

NHS HEALTH SCOTLAND

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**Minutes of the Board meeting held at 10.30am on Friday 29 September 2017
in Board Room, 1/2, Gyle Square, Edinburgh**

Present: Mr D Crichton (Chair)
Ms A Jarvis
Ms J-C Judson
Ms R Dhir
Ms M McCoy
Dr P Stollard
Mr P McColgan
Mr R Pettigrew
Mr G McLaughlin
Ms C Denholm
Dr A Fraser

In attendance: Mr S Bell
Mr G Dodds
Ms S Hammell
Ms D Thomas
Mr T Andrew (item 7)
Ms V Kerr(shadowing)
Ms M Kerrigan (Minute)

ACTION

The Board expressed its deep sadness at the sudden death in our Edinburgh office of Keith MacKenzie, a member of the IT team. Keith worked in NHS Health Scotland since its establishment. A letter of condolence was sent to his family. The Chair expressed his admiration for the way in which staff had been supported and in particular about the exemplary way in which staff had looked after each other.

1. Apologies

Apologies were received from Mr. M. Craig, Mr A Patience.

ACTION

2. Declaration of Board Members' Interests

No meeting specific interests were declared.

3. Minute of the previous meeting
(HS Min 4/17)

The minute of the previous meeting held on 22 June 2017 was agreed as an accurate record.

4. Matters arising (Action Note)

It was noted action 12 had been reported through the Audit Committee and this will continue to be monitored.

The action note will be updated.

5. Quarter 1 Performance Report
(HS Paper 23/17)

In her introduction Ms Cath Denholm, Director of Strategy (DoS), indicated that the Quarter 1 report followed the same format used over several years and showed detailed analysis of delivery commitments.

In discussion:

- It was felt this was a good, positive report;
- The Board was reassured on what is coming next and that Health Scotland was delivering against the Delivery Plan activities;
- The Board welcomed the graphics;
- It was felt stakeholders should be named in the narrative and that there could be information on stakeholder engagement in the charts;
- It was felt the report should include mention of the flavour, reach and impact of strategic engagements;
- The Board was concerned around staff capacity as more senior staff time was spent on supporting the formation of the new national public health agency.

The Board noted the report.

ACTION

**6. National Boards Collaboration Plan
(HS Paper 24/17)**

This paper updated the Board on progress in developing the National Boards Collaboration Plan, a requirement of the Health and Social Care Delivery Plan published in December 2016. In doing so, this paper reaffirmed the expectation on all National Boards to engage in the development of the Plan and contribute to delivery of the Health and Social Care Delivery Plan. The final Plan will be submitted to the Board in February 2018 prior to approval by the Scottish Government in March 2018.

The Plan sets out the initial priority areas identified for collaboration across the 8 National Boards which will support delivery of high quality and sustainable health and social care services across Scotland. The identified 5 key areas where effective collaboration and a new approach across the National Boards will enable the delivery of the Health and Social Care Delivery Plan are:

- Service transformation focused on demand management;
- Digital transformation;
- Once for Scotland;
- Support for intelligence-led national, regional and local planning and Public Health Capability

Following the CEO's presentation the following points were made:

- It was felt there were several risks (financial, governance, staffing);
- The term 'Health Inequalities' had disappeared from the presentation and papers;
- The wording in 5.1 was wrong as the Programme Board did not sign off the Plan;
- EGL agreed to share information on NES' concerns;
- This would now become a discussion item at the December Board Seminar.

EGL

EGL

ACTION

The Board expressed its concern at the limited level to which public health features in the Plan and the absence of reference to reducing health inequalities. The Board also raised concerns about how the Collaboration Plan might affect finance and governance of the organisation and our delivery for the next 18 months. It was agreed that these concerns should be expressed through the appropriate vehicles, ie Chairs' and Chief Executives' Groups etc.

**7. Evaluation of the Functional Realignment – Final Report
(HS Paper 25/17)**

The paper described the outcomes of functional realignment and its impact on the organisation. It asked the Board to note the conclusions and endorse the recommendations for future change projects, especially in the light of public health reform.

It was noted that through this period of change levels of employee engagement have been maintained and employee turnover has fallen. There are also indications that organisational performance on delivery has improved over the same period.

In discussion:

- It was felt this was a useful, comprehensive report but it would have been good to see 3 or 4 recommendations to pass on to the new body over the next year;
- It was agreed this be discussed at the Board Seminar;
- It was agreed to check with the auditors around the financial profile of the revised structure, ensuring this paper was consistent with the internal audit report;

**DT
TA**

The Board welcomed the evaluation which has produced evidence and outcomes, validating the effort put in.

**8. Board Development Plan: Progress and Board Effectiveness
(HS Paper 26/17)**

The Board asked that the Development Plan be brought back 6 months into the 18 month Plan.

ACTION

The Board agreed the Plan was working well and would continue with it.

**9. Proposed dates for Board, Committee and Development Meetings 2018/19
(HS Paper 27/17)**

The Board agreed the 2018/19 Board, Committee and Development meeting dates. If after further review a date was unsuitable Board members were asked to contact the EGL.

10. NHS Health Scotland External Audit Report

The External Audit Report was noted.

11. Health & Social Care Delivery Plan Implementation

Mr G McLaughlin gave a brief account of a meeting he attended of the Public Health Oversight Board on 27 September. This will be placed on Source and circulated to Board members. This will also become a standing item.

CEx

**12. Chair's Report
(HS Paper 28/17)**

The Chair gave a brief report on the Annual Review. Two non-executives Board members attended. The panel consisted of Scottish Government, local authorities and third sector. There was an audience of approximately 30 and the feedback was very positive from Scottish Government.

The Chair highlighted a Masterclass held in Edinburgh by the World Health Organisation (WHO) on the Place Standard. Representatives from 12 European countries attended. The Board was delighted to hear that WHO wish to use the Place Standard as part of the analysis and assessment of their healthy cities programme.

**13. Chief Executive's Update
(HS Paper 29/17)**

ACTION

The report was noted.

14. Events Update
(HS Paper 30/17)

In addition to the paper the EGL brought to the attention of non-executive Board members a national event on Monday 14 May 2018. Non-Executive members were asked to contact Ms Thomas should they be interested in attending.

15. Committee/Forum Minutes for Homologation

The following Committee minutes were noted:

Staff Governance Committee 12.05.17
Audit Committee 09.06.17
Audit Committee 22.06.17

16. Any other business

The DoS indicated that a meeting would be held with Mr Robert Skey to discuss the next 18 months.

17. Date of next meeting

24 November 2017, Room G1/2, Meridian Court, Glasgow