DIGITAL HEALTH & CARE INSTITUTE			
BOARD MEETING	**Minutes: Wednesday 22nd May 2019**		
Chairing: **Mr John Jeans (member)**			
Present:	Professor George Crooks **(member)** Chief Executive Officer Digital Health & Care Institute		Moira MacKenzie Director of Innovation/Deputy CEO DHI **(member)**
	David Littlejohn **(attendee)** University of Strathclyde		Janette Hughes **(attendee)** Head of Performance and Planning, DHI
	Irene McAra-McWilliam **(member)** Deputy Director (Innovation) Glasgow School of Art		Professor Harry Burns **(member)** University of Strathclyde
	Helen Raftopoulos **(attendee)** Assistant Director Scottish Funding Council		Charles Sweeney **(member)** CEO, Critiqom
	Mr Don McIntyre **(attending)** Design Director Glasgow School of Art		Mr Grant Reilly **(attending)** Comms, Marketing and Events Manager, DHI
	Mr Chaloner Chute **(attending)** Chief Technology Officer DHI		Professor Iain Stewart **(attendee)** Associate Dean University of Strathclyde
	Ms Julia Brown **(attendee)** Healthcare, Life and Chemical Sciences, Scottish Enterprise		
Conference Line	Ms Donna Chisholm **(attendee)** Regional Head of Sectors, Innovation and Programmes, Highlands & Islands Enterprise		Brian O'Connor **(member)** Chair European Connected Health Alliance, UK
Apologies	Professor Andrew Morris **(member)** University of Edinburgh		Louise McKean **(attendee)** Solicitor and Contracts Manager University of Strathclyde
	Dr Margaret Whoriskey **(Member)** Head of Technology Enabled Care and Digital Healthcare Innovation, SG		
Visiting attendees	Michelle Brogan **(attending)** Service Delivery Manager DHI		Sneha Raman **(attending)** Research Associate GSA/DHI

	Ciaran Morrison **(attending)** Research and Knowledge Exchange Officer DHI		Ashley Sukulich Visiting Intern to DHI
Board Secretary	Shirley Sharp, Office Manager/EPA DHI		

		ACTION BY
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 advised that there are several visiting attendees at today's meeting giving updates to colleagues on NHS Lanarkshire Diabetes, DSE developments and an update on the Remote and Rural initiative.	
2.	**Declarations of Interest** None noted.	
3.	**Minutes of Previous Meeting** The minutes of 13th February were reviewed and agreed as an accurate record. The Chair asked colleagues to note the following: - • **Introduction to Sensyne Health** – GC confirmed this meeting has now taken place with DHI/UoS/Sensyne Health. • **Gateway Review** – HR confirmed details of the Gateway review will be included in the grant award letter to the Principle. • **AF** – GR confirmed that the draft press release on AF was sent to SFC prior to publication. • **NHS Lanarkshire Diabetes Update** – this will be covered in today's agenda. • **Prioritisation Process** – will be discussed during today's agenda.	
4.	**Chairman's Update (verbal)** JJ advised there is nothing of particular significance to update colleagues on other than the paper on the proposed Board Governance structure for DHI and Board membership going forward into Phase 2. JJ asked for the following changes/amendments to be noted: - • IMcA confirmed that she will now step down as the member for GSA and will be replaced by Madeline Smith. • Geoff Huggins will be replaced by Dr Margaret Whoriskey as the Scottish Government representative. • University of Edinburgh representative has still to be confirmed. Current discussions are underway, and HR confirmed that there is no longer a requirement by SFC for a UoE representative to attend. JJ and GC will engage with colleagues at UoE to hopefully agree and maintain a collaborative relationship going forward. JJ discussed the need for some additional board representation from the Social Care and NHS sector to the DHI Board. HR confirmed that the grant award letter being issued will also make reference to the Board structure in relation to NHS/Social Care representation. JJ confirmed that DHI will start the recruitment	**JJ/GC**

	process prior to the summer leave period, in the hope that these representatives will be in place for the next meeting in September.	
	JJ advised colleagues on the recent appointment of Nicole Mather to IBM. Nicole is the former Director of the Office for Life Sciences and will now be the lead for Life Sciences with IBM. JJ advised that he will engage with NM and arrange an introductory meeting with DHI.	**JJ**
5.	**CEO Update** GC advised that DHI has been advised informally by SFC that the DHI Business Case has been approved by SFC. The formal approval letter is awaited and will be sent to the Principal of UoS. GC also informed colleagues that three conditions will be attached to the formal grant approval. Firstly, that DHI must produce a detailed Phase 2 delivery plan within the first three months. Secondly, DHI will provide a report on the uses and income generated from the DSE, to help inform and support the future development of the DSE beyond the current 2-year funding period included in the grant award. The third condition is currently under discussion but is that all relevant DHI projects should complement and support the activities being progressed by NHS Education for Scotland (NES), in particular the development of the National Digital Services programme. GC advised that discussions are underway with NES on a Memorandum of Understanding between DHI and NDS on how to work together moving forward in the Innovation agenda.	**GC**
	JJ advised that the current timelines for completion and sign off of the DHI delivery plan may prove problematic. The delivery plan needs to be approved by the Board and the next meeting is not scheduled to take place until after the 3-month period deadline. HR agreed that SFC will work with DHI and review the current timeline. HR thanked DHI for submitting a comprehensive Business Case. HR also advised that there will be review of the monitoring and evaluation framework process and documentation. A draft of the document will be sent to GC and MM for comment/review. HR also asked if Board colleagues could hold the 26th and 27th June in diaries for the ministerial launch of DHI Phase 2. Confirmation will be sent in due course. DL asked that the Principal is also notified of these dates.	**HR/MM** **HR**
	IMcA suggested that there also be a reflective piece of work done on processes surrounding the Business Case submission and approval. In particular, to be cognisant of the human cost involved during the extended review period. The cost extensions led to periods of great uncertainty and stress for staff involved. MM agreed to produce a paper for the Board on this and share with UoS and GSA colleagues in the first instance. HR and JB advised that this would be helpful to inform the Phase 3 process, which is already underway.	**MM**
	GC advised colleagues on his recent attendance at a ministerial event in Westminster regarding the Moray Growth Deal bid. The announcement on funding will take place in June and it is hoped that the DHI led Digital Health and Care component will be one of the parts to receive funding. DC advised that there will be a cap on the revenue component included in the final funding offer and DHI need to be mindful of that.	
	GC finally advised colleagues on a recent invitation he accepted to a Commonwealth Ministers of Health event held in Geneva. A number of contacts were made with Government officials interested in working with DHI. GC will be following up with connections made.	**GC**

6.	**DSE Developments** CC presented to colleagues an overview of recent DSE developments and plans for the transition into Phase 2. A detailed discussion took place and it was agreed that CC and BO'C would discuss developments further outwith today's meeting and feedback at the Board meeting in September.	**CC/BO'C**
7.	**Finance and Governance Update** MM asked colleagues to note the financial performance relating to core grant funding at the end of April. MM advised that the 3 elements to DHI funding are core grant, extension cost funds and additional funding. MM advised that the positive cash balance in core grant funding is currently due to staff vacancies. There also l remains an underspend due to slippage in the committed academic grant awards. DHI is currently working to rectify this and will report back further at the September Board meeting. • **SAG Terms of Reference for Approval** MM distributed hard copies to colleagues as it was omitted from today's pack. MM then asked for board members to note the following changes that have been made and agree to ratify. - Remote meetings to be included - Extended membership to include NHS Boards, Chris Lowe from NHS GG&C will join the group, alongside Graham Cumming, eHealth lead from NHS Lothian - Identification of a member from Social Care has still to be identified **Board members then agreed the above ToR.**	**MM**
8.	**Planning and Performance Report (by exception only)** JH asked colleagues to note progress in relation to DHI Phase 1a and Phase 1b projects. JH advised that two 1a projects remain outstanding but will be closed by the end of May. Ten 1b projects remain, with five potentially running to the end of the year. These remaining projects will run parallel with the start of Phase 2 projects until completion. With regards to SAC work, all workshops are now complete and final reports are being written. From the work with SAC, the Scottish Government are looking to start a project on adult mental health using the co-design approach with a view to service improvement. Current scoping for this is taking place using the DHI Innovation process model. JH Introduced Sneha Raman, Research Associate for DHI to present an overview of the NHS Lanarkshire Diabetes project. SR advised that the draft report has been completed and is currently under review with NHS Lanarkshire. SR advised on the key outcomes and findings from work involving interviews with staff and patients in primary and secondary care, focussing on patients after they have received a diabetes diagnosis. SR described the Donut – model of care, including work around the diagnosis conversation tool, the role of structured education and better support for practice nurses. SR advised that this is currently a paper model, with a digital option being looked at. JJ asked for JH to provide feedback to the Board in September following the review of the report by NHS Lanarkshire. **TEC Delivery Plan –** JH advised that the TEC Delivery plan will be published by the Scottish Government. The TEC programme is currently in the process of amalgamating into the Digital Health and Care Strategy. A number of specific	**JH**

	activities have been identified for DHI within the TEC Delivery plan, which are already known to DHI and being progressed.	
9.	**Remote and Rural Initiative** MB was invited to attend today's meeting to update colleagues on work taking place in remote and rural areas. MB advised that she took up the position of Service Delivery Manager with DHI in January of this year and is based predominantly in Inverness and Forres, but travels extensively across the Highlands and Central belt. MB advised that majority of her work so far has involved the SCOTCAP Project, focussing on the implementation and roll out phase. MB will also work closely with NHS/SME's and other groups to establish and build on current networking relationships. MB will devise a workplan over the next 12 months, where the focus will be with SCOTCAP in the first instance, but also engage with industry partners and gain a better understanding of the work of academic institutions. MB advised that she will provide a written update on work to date, and this will be sent out to colleagues along with the Board minutes.	**MB/SS**
10.	**Pipeline/Prioritisation Process** JH asked colleagues to note the revised version of the pipeline and prioritisation process, which has been socialised and scrutinised with various stakeholder groups including the NHS Chief Executives group. JH advised that the four-stage process is unchanged from the previous version with additions being made around digital skills development and knowledge exchange. The documentation of the process is now being tested on projects. **Board colleagues reviewed and agreed on the four-stage process going forward**.	
11.	**Corporate Risk Log** JH advised and as previously discussed earlier in today's agenda, staffing vacancies remain the risk going forward. This includes technologists and commercial staff. GC and MM will meet with colleagues from Scottish Enterprise re funding from a commercial perspective. JJ will discuss remaining staffing issues outwith today's meeting with the DHI executive team.	**JJ/GC/MM**
12.	**AOB** None noted.	
12.	**Date and Time of the Next Meeting** The next scheduled Board meeting will take place on Tuesday 3rd September @10am until 2pm in the ground floor Boardroom of the Inovo Building. The meeting will be extended by approximately 1 hour to accommodate a planned Corporate Risk Workshop for Board Colleagues, rescheduled from the May meeting. This will be facilitated by a Risk and Resilience Manager from UoS.	