



Draft Minute

NHS Health Scotland Board Meeting

Friday 14 February 2020, 10:30 to 12:00

Board Rooms 1 & 2, Gyle Square, Edinburgh

Members present

Mr D Crichton (Chair)
Ms A Jarvis
Dr P Stollard
Mr P McColgan
Ms JC Judson
Mr M Craig
Mr G McLaughlin
Ms C Denholm
Dr A Fraser

In attendance

Mr G Dodds
Mr A Patience
Ms N Gordon

Member Apologies

Ms M McCoy
Mr R Pettigrew
Ms R Dhir

Other Apologies

Ms D Thomas
Ms D Stockton

1 Welcome and apologies

Mr Crichton welcomed everyone to the meeting and noted the apologies.

2 Declaration of Board members' interests

No new interests were declared.

For approval

3 Minute of previous meeting held on 22 November 2019

The minutes were approved as an accurate record.

4 Matters Arising (Action List)

The Action List was approved. The Board was content that all rolling actions had been appropriately dealt with or rolled forward.

The Board asked for an update on coronavirus, and it was agreed that this would be addressed under the Chief Executive's Report (agenda item 8).

For discussion and / or approval

5 Public Health Reform (verbal update)

Ms Denholm provided a verbal update, informing the Board that:

- The Change and Transition Update had been circulated to Board members this week, providing the latest update on several issues
- She is now acting as Interim Head of Service for Performance, Governance and Strategy as well as HS Director of Strategy – adding that many teams are covering dual roles as HS winds down and preparations for day one of PHS move into their final stages
- The PHS Board is expected to be confirmed and announced soon, with recommendations currently with the Minister.

Mr McLaughlin added that:

- As PHS Chief Executive, Angela Leitch has been connecting with the HS and NSS Chief Executives on any issues where there might be a conflict of interest

The Board recognised that there will be cultural differences between HS and PHI that will necessitate a phased shift for staff as together they create one new organisation. It understood that this would evolve, and that aspects of local government culture and thinking would in part come from the new CEO to begin with.

It was noted that the PHS Board will have two local government / COSLA members, who will be appointed after 1 April.

6 Corporate Risk Governance of CR 19-6 Update

(HS Paper 01/20)

Ms Denholm introduced the paper and assured the Board that HS remains appropriately connected and involved with key public health stakeholders during the final stages of the transition period.

She observed that the way in which HS is referring to PHS is deliberately sensitive, avoiding any perception that we may be prescribing future work priorities for PHS.

She informed the Board that the PHS Twitter account will be based on the current HS account to allow retention of current HS followers.

The Board confirmed that the actions described in the report provided sufficient assurance that appropriate action had been taken to mitigate risks.

7 Chair's Report

(HS Paper 02/20)

The Board noted the report.

8 Chief Executive's Report

(HS Paper 03/20)

Mr McLaughlin provided additional detail on his HS finance update, assuring the Board that a modest surplus at 31 March 2020 was forecast.

He advised that he had written to the Sponsor Team in Scottish Government (SG) regarding the final accounts for Health Scotland, noting that HS had produced 16 sets of balanced accounts and that the Board was focussed on ensuring a balanced set of final accounts.

The risk to this was associated with any potential requirement to make additional contributions towards the £15m National Boards Savings Target for 2019/20. Mr McLaughlin assured the Board that this risk was being well managed.

For the Board's information, he further noted that the HS Sponsor Team within SG will be the PHS Sponsor Team, and that there was a mutual interest in maintaining good relationships.

In response to the question about coronavirus raised earlier in the meeting, Mr McLaughlin informed the Board that the Chief Medical Officer had issued a letter this week asking all Boards to be prepared for the challenges associated with a pandemic. Health Scotland had received a request from Health Protection Scotland (HPS) to provide additional administrative support, and this was being offered to HS staff on a voluntary basis.

In terms of how HS might be able to contribute to pandemic flu planning, three elements were outlined by Mr Fraser. These were:

- Information and reassurance provided to staff
- Mutual aid to other NHS organisations like HPS
- Mutual aid to the wider system, including territorial Boards

The Board was informed that staff would be advised that the option to work from home should be used where appropriate, as the aim will be to slow down the spread of the epidemic. It was noted that the next three to four months would be uncertain, but that this uncertainty might last for the next two years. Although the UK is well geared up to respond, it is unclear when coronavirus will hit and how bad it will be.

Ms Judson observed that in terms of external messaging, third sector organisations might be confused by messages from Health Scotland just before messages from Public Health Scotland are issued. It was noted that Communications colleagues were aware of the need to avoid mixed or confusing messages, and that Scottish Government or Health Protection Scotland would be responsible for external messaging rather than Health Scotland.

The Board was informed that CMT would receive a paper on 24 February setting out what HS can do between now and April and that this would be consistent with SG expectations of HS.

9 Significant issues for noting from recent Board Committee meetings

- Audit Committee: Mr Crichton updated the Board in Mr Pettigrew's absence from today's meeting, advising that the Committee was keeping a watching brief on any unanticipated costs for HS associated with PHS. He noted that the Committee would receive assurance reports from the other committees at its meeting on 6 March.

The Board was informed that the PHS Board would likely be asked to receive the final HS accounts.

- Staff Governance Committee: Ms Jarvis informed the Board that the Committee was maintaining formal oversight of the Staff Governance Standards providing proportionate responses to requests from Scottish Government

For noting

10 Events Update

(HS Paper51/19)

The Board noted the update.

11 Committee / Forum minutes for homologation

- 25 April 2019 Partnership Forum
- 27 June 2019 Partnership Forum
- 22 August 2019 Partnership Forum
- 6 September 2019 Audit Committee

The Board noted the minutes from the meetings.

12 AOB

No other business was raised.

13 Date of next meeting: 20 March 2020, Meridian Court, Glasgow