

NHS HEALTH SCOTLAND

Minutes of the Board meeting (Part 1)
held at 1.30 pm on Thursday, 22 June 2017
in Board Room 1/2, Gyle Square, Edinburgh

Present: Mr D Crichton (Chair)
Ms A Jarvis
Mr P McColgan
Mr R Pettigrew
Mr M Craig
Ms R Dhir
Ms M McCoy
Ms C Denholm

In attendance: Mr G Dodds
Ms S Bell
Mr A Patience
Ms D Thomas
Mr M McAllister (Item 5)
Ms K Hetherington (Item 5)
Ms C Zwotteck (Item 5)
Mr T Andrew (Items 5 to 7)
Ms M Riordan (minute)

ACTION

1. Apologies

Apologies were received from Mr P Stollard, Mr G McLaughlin and Dr A Fraser.

It was noted that Ms J C Judson was on maternity leave until the 3 July 2017.

2. Declaration of Board Members' Interests

No meeting specific interests were declared.

3. Minutes of the previous meeting held on the 19 May 2017
(HS Min 3/17)

The minutes of the previous meeting held on the 19 May 2017 were approved.

4. Matters arising (Action Note)

Item 6, 19 May 2017, Schedule of Board Business

In respect of the sequencing of governance considerations on the Healthy Working Lives Service Redesign update, Ms Thomas, Executive and Governance Lead, informed the Board that, following the request from the Chair of the Health Governance Committee to review this, the Corporate Management Team had had a discussion and agreed that an update would be provided to the Health Governance Committee at its meeting in September 2017. She said that it was proposed to incorporate this into the Board Seminar on the 5 October and then to present it to the Board at the November meeting.

The Board noted that all actions were now completed.

**5. 2016/17 Draft Impact Assessment
(HS Paper 16/17)**

The Director of Strategy (DoS) spoke to the paper which asked the Board to discuss and approve the NHS Health Scotland end of year Impact Assessment for 2016/17. Ms Denholm thanked the staff who had been involved in producing the report. She said that the report provided evidence against the Delivery Plan and Performance Framework that had been approved by the Board and described what had been achieved over the year.

Ms K Hetherington and Mr T Andrew then gave short presentations to the Board on two case studies on Adverse Childhood Events and EFQM respectively.

A discussion then took place. In respect of the RAG (Red, Amber, Green) status of certain supplementary indicators the Director of Strategy said that the Corporate Management Team had reviewed these in detail, were overall very satisfied with the progress that had been made but were also aware of the presentational and reporting challenges. Improvements were already part of the Delivery Plan and revised Performance Framework for 2017/18. This was with respect to some aspects of how the organisation performed, but also with respect to how we could improve the data sources for some indicators.

ACTION

There was discussion around any possible unforeseen implications of aspects of the report for the organisation's external reputation, and how reporting against reputational outcomes could be improved. For example, it was suggested that the active external role of the Chair could be highlighted in future reports.

In respect of health inequality trends relating to life expectancy, it was felt that the language was quite complex. The DoS noted the comments and undertook to look at what revisions could be made to that and other aspects before publishing on the website, while also noting that, while a public Board document, the Corporate Management Team had reached the decision that this report had to be written primarily as a governance document and not with the general public audience in mind. She said that further discussions were taking place within the organisation about how relevant and engaging information about the organisation's impact and performance could best be made available to those audiences.

DoS/OLSD

Mr McAllister said that the Performance Framework for 2017/22, approved by the Board in March 2017, represented further refinements which would improve future reports.

In concluding the discussion the Chair said that this was a good report, saying much about what Health Scotland does and its impact.

The Board approved the report taking into account the comments made during discussion of the report.

It was agreed that a recent letter from and response to the Health and Sport Committee regarding NHS Health Scotland's impact would be circulated to Board Members.

EA

**6. Annual Risk Report
(HS Paper No 17/17)**

The Director of Strategy spoke to the paper, the purpose of which was to report to the Board on the Risk Management arrangements within NHS Health Scotland and to provide assurance to the Board that risk was being appropriately managed. On this occasion, the Board were receiving the first quarterly risk reports for each risk on the CRR. For the remainder of the year, these would revert to the relevant governance committee as per our agreed new approach.

ACTION

The Chair said that the change in the approach to risk had been well documented and that the Board had already had opportunities to contribute to the improved approach.

The Board noted the paper.

**7. Equality and Diversity Year End Mainstreaming Report
(HS Paper 18/17)**

Mr T Andrew spoke to the paper which provided an update to the Board on progress towards NHS Health Scotland's Equality Outcomes between the 1 April 2016 and the 22 March 2017. In response to a question in relation to paragraph 33, External Health Inequalities Impact Assessment, Mr Andrew said that the majority of external partners preferred to use impact assessment processes which were bespoke to their organisations. The DoS said that we were reviewing our experience of this both to make improvements to our own impact assessment processes but we were also making offers to work with the Equality and Human Rights Commission where there should be shared learning and development of more useful approaches in the future.

It was agreed to amend the paper with regard to measures taken around Equal Pay.

OLI

**8. 2016/17 Annual Assurance Statements from Staff
Governance Committee, Health Governance Committee
and Remuneration Committee**

The Chair informed the Board that the Assurance Statements had been presented to the Audit Committee and were for noting by the Board.

The Board noted the Statements.

9. Health and Social Care Delivery Plan Implementation

The Board noted that the Chief Executive had given his apologies for the meeting as he was attending the first meeting of the Public Health Reform Oversight Board. The

ACTION

Board also noted that the Director of Public Health Science, in his role as Chair of the Directors of Public Health, was also attending the meeting. A full update on the meeting will be provided at the Board meeting on the 29 September.

CEx

The Board noted that the Chief Executive, the Director of Strategy, the Director of Public Health Science, the Head of Finance and Procurement and the Employee Director had attended a national workshop for NHS special boards on the 5 June. It was noted that the focus of discussion had been on how special boards could provide support to clinical boards on a regional basis. We will continue to be engaged and reports will be provided to the Board as relevant.

**10. Workforce Plan 2017/18
(HS Paper No 19/17)**

The Director of Strategy spoke to the paper which asked the Board to note the Workforce Plan 2017/18. The Plan is now ready for submission to the Scottish Government Health and Social Care Directorate Workforce Division. She reminded the Board that the delivery commitments within the Plan had all been approved as part of the overall Delivery Plan by the Board in March 2017. She also advised that the Plan had been signed off by the Partnership Forum and approved by the Staff Governance Committee on the Board's behalf.

The Board commented how much more closely aligned the Plan was with the Delivery Plan than in previous years and asked for this commendation to be passed on to the teams involved.

The Board noted the Workforce Plan for 2017/18.

**11. Chair's Report
(HS Paper No 20/17)**

The Chair spoke to the paper. He noted that a letter had been circulated to NHS Board Chairs from the Director General of NHS Scotland commending Health Scotland's work on health inequalities. He said that he was pleased to see that the Place Standards had won an award and congratulated the team on their work.

ACTION

The Chair informed the Board that Health Scotland's Annual Review would be held on the 22 September. The Review would be a non-ministerial review.

**12. Chief Executive's update (including complaints return)
(HS Paper No 21/17)**

The Board noted the paper.

It was agreed that it should be noted that the Board had discussed the financial implications of the savings required from national boards. The Board requested that further information be provided as soon as possible to allow the Board to consider the financial implications at its meeting in September.

HoF&P

**13. Board Member Notification of Strategic External Events
(HS Paper No 22/17)**

The Board noted the paper.

14. Committee/Forum Minutes for homologation

The Committee noted the following minutes:

- Health Governance Committee: 4 May 2017 – draft minute.
- Staff Governance Committee: 23 February 2017.
- Audit Committee: 21 April 2017

15. Any other business

15.1 Third National Masterclass for Board Members

The Chair reminded Board Members of the Masterclass to be held on the 4 September at Murrayfield Stadium in Edinburgh.

16. Date of next meeting

29 September 2017.