Minutes of the meeting

of the NHS Health Scotland Board

held at 10.30am on Friday 28 November 2014

in Room G1/G2, Meridian Court, Glasgow

Present: Ms M Burns (Chair)

Mr M Craig

Ms C Denholm

Ms A Jarvis

Mr R Pettigrew

Dr P Stollard

Dr A M Wallace

Ms J Fraser

In attendance: Dr A Fraser

Mr A Patience

Ms C Duncan

Ms J Weir

Ms A Simpson

Ms J Kindness

Ms M Riordan

Mr J Coltham

Ms Y Powell

Mr S Callison (St Andrew’s First Aid)

Mr B Orpin (item 11)

Mr T Andrew (item 10)

Ms M. Kerrigan (minute)

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|  |  | **ACTION** |
| 1 | **Apologies** |  |
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|  | Apologies were received from Mr G McLaughlin, Ms B Fullerton, Ms M Mellon. |  |
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| 2 | **Register of Board Members’ Interests** |  |
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|  | No meeting specific interests were recorded. |  |
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| 3 | **Minute of the previous meeting** |  |
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|  | The minute of the previous meeting held on 3 October 2014 was approved as an accurate account of the meeting. |  |
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|  |  | **ACTION** |
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| 4 | **Matters Arising (Rolling Action List)** |  |
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|  | The DEPP indicated that the module on inequalities training will be signed off today and thereafter circulated to the Board. | **DEPP** |
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|  | It was highlighted that there had been an action from the 3 October minute regarding an overview paper on functional realignment which did not appear on the action list. The DEPP indicated that a date for a special meeting of the Partnership Forum to update and review progress on the alignment had now been set for 15 December. An overview paper for the Board would be prepared following that meeting and would be presented to the Board at the next meeting on 6 February 2015. In addition any Board member could ask to see the papers which would be presented to the partnership Forum. This item was also discussed under the Chief Executive’s update . The Board noted the update given by the Chief Executive and sought assurances that the paper presented to the February meeting would cover the timetable for completion of the review and an overview of how the realignment within different divisions met the strategic direction of the organisation as a whole. | **DEPP** |
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|  | The SMaSH Annual Update will be circulated shortly. |  |
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| 5 | **Chair’s Report** |  |
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|  | Public Health Summit (item 2) |  |
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|  | Mr Craig requested that the Board be kept informed on matters relating to workforce. |  |
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|  | Faculty of Public Health Conference (item 6) |  |
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|  | The Chair asked that the Board note the Public Health Review announced by the Minister at the Faculty at Public Health Conference in November. |  |
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|  | The Chair indicated that the Review Group will meet for the first time next week and report in the summer of next year. Once the formal remit and membership are received these will be circulated to the Board. |  |
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|  | The Board noted the report and endorsed the view that the Public Health Review should be seen as an opportunity to influence how health inequalities are addressed both nationally and locally. |  |
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|  |  | **ACTION** |
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|  | New Food Standards Scotland Board (item 8)  It was noted that the new agency will be up and running by early 2015 and that it will be important to establish good collaborative relationships with it. |  |
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| 6 | **Chief Executive’s update** |  |
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|  | Annual Review 2014 |  |
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|  | The receipt of the Annual Review Ministerial Letter and Annual Review Action Plan was noted and the efforts of Ms Duncan in negotiating a focused action plan were acknowledged. |  |
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|  | Staff Survey Results (item 11) |  |
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|  | A question was raised regarding plans to share the staff survey results when they are published in December 2014. |  |
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|  | In response the DEPP confirmed that the results will be shared with all Board members when they are received. She also noted that results will be analysed and a full discussion of the results and that initial analysis will take place between the Partnership Forum and Staff Governance Committee at a joint meeting in March. A report from that discussion will then be presented to the Board meeting in April. | **DEPP** |
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| 7 | **Q2 Corporate Report** |  |
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|  | In updating the Board the Executive Finance & Procurement Manager (EFPM) indicated that at the Audit Committee meeting in October the 6 months result showed an underspend of just over £400,000. Concerns had been shared at the Audit Committee that a similar pattern to previous years was emerging. It was noted that a carry forward of £250,000 into next year’s budget had been agreed with Scottish Government. |  |
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|  | Regarding spending plans for the current year, it was noted that there are plans to fund a National Awareness Campaign for smoke free grounds and to buy out Play@home licencing, both of which will be significant spend areas. |  |
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|  | Following discussion at the Audit Committee it was noted that there would be a workshop around financial planning and governance at the February Board Seminar. |  |

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|  | Given the gap until the next meeting, it had also been agreed that the EFPM will send monthly updates on the financial position to Audit Committee members. | EFPM |
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|  | Page 2 (item 6 of cover paper) |  |
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|  | It was pointed out that a comma was in the wrong position. The comma should be placed after the word ”feel”. |  |
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|  | Welfare Reform Update (page 3 of appendix) |  |
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|  | Staff were asked to consider whether NHS Health Scotland could do more to raise awareness of healthy start vouchers and vitamins which are available to families with young children and pregnant women. |  |
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|  | New External Stakeholder Performance Forum (page 5, bullet point 1 of appendix) |  |
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|  | Ms Duncan indicated the Forum had met twice. Information on the external stakeholder event on 26 January will be sent out to non-executive members. Ms Duncan also agreed to look at how the Forum links in with the HGC. | HS&E  HS&E |
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|  | Strategic Risks (Page 6, bullet point 3 of appendix) |  |
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|  | The DEPP informed the Board that risks around eeSS were still ongoing. The immediate risk related to the need for manual extraction of staff diversity data, which was being managed. Regarding the Corporate Planning Tool, there were significant delays from the external supplier and it was clear that the new tool will not be ready in time for this planning round. Work is ongoing both to resolve the delivery issues and to ensure that an effective contingency plan is operational. |  |
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|  | Better Practice (page 10, bullet point 3 of appendix) |  |
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|  | The Chair noted a recent meeting with David Ferguson from Sporta, the umbrella organisation for local sport and leisure trusts, who had praised NHS Health Scotland staff’s support in developing an inequalities approach. |  |
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|  | Strategic Risks - Play@home contract (page 11, bullet point 1 of appendix) |  |
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|  | Ms Weir explained that this is a series of three publications which are produced within the publishing team. The license fee is currently £50,000 per annum. |  |
|  |  | **ACTION** |
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|  | The Director of Delivery (DoD) has been looking to secure the intellectual property rights to enable them to be kept in Scotland and to enable NHS Health Scotland to publish and communicate the issues within those publications, both from a paper and digital perspective. |  |
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|  | Discussions have taken place between the DoD and the owner of the property rights and an agreement in principle to purchase these rights has been agreed. |  |
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|  | Mr Pettigrew also confirmed that there had been discussion around the governance aspects of this at the last meeting of the Audit Committee and an approach had been agreed with the Chief Executive. |  |
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|  | Headcount, Turnover & Efficiency Savings – Vacancy Management (Page 25 of appendix) |  |
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|  | The Board noted good progress in vacancy management. |  |
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| 8 | **Mid Year Impact Report 204/15** |  |
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|  | The DEPP spoke to this paper. She pointed to ongoing work to improve performance and impact reporting. She noted that a |  |
|  | group of staff will be brought together to review the reporting process in the New Year and an invitation will be extended to any interested non-executive members of the Board. | DEPP |
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|  | It was also agreed to review performance management and reporting as a whole Board at a seminar in 2015. |  |
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|  | The paper and progress were noted. |  |
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| 9 | **Public Affairs: Proposed Proactive Approach** |  |
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|  | The DEPP indicated the approaches contained within the paper were in response to the Board’s risk appetite. The Board’s endorsement of the approach is important in rolling this out to the whole organisation. |  |
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|  | After a full discussion of the associated risks, the Board welcomed and approved the proactive and systematic approach to public affairs detailed in the paper. |  |
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| 10 | **Equality & Diversity In-Year Report** |  |
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|  | The Organisational & Performance Manager (OPM) drew the Board’s attention to point 30, “HR and staff side were to meet on 28 November to discuss equal pay”. This meeting will now be rescheduled. |  |
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|  | It was noted that point 37 had an error and should read: “The majority of staff are required to complete it by the end of March 2015” not December 2013. |  |
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|  | The DEPP indicated that a meeting would take place in March to review the Board’s equality outcomes and an invitation was extended to all Board members. The DEPP will circulate information. | DEPP |
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|  | The Board noted good progress towards NHS Health Scotland’s equality outcomes. |  |
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| 11 | **Annual Risk Report** |  |
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|  | The Information Governance & Risk Manager (IGRM) introduced the paper. |  |
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|  | This is an annual risk report which was first introduced in 2013. |  |
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|  | The purpose of the 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 and to seek approval of minor changes to a number of aspects of risk policy and protocol. |  |
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|  | The Board approved the proposal to delegate authority to the CEO to approve interim mid year updates and publication of the CRR, with the assumption that any significant changes would be highlighted to the Board in an appropriate way and on the understanding that there was formal annual approval of the CRR. It was also agreed that the Board should formally reaffirm the risk appetite each year. |  |
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|  | There was a query relating to the management of adverse events. It was agreed to remit this to the HGC to consider an appropriate approach to managing adverse events in the context of this Board. |  |
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|  | It was noted that the Risk Appetite framework contained within the circulated papers contained an error. It was agreed to recirculate the paper with the correct version. | IGRM |
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|  | It was suggested that the CRR may not adequately reflect the risks inherent in the new public affairs approach just agreed. The HSE agreed to review this. | HSE |
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|  | The Board approved the risk register and changes to the risk policy and protocols, subject to agreed changes. |  |
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| 12 | **Electronic provision of board/committee papers** |  |
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|  | After discussion the Board agreed to trial tablets at future Board meetings over a 6 month period. There were also a number of suggestions regarding how the process could be improved e.g. the use of zip formats for sharing files. |  |
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| 13 | **Committee/Forum minutes** |  |
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|  | The following minutes were noted:  Health Governance Committee minute 3/14 Audit Committee minute 5/14  Staff Governance Committee minute 3/14  Partnership Forum minute |  |
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| 14 | **Any Other Business** |  |
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|  | Annual Report |  |
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|  | The 2014/15 Annual Report was in the process of being drafted. This will be circulated for comment before its publication. |  |
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|  | Shelter |  |
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|  | The Chair requested a non-executive volunteer to accompany her to meet with the chair of Shelter on Monday 15 December in Edinburgh. |  |
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|  | Meeting in Parliament |  |
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|  | The DEPP informed the Board that a Parliamentary event on Human Rights, hosted by NHS Health Scotland and the Health & Social Care Alliance, would be held in Parliament on 4 December 2014. |  |
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| 15 | Date of next meeting |  |
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|  | The next meeting will be held on Friday 6 February 2015, Board Rooms 1 and 2, Gyle Square. |  |