

NHS HEALTH SCOTLAND

**Minutes of the Board meeting
held at 10.30 am on Friday, 25 November 2016
in Room 5.5, Meridian Court**

Present: Mr D Crichton (Chair)
Ms R Dhir
Ms M McCoy
Dr P Stollard
Mr P McColgan
Ms J-C Judson
Ms A Jarvis
Mr R Pettigrew
Mr G McLaughlin
Dr A Fraser
Ms C Denholm

In attendance: Mr S Bell
Mr G Dodds
Mr A Patience
Ms C Duncan
Ms D Thomas
Ms C Beeston (item 5)
Mr T Andrew (item 8)
Mr A McAllister (item 9)
Ms J Cosgrove (item 10)
Ms J Kindness (item 11)
Ms Laura Blair
Ms M Kerrigan (Minute)
Mr R Duncan

ACTION

Welcome

Mr Roddy Duncan from the Sponsor Team within Scottish Government was welcomed to the meeting.

1. Apologies

Apologies were received from Mr M Craig.

2. Register of Board Members' Interests

Mr David Crichton was appointed to the Scotland Committee of

ACTION

the Equality and Human Rights Commission from the 4 January 2017 on a 3 year appointment.

Dr Andrew Fraser was appointed to the Board of Families Outside from December 2016.

**3. Minute of previous meeting: 26 August 2016
(HS Min 5/16)**

The minute of the previous meeting held on 26 August was agreed as an accurate record.

4. Matters arising (Action List)

All outstanding actions have been completed.

It was felt the Board action list should be more in-depth. It was agreed to look at a forward planner.

**CEX/
E &GL**

5. MESAS and Minimum Unit Pricing

Clare Beeston, Principal Public Health Adviser gave a presentation on the monitoring and evaluation of Scotland's Alcohol Strategy. The presentation provided a brief description of the programme and overview of lessons from MESAS so far and particularly focussing on the issues as we move into the next phase.

In discussion the following comments were made:

- This case study gets to the core of what Health Scotland can contribute and is a good example of the work Health Scotland does;
- It was good to reflect on success;

The Board congratulated Ms Beeston and her team for the excellent work done so far.

**6. Chair's Report
(HS Paper 29/16)**

The Chair highlighted key points from his paper.

ACTION

The Annual Review, held on 18 October, ran very smoothly and the Chair thanked staff for their input. The Annual Review letter from Scottish Government is expected within 10 days.

The Chair attended a number of events, including the Faculty of Public Health Conference, PHINS Seminar, Alcohol Consumption. He was delighted at Health Scotland's presence at all of these events.

The Chair drew the Committee's attention to the change in wording to item 12 of his report.

- First line, after Roundtable event substitute "with" with "attended by"....
- Third line, after "during" insert "a fringe event at"....

**7. Chief Executive's update
(HS Paper 30/16)**

The Chief Executive spoke to the paper. He indicated that there had been a period of strong external engagement, including with partners within the NHS, with a particular focus on political engagement at a Ministerial level. The Deputy First Minister met with NHS Chief Executives. There had been strong NHS Health Scotland footprint at the Faculty of Public Health Conference and our place within the Public Health community in Scotland had become stronger.

The Chief Executive indicated that feedback from the launch of the new healthscotland.scot website had been very positive.

In updating the Board on functional alignment the Chief Executive indicated that less than a handful of staff were in the final stages of agreeing portfolios. There were 12 vacancies from the process currently being recruited to.

**8. Delivery Plan: Quarterly progress/outturn report (Q2)
(HS Paper 31/16)**

The Director of Strategy (DoS), spoke to the paper.

A full discussion of the paper then took place. The Board noted the report on performance in Quarter 2.

ACTION

**9. Strategic Planning Update
(HS Paper 32/16)**

The Director of Strategy spoke to the paper which asked the Board to note progress in planning the new Corporate Strategy and Strategic Plan.

At the Board Seminar in August the Board reviewed the draft strategy which set out the approach which was agreed at the subsequent Board meeting on 26 August. At that point it was also agreed that a final draft 5 year delivery plan to support the strategic plan would come to the Board meeting in February 2017 in advance of final approval in March 2017 alongside the Strategic Plan and 2017/18 Delivery Plan.

In addition to the 5 strategic priorities it was noted that there are 3 strategic development priorities (Influence, Impact and One Organisation).

In discussion the following points were made:

- Strategic priorities should be amended to “change priorities”.
- It felt over complicated.
- It would be useful to explain the methodology at Board level but there was also a need to think about how this was communicated to staff and externally.
- The final document should capture what we will have actually achieved at the end of the next 5 years, not just how we will work over the 5 year period.
- It is also important that the plan makes clear that the organisation understands that the external context is very likely to change over the 5 year period and that we are prepared for outcomes, timelines and structures to be adapted over that time.
- There was a very well structured process around putting the strategy together but it does not need to be communicated externally in the final document.
- We should be flagging up key messages.
- The procedure adopted to build the strategy with the Board has been first class.

The paper was noted.

ACTION

**10. Risk Appetite
(HS Paper 33/16)**

The Director of Strategy spoke to the paper which asked the Board to approve the risk management statement and note the timeline of the next steps in the Risk Management improvement process.

In discussion the Board:

- liked the paper, particularly the headings;
- felt the paper was proportionate;
- felt the paper was helpful and the narrative very good;
- felt scaling was missing from the paper;
- liked the bullet points;
- liked the way questions had been positioned;
- It was helpful having the paper from the seminar appended;
- liked the first paragraph of the statement;
- felt there was a need to do a bit more work on the second paragraph (articulate benefits we expect to see coming) - be a bit more explicit.

It was agreed that the statement would be tested on staff and brought back to the next Board meeting.

DoS

11. Schedule of Board/Committee Meetings 2017/18

Feedback on the draft schedule of meetings to be provided to Jenny Kindness

ALL

12. Committee/Forum Minutes

The draft Staff Governance Committee minute of 21 October 2016 was noted.

**13. Any Other Business
Standing Financial Instructions**

The Head of Finance and Procurement requested to the Board, on behalf of the Audit Committee, that the limit for quotes be increased to £50k and tenders start from £50k. The Board approved this recommendation.

ACTION

14. **Date of next meeting:** 17 February 2017, Boardroom 1/2 Gyle Square, Edinburgh.