

NHS Health Scotland

Minute of the Health Governance Committee meeting held on Friday 24 June 2016
at 10.30am in room 23, Gyle Square, Edinburgh.

Present: Dr P Stollard (Chair)
Dr M McCoy
Ms JC Judson (teleconference)

In attendance: Dr A Fraser
Mr G McLaughlin
Mr D Crichton
Ms C Duncan
Mr G Dodds
Ms D Thomas
Mr M Lowther
Mr R Atkinson (item 6)
Ms L Conway (item 6)
Mr R Gray (item 6)
Mr P Eaglesham (item 6 – teleconference)
Ms M Kerrigan (Minute)

ACTION

The chair welcomed everyone to the meeting.

1. **Apologies**

Apologies were received from Mr Paul McColgan.

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

There were no declaration of members' interest.

3. **Minute**

The minute of the previous meeting held on 15 January 2016 was agreed as an accurate record.

4. **Matters Arising**

Significant Events

The Committee agreed at the last meeting to revisit significant events (item 6). It was agreed AF/PS have a

AF/PS

ACTION

discussion with a view to bringing a paper back to the October meeting.

For the benefit of new non-executive members of the Board, AF explained the background to significant events.

He explained that at the start of last year the previous chair, Anne Maree Wallace, attended a number of meetings with fellow non-executive directors of NHS Boards who were looking at significant events and asked that the Committee consider equivalent events and measures to take forward to ensure its governance. There had been a number of internal discussions and a paper was presented to the last meeting.

Government Conversation with the People of Scotland

It was noted that the Government's Conversation with the People of Scotland (item 8) had been overtaken by events.

Telephone Equipment

The Committee was given reassurance that telephone equipment to facilitate effective meetings was being monitored on a regular basis.

5. Induction

An induction pack was issued with the papers and an explanation given on the Health Governance Committee's role and responsibilities.

The pack provided information on the Terms of Reference, notes on how to bring papers to the Committee, information on its structure, Assurance Statement and Annual Report and a presentation was given around the three standards based on the Knowledge into Action chain (knowledge generation, knowledge management, knowledge application) and an explanation given on the five core programmes.

In discussion it was agreed:

- AF/PS come back to the next meeting with suggestions on how the Committee might choose to vary its ToR or its method of working;
- to look at the EFQM journey; how the model could be used in a tailored way for the Committee (AF/PS

AF/PS

AF/PS

**ALL
ACTION**

AF/PS

to discuss in late summer) – comments to be fed back to AF;

- that consideration be given to the Committee's role in risk monitoring and risk appetite;
- that the Committee's main purposes were scrutiny and assurance.

6. Core Programme 2: The Places and communities in which people live, support and promote good health (HGC Paper 4/16)

Mr Atkinson, Organisational Lead for Health & Safety, introduced his paper which gave an overview of the work being carried out in Core Programme 2 (Social and Physical Environments, with an emphasis on the work in relation to community engagement and community justice). Also participating in this presentation were Bill Gray, Organisational Lead for Community Food, Lizanne Conway, Organisational Lead for Community Development and Phil Eaglesham, Organisational Lead for Community Justice.

In the community justice work, offenders are offered a more joined up integrated and effective set of health improvement activities and interventions as they progress through the criminal justice system. NHS Health Scotland works in partnership with those delivering services to influence their work and support them in delivering suitable services.

Work is carried out on connected communities to support the agencies who engage with local communities and the communities themselves.

Bill Gray, Organisational Lead for Community Food, introduced his handout and explained the role of community food. He indicated that Community Food supports local communities who are tackling health inequalities and supporting social inclusion through the medium of food.

Lizanne Conway, Organisational Lead for Community Development explained that community development is a new portfolio in name within NHS Health Scotland.

ACTION

In her handout she explained that community development connects people and place and can, with skill, be applied to any setting or topic be that food poverty, mental health, damp housing, or areas based issues like safe play spaces.

Phil Eaglesham, Organisational Lead for Community Justice, produced a handout on Custody, Prison and Throughcare Pathway.

In discussion it was felt essential to ensure support and communication is timely and conveyed to the correct individuals.

The presenters were thanked for bringing their presentations before the Committee and for the level of detail.

The Committee noted the papers and the collaborative work being carried out in areas of community engagement and community justice.

7. Statement of Assurance and Annual Report

The Health Governance Committee Statement of Assurance was signed by Anne Maree Wallace and noted by the Committee.

The Health Governance Committee Annual Report was noted by the Committee.

8. Corporate & Audit Matters (HGC Paper 5/16)

(Review of Committee Effectiveness)

The Internal audit report called for a review of Committee effectiveness. However, as the non-executives were new it was felt a review was not appropriate at this stage and should be delayed until January 2017.

It was noted at the review of internal audit that there be a review of all the core programmes each year.

(Governance of Risk 2016/17)

The paper asked the Committee to note the current work to improve how risk is managed and governed at NHS Health

ACTION

Scotland and note the proposals for governance of the new Corporate Risk Register which has direct implications for the Committee.

The paper had been discussed at the Board, Staff Governance Committee and Audit Committee and will be a standing item on future Health Governance Committee agendas.

This paper was noted.

9. **Any Other Business**

There were no matters under this item.

10. **Dates of future meetings:**

14 October 2016, Room 5.5, Meridian Court, Glasgow.
13 January 2017, Room 17, Gyle Square, Edinburgh.
3 March 2017, Room 5.5, Meridian Court, Glasgow.