DIGITAL HEALTH & CARE INSTITUTE				
BOARD MEETING Via Microsoft TEAMS	**Minutes: Friday 22nd May 2020**			
Chairing: **Mr John Jeans (member)**				
Present:	Professor George Crooks **(member)** Chief Executive Officer Digital Health & Care Institute			Moira MacKenzie **(member)** Director of Innovation/Deputy CEO DHI
	Professor Iain Stewart **(depute for HB)** Associate Dean University of Strathclyde			Dr Margaret Whoriskey **(depute for JC, SG)** Head of Technology Enabled Care and Digital Healthcare Innovation, SG
	Gary Bannon **(attendee)** Senior Policy/Analysis Officer SFC			Don McIntyre Design Director **(depute for MS GSA)**
	Charles Sweeney **(member)** CEO, Critiqom			Ms Janette Hughes **(attendee)** Head of Performance and Planning DHI
	Joanne Boyle **(attendee)** Head of Engagement, DHI			Brian O'Connor **(member)** Chair European Connected Health Alliance, UK
	Chaloner Chute **(attendee)** Chief Technology Officer DHI			Mr Grant Reilly **(attendee)** Comms, Marketing and Events Manager, DHI
	Joanne Boyle **(attendee)** Head of Business Engagement DHI			Andrew Howie **(attendee)** Head of Health and Wellbeing Scottish Enterprise
	Campbell Grant **(member)** Chairman & MD Sitekit			James Cameron **(attendee)** Head of Health and Life Sciences HIE
Apologies	Madeline Smith **(member)** Head of Strategy, Innovation School, GSA			Professor Harry Burns **(member)** University of Strathclyde

	Edith Macintosh **(member)** Executive Director of Strategy and Improvement Care Inspectorate		Jonathan Cameron **(member)** Deputy Director – Digital Health and Care Scottish Government
Board Secretary	Shirley Sharp, Office Manager/EPA DHI **(attendee)**		

		ACTION BY
1.	**Chair's Introduction and Apologies** JJ welcomed everyone to today's meeting and submitted apologies on behalf of those unable to attend. JJ also relayed thanks to all the DHI team from Jonathan Cameron, Deputy Director, Digital Health and Care, SG for their efforts in responding to the COVID 19 pandemic. JC was unable to attend today's meeting.	
2.	**Declarations of Interest** JJ advised that we will revisit this item and discuss further at the end of today's Finance and Governance update.	
3.	**Minutes of Previous Meeting/Action Log (19/02/20)** The minutes of the previous meeting 19/02/20 were agreed as an accurate record. The following items contained within the action log were noted: - • Formal invitation to Campbell Grant. SS confirmed that this has been done and receipt of acceptance has been received from CG. **Complete** • Scotcap document – JH advised that due to priorities given to COVID 19 projects, this item will be deferred to a future meeting. **Action deferred** • Effectiveness Review – this has now been completed by the Chairman and sent to Board colleagues for discussion today. **Complete** • Microsoft Teams arranged for next meeting – SS confirmed completed. **Complete** • Peer Review Documents – JH confirmed this process is now underway. **Complete** • Engagement Strategy Review – JJ confirmed this will covered on today's agenda • RKES Sub-project Issue – MM advised that this issue has now been resolved. **Complete.** • Evidencing Impact – JH confirmed that this item has been deferred due to the ongoing COVID response project work. **Deferred** • DSE move – JH confirmed that this is now on hold due to the ongoing lockdown period and is more likely to be towards the end of the year. • Rearranged Board dates for remainder of the year – SS confirmed this has now been completed. **Complete**	
4.	**Chairman's Update (verbal)** JJ updated colleagues on the recent Board Effectiveness Review carried out in the early part of the year; outcome tabled at this morning's meeting. JJ advised that 2 areas in particular were highlighted by Board members, these related to	

	some practical matters and the desire to look at how Board members can have more involvement with and provide support for ongoing DHI projects. JJ asked colleagues to consider how and if they can assist going forward. JJ advised that one other point to note is that from a UK Government perspective there is a need to consider and assist the recovery of the Life Science's industry post Covid 19. Finance is an issue and it is hoped that there will be various UK wide schemes available to help in this particular area, including those companies and organisations involved in digital health and social care.	**All**
5.	**CEO Update** GC advised colleagues on the update submitted with today's pack and would like to highlight two areas in particular. GC advised that DHI has 4 new members of staff, 3 or which have taken up their respective positions following the start of the lockdown period. GC noted this is a challenging time for all new staff, but GC would like to take this opportunity to thank CIS IT staff for their help and assistance in getting our new members of the team up and running. GC also advised that, since the team have started homeworking, we have established a number of remote processes to try promoting a working team community spirit. DHI staff now participate in a TEAMS morning sign in, with the emphasis to check on staff's health and wellbeing throughout this period. SMT also have catch up meetings 3 times a week and that, during this period since lockdown began, DHI has also be able to have two successful virtual whole team meetings. GC informed colleagues that during this period, a number of digital tools have been trialled and used in order to facilitate a number of successful workshops. Miro is a tool that DM and his team have been using to help with interactive collaboration with colleagues and stakeholders. Current work taking place is also assisting how this tool is being shaped due to in use demands. GC advised that the future pipeline is still a focus for DHI, and ongoing engagement is taking place in the background. In particular the Moray Growth Deal and JH's recent visit to California prior to lockdown. GC asked JH to update colleagues on these two areas. JH advised that re the Moray Growth deal Heads of Terms have been agreed in principle but have not been made formal due to recent events. £5m has been ringfenced for the DHI to deliver digital health and care projects. A business case will be developed over the coming months. A project board has been established and stakeholder involvement is being pulled together. The full business case will be submitted in due course. JH asked colleagues to note that it is not unusual for this process to take up to 12 months. JH advised colleagues on her recent trip to Californian prior to travel restrictions being put in place. JH advised that the purpose of her trip was to build stronger partnerships and promote the DSE. JH advised that an agreement has been reached on a collaboration with Kaiser Permanente and these discussions are moving towards an MoU. Currently JH and GC have regular fortnightly calls with KP and it is the hope of KP to set up a global network of experts. JH also met with the Vice Chair of University of California, Rural Campus, on potential collaborative work. Progress on an MoU is also underway for this. MW commented on the need to promote the story of DHI and TEC recent work and ability to scale up digitally during the Covid 19 outbreak.	

6.	**Finance and Governance Report**	
	MM asked colleagues to note the financial performance of DHI Core funds and Phase 2 additionally funded projects at the end of March.	
	MM informed colleagues that DHI's new Finance Officer, Chris Malarkey has now taken up post and is receiving support from UoS and GSA finance teams. MM advised that all phase 1b projects have now been reconciled with SFC. There is currently a positive balance of £170k, but this is due to a procurement and DSE activity issue. Overall DHI is in a good position heading into phase 2. GB advised that from SFC perspective there is no problem in reprofiling during this current period.	
	MM advised that DHI has 23 live additionally funded projects and is an excellent position to be in at this stage. DHI will look to review the expectations for additionally funded projects and bring back to Board colleagues in August.	
	JJ took this opportunity to advise Board colleagues that there will be a refresh of the conflicts of interest register. SS will send out template to each board member for completion.	**MM** **SS**
7.	**DHI Engagement Strategy**	
	JB asked colleagues to note the contents of the engagement strategy and to approve the proposed model for development of the International engagement plan. JJ asked for feedback on the document, in particular from industry colleagues. A detailed discussion took place and it was agreed that JB will make amends, from comments made today, JB will also proceed to pursue discussions with Scottish Enterprise, industry partners on the DHI Board and elsewhere. JB to bring document back to the Board in August for approval. In the meantime, the Board encouraged the team to continue to proceed with its active engagement policy, and to include all relevant stakeholders.	**JB**
8.	**Planning and Performance Update**	
	JH updated colleagues on performance and planning progress to date and asked the following to be noted: -	
	• **The focus on closing all Phase 1B** projects at the end of June • **That the Scotcap** project is coming to a close. Evaluation is complete and being reviewed. Project mandate being developed over the next month's re next phase and scale • **Macmillan** – a proposal for phase 2 is being discussed. • **Decision Support** – SG Interim funding for programme manager has been repurposed, currently for COVID 19 work	
	Phase 2 Projects – these have continued through the current COVID process and that; • **Janssen** – should be concluded by December 20 due to slight delay • **CHANCE** – Innovation Hub tender process ongoing and in conversations with current preferred supplier	
	JH also advised that some projects are temporarily on hold as Covid 19 work is currently the main focus. With regard to Mid-Lothian and Hospital at Home projects, it is hoped that these pieces of work may be revisited after the summer. JH handed over to CC to discuss 6 ongoing COVID projects. The top four projects	

are focussed on technical and service innovation and the Supported Self-Monitoring tool, DHI are assisting as facilitators, introducing industry partners and carrying out a due diligence process. DHI is also working in the background on the development of a proposal development and scale up of a COPD option; decision currently pending.

Covid Projects – Overview

CC advised on DHI's involvement in the following COVID 19 projects, see details as per JH slide deck distributed. CC used this opportunity to show Board colleagues the Miro tool that is being used by the team, allowing virtual mapping of complex systems and visualisation of the processes with the ability to comment and collaborate in real time. CC advised that the various tools being discussed today are all designed as a standard, in line with WHO guidelines with the ability to be interoperable and used by other stakeholders. CC then went on to give a high-level overview of the tools being developed.

- National Notification Service
- Simple Tracing Tool
- Co-managed community control
- Covid 19 Clinical Assessment Tool

Care in Place – MM discussed how the project will look to see if the clinical assessment tool can be modified and used in the care home setting. Miro being used once again for mapping and collaborative purposes with two versions of the tool being currently being assessed. One for nursing staff on site and care homes without additional nursing support.

The test of change was launched in ten nursing homes on 6th May and expected to be complete at the end of the month. Discussions are currently ongoing on who should be the top-level owner of the tool. NES as a possible owner with potential involvement of the Care Inspectorate and SSS Council to discuss training and skills development. MM will update colleagues on progress at August Board meeting.

Decision Support – JH advised that, as previously discussed, work continues on with funding up to September 2020. The business case will then be revitalised and resubmitted to Scottish Government.

		MM
9.	**Corporate Risk Log** Board was content with current corporate risk log and mitigations in place.	
10.	**Comms and Marketing** GR updated board colleagues on the proposed brand refresh, giving an overview of font, logos etc. and advised that brand guidelines are currently being developed. GR asked for the Board's endorsement of the new brand; Board colleagues fully endorsed.	
11.	**AOB**	
12.	**Date and Time of the Next Meeting** The next meeting is scheduled to take place on Friday 21st August @ 10am via Microsoft TEAMS	