

**HS Paper 10/15**

**BOARD MEETING: 27 MARCH 2015**

**NHS HEALTH SCOTLAND QUARTER 3 CORPORATE REPORT**

### Recommendation/action required:

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| The Board is asked to note the assessment of progress against the 2014/15 Business Plan. |

**Author: Sponsoring Director:**

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| **Duncan Robertson**  **Performance Officer** | Cath Denholm  Director of Strategy |

**19 March 2015NHS HEALTH SCOTLAND QUARTER 3 CORPORATE REPORT**

## Purpose of Paper

1. The Board is asked to note the assessment of progress against the 2014/15 Business Plan.

**Background**

1. Quarterly corporate performance reports are presented by Directorate 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.
2. 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.

**Summary**

1. Following a successful Annual Review on 30 September we were able to reach agreement with our Scottish Government sponsor team on a number of actions which have subsequently been confirmed by the Minister for Public Health as our Annual Review Action Plan.
2. Prior to the announcement of the new First Minister’s Cabinet, the outgoing Public Health Minister announced a review of Public Health in Scotland. We agreed that NHS Health Scotland will develop an organisational response to any consultation arising from the Review.
3. Quarter 3 saw the publication of a number key publications all of which were well received and have produced positive feedback.
4. The Chair and Chief Executive of NHS Health Scotland have been involved in the recruitment of the Board and Chief Executive of new Scottish Food Body to replace the Food Standards Agency in Scotland.
5. We have refreshed the previous senior leadership group under the title of Corporate Leadership Forum with a new convenor. A specific objective of this development is to better connect the work of senior managers, other NHS Health Scotland leaders and the Corporate Management Team.
6. Our long term ambition to achieve the Healthy Working Lives Gold Award had been realised, with the assessor noting the extent of the broad ownership of this work across NHS Health Scotland.
7. We made the significant decision to launch a campaign funded and managed by NHS Health Scotland to support the policy implementation of Smokefree NHS Grounds in March 2015.

**Workforce Plan summary**

1. As the result of workforce planning assumptions for 2014/15 we have set a 5% efficiency saving target. These assumptions were built into our staff budget projections and our use of vacancy management and in year workforce planning revisions has kept us on track with this during Q3. We have also recently agreed improvements to the Workforce Review Group (WRG) process which are intended to support the achievement of the target for coming years.
2. The average absence level to date this year is 3.02%, below the NHSScotland average for the year of 4.96 % and within the 4% HEAT standard.
3. Progress since success in Q1 with the Personal Development and Review target rates (99% reviews completed, 95% PDPs agreed and 97% Objectives agreed) has resulted in 100% Reviews completed, 99% PDPs agreed and 100% objectives agreed and recorded on the system.

**Finance and Resource Implications**

1. With regard to the revenue resource limit(RRL), at the end of the 9 month period there was an underspend of £449k (3.0%) against the phased budget. The total of recorded commitments (outstanding purchase orders plus estimated future payroll costs) was £19.535m and £1.101m (5%) of the RRL remained to be committed.
2. The 2014/15 capital resource limit (CRL) is a negative £816k has a result of the Scottish Government processing the Woodburn House transfer (as a negative CRL) at its net book value of £1,166k, offset by capital additions of £250k together with a revenue to capital transfer of £100k.
3. At this stage the annual cash requirement is assumed to be £21m. Total cash drawn down for the period was £14.6m (70% of the annual requirement). Cash balances continue to be monitored closely, with future cash drawdowns being adjusted to reflect anticipated needs.

**Partnership**

1. The Partnership Forum met twice during Q3. The December meeting was dedicated to reviewing progress to date on the implementation of Functional Alignment proposals and the effectiveness of the Change Advisory Group process.

**Communications**

1. 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.
2. With regards to corporate communications and engagement activity, this is picked up within the body of the report.

**Risk**

1. A number of specific risks have been outlined in the body of the Quarter 3 Corporate Report.
2. It should also be noted that the Corporate Risk Register (Appendix 3) has been updated and the full revised register was published on the NHS Health Scotland website in December 2014.

**Equality and Diversity**

1. 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 for the next five years and the commitment is to focus on the biggest health challenge facing Scotland – health inequalities.

**Sustainability and Environmental Management**

1. Healthy Living Award presented at Environmental Health Study Day, which was attended by all local authorities, to encourage good partnership working with local authority environmental services teams.
2. Board and committees moved to paper light working.

**Action/ Recommendations**

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**Duncan Robertson**

**Performance Officer**

**19 March 2015**