

NHS Health Scotland

Board Meeting
Friday 18 May 2018
10:30 – 12:00
Boardroom 1/2, Gyle Square, Edinburgh

In attendance:

Mr D Crichton (Chair)
Ms A Jarvis
Ms R Dhir
Mr P Stollard
Mr P McColgan
Mr G McLaughlin
Ms C Denholm
Dr A Fraser

Present:

Mr G Dodds
Mr A Patience
Ms D Thomas
Mr T Andrews (item 7)
Ms M Kerrigan (minute)

1 Apologies

Apologies were received from Board Members, Ms M McCoy, Mr M Craig, Ms J-C Judson and Mr R Pettigrew.

2 Declarations of Board Members' Interest

- Ms Denholm has joined the Board of Impact Arts.
- Mr Crichton is now Vice-Chair of the Scottish Police Authority.

3. Appointment of Vice-Chair

With Mr Pettigrew's prior agreement, the Chair nominated him to continue as Vice-Chair of NHS Health Scotland Board until December 2018. This was unanimously endorsed by the Board.

4. Minute of the Previous Meeting

The minute of the meeting held on 23 March 2018 was agreed as an accurate record subject to the following amendment:

“Page 6, under Stakeholder Engagement Plan, replace “this may be a rolling document” to “this would be a rolling document and come back to the Board in September 2018”.

5. **Matters Arising (Action Note)**

The action list was updated.

6. **Health & Social Care Delivery Plan Implementation**

Update on the Public Health Reform Oversight Board (PHOB)

Mr Crichton highlighted the main themes from the last PHOB meeting:

- ❖ There was a strong emphasis on putting people and citizens at the centre of this;
- ❖ Reinforced focus on inequalities;
- ❖ There was a strong emphasis around whole system working and change;
- ❖ There was a feeling that the pace needed to be stepped up;
- ❖ The importance of community participation was important;
- ❖ There was a general welcome for the sense of direction;
- ❖ There was a focus on mental health;
- ❖ Health reform priorities would be published in June;
- ❖ A workshop on the legal form of Public Health Scotland would be held in June;
- ❖ Recruitment of new Public Health Scotland Board and Chief Executive will start in the summer of 2018.

Update on the Public Health Reform Programme Board

Mr McLaughlin indicated that he expects the work of the Programme Board to become the agenda for the Oversight Board.

Health Scotland contribution to Public Health Reform Commissions

- It was confirmed that the Public Health Reform (PHR) Commissions ultimately report to the Public Health Programme Board and that the work of any Commission will include views and work from other organisations. However Health Scotland recognised that there is a requirement for us to govern the Health Scotland contribution to these Commissions
- This would be from a strategic overview perspective and would be light touch. It would come as a written report to each Board meeting as part of a new report on Change and Transition which will sit under the Health

and Social Care Delivery Plan standing item on the Board agenda
(Action: CMD)

- It was noted that the Staff Governance Committee has agreed to receive regular reports on specific impacts on staff with regard to Change and Transition generally, which will include the work of the Commissions as relevant.
- It was agreed that other Committees would not receive regular updates on the work of the Commissions, but could from time to time receive risk-related information on Commissions via relevant updates on Corporate Risks. **(Action: CMD)**

Mr McLaughlin indicated that the Public Health Reform Programme Board now meets monthly.

7. Q4 Performance Report

(HS Paper 12/18)

The Board was asked to consider whether the report sufficiently assured them that the organisation performed effectively in the last quarter of the 2017/18 Delivery Plan and in line with the priorities emerging through change and transition work.

There are two parts to this report, Change and Transition and Delivery.

Change & Transition

- At the last meeting it was agreed future quarterly reports would include a specific update on Change and Transition. It covers the three headings, Due Diligence, Vision for the Future and Staff Engagement. Ms Denholm suggested that rather than having the Change and Transition report sitting in the quarterly report this would be a separate report and would be brought to each Board meeting as per the previously agreed Change and Transition Report which will sit under the Health and Social Care Delivery Plan standing item on the Board agenda.

It was noted that the new Health Scotland Change Support Team is starting due diligence work along with a focus on staff engagement.

Delivery

This is a report on the last quarter of 2017/18, focussing on quarter 4 and is set out as before.

The Executive team highlighted delivery priorities/areas of specific focus.

Ms Denholm

- A considerable amount of work had been done this year on strategic priority 1.
- There will be a big focus this year at the Scottish Faculty of Public Health Conference on human rights, right to health and ethics.
- We have been invited to speak to Public Health England.

Mr Dodds

- Providing new leadership for the Health and Work Directorate
- The level of local government influence on the future of public health.

Dr Fraser

- On burden of disease, there is a need for investment
- Another area arising is around research.
- The capacity challenge for very senior people working at a high level in Health Scotland

Mr Patience

- Continuing challenge of expected Health Scotland contribution to national Board efficiencies/savings

In discussion the following points were made:

- ❖ The Q4 report over the years has served the Board well, however as we enter our last full year is the Q4 report as it stands still as helpful to the Board as it should be?
- ❖ It was suggested we don't have a quarter report in the next year we have a half year report to reduce the burden of work in producing this and on the quarters where there is no quarter report there is a verbal report.
- ❖ Mr McLaughlin agreed to look at this with the Executive team. **(Action: GMcL)**
- ❖ The 6 month report or any further quarterly reports (if they are retained) should include forward look) **(Action: CMD)**

8. **Chair's Report**

(HS Paper 13/18)

The Chair's report was noted.

9. **Chief Executive's Update**

(HS Paper 14/18)

Mr McLaughlin thanked Mr Dodds for agreeing to take on role of Director of Health & Work and for his commitment to this and the Board reiterated this.

Mr Dodds indicated that there had been a proposal that the CMT would bring a paper back to the Board around work completed in relation to Health & Work. He indicated that further work with stakeholders is required. CMT proposed therefore that this paper would now not come back to the Board until later in the year and the Board agreed this.

70th Anniversary

Health Scotland Board will receive a formal invite to attend the internal events in Health Scotland in Glasgow and Edinburgh. **(Action: GMcL)**

The report was noted.

10. Board Development Plan

(HS Paper 15/18)

At the Board meeting of 29 September 2017, the Board agreed to review their Board Development Plan in 6 months' time. Ms Thomas indicated that the 2017/18 Board Development Plan is now complete. It had already been agreed by the Board at the March 2018 meeting (as part of the Board Transition Plan item) that the Board would not conduct a 2018/19 self-assessment due to the transition status of Health Scotland. This was agreed with Scottish Government Sponsor Division in December 2017. This means that another Board Development Plan will not be produced.

It is proposed that over the transition period, the priority for Health Scotland Board is securing relevant non-executive Board members extensions to appointment processes post December 2018 and March 2019, so that robust governance and scrutiny of Health Scotland business can continue into autumn 2019.

Ms Thomas indicated Board Development issues could be progressed through the non-executive appraisal process, and other processes as/if appropriate. Any relevant Board development issues will be captured within the Governance Transition Plans.

Ms Thomas updated that following their correspondence and discussion with the Commissioner and legal department, the Scottish Government sponsor division, is exploring the option of removing Health Scotland from the Commissioners remit in order to assist us to better in managing the transition of Health Scotland during this period of change. They propose to do this by requesting an amendment to the Public Appointments and Public Bodies etc. (Scotland) Act 2003 by Scottish Statutory Instrument (SSI) using secondary legislation.

In that event the case for extending the non-executive Board members terms would therefore be made through the Scottish Government Sponsor Division to the Cabinet Secretary. At the April 2018 Board Seminar, Gareth Brown, Scottish Government (SG) recognised the importance of maintaining stability within the Health Scotland Board membership. A case has already been made and approved by the Commissioner for Mr Pettigrew's term to be extended until December 2018.

Further cases for those members whose terms complete in March 2019 and May 2019 have yet to be made.

Given the proposed change to removing Health Scotland from the Commissioners remit, it was agreed no subsequent cases for extensions of appointments would be made to Scottish Government until further discussion could be had between the relevant Board members and the Chair.

Ms Thomas will seek further information from the SG Sponsor Division to assist these discussions. **(Action: DT)**

The 2017/18 Board Development Plan was agreed by the Board as complete. No further specific Board Development Plan will be developed for 2018/19.

Ms Thomas suggested that the Governance Transition Plan (agreed to come back to Board in September) could capture anything further in relation to Board Development and the transition of the non-executive governance status. **(Action: DT)**

11. **Events Update**

The events update was noted.

12. **Committee/Forum minutes for homologation**

The following minutes were noted:

- AC 17 November 2017
- AC 9 February 2018
- SGC, 15 December 2018

13. **AOB**

There was nothing under this item.

14. **Date of next meeting: 20 June 2018**