# Digital Health & Care Innovation Centre

| BOARD MEETING | Minutes: |
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| Via Microsoft Teams | Thursday 12th November 2020 |

| Chairing: | | | |
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| Mr John Jeans (member) | | | |

| Present: | Professor George Crooks (member)<br>Chief Executive Officer<br>Digital Health & Care Institute (DHI) | | Moira MacKenzie (member)<br>Director of Innovation/Deputy CEO<br>DHI |
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| | Edith Macintosh (member)<br>Executive Director of Strategy and Improvement<br>Care Inspectorate | | Dr Margaret Whoriskey (depute for JC, SG)<br>Head of Technology Enabled Care and Digital Healthcare Innovation, SG |
| | Gary Bannon (attendee)<br>Senior Policy/Analysis Officer<br>SFC | | Ms Janette Hughes (attendee)<br>Head of Performance and Planning<br>DHI |
| | Charles Sweeney (member)<br>CEO,<br>Critiqom | | Brian O'Connor (member)<br>Chair<br>European Connected Health Alliance, UK |
| | Joanne Boyle (attendee)<br>Head of Engagement,<br>DHI | | Mr Grant Reilly (attendee)<br>Comms, Marketing and Events Manager, DHI |
| | Chaloner Chute (attendee)<br>Chief Technology Officer<br>DHI | | Andrew Howie (attendee)<br>Head of Health and Wellbeing<br>Scottish Enterprise |
| Apologies | Madeline Smith (member)<br>Head of Strategy, Innovation School, GSA | | Professor Harry Burns (member)<br>University of Strathclyde |

| | Campbell Grant (member)<br>Chairman & MD<br>Sitekit | | Jonathan Cameron (member)<br>Deputy Director – Digital Health and Care<br>Scottish Government |
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| Invited Guests | Pam Mooney (attendee)<br>Programme Manager<br>DHI | | Graeme Blackett (attendee) |
| Board Secretary | Shirley Sharp, Office Manager/EPA<br>DHI (attendee) | | Alex Porteous, Admin Asst DHI<br>(attending today to shadow SS) |

| Item | Topic | Action by |
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| 1. | **Chair's introduction & apologies**<br>The Chair welcomed everyone to today's meeting and submitted apologies on behalf of those unable to attend. | |
| 2. | **Declarations of interest**<br>None noted. | |
| 3. | **Minutes of previous meeting/ action log**<br>The minutes of the previous meeting (21st August), were agreed as an accurate record.<br>The following points were noted from the Action log (21st Aug): -<br><br>• **Item 2.** SS advised that she had been in touch with the University senate secretary and was informed that the University do not use any software packages for Board meetings. External resources researched were particularly costly and required demonstration of equipment. It was agreed that SS will set up a Board Group on Teams and arrange for the DHI technical assistant to be available for those members who may require assistance in using the MS Teams functionality.<br><br>• **Item 4.** JJ introduced colleagues in Singapore with DHI. GC confirmed that initial discussions have take place, with a workshop being arranged at a future date.<br>• **Item 6.** Evidencing Impact Document – due to restricted timelines around the submission of the OBC for the Moray Growth deal, JH advised that this will be defered until next year.<br>• **Item 10 of Minutes (21/08)** Risk Log – this is an agenda item for discussion today.<br>• Vaccination Programme – GC will update colleagues during his Chief Exec summary. | |

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| 4. | **Spotlight Session – Dynamic Scot Project**<br>Pam Mooney, Programme Manager with DHI, attended today's meeting to give colleagues an overview of the Dynamic Scot Project. PM advised that this collaborative project, between DHI, NHS GG&C, NSS and Stormid will endeavour to create a multi-site expansion bringing together the technology capacities of a COPD Digital Solution developed in Scotland with service model innovation.<br><br>As the project progresses, based on continued evidence of impact, it will aim to expand the Digital COPD service to additional interested NHS health boards out with NHSGGC as an evaluation site. The number of patient's recruited so far stands at 365, with the intention to expand the screening invitations to 2000 patients in stage 1. PM advised that it is hoped to also onboard one other Health Board during stage 1.<br><br>PM went on to present colleagues with the project objectives, project partners involved and roles, including the anticipated outcomes. PM advised that this project will hopefully demonstrate the value add of DHI in the area of clinical service delivery, by example of moving from conception, simulation to deployment. PM advised that hopefully the anticipated outcomes of this project will see the provision of a new channel to maintain and enhance access to clinical interventions for COPD and beyond,reduce hospital admission rates; reduce the number of COPD related appointments and face to face contact; improve patient confidence with technology; inform further digital developments of the service model and be an exemplar for scale up. | |
| 5. | **Chairman's Update (verbal)**<br>JJ would like to offer his congratulations to DHI on its recent success at the Holyrood Connect awards 2020. Dr Kate Mark, DHI public health trainee, won the 'rising star' award and the Scot cap Evaluation Project was also recognised by winning the industry collaboration award.<br><br>JJ also advised colleagues that there will be an IC CEO's and Chair's teleconference at the end of this month to discuss phase 3 funding. No further details are available as yet, but the Chair and GC will be in attendance and update the Board accordingly.<br><br>JJ stated that two importanat Scottish Government strategic reviews were taking place MW asked colleagues to note that the Digital Strategy for Scotland document is currently out for consultation (to mid December) and would be good for DHI to contribute to the consultation. MW also advised that the the Digital Health and Care Strategy document will also be refreshed. With the impact of Corona Virus and DHI's involvement in the implentation of digital tools to assist, it would be helpful for DHI to input to document also. MW advised that no materials are availabe to circulate as yet, but hopes this document will be available before the end of the year. GC confirmed that DHI will contribute to both documents.<br><br>JJ raised the issue of the potential significant demand on Health and Social care services post covid, and how DHI can contribute. GC advised that DHI are starting to focus on this | |

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| | issue as a team going forward. JJ suggested this may be a topic for discussion at a future board meeting. | |
| 6. | **CEO Update**<br>GC asked colleagues to note today's written update included in the boardpack and advised colleagues on the Vaccination programme proposal. DHI has been in discussion with KMPG, who on behalf of Scottish Government, are looking at a proposal for a digital token as proof of vaccination and test result status. The proposal will be sumbitted in fairly short order to Caroline Lamb and her team at SG. MW advised on behalf of JC that commisions for work to be progressed will go via a Delivery Board. | |
| 7. | **DSE Update**<br>CC updated colleagues on the proposed rebranding of the DSE. CC advised that the proposition is to now refer to this platform as the DHI Exhange which will refer to a variety of data exchange technologies, including the health data exchanges, personal data stores and distributed ledger technologies. The DHI Exchange will not just be a technical environment, but one where there can be an exchange of knowledge, ideas, data and impact. CC then went on to discuss how knowledge can be exchanged via demonstrations, co-design, simulated data, with the ability to evidence real-world impact. CC asked colleagues to note that this work is ongoing and will update colleagues on progress going forward. | |
| 8. | **Finance & Governance update**<br>MM asked colleagues to note today's paper representing the DHI finance position as of the end of September. October forecast is currently being finalised and will be submitted to SMT on Monday 16th November for sign off.<br>MM advised that DHI finances are quite complex and consist of three areas, Core, additonally funded and growth fund. MM asked board colleagues to note the following highlights :-<br><ul><li>Staffing costs/running costs remain consistent due to timing issues during reconciliation. DHI is currently running at full capacity on core funding for staff.</li><li>End of year adjustments are now complete, with cash flow analysis and balance sheets set up and these will be reported going forward.</li><li>There are 22 live projects, with 11 having different commissioners. SFC and SG are still our main funders.</li><li>Growth fund has reached £2.9m of its £3m target. However, October position will see an adjustment as 3 temporary funded posts will come from this fund. MM advised that the growth fund is taken from any surplus funds from additionally funded projects after completion.</li></ul> | |
| 9. | **Planning &performance update**<br>JH updated colleagues on today report and explained that the Core performance matrix has been sent to SFC and has been positively received. GB confirmed the matrix will be submitted to the IC Programme Board with the a positive report..<br>**Projects** – JH asked colleagues to note the following: - | |

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| | - Scotcap Evaluation Report – this report expected from the University of Aberdeen has been delayed due to Covid priorities.<br>- 11 current live projects with a number extended due to Covid 19 work.<br>- Valmed/Pharma 4.0 – Jannsen are keen to encourage other big pharma to join this project over the next 12 months.<br>- Phase 2 Macmillan – ongoing and should bring some additional funding into DHI.<br>- CHANCE – project has been extended by a year and Brand Maguires have been appointed to complete this work.<br>- C-19/CHAT – Challenges re timelines. This area has been heavily impacted by Covid but hopefully will be live before the end of the year.<br><br>**RKM –** JH advised that a few pieces of work had been paused due to covid related priorities but these have been re-started. Throughtout September and October the RKM team have completed 4 research requests including analysis of DH&C activity in Scotland; Digital TD2 care pathways, with a report going to SG; SDS survey and a research proposal to SDS to study employer skills needs in the H&C sector following Covid 19. Discussion ensued and it was agreed to invite RKM lead to attend the next board meeting in February to present a spotlight session.<br><br>JH also updated colleagues on the current situation with the DSE facility. This has now been dismantled with all equipment moved to the 9th floor of the TIC building. Discussions currently ongoing with university estates department on a potential permanent move to the 9th floor. IS advised that he will feedback any information related to this move as he attends the estates team meetings. | JH/SR<br><br><br>IS |
| 10. | **Engagement update**<br>JB advised colleagues on progress made to the engagement action since the previous meeting. JB advised that she has been working with BO'C on the commercial aspect of the plan. JB also gave a brief overview on the DHI product brochure, giving an overview of DHI, who we are, what we do, product catalogue and testimonials. A detailed discussion took place on the content that can be included in the brochure, possible amendments to the language used and exposure to others outwith the organisation by way of review. Following today's comments, JJ agreed that this item should remain on the agenda for the next meeting and commercialisation included as a stand alone agenda item to include an update on DHI's product/service offerings<br><br>**Re-branding** – GR advised the board on the recent launch of the DHI website and rebranding. Focus will be to drive most of the traffic through the website, which will help inform the monthly anyalyitcs highlight report that will be produced going forward. | SS |
| 11. | **Corporate risk log**<br>Board colleagues confirmed they are content with risks noted and mitigation in place. | |

| 12. | Moray Growth Deal – OBC overview | |
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| | JH gave an overview of the DHI draft OBC for the Moray Growth Deal, which is due for submission at the end of November. JH advised that this programme of work will deliver a physical environment (DSE) in the Moray area,xtend the simulation to living labs, testing in real world environments with the local community and help to create a programme for future skills, workforce development and research. JH highlighted the 5 options  and focussed on option 4 as the preferred choice. | |
| | JH then addresed  the economic impact case. Graeme Blackett, Director of Biggar Economics, was invited to attend today's meeting to advise on the on the economic impact, highlighting the project benefits and what they will deliver. GB advised that he is working on refining the draft of the economic case for the OBC. GB advised that the aims of the project are clear. Stakeholder investment and  commercialisation benefits for Moray,  with the possiblity of extension to the whole of Scotland and the wider UK . Benefits can also be seen in regard to the workforce, with improved digital skills, in particular within  the health and social care environment. Discussions ensued around option 5. JH agreed that this option could provide more benefits but due to restrictions, particularly around staffing and the phase 2 funding envelope, DHI are restricted and therefore option 4 is most feasable . The board went on to support  the case for option 4 but also the need to let the funders know that DHI would be keen to expand if current restrictions were removed. | |
| | JH advised that she would be happy to take comments and views from Board colleagues prior to submission. BO'C will provide JH with some comments for cosideration. JJ then asked colleagues to agree the  submission of the document by GC and JJ once complete. The board agreed. | JJ/GC |
| 13. | AOB | |
| | JJ advised that no closed session has been arranged for today, but will ensure that this takes place at the next meeting in February. | JJ/SS |
| | GR reminded colleagues of the Digi-fest event taking place from 1$^{st}$ – 11$^{th}$ December, DHI will be involved in several sessions and if Board colleagues could join that would be much appreciated. | ALL |
| 14. | Date and time of next meeting | |
| | The next meeting of the DHI Board will take place on **Wednesday 10$^{th}$ February @ 10am – 12.30pm. 12.30pm – 1pm will be the closed session for Board members only.** The dates for the remainder of the year are below:- | |
| | Thursday 13$^{th}$ May @ 1pm | |
| | Thursday 12$^{th}$ August @ 1pm | |
| | Thursday 11$^{th}$ November @ 1pm | |
| | All meetings will run from 1pm – 3.30pm for the main meeting and 3.30pm – 4pm will be the closed sessions for Board members only. | |