

<b>DIGITAL HEALTH &amp; CARE INSTITUTE</b>			
<b>BOARD MEETING</b>		<b>Minutes: Tuesday 3<sup>rd</sup> September 2019</b>	
<b>Chairing:</b> <b>Mr John Jeans (member)</b>			
<b>Present:</b>	Professor George Crooks <b>(member)</b> Chief Executive Officer Digital Health & Care Institute		Moira MacKenzie <b>(member)</b> Director of Innovation/Deputy CEO DHI <b>(member)</b>
	Professor Harry Burns <b>(member)</b> University of Strathclyde		Helen Raftopoulos <b>(attendee)</b> Assistant Director Scottish Funding Council
	Charles Sweeney <b>(member)</b> CEO, Critiqom		Mr Grant Reilly <b>(attendee)</b> Comms, Marketing and Events Manager, DHI
	Professor Iain Stewart <b>(attendee)</b> Associate Dean University of Strathclyde		Dr Margaret Whoriskey <b>(Member)</b> Head of Technology Enabled Care and Digital Healthcare Innovation, SG
	Ms Veronica Arias <b>(attending)</b> Project Support Officer DHI		Ms Alex Porteous <b>(attending)</b> Admin Assistant DHI
	Ms Pam Mooney <b>(attending)</b> Programme Manager DHI		
<b>Conference Line</b>	Ms Donna Chisholm <b>(attendee)</b> Regional Head of Sectors, Innovation and Programmes, Highlands & Islands Enterprise		
<b>Visiting Attendees</b>	Ms Pamela Loughlin <b>(attending)</b> Risk and Resilience Manager University of Strathclyde		
<b>Apologies</b>	Ms Janette Hughes <b>(attendee)</b> Head of Performance and Planning DHI		Louise McKean <b>(attendee)</b> Solicitor and Contracts Manager University of Strathclyde
	Brian O'Connor <b>(member)</b> Chair European Connected Health Alliance, UK		David Littlejohn <b>(attendee)</b> University of Strathclyde

<b>Board Secretary</b>	Shirley Sharp, Office Manager/EPA DHI (attendee)		
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		<b>ACTION BY</b>
<b>1.</b>	<p><b>Chair's Introduction and Apologies</b></p> <p>The Chair welcomed everyone to today's meeting and submitted apologies on behalf of those unable to attend. The Chair advised that two visiting attendees from DHI will be in attendance today for the purpose of observing. Pamela Loughlin, Risk and Resilience Manager, UoS will also attend at the end of today's agenda to facilitate a risk management workshop.</p> <p>The Chair introduced Madeline Smith, Head of Strategy at Glasgow School of Art who will replace Irene McAra McWilliam as Board member.</p> <p>The Chair also informed colleagues that Donna Chisholm will no longer be representing Highlands and Islands Enterprise as a non-executive member, as she will be moving on to a new role. DC's colleague, James Cameron will now attend on behalf of HIE. The Chair extended thanks to DC for her support to DHI and its Board and wished her well in her new role.</p>	
<b>2.</b>	<p><b>Declarations of Interest</b></p> <p>MS advised that she is currently Vice Chair of NHS 24 Board, a non-executive member of Scottish Ambulance Service, non-exec at Construction Scotland Innovation Centre and TCI - European Cluster Collaboration Platform.</p>	
<b>3.</b>	<p><b>Minutes of Previous Meeting/Matters Arising</b></p> <p>JJ updated colleagues on the actions from the meeting of 22<sup>nd</sup> May 2019.</p> <p>Colleagues were asked to note the following: -</p> <ul style="list-style-type: none"> <li>• <b>Introduction to Nicole Mather IBM</b> – GC confirmed this introduction has now taken place.</li> <li>• <b>MoU between DHI and NES</b> – GC confirmed that he has met with Colin Brown from NES to progress the MoU with NDS. GC suggested CB come along to the next meeting in November. The Board agreed.</li> <li>• <b>MM Lessons Learned Document</b> – MM confirmed the document had been completed and sent to members for comment. The document was sent on to SFC for review. HR advised that the document has been received and hoped this would help with the development of the phase 3 Innovation Centre process.</li> <li>• <b>DSE Developments</b> – JJ advised that GC has discussed concerns raised at the last Board meeting by B O'C re the DSE. GC confirmed that after further explanations, BO'C is content with the DSE's progress.</li> </ul> <p>The minutes were then agreed as an accurate record.</p>	<b>GC</b>
<b>4.</b>	<p><b>Chairman's Update (verbal)</b></p> <p><b>Board Membership</b> – JJ advised that following previous discussions around enhancing the DHI Board membership, and having a member from a social care background, he would like to advise colleagues that Edith MacIntosh from the Care Inspectorate has been recommended as a member. EM has a strong Health and Social Care background and JJ advised that he will circulate her CV once</p>	

	<p>received. JJ asked Board members if they would be happy to endorse EM as a member and the Board agreed.</p> <p>JJ also advised that as Julia Brown has moved on from Scottish Enterprise, it is hoped that Allison Beattie will now attend as the non-executive member for Scottish Enterprise.</p>	
5.	<p><b>CEO Update</b></p> <p>GC confirmed to colleagues that the official launch of DHI Phase 2 will take place on Thursday 19<sup>th</sup> September. The Principal of the University will be in attendance along with Richard Lochhead MSP for further education, higher education and science, who will announce the continued funding of DHI.</p> <p>GC advised that following on from the previous Board meeting in May, DHI has recruited a project manager to assist with the Healthy Ageing project. DHI will also be recruiting two additional members for the technology team, along with a design technologist. GC hoped that this would assist the CTO going forward as the DSE has seen increased activity and interest from both national and international visitors. JJ highlighted the serious issue that DHI faces being unable to recruit a commercial business manager due to limited core funding.. JJ advised there is considerable industrial interest in the digital health and social care area and it is essential that DHI has someone to develop and pursue partnership opportunities. . HR advised that SFC, SE and DHI will work together to discuss how this may be resolved.</p>	
6.	<p><b>Finance and Governance Update</b></p> <p>MM asked colleagues to note the report as of the end of July; month 1 of DHI Phase 2. MM advised that this is a fairly sparse interim report as there is currently a formal reconciliation of Phase 1B underway to identify any core grant funds to be returned to SFC. MM advised colleagues that SG and SFC funds have been received, but due to timing of the reconciliation process these do not appear in the report. A UoS levy has also been agreed on commercially funded additional projects. HR advised that SFC has new processes in place which require IC's to advise on any underspend as soon as possible. HR asked colleagues to note that SFC are required to report to the sponsor department on Innovation Centre spend and all underspends will need to be returned back to SFC as soon as possible.</p>	
7.	<p><b>Planning and Performance Review</b></p> <p>PM asked colleagues to note progress in relation to the DHI project portfolio, this includes Phase 1a, 1b and phase 2 projects. Colleagues were asked to note the following: -</p> <ul style="list-style-type: none"> <li>• <b>SCOTCAP</b> – system has now gone live with 67 patients started in Highland with more patients due to come on board soon. Grampian and the Western Isles are currently at planning stages. RAG alert is currently at amber due to limited project management resource.</li> <li>• <b>AF</b> – The system is now live with 32 patients using the devices and the first deliverables have been signed off. There have been some delays due to procurement issues, and the expected completion date is January 2020. Data collected following the end of the project will help to inform the business case written by NHS Lanarkshire on product scaling. JJ asked about monitoring of projects re adoption and scale. GC advised that he will be arranging to meet with the Chief Executive of NSS to discuss this further, as it would be useful to have criteria in place as and when future projects come to an end.</li> </ul>	GC

	<ul style="list-style-type: none"> <li>• <b>Diabetes</b> – PM advised that key deliverables have been completed and digital tools recommended. Although this is currently a paper-based system there is a scoping exercise underway to develop a digital version..</li> <li>• <b>SAC</b> – workshops are now complete, and reports are in the process of being completed for presentation at the Sept/Oct SAC Board meeting. HB suggested a possible economic review to assess the differences made to patient lives and potential savings for the NHS in the long run.</li> <li>• <b>Macmillan</b> – Workshops have taken place demonstrating the Abertay App. This project is due for completion in July 2020. Intention will be for Macmillan to promote the App nationally. MM suggested a spotlight session at the next DHI board meeting in November.</li> <li>• <b>Decision Support</b> – This piece of work has been extended until March 2020. GC has sent out invitations for members of the new Decision Support Oversight Group, with the first meeting taking place on 25<sup>th</sup> October.</li> <li>• <b>Valmed (Janssen)</b> – GC has set up a programme board, with the first meeting held on 27<sup>th</sup> August. This Board includes key clinicians from the Beatson, Prostrate UK and academics. A phase 2 proposal is underway to progress to a prototype by Dec 2020.</li> <li>• <b>NWE CHANCE (Hospital to Home)</b> – DHI planning processes are in place re Innovation Hub and business models. DHI have secured CHANCE mid-term conference as part of Digital Health and Care week in November for dissemination of knowledge to NHS partners and the DHI ecosystem.</li> <li>• <b>Person Centred Records</b> – Quarter 1 activities are now complete with meetings being held to discuss quarter 2 planning. NHS ethics re observation activity is still required and to be obtained.</li> </ul>	<b>MM</b>
8.	<p><b>DHI Delivery Plan</b> MM presented the draft DHI Delivery Plan for submission to SFC. JJ advised that this has already been sent to colleagues for comment but asked for a final review and feedback to MM before final submission is made. Discussion ensued and the following points were noted for inclusion: -</p> <ul style="list-style-type: none"> <li>• It was agreed that the priority on appointing a commercial business manager to DHI is highlighted more clearly. Follow on discussions with SE and SFC regarding this should remain a priority.</li> <li>• MS enquired on possible input from the innovation cluster. MM advised that DHI are currently involved with the Healthy Ageing Cluster and a small amount of funding support has been provided by Scottish Government for this. Further funding will need to be secured before wider involvement with the cluster can take place.</li> <li>• It was agreed to make clearer the role of DHI in the delivery of the SG Digital Health and Social Care Strategy.</li> <li>• JJ highlighted the need to discuss future funding of the DSE as current funding covers the first 2 years only. JJ suggested this be added to the plan as a priority.</li> </ul> <p>MM agreed to add the comments from today’s discussion and asked the Board to formally endorse the plan. Board agreed.</p>	<p><b>All</b></p> <p><b>GC/MM</b></p> <p><b>MM</b></p>

9.	<p><b>Risk Register</b></p> <p>GC gave an overview of the Corporate Risk Register and asked colleagues to note the following: -</p> <ul style="list-style-type: none"> <li>• Overall financial constraints due to SFC funding restrictions</li> <li>• Website – Issues with current contractor. UoS Procurement and legal departments involved. Current website has been updated and will be available prior to the official ministerial launch on 19<sup>th</sup> September</li> <li>• Change management – MW noted that the additional change management capacity requested in the DHI business case was not affordable under the available core grant funding and suggested that DHI could collaborate with other organisations to bring change management capability into its project portfolio. She agreed to discuss this further at the next DHI/TEC bi-monthly meeting in Sept.</li> </ul>	
10.	<p><b>Risk Workshop</b></p> <p>Pamela Loughlin, Risk and Resilience Manager for UoS attended today's meeting to facilitate a workshop for Board colleagues. PL gave colleagues an overview of UoS Risk Management Framework, with emphasis on risk objectives, risk management guidelines and roles and responsibilities. PL also advised the UoS current Risk Management Framework is under review, but that it will continue to focus on ensuring risks are highlighted by senior management teams, that these are reviewed on a regular basis with mitigation and escalation processes in place, and that DHI feeds into the UoS risk management process.</p> <p>JJ advised that the DHI executive and Board are currently carrying out risk management practices according to the UoS framework but will continue to improve and review on an ongoing basis. PL advised that she will inform DHI colleagues on completion of the UoS risk management framework review and any changes to current processes as required.</p> <p>JJ thanked PL for attending today's meeting.</p>	
11.	<p><b>AOB</b></p> <p>None noted.</p>	
12.	<p><b>Date and Time of the Next Meeting</b></p> <p>The next scheduled Board meeting will take place on Wednesday 27<sup>th</sup> November @ 10am, ground floor Boardroom, Inovo Building.</p>	