BOARD MEETING Via Microsoft TEAMS	Thursday 17th February 2022		
Chairing: Mr John Jeans (member)			
Present:	Professor George Crooks (member) Chief Executive Officer Digital Health & Care Institute (DHI)		Dr Margaret Whoriskey (member) Head of Technology Enabled Care and Digital Healthcare Innovation, SG
	Madeline Smith (member) Head of Strategy, Innovation School, GSA		Charles Sweeney (member) CEO Physiomedics Ltd
	Ms Janette Hughes (attendee) Head of Performance and Planning DHI		Brian O'Connor (member) Chair European Connected Health Alliance, UK
	Chaloner Chute (attendee) Chief Technology Officer DHI		Moira MacKenzie (member) Deputy CEO DHI/Director of Innovation
	Campbell Grant (member) Chairman & MD Sitekit		Andrew Howie (attendee) Head of Health and Wellbeing Scottish Enterprise

	Gary Bannon (attendee) Senior Policy/Analysis Officer SFC		Professor Iain Stewart (depute for member HB) Associate Principal & Executive Dean University of Strathclyde
	Joanne Boyle (attendee) Head of Engagement DHI		Michelle Brogan (attendee) Service Development Manager DHI
Apologies	Pamela Mooney (attendee) Programme Manager DHI		Karen Reid (attendee) CEO NES
	Professor Sir Harry Burns (member) UoS		Edith Macintosh (member) Executive Director of Strategy and Improvement Care Inspectorate
	Mr Grant Reilly (attendee) Head of Communications and Marketing, DHI		
Visiting Attendees	Dr Ann Wales Programme Lead, Knowledge and Decision Support, DHI		
Board Secretary	Shirley Sharp, Office Manager/EPA DHI (attendee)		Alex Porteous, Admin Asst DHI (attendee)

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.	
2.	**Declarations of interest** Campbell Grant notified the Chairman of a contract award between UoS and Sitekit. JJ advised that this is noted and will be added to the formal register.	
3.	**Minutes of previous meeting/Matters Arising** The minutes from the previous meeting held on 11th November 2021 were agreed as an accurate reflection of the meeting.	

	Action Log JJ advised that all matters listed have either been completed or will be discussed during today's meeting.	
4.	**Chairman's Update (verbal)** JJ asked colleagues who had attended the DHI Board strategy session this week, to advise him of any additional input that may be helpful prior the the second workshop taking place at the end of March. JJ also stated that a small questionnaire will be sent to colleagues to complete prior to the facilitated workshop, and this should hopefully be disseminated by the end of next week.	**All** **JH**
	JJ advised the board that the Digital Health Accelerator in Singapore has been awarded a 5 year funding package aimed at improving digital health and economic development. JJ is currently in discussions with colleagues in Singapore with a view to looking at a potential future collaboration with DHI. JJ to update at the next board meeting.	**JJ**
	DHI Performance Review – JJ advised that he will discuss the outcome of the DHI performance review during today's closed session. The final findings will be circulated prior to the next board meeting in May.	**JJ**
5.	**CEO Update** Staff Wellbeing - GC updated colleagues on current staff wellbeing following the establishment of the DHI Staff Health and Wellbeing Group, chaired by Jennifer Thomas with representation from members of the DHI team. GC advised that the focus remains on the continued health and wellbeing of the team as we continue with the transition to a hybrid/agile working model. GC advised that at next week's whole team meeting there will be a dedicated facilitated workshop by Glimpse, with a focus on how to empower staff to maximise their health and wellbeing. GC will update board colleagues on the workshop and the continued work of the group at the next meeting in May.	
	Recruitment – GC advised that posts currently being advertised as part of the Moray Growth Deal are proving challenging to fill with a lot of interest coming from outwith the Moray Community. GC/JH will keep colleagues updated on progress.	**GC/JH**
	Dubai Expo 2020 – GC informed colleagues of DHI's recent input and planning to the UK and Scottish Government's health platforms at the recent Dubai Expo. This was a very successful event for DHI and there will be further conversations with SDI going forward. The DigiInventors competition was particularly successful, with the help of TechArmy, this will hopefully be introduced widely across the rest of the middle east. JJ suggested consideration and inclusion of Asia in future discussions re the expansion of DigiInventors.	
6.	**Spotlight Session – Clinical Decision Support Programme** Dr Ann Wales, programme lead for Decision Support, attended today's meeting to update Board colleagues on the work being carried out throughout the programme. AW advised that Scottish Government has recently awarded funding of £2.3m to help support the national scale up of the programme over the next 3 years, and to assist the transition of ownership to an NHS Board. AW advised on the stategic goals of the programme, which included remobilisation and renewal of services in response to COVID;	

	including optimising demand throughcapacity management; delivery of rational prescribing to reduce unwarranted variation,and shared decision making. AW went on to describe the rationale for the decision support programme and examples of decision support tools to provide individual health histoty recommended actions based on individual needs and how these can be embedded into everyday systems. Decision Support can be described as a 'Sat Nav' for the journey of care supporting practitioners and citizens. AW then went on to describe the 'Once for Scotland' Decision Support Platform with examples of outputs including Mobile Apps, Web Apps and a suite of reuseable UK CA Marked calculators to be made available nationally. These allow patient specific decision support to be embedded into the care record system.	
	AW described the policy level endorsement, including clinical leadership, support from the CMO's office, investment from SG and the unscheduled and urgent care modernising patient pathways programme. The Homecare Decision Support toolkit is being made ready for delivery at scale following completion of a successful pilot scheme. This will involve two national care home franchises and hopefully with Scottish Care on a wider roll out plan.	
	A detailed discussion took place and it was agreed that further exposure of the programme is essential, including to HDR UK. JJ agreed to discuss a possible introduction with Andrew Morris of that group. BO'C will also liaise with AW outwith today's meeting to discuss potential European interest in the programme.	**JJ** **BO'C**
7.	**Finance and Governance Update** MM asked board members to note the financial performance of DHI Core funds at the end of Jann 22 and highlighted the following key points. • Overall core funds have a current underspend of £133k with 2 outstanding academic grant payments still to be made. • An underspend of £20k in the other running costs line due to lack of travel costs. • Underspend in staffing costs due to a delay in salary reviews outcomes. • Reconfiguration of the DHI headquarters may be earmarked for some of the underspend. • Additional funding £9.2m so far in Phase • Growth fund - £0.5m to date. Unbudgeted £11.5k has been used to extend 3 temporary posts and a graduate intern proposal is under review. JJ suggested discussing possible targets for the growth fund at the workshop at the end of March. MS enquired on any progress with funding regarding the potential Business Development Post. AH advised that Scottish Enterprise are currently working with DHI on establishing this post and would hope to have a decision by the end of April re funding.	

8.	**SFC Consultation Review**	
	GC advised that following GB's attendance at the first Board Strategy meeting last week, the draft SFC consultation document was circulated to all board members for review, comment and discussion today. Closing date for all input to the document is the 22nd of March. The aim of the consultation is to look at the long-term support and funding of the IC programme with a view to providing a long-term infrastructure of support, which should hopefully avoid frequent funding rounds and the complex processes involved.	**All**
	GC asked colleagues to review the document, specifically the pages identified relating to the Innovation centres, and provide comments. DHI who will collate a formal response and send to SFC. A detailed discussion ensued, including cross innovation centre work, supportive dialogue with our host institution/GSA, and colleagues within NHS Scotland and Scottish Government. IS will update DG on today's discussion and proposed dialogue with DHI, UoS and GSA to better understand national assets and proposed funding going forward.	**IS**
9.	**Engagement Update**	
	JB updated the board on the DHI Project Development Funnel, highlighting the four-stage process. These include engage and scope, opportunity identification, draft proposals, scoping workshops and eventual onboarding to PMO. JB also gave an overview of the marking criteria and scoring scheme.	
	JH then went on to describe recording and monitoring with a visual overview via the pipedrive tool as well as depicting the four-stage process of each potential project. The tool contains information on letters of support, MoU's and DSE simulation work. JH advised that the engagement and PMO team are working closely together in onboarding. This tool has allowed DHI to better capture business intelligence and balance the portfolio.	
	JH then advised the board on the remainder of the engagement report update. Colleagues were asked to note the following.	
	• Year 3 Priorities – Mental Health, Drug Deaths Preventions, Healthy Ageing, International engagement and Digital engagement.	
	• A Mental Health Collaboration Manager post has been advertised and a report produced which is available via the UoS repository and DHI Website.	
	• Healthy Ageing Innovation Cluster – February event planned with Brain Health.	
	• International Engagement – Involving recent discussions with Australasian Institute of Digital Health along with ECHA, UEFA, TEDx, Expo Dubai, Fenin and EHTEL.	
	Following a brief overview of the Digital Engagement analytics, JB then presented the DHI introduction video to the board and agreed to circulate the link to all after today's meeting.	**JB**

10	**Performance and Planning Update**	
	JH asked colleagues to note progress in relation to DHI performance, highlighting the current project portfolio and Research and Skills Management activity.	

The following key points were highlighted.

- DHI is erforming well against all objectives and 2024 projections are looking good.

- Currently 7 live projects with £5.3m in additional funding.

- Skills Development – As highlighted in previous reports work experience placements have been unable to take place due to covid. DHI are currently looking at establishing an internship with the assistance of our colleagues at GSA, which should see this back on target by 2024.

- 3 Academic reports are expected and peer review publications on target.

- Research KE and Skills – A National campaign business case has been socialised and is currently with SG for a funding decision . The campaign , in partnership with NES is approx worth £1.2m. MGD package of work will also try to embed Digital Skills in courses. A Sills Manager post has also been advertised for MGD.

- MSc Funding has been successfully completed for this term. IC Skills managers are looking to re-engage with SFC around guidance related to using Master's funding. PHD's funding is a possible development.

- Project update – Dynamic Scot is now closed with the evaluation report complete and discussions on phase 2 ongoing.

- CHANCE Project – Projects almost at the end and a meeting with European partners scheduled to take place in early March. Discussons are also underway looking at how best to utilise the Innovation Hub established from this project.

- CHAT – previous assessment numbers have now improved.

- MGD – Sep report presented today.

- Rapid Projects are now all closed and currently working on the next tranche..

Moray Growth Deal

JH asked colleagues to note progress to date on the work related to the Moray Growth Deal. JH advised that the full contract has now been signed off by Moray Council and UoS. 6 posts are currently being advertised, however we are struggling to attract people from the local area. JH advised there is the possibility recriuting outside the Moray area to attract suitable, experienced candidates. Consultants have currently been recruited to assist with the resource issue. JH advised with regard to risk the clawback clause will remain throughout the duration of the project. JJ asked what the board could do to assist with the recruitment isssue. JH would like colleagues to widely advertise posts via our DHI Website. JH advised that all networks and, including GSA and UoH&I.

All

	Corporate Risks	
	- Risk 79 – Risk to not being able to respond due to lack of clear route to funding. - Risk 52 – Staff Morale – DHI wellbeing group established used as mitigation. - Risk 133 – Clawback clause as previously discussed. JH will remain in close contact with Moray Council and funders to hopefully mitigate the risk.	
11.	**DHI Exchange Update** CC asked colleagues to note progress from today's report. CC updated the board on academic papers recently published, The Care 4.0 paper and Common User Requirements. Further papers are planned for this year on Emerging Capabilities and Specific Simulations. CC then advised on the Moray Growth Deal Living Lab 1 – Weight management including simulation work carried out prior to the MGD, using codesign work involving patients and clinicians from NHS Grampian. Currently they are using a Fitbit corporate account which is not a clinical based system and doesn't look at wearable data. Through codesign, DHI had found a way to co-manage the patient story and a new system has been developed by Sitekit, in conjunction with the health data exchange. CC advised that this will continue to progress over the next 18 months. CC then went on to discuss a new piece of work that has emerged from pre-pandemic engagement discussions as part of the independent care review. 'The Promise' involves young people telling their story with a view to empower children to be able to advocate for themselves and to destigmatise and normalise the usage of health benefits. Aberdeen Council could be potential partners going forward. JJ advised board colleagues to direct any questions to CC directly following today's update.	
12.	**Industry Leadership Group – Digital and Data** GC briefed the board on a recent report, commissioned by Trustech on behalf of the Data and Digital Subgroup, which he presented to the Industry Leadership Group last week. The report looked at the existing data landscape across Scotland and how this supports industry and academia. 7 key priorities and recommendations were identified in the report. ILG endorsed the report and its findings and approved the next phase of work. Minister Ivan McKee will take political ownership, with the next phase producing an action plan to start delivering on the recommendations. GC will come back at a future board meeting with details of the action plan agreed. GC agreed to circulate the slide deck presented today to colleagues following today's meeting.	**GC**
12.	**AoB** None noted.	

13.	**Date and Time of Next Meeting**	
	The DHI Board Facilitated Strategy Workshop is scheduled to take place on Thursday 31st March @ 1pm.	
	The next meeting of the Board will take place on Thursday 19th May 1pm – 3.30pm. 3.30pm – 4pm will be the closed session for Board members only.	