

NHS Health Scotland

Minute of the Health Governance Committee meeting held on Thursday 14 September 2017 at 10.30am in room 23, Gyle Square, Edinburgh.

Present: Ms M McCoy (Acting Chair)
Ms JC Judson
Mr D Crichton

In attendance: Mr G Dodds
Ms C Denholm
Ms D Thomas
Mr M Lowther (item 5)
Mr J Howie (item 5)
Ms W Reid (item 5)
Mr D Robertson (item 6)
Ms K McMenemy (item 6)
Mr T Andrew (item 7)
Ms M Kerrigan (Minute)

The Chair welcomed everyone to the meeting.

Before the start of the meeting the Committee took time to acknowledge the recent and sudden death of a colleague and the impact it has had on staff.

1. **Apologies**

Apologies were received from Dr Paul Stollard, Mr Paul McColgan, Mr G McLaughlin, Dr A Fraser.

2. **Declaration of Committee Members' Interests**

No members' interests were declared.

3. **Minute of previous meeting**

The minute of the previous meeting held on 4 May 2017 was agreed as an accurate record.

4. **Matters Arising**

The action list will be updated. Updates are as follows:-

Item 4: Healthy Working Lives

The Healthy Working Lives function was raised at the last Committee meeting and subsequently at the Board meeting. It was agreed that this item would be discussed at the Board Seminar on 6 October prior to a Board item in November. Any further issues would be presented to the appropriate Committee if required. The action is therefore now complete.

Item 5: Core Programme 1 - Strategic Priority Improvement Process

In Mr A Fraser's absence Ms Thomas, Executive & Governance Lead (EGL), explained that for the strategic priority item the Commissioner will ensure that the improvement messages either about their own programme of work or wider improvement messages that would span across other commissioning priorities, would be taken back to the commissioners' meeting. If there is anything that the Committee is recognising as an area of significant improvement, which might need more of a strategic conversation, then that commissioner would be invited to attend CMT. It was noted that there is a standing item on the CMT agenda which enables the CMT to consider Board and Committee feedback.

It was agreed that "Strategic Priority Improvement/Learning" would be added to the HGC agenda as a standing item **(Action: MK)**

Item 7: Forward Planner for 2017/18

This was presented to today's meeting for information.

5. **Strategic Priority 4:** Improve the quality and sustainability of Scotland's physical and social environments

Mr Matt Lowther, Head of Place and Equity, and Mr John Howie, Organisational Lead for Physical Activity, presented two areas of Strategic Priority 4, The Place Standard and Housing.

In discussion:

- The Health Governance Committee commended the work of colleagues in developing and rolling out the use of the Place Standard, also the traction and influence it has developed over a relatively short period of time. It was noted that the investment in relationships and ways of working has been central. The Committee highlighted the importance of this way of working as part of our legacy for the new public health body. Investment in and engagement with partners is valued as a key principle and fundamental "soft skill" necessary within a Knowledge Into Action (KIA) process;

- A point made by the Health Governance Committee for sharing learning from the Place Standard process with other programmes was that, especially in the current climate, it was important to be very aware that using such a tool raises expectations in a community to do something at a time when there are fewer resources. A collective response also requires a nominated lead in order for work to progress. There needs to be a readiness of the senior teams in the 'Place' and others at different levels, to act on the results of such a process;
- A further learning point was the need to be clear about the evidence and narrative for impact and progress towards overall outcomes;
- The HGC asked if the licensing or copyright of the Place Standard could be explored; **(Action: ML)**
- The Health Governance Committee asked how private sector is involved in housing and explored the complications of pursuing this and encouraged this to continue.

The Committee thanked Matt and John for their paper and presentation.

6. **Governance of Risk**

(HGC Paper 11/17)

Mr D. Robertson, Senior Policy and Risk Officer (SPRO), spoke to the paper.

The Health Governance Committee was asked to consider risks 17-1, 17-2 and 17-4 on the Corporate Risk Register (CRR) to ensure they were sufficiently assured by the actions taken or proposed to mitigate these risks. The updates under each risk show what Health Scotland is doing to mitigate risk

- 17-1
Capitalise fully on the policy direction laid out in the Scottish Government's Health & Social Care Delivery Plan and other national policy developments
- 17-2
Management of our relationships with key national partners in supporting the development of the new public health body
- 17-4
Management of our stakeholder relationships

It was noted:

- the risks were inter-related;
- duplication across the updates in the paper would be rectified for the Board meeting; **(Action: DR)**
- the Master Risk Register (MRR) had been refreshed and uploaded to the Corporate Planning Tool (CPT);
- under appendix 1 - 17.1 'updates', the Cabinet Secretary for Health had not been in attendance for Mr David Crichton's presentation.

It was felt it would be helpful to get a sense of how successful the mitigation actions were in achieving the desired outcome. It was also suggested that making future updates as accurate as possible would be helpful in terms of assuring governance. **(Action: DR)**

The Health Governance Committee asked for further detail on one of the actions, the SG/COSLA logic modelling session for public health priorities. The Executive and Governance Lead provided the necessary assurance and agreed also to clarify how the public health priority work links with the NHS work on targets and indicators recently carried out by Sir Harry Burns. **(Action: DR)**

7. **Significant Adverse Events Report 2017** (HGC Paper 12/17)

This was the first Significant Adverse Events paper to be presented to the Health Governance Committee.

Over the last twelve months there had been one significant adverse event recorded and the Committee was assured that rapid improvement action was taken to reduce the risk of this happening again. It was noted the improvement project will come to an end on 19 September.

It was agreed the wording under 'Promoting Fairness' should be reviewed, to read as follows:

Sentence beginning "Based on that... replace "failing" with "finding it hardest".
(Action: TA)

8. **Forward Planner Update**

It was agreed at the last meeting that the Forward Planner be brought back to the Health Governance Committee as some strategic priorities had shifted. It was noted the Equality Outcomes report, due to come to this meeting, would now be brought to the December meeting.

The update was noted.

9. Any Other Business

There was no further business.

10. Date of next meeting: 7 December 2017, Gyle Square Boardroom 2, Edinburgh.