Draft Board Minute Part 1

NHS Health Scotland

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Minute of the Board meeting

**Friday 21 June 2019 at 10.30am**

**Boardrooms 1/2, Gyle Square, Edinburgh**

Members present:

Mr D Crichton (Chair)

Mr G McLaughlin

Ms C Denholm

Ms A Jarvis

Mr R Pettigrew

Ms R Dhir

Ms M McCoy

Dr P Stollard

Mr M Craig

Dr A Fraser

In attendance:

Ms D Stockton

Mr A Patience

Ms C Dea

Ms E Molony (item 6)

Mr D Robertson (item 7)

Ms M Kerrigan (Minute)

Apologies

Ms J-C Judson (non-executive)

Mr P McColgan (non-executive)

Mr G Dodds

Ms D Thomas

1. **Welcome**

The Chair welcomed everyone to the meeting.

2. **Declaration of Committee Members’ Interest**

No members’ interests were declared.

3. **Minute of previous meeting**

The minute of the previous meeting held on 17 May 2019 was approved as an accurate record with the following action to be included in the updated action list.

It was noted that an action under item 6 “Board Governance until Dissolution” was not included in the action list, which relates to the Public Health Scotland start date being further delayed.

**Action:**

* NHS Health Scotland Board Governance until Dissolution Plan should actively pick this risk up in due course if this becomes a likelihood in future months.

4. **Matters Arising (Action List)**

All actions have been updated.

5. **Public Health Reform (verbal update)**

- The Shadow Chair for Public Health Scotland will take up his post on

 1st July 2019;

- The advert for Chief Executive has now gone out;

- The staff TUPE transfer consultation will go live on 1st July 2019;

- The deadline for receipt of responses to the Legislative Consultation

 is 8th July 2019.

The Board was advised about the establishment of the Shadow Executive Management Team for Public Health Scotland. A number of senior Health Scotland managers will sit on this team. Concern was expressed about the possible impact on the capacity of those staff to deliver their current responsibilities.

To ensure the Board is updated on development in a systematic and timely way, following discussion it was agreed that Mr McLaughlin will prepare a regular monthly briefing for the Chair which would be circulated to the Board.

It was noted that the involvement of senior staff in the new PHS Executive team was very positive, however once the matching process has taken place and posts confirmed positions of individuals may significantly change and this could result in risks to operational delivery.

It was noted that the Oversight Board will continue to operate with Mr Crichton representing Health Scotland.

**Actions:**

* The Chair to send Board members Health Scotland’s response to the Legislative Consultation prior to submission on 8th July 2019.
* The Chair to receive monthly briefings from Mr McLaughlin.

6. **Quarter 4 Performance Report Including End of Year Impact**

 **(HS Paper 29/19)**

This year the Q4 Performance and End of Year Impact report have been combined.

Ms Molony, Organisational Lead for Policy & Outcomes, introduced the report by highlighting key areas.

Following discussion, the Board welcomed the report and the willingness to measure and challenge performances. It provided Board assurance on successful delivery against plans, and that there is good focus on outputs and outcomes.

The Board felt there was nothing in the report to reflect lessons learned over the last year and would like to see something towards the end of the third quarter.

**Action:**

* Lessons learned to be included in future Quarterly Performance Reports.

The Board approved the report.

7. **Annual Risk Report**

 **(HS Paper 30/19)**

The purpose of this paper was to report to the Board on the Risk Management arrangements within NHS Health Scotland, to provide assurance that risk is adequately and appropriately managed.

Changes were made to risk management in the last year. Mr Robertson highlighted key areas.

In discussion it was felt the overall identification and management of risk had improved. Seeing it now as an annual report, the progress made and the protocols and structures in place gave the Board the assurance it requires. The Board commended Mr Robertson on the work done, especially over the last year.

In relation to the accountability gap, the Board queried whether 19.3 and 19.4 were accurate descriptions of the risks we face over the coming year.

**Action**:

* Mr McLaughlin/Ms Denholm/Mr Robertson to look at risks 19.3 and 19.4 and amend as appropriate.

The Board noted the report.

8. **Equality & Diversity Year End Mainstreaming Report**

 **(HS Paper 31/19)**

We are required to produce these reports every 2 years. Public bodies are required to publish two yearly reports on progress towards meeting Equality Outcomes.

This paper updates the Board on progress made over 2018/19 towards NHS Health Scotland’s Equality Outcomes 2017-21 and fulfils our statutory requirement.

In discussion the Board found this a comprehensive picture on what we have done and was pleased with the future focus of the report. It demonstrated the commitment to properly mainstreaming the work we do on equality and diversity. The Board recommended that the practice and principles be taken forward into PHS and the wider system.

The Board was happy to note the report and asked that Ms Denholm pass on its thanks to Ms Thomson.

9. **Corporate Risk CRR 19-6**

 **HS Paper 32/19**

This risk is now overseen by the Board and is a good example of proactive media management.

The Board was happy to note the report.

10. **Significant issues from recent Board Committee meetings**

 **Staff Governance Committee**

There was nothing to report.

**Audit Committee**

There was nothing to report.

 **Remuneration Committee**

The Remuneration Committee met on 7th June. The Chief Executive’s objectives were agreed for the year and appraisals confirmed for the senior management team.

11**. Chair’s Report**

 **HS Paper 33/19**

The Chair highlighted the following:

* Meeting scheduled with Public Health Scotland (PHS) Shadow Chair, Professor Jim McGoldrick, on 5 July
* The successful International Making Place Conference on 10 June, which further highlighted our Place Standard work.
* Health Scotland’s response on the Sturrock review, which will be discussed at the Partnership Forum on 27 June 2019.

**Action**:

* The Chair to receive a summary of the Sturrock Review discussion from the Partnership Forum
* Sturrock review to be placed on the next Board Seminar agenda.

The Chair’s report was noted.

12. **Chief Executive’s Report**

**HS Paper 34/19**

The Chief Executive focused on the following points:

**MESAS**

The Annual MESAS Report has now been published and there has been positive publicity around this.

**iMatter**

The highest ever iMatter return rate had been achieved and excellent performance was recorded in the completion rates.

**Healthy Working Lives (HWL)**

The last HWL Programme Board meeting was held on 3rd June 2019. The Board thanked Ms Simpson for her excellent contribution and asked that this be passed on.

**Action:**

* The Board noted Ms Simpson’s imminent retirement and thanked her for her excellent contribution

**Issues associated with transition**

It was noted this was the only written record on transition issues and it was suggested that the language in the final sentence should be reviewed.

Action:

* Review final sentence

13. **Events Update**

 **HS Paper 35/19**

The Events update was noted.

14. **Committee/Forum minutes for homologation**

The minute of 22 February 2019 SGC was noted.

15. **AOB:**

There was no further business.

16. **Date of next meeting:** 27 September 2019