**NHS HEALTH SCOTLAND**

**Minute of the Board meeting held at 10.30am on Friday 6 February 2015 in the Gyle (room 18), Edinburgh at 10.30am**

Present: Ms M Burns

Mr G McLaughlin

 Ms C Denholm

 Ms A Jarvis

 Ms M Mellon

 Mr M Craig

 Dr P Stollard

 Mr R Pettigrew

 Ms B Fullerton (via teleconference)

In attendance: Ms C Duncan

Ms P Craig (item 8)

 Dr A Fraser

 Mr A Patience

 Mr G Dodds

 Mr S Bell

 Ms M Kerrigan (minute)

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|  |  | **ACTION** |
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| 1. | **Apologies** |  |
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|  | Apologies were received from Dr A M Wallace, Ms J Fraser. |  |
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| 2. | **Register of Board Members’ Interests** |  |
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|  | There were no interests declared. |  |
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| 3. | **Minute of previous meeting** |  |
|  | (AC Min 6/14) |  |
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|  | The minute of the previous meeting held on 28 November 2014 was agreed as an accurate record subject to the following amendments:* Page 3, item 6, Staff Survey Result, DEPP action should be included.
* Page 3, item 7, line 2, insert an “a” in “manager”.
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|  |  | **ACTION** |
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| 4. | **Matters Arising (Rolling Action Note)** |  |
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|  | There were no matters arising. |  |
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| 5. | **Chair’s report** |  |
|  | **(HS Paper 1/15)** |  |
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|  | In addition to her report, the Chair indicated that the Public Health Review is now underway. It will be chaired by Hamish Wilson with a membership of approximately 17. A paper with the remit and questions to commence engagement with stakeholders has been issued. This will be discussed at the Board Seminar on 20 February 2015. |  |
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|  | New Ministerial portfolios have now been announced and will be circulated to the Board.  | CEO Admin |
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|  | Ms Burns and Mr McLaughlin will be meeting with the Ministers for both Sport & Physical Activity and Public Health to obtain their views on a Fairer Healthier Scotland. |  |
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|  | The report was noted. |  |
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| 6. | **Chief Executive’s update** |  |
|  | **(HS Paper 2/15)** |  |
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|  | Ms Jarvis was very pleased to see the focus on the external communication/public affairs/stakeholder leadership work. |  |
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|  | It was highlighted that the Stakeholder Engagement event would have been enhanced by wider participation beyond the NHS and in particular the third sector, however there had been very good discussion. |  |
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|  | The Board was pleased that this was a worthwhile event and will take on board the feedback on aspects of improvement for next year with the hope of seeing the impact of this event in the work going forward.  |  |
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|  | The Board welcomed the HWL gold award and thanked the Director of Delivery and the hard work of all staff for their help in achieving this award.  |  |
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|  |  | **ACTION** |
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|  | The Chief Executive stated that receiving this award and the very positive feedback from the assessor was extremely pleasing. The assessor stated that in her experience NHS Health Scotland had engaged the largest proportion of staff in the work that supported its application for the gold award. |  |
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|  | The Board was pleased to see the results of the staff survey moving in the right direction. It was pointed out that the areas NHS Health Scotland had been spending effort and attention on were areas which had driven improvement, and the areas of concern identified will continue to receive attention. |  |
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|  | This will be discussed at the joint PF/SGC meeting on 25th March, to which all Board members were invited. |  |
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|  | It was noted that pre- election briefings on reducing inequalities were produced for potential political candidates and were available at the meeting.  |  |
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|  | The Board noted the information contained within the paper and the verbal update. The Board will discuss Financial Reporting at the Board Seminar on 20 February. |  |
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| 7. | **2014/15 Financial Position: 9 month update** |  |
|  | **(HS Paper 3/15)** |  |
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|  | It was noted this paper had been discussed in detail by the Audit Committee on 4 February. |  |
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|  | In updating the Board Mr Pettigrew indicated that the Audit Committee discussed how the position had moved since the last formal report and why that was the case, explaining the fluidity of some of the figures, particularly around staffing. The Board was assured that the in-year position continues to be managed robustly. |  |
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|  | It was indicated that Scottish Government will support carry forward of underspend up to £350k. |  |
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|  | The Board continues to be assured, through the medium of this paper, that this will be managed through to the year-end satisfactorily. |  |
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|  | It was also noted that on the same AC agenda was an Internal Audit Report on the structure for managing programmes and projects which gave helpful insights into aligning budgets and project activity. |  |
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|  | The Board noted the information in the paper and the verbal update from the chair of the Audit Committee. |  |
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| 8. | **Draft Delivery Plan** |  |
|  | **(HS Paper 4/15 and 4/15a)** |  |
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|  | The DoS in introducing the Draft Delivery Plan indicated that this was the second year NHS Health Scotland had used business plan commissioning to draw together the delivery plan. |  |
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|  | It was noted that the Plan had been shared with our sponsors who have indicated broad satisfaction with it. It will now be shared with policy leads and further feedback is expected shortly. Commissioners will meet within the next couple of weeks.  |  |
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|  | The Board welcomed the Draft Delivery Plan which it sees as implementing a Fairer Healthier Scotland. A number of points were raised, particularly around different versions of the Plan for maximum impact with different audiences. The Plan will go before the next Board meeting on 27 March for final approval together with the Workplace and Finance Plans. The Board thanked staff involved in the process. |  |
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|  | The Board noted the stage of development of the NHS Health Scotland Draft Delivery Plan 2015-16.  |  |
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| 9. | **Functional Alignment** |  |
|  | **(HS Paper 5/15)** |  |
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|  | In updating the Board the CEO indicated that there had been very good progress with the EPP directorate, now known as the Strategy Directorate, and the CEO’s directorate, both having completed the consultation process and now expecting to implement planned changes within 6 to 8 weeks. PDD this week issued a pre consultation engagement paper and will commence consultation during February with HWL following shortly thereafter. Implementation for the latter two Directorates are expected to be completed before winter 2015.  |  |
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|  |  | **ACTION** |
|  | The Board noted the report and appendix and supported the process. |  |
| 10. | **Committee/Forum minutes** |  |
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|  | The following minutes were noted: |  |
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|  | Health Governance Committee (Min 4/14) – 10 October 2014. |  |
|  | Audit Committee (Min 6/14) – 31 October 2014. |  |
|  | Staff Governance Committee (Min 4/14) – 7 November 2014. |  |
|  | Partnership Forum 23 October 2014. |  |
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| 11. | **Any other business** |  |
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|  | There was nothing under this item. |  |
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| 12. | **Date of next meeting** |  |
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|  | 27 March 2015, Room G1/2, Meridian Court, Glasgow. |  |