Item:	DHI Board Meeting Minutes
Date and Time:	• Wednesday 12th February 2025
Location:	• Inovo Board Room, Ground Floor, Inovo Building, 121 George St, Glasgow, G1 1RD • Microsoft Teams

Chair:

- **Mr John Jeans CBE** (member)

Present:

- **Prof George Crooks** (member) Chief Executive Officer, DHI
- **Moira Mackenzie** (member) Deputy CEO/ Director of Innovation, DHI
- **Janette Hughes** (attendee) Head of Performance and Planning, DHI
- **Grant Reilly** (attendee) Head of Communications and Marketing, DHI
- **Olivia Dunbar** (attendee) Events, Marketing and PR Assistant, DHI
- **Prof Duncan Graham** (attendee) Associate Principal & Executive Dean of Science, UoS
- **Gordon Hush** (member) Head of The School of Innovation and Technology, GSA
- **Isobel Houston** (attendee) DHAC (shadowing JC), Scottish Government
- **Angus McCann** (Member) Non-Exec Director, MyWay Digital Health
- **Charles Sweeney** (member) CEO, Physiomedics Ltd
- **Colin Brown** (attending on behalf of Karen Reid), Head of Strategic Development, NES
- **Flora MacLeod** (member) Design Director, IBM UK
- **Fiona Bates** (attendee) Senior Policy/ Analysis Officer, SFC (MS Teams)
- **Marie Simpson** (attendee) Programme Manager, Rural Centre of Excellence
- **Bill Kendall** (attendee) Product Manager, DHI

Apologies:

- **Prof Sir Harry Burns** (member), UoS
- **Nicola Watt** (attendee) Team Leader, Innovation and Place, Scottish Enterprise
- **Brian O'Connor** (member) Chair European Connected Health Alliance, UK
- **Mr Jonathan Cameron** (member) Deputy Director for Digital Health and Care, Scottish Government
- **Dr Lynn Douglas** (member)

Board Secretary:

- **Shirley Sharp** (attendee) Board Secretary / PA DHI

Item	Topic	Action By
1.	**Welcome and Introductions** The chair welcomed everyone to today’s meeting and submitted apologies on behalf of Jonathan Cameron, Brian O’Connor, Lynne Douglas and Natalie Watt.	
2.	**Minutes of the Previous Meeting** Colleagues reviewed and agreed that the previous minutes were an accurate reflection of discussions. JJ noted that all items from the action log are covered in today’s agenda.	
3.	**Chair’s Update** JJ advised that the DHI Board Effectiveness Review is now complete and will be discussed with members during today’s closed session. JJ also updated the board on the new Chair process, with the deadline for applications now closed, a good number of applications were received. JJ will not be personally involved in the interview process but has been asked by the Principal to assist with the shortlisting process. JJ also advised colleagues that the date of the May meeting will need to be rescheduled due to a personal conflict. Suggested date is 15th May and SS will update the calendar invite to reflect the change. JJ advised that this will be his last meeting and it’s hoped that the new Chair will be able to attend the May meeting.	
4.	**CEO’s Update** Scottish Government Budget Allocation – GC informed the Board that there was a delay in the Scottish Government budget allocation for the year 2025/26. The delay was due to the budget allocation process within SG. GC discussed the complications and pressures across the board, emphasising the need to be cautious and not take anything for granted with regard to amounts. Senior Engagement and Collaboration – GC advised that DHI are part of the Life Sciences Industry Leadership Group and he chairs the Digital and Data subgroup, which focuses on Scotland’s data infrastructure, making it more attractive for external business and academic communities. GC also discussed DHI’s involvement in the National Innovation Strategy Advisory Forum, which focuses on strategic innovation priorities and influencing future funding calls. GC also highlighted to colleagues the formal collaboration with Research Scotland, Public Health Scotland and National Services Scotland to build the next generation infrastructure to help support the digital health and care sector. Staff Wellbeing Group – GC discussed the well-being group’s efforts to improve staff well-being, including checking in with staff and ensuring robust mechanisms for colleagues travelling on DHI business. The university's new travel policy is now insitu. GC update colleagues on the climate change agenda and efforts to formalise the impact of DHI’s day-to-day business on the carbon footprint. The executive are also looking at the external-facing aspects of DHI and how digitisation can contribute to reducing environmental impact.	
5.	**Spotlight Session** **Moray Growth Deal/ RCE Update**	

	Marie Simpson, DHI Programme Manager for RCE attended today's meeting to provide an update on the Moray Growth Deal. MS discussed the progress of various work packages under the MGD, highlighting that they are three years into delivery and have received positive feedback from internal audits. MS discussed the activation of several living labs, including healthy weight management, long term condition, smart housing and mental well-being, emphasising their local and international demand-driven approach. MS also highlighted the focus on sustainability, mentioning that the project officially ends in May 2026, and they are exploring ways to keep it going beyond that date. MS also discussed the living labs and community connections, emphasising the importance of integrating various services to provide a seamless experience for individuals, mentioning use of community connections and personal data stores. MS highlighted the progress in healthy weight management and long-term conditions living lab, including use of leisure centres and the development of clinical tools to support these areas. MS then went on to discuss the smart housing living lab, which focusses on using IoT sensors and data to support health and well-being, and mentioned the collaboration with Archangel to develop an AI-enabled platform for personalised assessments. JH provided an update on engagement with local and national partners, including UHI Moray college, Skills Development Scotland and NES, to support existing activities and identify gaps in skills and workforce development. JH mentioned the development of online modules, such as the Digital Essentials for Carers course, which aims to increase the digital health and care knowledge and competencies of people providing direct care. JH then updated colleagues on collaborative projects with organisations like the Scottish Ambulance Service and SME's like Care Reality, which focus on creating VR content and upskilling library staff in digital health and care knowledge.	
	Standing Items – by exception only	
6.	**Finance and Governance Update** MM provided colleagues with a finance and governance update, advising that the organisation is doing well and on track to meet targets. MM advised that the funding allocation from the Scottish Government has still to be finalised. The collaboration agreement with the Glasgow School of Art has now also been completed.	
7.	**Risk Appetite** PM was unable to attend today's meeting but has recorded an update, which SS will send on to the board following today's meeting. JJ agreed to defer discussions on this item until our next meeting in May and encouraged colleagues to get in touch with Pam with any comments or suggestions.	**SS**
8.	**AIM4ALL NHS Volunteering and Project Updates** BK presented the board with an update on the AIM4ALL project, discussing the challenges of accessing health data and the importance of standardising data to improve access to emerging medicines. BK highlighted the collaboration with various partners and the success of the proof of concept. (Please see slide deck distributed for more details). **NHS Volunteering Services**	**SS**

	BK discussed the NHS Volunteering Services project, highlighting the challenges of post-pandemic recovery and the need for a new system to manage volunteers. BK emphasised the importance of improving inclusivity and diversity and the progress made in developing a new operating model. Discussions and work on Phase 2 have now started and this item will return to the board by way of an update when Phase 2 is complete. (Please see slide deck distributed for further details).	**SS** **GC**
9.	**Performance and Planning Update (PAA's 1-7)** JJ advised that due to time constraints today, we are unable to go through the PAA reports submitted. Colleagues are asked to review the reports included in today's pack for futher detail. SFC Assurance Framework – JH advised that the bi-annual report is due to be submitted this month. It was agreed to cover this in more detail at our next meeting in May.	
10.	**AoB** Contacts – AMcC re sustainability efforts, wanted to check if DHI were connected with Phil McLean at Scottish Government. AMcC agreed to introduce PMcL to DHI.	**AMcC**
11.	**Date and Time of Next Meeting** The next meeting is scheduled to take place on Thursday, 15th of May 2025, in the Inovo Board Room, Ground Floor, Inovo Building, 121 George St, Glasgow, G1 1RD. Microsoft Teams will be available for those unable to attend in person.	