



HS Paper 26/15

BOARD MEETING: 21 AUGUST 2015

NHS HEALTH SCOTLAND QUARTER 1 CORPORATE REPORT

Recommendation/action required:

The Board is asked to note the assessment of progress against the 2015/16 Business Plan and to provide any commentary on the revised format just introduced.

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11 August 2015

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NHS HEALTH SCOTLAND QUARTER 1 CORPORATE REPORT

Purpose of Paper

1. The Board is asked to note the assessment of progress against the 2015/16 Business Plan.

Background

2. Quarterly corporate performance reports are presented by NHS Health Scotland Overall figures, Core Programmes, Directorates and Teams. The Corporate Report summarises the financial and non-financial performance against resources, outputs set out in the business plan on a quarterly basis and assesses strategic risk of implementation. Initially the report is drafted for the Corporate Management Team and then finalised for the NHS Health Scotland Board and Scottish Government.
3. At an organisational level the report contains summaries covering Financial Information, the Workforce Plan, a summary of the Corporate Risk Register, and Headcount, Turnover, Absence and ksf information.
4. There have been a number of significant changes made to the way reporting is completed and presented in 2015/16. We are moving from quarterly to monthly performance reporting (with monthly reports considered by CMT, and quarterly reports considered by CMT, the Board and Scottish Government), enabling more time to address issues that emerge while at the same time greatly reducing the amount of time it takes staff to complete reporting. The presentation of the revised performance reports is focussed much more on quantitative performance data, in association with performance narratives for each Directorate.

Summary

5. Quarter one has been a successful and busy beginning to the delivery year.
6. We are delivering 97% of the products and services we planned to on time and 99% of these are on scope. These figures include completed outputs, outputs on time/scope with no issues, outputs with some issues but will still deliver on time/scope and outputs with significant issues being actively managed. They do not include outputs serious issues that will not deliver on time/scope or where the output will not be delivered.
7. We have identified the issues involved in the very small number of outputs where there may be a risk to delivering on time and in scope over the delivery year and are actively managing these.
8. We have succeed in our KSF review target for 2015 - 95% of staff have had a review and have a Personal Development Plan.

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9. Agreement has been reached with Directors of Public Health on the review of Healthy Working Lives in Scotland.
10. We have been instrumental in organising the National Public Health Review Engagements Events.
11. We developed and published a report through ScotPHN on a public health response to homelessness that has been endorsed by Directors of Public Health.
12. We led a successful Smokefree Hospital Grounds campaign.
13. We produced tailored summaries of our Delivery Plan resulting in a 50% increase in requests for engagement with us.

Workforce Plan summary

14. As the result of workforce planning assumptions for 2015/16 we set a 6.25% efficiency saving target. We have recently made improvements to in year and end of year workforce planning processes with revised membership and terms of reference for the Workforce Review Group and also ensuring a closer alignment of workforce decision making with the annual commissioning process.
15. The average absence level to date this year is 3.88%, below the NHSScotland average for the quarter of 4.81% and within the 4% HEAT standard.
16. During this quarter we exceeded our 90% ksf review target, with 95% of staff having had a review and 95% of staff agreeing an up to date PDP. All decisions regarding financial support for training identified in PDPs have been taken.

Finance and Resource Implications

17. With regard to the revenue resource limit (RRL), at the end of the 3 month period there was an underspend of £55k (1.0%) against the phased budget.
18. The 2014/15 capital resource limit (CRL) is currently £250k, but we have advised the Scottish Government that this will reduce to £100k principally due to our property strategy. Related to this we have agreed with the Scottish Government that they will increase our transitional property funding from £152k to £300k for 2015/16.
19. Our annual cash requirement is expected to be £20m being closely aligned to our revenue and capital funding.

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Partnership

- 20. A successful Partnership Forum risk session was held in May which was facilitated by Scott-Moncrieff. The Forum discussed risk management in general, risk appetite, and the Board’s risk appetite as well as next steps.

Communications

- 21. With regards to this report, there are no specific communications outwith the normal publication of Board papers and sharing of key messages and decisions with all our staff through the monthly Corporate Cascade system.
- 22. With regards to corporate communications and engagement activity, this is picked up within the body of the report.

Risk

- 23. A number of specific risks have been outlined in the body of the Quarter 1 Corporate Report.
- 24. The Corporate Risk Register (Appendix 1) was published on the NHS Health Scotland website in April 2015.

Equality and Diversity

- 25. The Quarterly Corporate Reports measure progress against the Delivery Plan, in line with *A Fairer Healthier Scotland*, which sets out the role, direction and priorities of NHS Health Scotland and the commitment is to focus on the biggest health challenge facing Scotland – health inequalities.

Sustainability and Environmental Management

- 26. No Sustainability and Environmental Management issues have been identified.

Action/ Recommendations

- 27. The Board is asked to note the assessment of progress against the 2015/16 Business Plan and to provide any commentary on the revised format just introduced.

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Policy and Risk Officer
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