Digital Health & Care Institute				
BOARD MEETING Via Microsoft TEAMS		**Minutes:** Thursday 13th May 2021		
Chairing: **Mr John Jeans (member)**				
Present:	Professor George Crooks (member) Chief Executive Officer Digital Health & Care Institute (DHI)			Moira MacKenzie (member) Director of Innovation/Deputy CEO DHI
	Andrew Howie (attendee) Head of Health and Wellbeing Scottish Enterprise			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			Madeline Smith (member) Head of Strategy, Innovation School, 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) Head of Communications and Marketing, DHI
	Campbell Grant (member) Chairman & MD			Professor Iain Stewart (depute for member HB) Associate Dean

	Sitekit		University of Strathclyde
Invited Attendees	Nel Whiting Policy Lead for Participation and Engagement Scottish Government		
Apologies	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)		Alex Porteous, Admin Asst DHI (attending today to shadow SS)

Item	Topic	Action by
1.	**Chair's introduction & apologies** The Chair welcomed everyone to today's meeting and submitted apologies on behalf of those unable to attend. JJ advised members that Nel Whiting, Scottish Government Policy Lead for Participation and Engagement, will attend today's meeting to present an update on the Scottish Government's Digital Health &Care Strategy Refresh document.	
2.	**Declarations of interest** None declared.	
3.	**Minutes of previous meeting/ action log – 10th February 21** The minutes of the meeting on 12th February were agreed as an accurate record. JJ asked for the following matters arising/actions to be noted from the February meeting: - • Item 1 – Growth Fund Discussion – will be discussed during today's Finance and Governance update.	
4.	**Chairman's Update (verbal)** JJ advised colleagues that he and GC have recently met with the Principal of UoS to update him on the work of DHI during the Covid Pandemic period and strategic plans for the next 3-year funding period. JJ advised that the Principal was very supportive and congratulatory of DHI's work to date.	

	JJ also advised that a new special health authority has been established in Wales, tasked to lead the national work in digital health and social care. JJ suggested it may be useful for GC to meet with the new CEO when appropriate.	JJ/GC
	JJ asked colleagues to note that it had been suggested that Karen Reid, Chief Executive of NES should be invited to join the DHI Board as an observer, subsequently, with Board member agreement, GC will extend an invitation to Karen join the next meeting in August.	GC/SS
5.	**CEO Update** GC updated colleagues on the proposed plans to reopen DHI HQ in early September, national Covid restrictions notwithstanding. GC advised that a short life working group has been established to look at a blended working model going forward for DHI staff. SS, in her capacity as office manager, will also be looking at what practicalities will need to be in place to allow for the safe return of staff to the DHI office environment. GC will update colleagues at the next meeting of the Board in August on proposals suggested from the SLWG. JJ suggested a possible face to face meeting of the Board in November, should national restrictions permit. The Board discussed a possible alternative meeting venue on the 9th floor of the TIC building, for this meeting to take place, as the Inovo meeting rooms are no longer fit for purpose.	GC/SS
6.	**Finance and Governance Update** MM asked colleagues to note the DHI Finance and Governance report as of end of March 21. This report provides and overview of the DHI Phase 2 financial position at the end of Year 2. MM advised that there is a current positive balance of core funds at £41k, with the majority of SFC carry forward spent. Work is currently ongoing re the SG carry forward which is anticipated to be spent before Year 2 end. MM asked members to also note the following: - • Staffing underspend is being used to fund the Service Development role. • IT budget has been increased to allow for the replacement of older IT equipment and support new ways of working going forward. • Additionally funded project income is currently £3.9m in DHI 2.0, with a small number of projects in the pipeline. • It is anticipated that £127k will be transferred to the growth fund following the closure of the current 'Live' projects. Most of these will close before end of Year 3. • £1.5m public sector funding has been received by DHI over a 2 week period. The leadership team looking at ways to proactively plan ways to increase DHI Core funding opportunities from Scottish Government rather than reactive funding. • MM highlighted current operating restrictions within UoS Finance system, particularly the £100k limit on carrying forward a positive balance at financial year end. MM highlighted	

	use of the growth fund to cover staffing costs as was agreed within the DHI 2.0 business plan. Resources currently stretched across Design, Tech, Service Development and PMO. MM advised that a strategic discussion will be required around how to support DHI growth (rather than Growth Fund), in particular the requirement for a business development/commercial engagement post. A detailed discussion ensued, and it was agreed that MM will discuss the £100k limit on positive balance with senior members of the UoS finance team. GC also agreed that the DHI Senior Executive Team will look at how to address issue of additional funding for DHI, put together a coherent proposition to bring back a future Board meeting for review.	MM GC
7.	**Performance and Planning Update** JH asked colleagues to note today's P&P update, with the updated performance reporting model, and a particular focus on the phase 2 project portfolio. JH advised that DHI is performing well against it's business case objectives and KPI's. JH highlighted some sopecific areas for the Board's attention. Due to Covid related activities, the targets for challenge competitions and placements have still to be met. JH is seeking approval from the Board for these to be carried forward. PM then asked colleagues to note the following higlights from the current project portfolio: - • Currently 9 live projects with 2 recently closing. • Scotcap project is closed, but DHI will continue in an advisory role. • ValMed project will be closing with discussions underway on a potential phase 2. PM advised that there will be 5-6 live projects by the autumn, with plans in place to replenish the portfolio. PM also advised that a number of small rapid projects are underway with scope for expansion. **Moray Growth Deal Update** JH advised that the full business case was submitted to the project board at the end of March. Feedback awaited UK Government, SG comments have been received. JH advised that a proposed special committee meeting has been asked for to allow for imminent project work to begin. An Interim agreement is required to be signed off by Scottish and UK governments to allow the recruitment process to begin. JH advised that progressing to recruit has a potential risk, but this is minimal. JH asked Board colleagues to approve move to recruit at risk. Board approved.	
8.	**DHI Exchange Update** CC advised colleagues that there has been no major issues since the last board meeting in February and asked the board to note the following update:- • Procurement processes on core infrastructure are now complete. • Five digital services have now moved from simulation to deployment within live health and care services. • Proposals are under development to use this simulation process to help assist NHS remobilisation at scale.	

	• DSE activity continues to be limited due to covid related restrictions. Team will focus online multimedia creativity to showcase innovation. CC then gave an overview of the Industrialisation of Asynchronous clinic Services, outlining DHI support for testbeds, person centred data sharing and reuseable templates for use across similar pathways, with these all using same health data exchange. CC then went on to give an overview of the 11 solutions and how DHI can support the tasks required. JJ suggested that CC have an extended session with the Board to discuss digital asych services in more detail. GC and CC to discuss outwith today's meeting.	GC/CC
9.	**Digital Health and Care Strategy Refresh – Nel Whiting Presentation** NW attended today's meeting to present to Board members the Scottish Government's DH&C Strategy refresh update. NW gave colleagues an overview of the draft strategy, looking at health and care in a digital age. The focus of the Cosla/SG led refresh will be to help create a smart delivery plan with short, medium and long term priorities. The strategy will look to focus on a number of key priorities including building and embedding learning from COVID response, links to remobilisation plans, strengthened links between other health care and public sector providers, as well as being a stand alone strategy. NW asked the board to review the slides and give feedback on the priorities listed, highlighting potential areas within those priorities where DHI can be involved. GC agreed that DHI senior executive team will review and be happy to comment and provide input to the Innovation aspect in particular.	GC/MM/JH
10.	**Engagement Update** JB asked the board to note the progress of the Engagement Action Plan and the summary of achievements to date in year 2. JB asked colleagues to note the following:- • Successful launch of the new DHI brand and website has taken place. • 3 HAIC virtual sessions have taken place so far with the next one scheduled in June. Funding also approved for the establishment of Mental Health Innovation Hub. • Work on year 3 plan is currently underway and will be presented to the Board for approval at August's meeting. JB asked colleagues to also note the Design Director's update (appendix 1) of today's pack, with consideration to be given as to how the Design team input is more appropriately represented in future.	JB/MM
11.	**Corporate Risk Log** PM asked the Board to note risks 8, 79 and 80 have now been moved to the issues log. JJ confirmed that the board are happy that the risks highlighted have been covered during today's discussions.	

12.	NHS Innovation and Strategy Group	
	GC advised colleagues on the work of the NHS & Social Care Innovation Steering Group (ISG), chaired by Tom Steele. This group has been established to focus on Innovation to support the remobilisation of health and care post Covid. Due to Covid related priorities, the group has been unable to meet on a regular basis, but the meetings will be re-established in the coming weeks. GC advised that he has been asked to sit on the Innovation System Coordination Group as part of ISG, with the focus on progressing work regarding the immediate impacts on demand and capacity. GC advised that DHI is actively involved with innovation fundamental to delivery and services. GC will produce a paper on immediate impacts and priorities for ISCG and update Board colleagues at a future meeting. GC advised DHI also involved in leading the Scottish Lifesciences Industry Leadership Digital and Data Subgroup, with an inaugural meeting planned in June.	GC
13.	Evidencing DHI Impact and Value Presentation - (MS/JH)	
	MS and JH presented to Board colleagues on ways for DHI to evidence performance, value and impact to help inform the year 2 annual report to Scottish Funding Council and help predict what might be needed for year 3. MS went on to describe the need for DHI to be able to show value being added to partners, funders and stakeholders, and how best to collect that value-add as it is not always quantitative but often qualitative. MS also asked members to consider the wider contributions across the ecosystem, how to collect this and tell the story. JH discussed the need for DHI to better align with the Scottish Government National Framework and show what we do and how we do it. JH and MS will be looking at ways in which DHI can summarise the evidence for the annual report, outputs and impact reporting, benefits realisation, and an action plan. MS advised that hopefully DHI will be able to complete a test run prior to the annual report submission. JJ asked MS and JH to circulate the paper to the board for review and comment. GB expressed support for the approach and is happy to be involved with a test if needed.	JH/MS
14.	AOB	
	No other business noted.	
15.	Date and time of next meeting	
	The next meeting will take place on Thursday 12th August @ 1pm.	