

## NHS HEALTH SCOTLAND

Minute of the Board meeting held at 10.30am on Friday 27 November 2015 in G1/2, meridian Court, Glasgow.

Present: Ms M Burns (Chair)  
Dr AM Wallace  
Ms A Jarvis  
Ms Maggie Mellon  
Mr M Craig  
Ms J Fraser (items 1-7)  
Dr P Stollard  
Mr R Pettigrew  
Ms E Fullerton  
Mr G McLaughlin

In attendance: Dr A Fraser  
Mr A Patience  
Mr G Dodds  
Ms C Denholm  
Mr M McAllister  
Ms J Kindness  
Ms D Thomas  
Mr D Robertson (item7)  
Ms M Kerrigan (Minute)

		<b>ACTION</b>
	<b>Welcome</b>	
	As this was the last Board meeting for Maggie Mellon and Joan Fraser the Board recorded their appreciation for the contribution made to the work of the Board and NHS Health Scotland.  The Board also put on record their appreciation to Margaret Burns, Chair, for her contribution over the last 8 years.	
1.	<b>Apologies</b>	
	No Apologies were received.	
2.	<b>Declaration of Members' Interests</b>	
	Cath Denholm advised that she now sits on the Voluntary Action Scotland(VAS) Board.	

		<b>ACTION</b>
<b>3.</b>	<b>Minute of previous meeting (HS Mins 5/15)</b>	
	The minute of the previous meeting held on 21 August 2015 was agreed as an accurate record subject to the following amendment:  Delete Cath Denholm from those "Present" and replace with "Christine Duncan".	<b>CEO Admin</b>
<b>4.</b>	<b>Matters Arising (Action List)</b>	
	The action list was noted with the following updates:  <u>Item 6</u> - DoHE to send elearning module link on Corporate Parenting to Board members.  <u>Item 7</u> - DoHE to send the link re Mental Health for All and Physical Activity & Place to Board Members.  <u>Item 8</u> - Allocation of funding between staff and programmes is now complete.	<b>DoHE</b>  <b>DoHE</b>
<b>5.</b>	<b>Chair's Report (verbal update) (HS paper 30/15)</b>	
	<b>Recruitment of Board Members</b> Margaret Burns updated the Board on recruitment of non-executive Board members. 126 applications were received. Of those, 15 received interviews. Four non-executives have now been appointed. An email will be circulated to Board members once announced. It was noted that learning from the recruitment process has been shared with other Health Board colleagues.	<b>CEO Admin</b>
	<b>Healthy Working Lives</b> Paul Stollard offered to be involved in the process of developing the Health & Safety Action Plan for Scotland.	<b>DHWL</b>
	<b>Family Adversity Seminar</b> Andrew Fraser reported that the Seminar had been web streamed and a report will be produced by the Institute of Health Equity supporting the collaboration. A link to the report will be circulated when available.	<b>DPHS</b>

		ACTION
	The paper was noted.	
6.	<b>Chief Executive's Update (HS paper 31/15)</b>	
	<b>Scottish Government Appointments</b> Gerry McLaughlin reported that Donald Henderson, Scottish Government, had moved on within Scottish Government with two interim acting Depute Directors appointed. A meeting between Health Scotland and one of the depute Directors has been arranged.	
	<b>Joint Strategic Board</b> Gerry McLaughlin attended the first meeting of the Joint Strategic Board looking at violence against women and girls. The Board will oversee the implementation of the Equally Safe programme. A video message was received from the First Minister.	
	<b>Staff Survey</b> Health Scotland was congratulated by the Board for the staff survey response rate of 84%, the highest of any Board. The results will be circulated when available.	<b>Head of People and Improvement</b>
	<b>Performance Management</b> Gerry McLaughlin explained that at a recent Annual Review the question of reporting on impact was discussed and Health Scotland was tasked with bringing together key stakeholders who would help to shape some performance indicators.	
	The Stakeholder Performance Forum has been working on a proposal in relation to KPIs. The purpose of this Forum is to help and advise on the development of KPIs.	
	The paper was noted.	
7.	<b>NHS Health Scotland Quarter 2 Corporate Report (HS paper 32/15)</b>	
	The Director of Strategy spoke to the paper which covered financial information, the workforce plan, corporate risk register, headcount, turnover, absence and KSF.	

		ACTION
	<p><b>Finance</b> There was an underspend in the revenue resource limit at the end of 6 months of £111k against the phased budget of £9.078k.</p> <p>The 2015/16 capital resource limit is £100k (IT replacement programme £30k and expected property costs £70k).</p> <p>The cash requirement is £20m for 2015/16 which approximates to our core and non-core funding for the year. Against this £20m, £9.25m has been drawn down in the first half of the year with the remaining £10.75m forecast for the second half of the year.</p> <p><b>Workforce Plan</b> There were 16 leavers and 16 new starts in this financial year. The organisational turnover (including planned and unplanned exits from the organisation) was 5.51% in September with a brief peak above the 4% HEAT standard in April and May. Absence is currently under 3%.</p> <p><b>Risk</b> The Corporate Risk Register was updated and published on the NHS Health Scotland website in November 2015.</p> <p><b>KSF</b> During this quarter 90% KSF review target was exceeded, with 98% of staff having had a review and 97% agreeing an up to date Personal Development Plan.</p>	
	<p>In discussing the Performance Report:</p> <ul style="list-style-type: none"> <li>- The DoS indicated that the Board's feedback from a previous meeting was taken on board regarding performance data;</li> <li>- It was felt a dashboard scale is still missing from the bar charts;</li> <li>- It was felt the stacked graphs were hard to read and therefore these should be simplified;</li> <li>- It was felt the bar graphs should have headings;</li> <li>- It was felt there was a gap between outputs and aspirations around impact and achievement;</li> </ul>	

		ACTION
	- Within the Health Equity Team the Head of Service Teams are now in place and will report back to the Board in February on the implementation plan,	
	The Board noted progress in the quarter 2 corporate report, raised a number of issues and have had responses to those.	
8.	<b>Planning Update (HS Paper 33/15)</b>	
	The DoS spoke to the paper which asked the Board to note the update on progress with strategic and business planning for 2016/17 and to formally note the agreement with Scottish Government of the 2015 Annual Action Plan.	
	The DoS indicated that there had been very strong positive feedback in terms of planning, particularly around the commissioning approach.	
	The DoS reported that we are working hard with commissioners and looking to have a set of deliverables. These are now drafted and will be taken to stakeholders on 1 December.	
	It was noted that the corporate priorities was found to be extremely helpful.	
	The Board noted the Annual Review letter and accompanying Action Plan and this will form the basis of NHS Health Scotland's corporate priorities for the coming year.	
9.	<b>Public Health Review: Interim findings presented by the Minister at the Faculty of Public Health Conference</b>	
	The Director of Public Health Science spoke to the paper. He explained that the paper sets out the current position in relation to the Review, the extent of Health Scotland's current involvement and the key themes to emerge (leadership, partnership, workforce and public health strategy).	

		<b>ACTION</b>
	It was noted that Health Scotland had been successful in influencing the Public Health Review.	
	After discussion the Board noted the paper and suggested next steps.	
10.	<b>Any Other Business</b>	
	The chair concluded her last Board meeting by recording her appreciation and thanks to colleagues, present and past, who have been supportive and who have contributed so much to NHS Health Scotland.	
11.	<b>Date of next meeting:</b> 5 February 2016, Room G1/2, Meridian Court, Glasgow.	