Digital Health & Care Innovation Centre	
BOARD MEETING Via Microsoft TEAMS/TIC Building	**Thursday 17th November 2022**

Chairing: Mr John Jeans (member)			
Present:	Professor George Crooks (member) Chief Executive Officer Digital Health & Care Institute (DHI)		Alistair Hodgson (attending on behalf of M Whoriskey) Head of Strategy and Policy Digital Health & Care Scottish Government (MS Teams)
	Janette Hughes (attendee) Head of Performance and Planning, DHI		Grant Reilly (attendee) Head of Communications and Marketing, DHI
	Moira MacKenzie (member) Deputy CEO DHI/Director of Innovation		Andrew Howie (attendee) Head of Health and Wellbeing Scottish Enterprise
	Campbell Grant (member) Chairman & MD Sitekit (MS Teams)		Madeline Smith (member) Head of Strategy, Innovation School, GSA
	Professor Duncan Graham (attendee) Associate Principal & Executive Dean of Science, UoS		Professor Sir Harry Burns (member) UoS
	Charles Sweeney (member) CEO Physiomedics Ltd (MS Teams)		Gary Bannon (attendee) Senior Policy/Analysis Officer SFC (MS Teams)
	Colin Brown (attending for Karen Reid) Head of Strategic Development NES (MS Teams)		Fiona Bates (attendee) Senior Policy/Analysis Officer SFC (MS Teams)

	Pam Mooney (attendee) Programme Manager, DHI		Ciaran Morrison (attendee) Research and Knowledge Exchange Officer, DHI
Apologies	Karen Reid (attendee) CEO NES		Edith Macintosh (member) Executive Director of Strategy and Improvement Care Inspectorate
	Brian O'Connor (member) Chair European Connected Health Alliance, UK		Dr Margaret Whoriskey (member) Head of Technology Enabled Care and Digital Healthcare Innovation, SG
Board Secretary	Shirley Sharp, Office Manager/EPA DHI (attendee)		Alex Porteous, Project Support Officer, DHI (attendee/minutes)

Item	Topic	Action By
1.	**Welcome and introductions** The Chair welcomed everyone to today's meeting and submitted apologies on behalf of Brian O'Connor, Edith Macintosh and Margaret Whoriskey. The Chair then introduced Fiona Bates, Senior Policy and Analysis Lead, SFC lead and Abigail Lyons, DHI's new Senior Business Innovation Manager to today's meeting. Alistair Hodgson, Head of Strategy and Policy, SG, was in attendance on behalf of Dr Whoriskey, SG Digital Health & Care Division.	
2.	**Minutes of previous meeting** The minutes of the previous meeting were agreed as an accurate record. **Action Log** JJ noted the following from the action log: • Social prescribing action in now complete. • Strategy actions will be covered in next iteration of the strategic pathway. MM will create a formal schedule for this & circulate to board. • JH has submitted the Annual Report and will go through the highlights today as per item 7 of today's agenda. • GC advised that he now has regular updates from the Design Authority Delivery Board.	**MM**
3.	**Chairman's Update – Verbal** JJ discussed the findings to date from the Board Effectiveness reviews, with concerns expressed around public finances and the process being undertaken by SFC for reviewing Innovation Centres. JJ also congratulated JH on her recent completion of her MPhil course and encouraged all board members to read her thesis. JJ advised that he and GC have regular catch ups with Professor Sir Jim McDonald, Principal and Vice-Chancellor of UoS and asked board members to feedback any items they may wish raised to SS/GC for inclusion at their next meeting.	All

4.	**Chief Executive Update** GC updated colleagues on the SG Digital Health and Care Delivery Plan and agreed to circulate the link to Board members following today's meeting. GC also advised that DHI and the National Decision Support Service have been shortlisted for the Digital Public Services Award with GC noting this is a national cross sector wide public service and Government award.	**GC**
5.	**Spotlight Session - Emerging Trends Report** Ciaran Morrison, Research and Knowledge Exchange Officer, DHI attended today's meeting to give Board colleagues and overview of the Emerging Trends in Digital Health and Care . CM advised that the previous version of the report, commissioned by the TEC programme in 2018, was to understand the future direction of the field at the time. The RKM have carried out a further review post-COVID to review how the pandemic has impacted the sector and how it may shape its immediate future. CM advised that the market is expected to continue to grow to £5.2 billion in 2025 and ran through the technical developments, with transformations to Health & Care including Cloud Computing, Big Data and Predictive Analysis. CM advised that AI is also playing a pivotal role in the sector with new value propositions expected to develop in the next few years. CM discussed the migration from analogue & legacy systems to modern digital approaches, stating that by 2025 all analogue telecare systems will cease, which will drive demand. Trust building will be needed within emerging solutions to allow effective adoption into practice. Research suggested that pre covid there was a low to moderate acceptance of digital technologies, but this has increased after the pandemic but CM advised that further research is needed to assess if this is just an 'after shock' or the new norm. The main take away from the report is that the pandemic has massively accelerated the need for digital technology, with demand likely to increase. There is also now a general acceptance and expectation that digital technology will play a part in standard health & care services in the future. A detailed discussion took place on these findings, noting that the sector as a whole will need to upskill. Soft skills gaps also need to be addressed, such as change management and implementing innovation. JJ suggested a key element missing from the report are the expected trends in data protection and confidentiality. JJ requested a deep dive into data Information Governance and data protection at a future board meeting. AH advised that Scottish Government is progressing a review of Information Governance in health and care with a new Programme Board to be established.	
6.	**SFC Innovation Centres Review Update** GC advised colleagues that the SFC review is progressing well, with the first round of interviews having been concluded. GB then informed the Board that the Evaluation IC Programme have had some delays and the timeline has been extended to late Jan/early Feb 2023. GB will issue some guidance on the next phase of the evaluation before Christmas with an initial deadline set for the end of March 2023. GB will have further discussions with IC CEOs regarding a final submission date of 30th of June 2023. With regards to the infrastructure investments review, GB is working on details and will be presenting this to the Change Committee and will provide an update for the Board thereafter.	**GB**

	The Board discussed how this new deadline will align with upcoming Board meetings and responses required. JJ suggested input from DHI would be circulated prior to the next Board meeting in Feb 23.	**GC**
7.	**Finance and Governance Report** MM advised that DHI has proposed budgets for year 4 & 5 based on the reconciliation from year 3. Year 4 will see a shift in the pattern of spend as a result of office reconfiguration. Year 5 there will be a slight shift again to accommodate a revised projected end date for Phase 2 to June 24 (instead of March 24), supporting simpler financial reconciliations as we move towards infrastructure funding. MM asked board members to note the current positive balance of £2k within core funds. £12m of additionally funded project income has been secured in Phase 2 to date , with a total amount over Year 4 until end of Oct of £56k. MM also asked the Board to note the uncommitted balance of £75K in the Growth Fund but gave assurances the underspend is deliberate in anticipation of Exec team discussions required on 3 or 4 fixed term staff contracts. GC raised the issue around staff stability, and the hope that moving to infrastructure funding will be key to avoiding losing personnel. MM advised that DHI are currently not generating enough surplus income to meet demand, creating capacity challenges for existing staff Recruitment is also an issue for DHI, with Board members agreeing that this is currently a common issue in the digital sector and not just for Innovation Centres.	
8.	**Final DHI Annual Report (For Noting)** JH shared the key highlights of the report that showed that DHI has performed very well over past 12 months, securing circa £12m of additional funding and achieving almost all of its KPI's. JH then took the board through the Innovation process model which the annual report is structured around. The board were asked to note the following: **Engage & scope** – DHI is strategically well aligned and has strengthened relationships with key organisations and a wide number of health boards. JH also highlighted positive testimonials from sister organisations and shared DHI's major achievements with regards to the introduction of the Mental Health Cluster and a special interest group on Brain health. **Initiate & develop** – Moray Rural Centre of Excellence has attracted £5m in funding from UK Government to develop 5 living labs with skills & workforce as areas of focus. **Evaluate & iterate** – supporting live testing. JH mentioned the Brave product as part of the 'Here4 YouScotland' initiative with target recruitment of with 100 people using a system developed in Canada. There are also lots of learnings for care services through the recently closed CHAT project which emerged in during the covid pandemic, and via the Academic Grants Programme. **Embed & adopt** – 12 handover projects & applications, such as Decision Support and Dynamic Scot, along with several covid apps. Scotcap is opening doors with regards to transferability internationally, with Medtronic expressing interest in further work with DHI. **Learn & share** – future talent pipeline. DHI have partnered with NES & SHIP to establish fellowships. There is an online data module with UoS to bring learners of the service on a 12-week programme.	

	Discussions then focussed on the #DigiInventors Challenge which has great exposure both locally & internationally. The board discussed the possibility of exposing this at Higher Education levels and potentially for medical students. GR is currently in discussions to explore the DigiInventors Challenge being established for primary schools and students at UoS and medical institutions/workforce. CB/GC will discuss offline how DigiInventors could be embedded within NES/SG activity around the National campaign for embedding digital in curricular activity. Board members commented on the impacts and benefits of DHI, stating they are well showcased within the annual report with HB suggesting the setup of collaborative outreach to share learnings with front line staff.	**GC/CB**
9.	**Draft DHI Year 4 Delivery Plan** JH advised the Board that DHI are doing well generally across its 5-year targets. There are no major changes to DHI's priorities with assurances they will align closely to key strategies. DHI's portfolio is balanced, with very clear impacts however, JH did acknowledge the need to get closer to the Care Sector, with hopefully the Moray Rural Centre for Excellence providing a platform and funding for this. JH also updated on the skills & future workforce opportunities merging with the health workforce as well as the strategic partnerships with NES and MRCE. JH advised that it is hoped by June next year she will have a draft available including journeys & milestones laid out. MS raised the need to get clarity from SFC on the evaluation timelines GB discussed earlier in the session. JH will circulate the draft delivery plan for all board members to review and will provide an update on progress at the next Board meeting in Feb 23.	**JH**
10.	**Standing items for Noting – Exception only** **Engagement Update** MM updated on key activities. Challenge call launched in collaboration with UKRI in September for the Mindset programme as part of Digital Mental Health Cluster activity. MM also asked colleagues to note the partnership with the Data Lab on a challenge call in support of Brain Health as part of their DataFest programme and linking with the Healthy Ageing Innovation Cluster priorities. She also advised of the appointment of DHI's Digital Content Officer, Mateus Freitas. As discussed previously, there are a number of opportunities and directions for DigiInventors. Potential collaboration with Daydream Believers who are already engaging in schools, and a round table event being organised next spring to discuss next steps and where DigiInventors can make most impact. MM also cautioned that capacity issues need to be considered. MM suggested that Drugs Death Prevention activities be brought back for a spotlight session at the next board meeting as there is significant work underway. HB discussed a study of brain health on young people and how adverse experiences can lead to brain changes and how mindfulness and mentoring has been shown to reverse this. JH agreed to share MRCE's work around young person's mental health and CB suggested considering NHS Scotland's Youth Academy and the Youth Navigators programme, which may be of interest to the board.	**MM** **JH**

	P&P Update – JH asked the board to note the following key points:	
	 • JH noted the continuing challenges with progressing Scholarships for master's Students due to funding challenges. • There are 10 projects in the main portfolio with 2 projects onboarded recently; Digital Innovation Hub which came out as key deliverable from NWE Chance and will last 2 years, and MRCE which will include 5 living labs. The Weight Management living lab is now onboarded, and Care in Place living lab will be onboarded in the coming weeks. • DHI are awaiting Interreg finalising the end of project report for NWE Chance then this will formally close. • The Digital Lifelines project has had challenges with local practitioner capacity, and we are realigning the workplan and hoping to close the current phase in Dec. • Rapid Project, NHS VMS Stage 2 is looking to close at the end of December and Delivery Medicines should close early next year. • JH noted delays with AICE project but no overall affect, with a view to onboard in Dec. • Detailed update on DHI exchange will be presented at the next board meeting.	
	RKM Update The 2nd cohort has been announced for Clinical Innovation fellowships, and a review of applicants will take place in next couple of weeks. JH also asked the Board to note the recruitment activity within the RKM team, with Ciaran Morrison's position to be replaced as he takes on a new role at Audit Scotland, finishing at the end of the year.	**JH/CC**
	Moray Rural Centre of Excellence Update JH updated on MRCE activity with Care in Place having progressed over the past 3 months working closely with the Health & Care Partnership, presenting recommendations to the MRCE board which have been taken forward and noting 96 expressions of interest for the dynamic Purchasing System. If R&D is successful, this could extend to England and JH noted there is attention internationally. There is an academic grant call for Weight Management with a deadline end of Dec 22. The biggest risk continues to be timing for spend. DHI are heading towards an underspend, with year 2 already reduced to £3million and a £400k shortfall this year. The MRCE Board have asked for best- and worst-case scenarios and change controls are going through. JH also advised that DHI are struggling to recruit currently and are using consultants to keep the momentum going. JJ raised concerns over the uncertainty in public finance in the years ahead and the clawback clauses which are included in the MRCE agreement e.	
11.	**AoB** None noted	
12.	**Date and Time of Next Meeting** The next meeting will take place on Thursday 16th February 2023 @ 1pm – 3.30pm. Closed session 3pm - 3.30pm (Board members only)	