

NHS HEALTH SCOTLAND

**Minutes of the Board meeting
held at 10.30 am on Wednesday, 22 June 2016
in Room G1/2, Meridian Court, Glasgow**

Present: Mr D Crichton (Chair)

Ms A Jarvis

Mr M Craig

Ms J C Judson

Mr P McColgan

Mr R Pettigrew

Ms R Dhir

Ms M McCoy

Mr G McLaughlin

Dr A Fraser

Mc C Denholm

In attendance: Mr S Bell

Ms C Duncan

Ms D Thomas

Mr A Patience

Ms L Blair

Ms S Love (Item 7)

Mr W Halliday (Item 7)

Mr P Eaglesham (Item 7)

Mr T Andrew (Item 8)

Mr D Robertson (Item 8)

Ms N Thomson (Item 9)

Ms M Riordan (minute)

ACTION

1. Apologies

Apologies were received from Dr P Stollard.

2. Register of Board Members' Interests

Ms Denholm informed the Board that she had been appointed as a Non Executive Board Member of Scottish Natural Heritage.

ACTION

Minutes of previous meeting held on the 27 May 2016 (HS Mins 3/16)

The minutes of the previous meeting were approved, subject to the following amendment.

Those Present

Delete: *Dr P McColgan*

Insert: *Mr P McColgan*

4. Matters arising (Action Note)

In respect of the proposed Board Seminar, scheduled for the 11 August 2016, having confirmed Board member availability, it was agreed that this should go ahead as planned.

It was noted that in respect of Item 6 on the action note, a paper will be presented to the August Board meeting.

HoS&C

It was also noted that all other outstanding actions were complete.

5. Chair's Report

The Chair gave a verbal update to the Board covering the period from the 28 May. During the period he informed the Board that he had attended the following meetings/events.

- Along with the Director of Strategy, The Chair attended a very constructive meeting with the Director of the Scottish Human Rights Commission (SHRC) on the 1 June. The SHRC agreed to continue helping Health Scotland to articulate accurately its use of human rights principles and legislation. SHRC also welcomed Health Scotland's commitment to using human rights as a core principle of its work

ACTION

- Along with the Chief Executive, the Chair attended an NHS Scottish Leaders event on the 13 June. The Chair said that this was a period of change and that it was important to keep reinforcing the value and activities of Health Scotland, as well as marketing and communicating the organisation's work with partners. He said that it was important to continue to reinforce Health Scotland's impact during a period of change. The Board supported this position.
- The Chair attended a strategic meeting with the Cabinet Secretary on the afternoon of the 13 June.
- The Chair also attended the NHS Scotland event on the 14 June. He said that the Health Scotland stand at the event had been very well presented and wished to record his thanks to staff who were on the stand. The event had been a good opportunity to hear what was going on in the rest of the NHS.
- On the 15 June the Chair attended a meeting of the National Strategic Group for Sport and Physical Activity of which both he and the Chief Executive were members. He said that this was an important area of work, particularly in terms of the challenges of encouraging certain groups to increase their level of physical activity.
The Chair congratulated Cath Denholm on her appointment to the Board of Scottish Natural Heritage and noted the potential benefit to both SNH and Health Scotland.

The Board noted the update.

6. Chief Executive's update

The Chief Executive gave a verbal update to the Board on meetings and events that he had attended covering the period from the 28 May.

- Attended an evening session organised by the Director of the Glasgow Centre for Population Health to meet with invited colleagues from Columbia University. The Chief Executive said that their work was core to the Health Scotland evidence work on fundamental causes of health inequalities.

ACTION

- Attended the Scottish Leaders Event on the 13 June. He said that the event had heard a strong message from the First Minister around the Government's 5 year programme as well as the expectation around the public sector leaders working collaboratively across all sectors.
- The Chief Executive, along with the Director of Public Health Science, attended the Faculty of Public Health UK conference in Brighton. He said that the conference was focused on the launch of Better Mental Health for All, with particular emphasis on building better mental health and wellbeing for young people.

The Chief Executive then gave a short update to the Board on NHS Health Scotland's application for the Committed to Excellence Award.

The Chair advised the Board that the Chief Executive had been elected as an Honorary Fellow of the Faculty of Public Health and asked the Board to join with him in offering congratulations for this recognition.

The Board noted the update.

7. NHS Health Scotland's End of Year Impact Report 2015/16
(Paper No 20/16)

Ms S Love, Strategic Development Team Manager, spoke to the paper and gave a short presentation to the Board. She explained the reason for the two separate reports being presented and asked the Board for their view on how the reports could best be used. She said that the report was structured around the organisational performance framework. Examples of work that had been done were then presented to the meeting.

A discussion then followed during which it was agreed that the presentation of two reports was very useful. It was felt, however, that a more focused executive summary would be helpful for an external audience. Ms Love said that discussions had been held on this point in respect of opportunities in the forthcoming Annual Review to do this.

ACTION

The Chair said that the Board welcomed the new format for the report and the way it was presented, recognising that it will be reviewed in future years. He said that this was a balanced report, highlighting successes as well as being open about weaknesses, and reflected well on those who had carried out the review. He said there was a clear link between this report and the new Strategy and that the Board would expect to see the lessons from this feeding directly into it. He said that there was an opportunity to focus on mental health given the Government's increasing priority in this area.

In terms of communication, it was felt that the report could be used more widely in a different form to reach a wider audience. It was agreed that the Scottish Government was a key stakeholder and that the report should be used in discussions with Scottish Government colleagues. It was felt that in the context of change within the Health Service, the report would be useful to show what Health Scotland could offer.

It was also felt that the report could be used for individual stakeholders along with the Annual Report. The Chief Executive said that this could be looked at. He said that if Board Members wished further information on the work presented, this could be provided.

8. Annual Risk Report
(HS Paper No 21/16)

Mr D Robertson, Policy and Risk Officer, spoke to the paper which provided a report to the Board on the management of corporate risks in 2015/16. Mr Robertson highlighted to the Board that a summary of risk appetite had been included in the paper and that the number of corporate risks on the Register had been reduced from 17 to 11.

It was agreed that Risk would be included in the programme for the Board Seminar to be held on the 11 August as part of the strategic discussion.

E&GL

Following discussion of the paper, the Board approved the formal allocation of the governance of corporate risks to NHS Health Scotland's governance committees.

The Board noted the paper.

ACTION

9. **Equality and Diversity End-Year Report**
(HS Paper No 22/16)

Ms N Thomson, Senior Improvement Officer, spoke to the paper which provided an update to the Board on progress towards NHS Health Scotland's equality and diversity outcomes. She asked the Board to note that the equality outcomes were being reviewed.

In discussion of the paper, it was felt that this should be built into the organisation's strategy. It was agreed that this should be embedded into the new strategy which was being developed.

DoS

10. **Committee/Forum minutes for noting**

The Board noted the following Committee/Forum minutes.

- Audit Committee: 22 April 2016
- Draft Audit Committee: 8 June 2016
- Staff Governance Committee: 11 March 2016
- Draft Staff Governance Committee: 13 May 2016
- Partnership Forum: 25 February 2016

11. **Any other business**

There was no other business.

12. **Date of next meeting**

26 August 2016.