

NHS Health Scotland

**Minutes of the Board meeting held at 10.30am on Friday 24 November 2017
in Boardroom 2, Meridian Court, Glasgow**

We are working towards all our publications being available in an accessible format. In the meantime, if you require this paper in a more accessible format, please contact us using this email address nhs.healthscotland-ceopapersubmission@nhs.net

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

In attendance: Mr S Bell
Mr G Dodds
Mr A. Patience (via teleconference)
Ms D Thomas
Ms L T-Gribben
Ms A Simpson
Ms M Kerrigan (Minute)

Action

1. Apologies

Apologies were received from Mr. M. Craig.

2. Declaration of Board Members' Interests

Ms C Denholm declared that she had stepped down from the Board of Voluntary Action Scotland.

3. Minute of the previous meeting
(HS Min 5/17)

Action

The minute of the previous meeting held on 29 September 2017 was agreed as an accurate record subject to the following amendment:

“The meeting held on 29 September was held in Gyle Square, not Meridian Court”.

4. Matters arising (Action Note)

The action note will be updated.

5. Quarter 2 Report
(HS Paper 31/17)

The Director of Strategy (DoS) informed the Board that the format of the report remains the same and much more of the quantitative performance information has been included.

In discussion the following points were made:

- This report was very useful and easy to read;
- it was good to see how much is happening and the level of detail;
- more needs to be done to get resource around risks in relation to choices and prioritisation;
- a good number of risks were behind schedule, therefore it would help to get a little bit of commentary on how concerned we should be;
- in relation to risk 17.3 – Delivery Plan - there was concern around the extent of partnership working in relation to national boards shared services.

The Board noted the Supreme Court judgement in relation to the minimum unit pricing (MUP) for alcohol.

It was agreed:

- DT send PS the link to the video produced by NHS Health Scotland and Glasgow Centre for Population Health: “The Power Animation”

DT

Action

The Board was pleased that the time measurement and the tracking of strategic priority progress was happening. It was suggested that a summary table be included on the financial performance.

The Board noted the report.

**6. Healthy Working Lives
(HS Paper 32/17)**

This paper has been prepared as a follow-up to the discussion at the Board Seminar of 06 October 2017 and captures the outcomes from discussion.

The Board was asked to endorse the approach taken to managing and mitigating risk in relation to the delivery of Healthy Working Lives Services to March 2019, with the additional action of bringing forward the final reporting date on partnership implementation in 2018/19 to January 2019, and comment on the approach for the development of the future focus of work associated with Healthy Working Lives.

No additional risk mitigation measures were proposed at this time. However, in light of the fact that NHS Health Scotland will be replaced by a new body from April 2019, it is proposed that a nine-month output report together with a summary of planned activity for the final quarter or 2018/19 is produced for submission to NHS Health Scotland in January 2019, thereby enabling NHS Health Scotland to fulfil its governance responsibilities.

Mr Bell made the following points:

- We have been proactive;
- The first draft report on the HWLs award will be available in December.
- There needs to be consideration of potential income generation.
- it is the intention to engage with staff and selected stakeholders on an informal basis.

In discussion it was agreed:

- HS write to CEOs and Directors of Public Health in the New Year with indicative funding for 2018/19 and to confirm the reporting arrangements for the financial year and inform them to expect changes from April 2019 in terms of the delivery model;

SB

Action

- there should be a 6 month reporting end process, not 9 months, that is, Boards who would be invited to report on April to September 2018;
- to propose a delivery model to the new public health body which may have to be put in place in the last 6 month period, involving discussion with the Executive Delivery Group in the spring of this year following the letter going out to local Boards;

- to look at meeting with 3 or 4 partner organisations in the spring, one of which would be HSE to enable us to have an informed discussion on future delivery arrangements;
- A paper be remitted back to the Health Governance Committee in March and the Board on the focus of health and work;
- To ensure Scottish Government understands that resource is a driver in defining any future model;
- To anchor within the Public Health Reform team and Executive Delivery Group
- G McL and DC will raise HWLs with Andrew Scott when they next meet.

GMcL/DC

The Board thanked Steve Bell, Aileen Simpson and Paul Stollard for presenting the paper in a clear and positive way and endorsed the approach taken in managing and mitigating risk in relation to the delivery of Healthy Working Lives Services to March 2019.

7. Planning Update
(HS Paper 33/17)

The Board discussed the changes in strategic context, reaffirmed NHS Health Scotland's strategic direction and noted the proposed improvements to the planning progress and key dates in the governance of the planning process.

The Board noted and welcomed the explanation of the contextual changes, reaffirmed that the strategic direction stays as it is and noted the improvements in the timetabling changes suggested.

8. Health & Social Care Delivery Plan Implementation

It was noted that Mr Crichton and Mr McLaughlin would be meeting with Andrew Scott on 27 November 2017 and Mr Colin Sinclair and Ms Elizabeth Ireland on 8 December. It was noted that Ms Marion Bain and Mr Robert Skey will attend the Board Seminar on 1 December 2017. It was further noted that Mr. Mark McAllister, Organisational Lead for Strategic Development (OLSD) will be working on a full time basis to support Scottish Government with Comms and Engagement.

Action

The update was noted.

9. **Chair's Report**
(HS Paper 34/17)

The Chair's report was noted.

10. **Chief Executive's update (including complaints return)**
(HS Paper 35/17)

The Chief Executive was invited to the Public Health Science team's away day. The purpose of the meeting was to discuss the new Public Health Body, focussing on the next 18 months. There had been a very good, open and frank conversation and the team was keen to understand what decisions had been made. The Chief Executive attended another 3 sessions with other Directorates aa further 3 are planned.

The Chief Executive also gave an update on the SNH Natural Capital Round Table event. There is a growing government focus on how Scotland uses its natural capital assets to achieve the National Outcomes.

It was noted that Mr D Crichton did not attend the Justice Leaders and Health Leaders event.

The Board noted the update.

11. **Events Update**
(HS Paper 36/17)

It was agreed that CMD and DT flag up if they think there are events the Board should be attending.

CMD/DT

Action

12. Any other business
MUP

AF gave an update on minimum unit pricing (MUP). One of the key features the Scottish Parliament built into this was a Sunset Clause. He indicated that Health Scotland will be responsible for the evaluation which will support the Parliamentary Review and we should consider carefully the supporting governance plan over the next 5 years

13. Date of next meeting: 16 February 2017, Boardroom 1/2,
Gyle Square