval. Implementation of this plan will be essential for the development of DHI. The strategy will help inform the future activities of DHI and it is hoped that DHI will be integral in supporting the implementation plan.

   MW advised that the oversight group had met on Monday 12th February, with a follow up meeting scheduled to take place on 23rd March, with the expectation this will be a more developed document by then. MW advised that there is a big focus on a unified platform to allow for data exchange, citizen access, research etc. Scottish Government have commissioned Gartner to develop a recommended architectural vision based on industry and health sector best practice. The work that DHI are doing in the Demonstration environment is part of it and can support the strategy going forward. MW also advised that the Digital Health and Care Strategy document will also need to take account of any findings from the current inquiry being held by the Health and Sports Committee

within the Scottish Parliament. JJ advised that the meeting in March should see the draft document ready for submission to the Cabinet Secretary for approval, this will hopefully include an implementation plan, timelines and financial framework. It is hoped that the Chair and MW will be able to provide a more detailed update at the next Board meeting in May.

JJ/MW

The Chair also advised colleagues that he has agreed objectives with the CEO of DHI for the coming year.

| 5. | **Chief Executive Update** |

GC advised colleagues that he and members of his executive team, have recently met with colleagues from SFC re the development of the phase 2 business case. This meeting included colleagues from SFC, Scottish Enterprise, Highlands and Islands Enterprise and Scottish Government to discuss the process involved. GC advised that this had been a positive meeting, with SE being the lead agency supporting the business case process. If this process is successful, DHI could expect a level of funding that would run for 5 years from the time of award. This would consist of core funding, with opportunities to attract and add funding from partners related to the Challenges. HR advised the strategic case for the continued need for DHI will be an essential part of the business case process and must ensure it can meet the needs of the funders.

The Chair advised that he is in touch with the other Innovation Centre Chairs who are engaged in this process. However, they are in a very different place from DHI. HR advised that it is critical the Innovation Centre's are not duplicating pieces of work, as SFC would not be awarding funds to Innovation Centres doing the same thing.

JB clarified that the case development SE are providing is a multi-partner process. Project management and supporting additional activities throughout the business case process. SE won't be part of core funding provided, but to the projects involved. JB advised that all Innovation Centre's needed to review their strategic case and the value add of the Business Case proposition.

GC advised that the DHI Comms and Marketing post has now been advertised with a closing date of Friday 16th February. Shortlisting and Interview dates have been confirmed. GC also advised colleagues that the DHI executive team had a successful away day to discuss the development of the phase 2 business case.

GC asked colleagues to note that Hugh Anderson, Director of Finance has also recently left to take up another post. The process for his replacement has begun, HR have confirmed that this post can be filled by process of secondment and that DHI is able to make a single person appointment. An individual has been identified and it is hoped this will be completed swiftly. In the meantime, UoS Finance department will support the DHI Finance Administrator.

GC highlighted that DHI has been part of the UoS Internal Audit Review process. 1 red risk may be identified in the final report, the payment of high cost invoices. The level of detail attached to these needs to be strengthened. GC advised that on completion of the final report, he will disseminate to Board colleagues for information. The Chair and Board colleagues would like to take this opportunity

GC

to formally thank and acknowledge all the hard work and endeavours by Hugh Anderson during his time at DHI. The Board wishes him every success in his new post.

6.	**Finance Update**	
	GC and JH advised on this quarter's report, prepared by HA before his departure. GC advised that points to note are that quarter 1 and 2 reports have been completed and submitted to SFC for review. Normal process is to await comments and then disseminate amongst board colleagues. GC will action this. The rate of spend on grant awards and capex remains an issue, but this has accelerated recently, with grant funding now being dispersed. GC advised that of the £1.25m budget, £800k has been committed with the balance due to be spent during 2018. However, this may not all be spent in that period. LMcK asked if the issue was invoicing from organisations rather than DHI not paying. GC confirmed that yes this was indeed an issue and that DHI would now be taking a more proactive approach. DC enquired on the projected Capex regarding the Demonstration environment, increasing from £80k to over £450k. JJ advised that this wasn't originally agreed at sign off of the original challenges and was later added by agreement of Board colleagues. JH advised DC that she would provide a more detailed response to her question.	**GC** **JH**

7.	**Revised Governance Arrangements**	
	JH advised that this was presented at the last Board meeting and it was agreed there was a requirement for some of this process to be revised. Internal audit was asked for advice around the revised process and they are content with the proposal being presented to the Board. Discussion ensued around the Strategic Advisory Group, specifically regarding membership, who will chair and external expertise that may be required on each challenge. JH advised that expertise will be brought in as necessary or as the group require around the specific challenge areas. JH will advise the Chair on who will be chairing this group in due course. JH advised that the focus will be on robust governance by this group, that it will be an advisory group and the DHI senior executive and CEO will make final decisions. LMcK raised the issue of possible conflicts of interest between the expert group and SAG members and there is a requirement for safeguards. Discussion took place on the issues raised and document was then given formal approval by the Board.	**JH**

8.	**DHI Progress, Planning and Design Update**	
	Progress Report	
	JH explained to colleagues that the premise of the plan is to embed KPI's within the challenges and that KPI's should be reported to the Board on an exception basis. This was agreed by Board colleagues. JH went on to advise that there has been a significant amount of progress and momentum over the last 3 months. Five out of seven mandates have been signed with only two outstanding; Future of Care and Next Generation Asthma. With regard to Future of Care, this has been agreed in principle by Geoff Huggins, Director of Health and Social Care Integration, Scottish Government. JJ agreed to have a discussion with GC re this	

offline, as this could be a key area for DHI going into the Phase two business case.   **JJ/GC**

Resource Planning
JH advised on current demands on resource for Comms and Marketing. 3 members of the DHI team have taken on some additional tasks until the post is filled. UoS are also assisting with Finance until Hugh Anderson's replacement has been found.

JH then gave a brief outline and update on the challenges for the last quarter (please see slide deck for more details). Progress across all of the challenges will be reviewed at each Board meeting. JJ advised that the progress over the past 3 months is notable and there should now be an emphasis on being able to publicise this going forward. JJ suggested that regarding the demonstration/simulation environment, there needs to be a better and simpler elevator pitch for colleagues to use going forward. JH agreed to meet with CC to discuss a less technical and simplified message that can be used by everyone.

JH

9. **Corporate Risk Register**
The Chair advised that this has been reviewed by the CEO and himself and is happy to proceed with the process in place. GC advised that following the Internal Audit process by UoS, the DHI risk register must feed into UoS/CIS system going   **JH** forward. JH has agreed to address this issue and work with colleague in UoS.

10. **Research and Knowledge Management Team Update**
GC invited Dr Sanna Rimpilainen, Skills and Knowledge Research Manager to today's meeting to explain the work of the team within DHI. SR introduced colleagues Ciaran Morrison and Laura Rooney, Research and Knowledge Management Officers, and explained the core activities of the team. RKMs' main function is to inform and underpin the work of DHI.

The team's focus is on areas that are challenge driven and commissioned, as well as dealing with ad hoc requests. This may involve document summaries and analysis, mappings, literacy and policy reviews, consultations, interviews and focus groups, market research and horizon scanning. SR then went on to inform Board colleagues on DHI's Skills Development work. SR advised that SFC funded MSc scholarships for DHI are now available (15) and are split between 5 Scottish Universities. UoS/DHI are also discussing the establishment of a new MSc in Digital Health. SR advised that these remain in small numbers, due to the fact there are currently only 3 specific MSc taught courses in Scotland related to digital health.

SR also advised on DHI's involvement with FUTUREquipped, Colleges & Innovation Centres Pilot Project. Funding of £300k has been made available from the Colleges Network for DHI and Construction IC to collaborate with 13 colleges   **SR** with an emphasis on 3 areas; "Train the trainer", student innovation exposure and college business collaboration. SR advised that Skills Development Scotland have commissioned research on a review and analysis of the Digital Health Sector skills issue. A final draft will be available soon and SR will share a copy confidentially with the Chair when this becomes available.

11. **Commercial Development Update**
SD advised colleagues on today's paper, please see Board pack for further details. SD informed Board Colleagues that progress is being made albeit slowly. There is currently a great deal of interest in DHI due to recent developments with the Demonstration and Simulation environment. Several discussions are currently underway with various corporate organisations, with Vodafone, Samsung and IBM discussing possible sponsorship of Digiinventors year 2. The Chair suggested the possibility of creating a Corporate Advisory Network with representatives from SME's, Corporates, Academic, Government, NHS and 3rd   **GC** Sector. The purpose of this group would be to create forums/groups to help enable developments in digital health and care progression.

12. **AOB**
None noted.

The Chair advised that SS will send a doodle poll out in the next ten days,   **SS** canvasing for a date to hold the Board Strategy half day session in April.

13. **Date and Time of Next Meeting**
The next scheduled meeting will take place on Wednesday 16th May @ 10am, University of Strathclyde, venue to be confirmed.