



Digital Health & Care Innovation Centre	
BOARD MEETING Via Microsoft & Inovo Building, Glasgow	Thursday 21st November 2024

Chairing: Mr John Jeans (member)			
Present:	Professor George Crooks (member) Chief Executive Officer Digital Health & Care Innovation Centre (DHI)		Brian O'Connor (member) Chair European Connected Health Alliance, UK (MS Teams) – Joined at 14.17pm
	Moira MacKenzie (member) Deputy CEO DHI/Director of Innovation		Chaloner Chute (attendee) Chief Technology Officer DHI
	Joanne Boyle (attendee) Head of Engagement DHI		Professor Duncan Graham (attendee) Associate Principal & Executive Dean of Science, UoS
	Mr Jonathan Cameron (member) Deputy Director for Digital Health and Care Scottish Government		Charles Sweeney (member) CEO Physiomedics Ltd
	Gordon Hush (member) Head of The School of Innovation and Technology, GSA		Angella Fulton (attendee) Rep Karen Reid NES Associate Director Social Care
	Nicola Watt (attendee) Team Leader, Innovation and Place Scottish Enterprise		Isobel Houston (attendee) DHAC (shadowing JC) Scottish Government
	Angus McCann (Member) Non-Exec Director, MyWay Digital Health		Ms Flora MacLeod (member) Design Director, IBM UK
	Olivia Dunbar (attendee) Events, Marketing and PR Assistant, DHI		Michelle Brogan (attendee) Service Development Manager, DHI

	Gary Bannon (attendee) Assistant Director – Research and Innovation, SFC		
Apologies	Grant Reilly (attendee) Head of Communications and Marketing, DHI		Fiona Bates (attendee) Senior Policy/Analysis Officer SFC (MS Teams)
	Professor Sir Harry Burns (member) UoS		Colin Brown (attending on behalf of Karen Reid) Head of Strategic Development NES
	Janette Hughes (attendee) Head of Performance and Planning, DHI		
Board Secretary	Shirley Sharp, Office Manager/PA DHI (attendee)		

Item	Topic	Action By
1.	Welcome and Introductions The chairman welcomed everyone to today's meeting and submitted apologies for those unable to attend. JJ also welcomed Isobel Houston, Scottish Government, who is shadowing JC and Angella Fulton from NES, representing Karen Reid.	
2.	Minutes of the Previous meeting The minutes of the previous meeting were agreed as an accurate record. JJ advised that with regard to the action log and matters arising, these will be covered during the main body of the meeting or in the presentations given today.	
3.	Chairman's Update JJ advised that this year's Board Effectiveness review has now commenced, with one-to-one meetings being held with each Board member. Following previous feedback, colleagues will note the new condensed reporting format for the Performance and Planning report. JJ asked colleagues to send feedback regarding the new format to JH. JJ also discussed the terms of appointment for non-executive members, noting that new Board members will be on a three-year term going forward. JJ advised that 2025 will be his final year as DHI Chair and a succession planning process will begin in the new year. The Chair also advised that two of our longstanding members of the board will also be standing down, Brian O'Connor in Autumn 2025 and Charles Sweeney in Spring 2026. JJ also confirmed that the DHI Year 5 annual report and End of Phase 2 report have now been submitted to SFC.	
4.	CEO Update GC updated colleagues on events from the previous meeting and asked members to note the following: -	

	<ul style="list-style-type: none"> • DigilInventors - Olivia Dunbar and Grant Reilly recently hosted the joint DigilInventors bootcamp between Scotland and the Emirates. • Staff Wellbeing Group – GC advised that as our team has grown significantly since the establishment of the group during Covid, the group will be reigniting activities, including a ‘get to know you’ questionnaire for our new members of staff. • Organisational Structure Review – GC also advised that the executive team is about to start a critical review of the organisational structure and roles to ensure they align with key roles and responsibilities associated with the DHI Strategy and Delivery Plans. • National Work on Clusters – MM discussed the expansion of innovation clusters and their strategic importance. MM highlighted ongoing work with the Scottish Government’s Strategic Clusters Group and the development of a cluster roadmap/playbook. The Strategic Clusters group was established in June 24 and has met twice to date, including being hosted at DHI offices in Oct. • WHO Collaboration – Georgia – GC announced that the World Health Organisation (WHO) has recognised the work going on in Moray and is interested in building a strategic collaboration, particularly in rural health resilience. Georgia has approached with an interest in exploring. 	
5.	<p>Spotlight Session – Diabetes Update – Michelle Brogan, DHI</p> <p>MB presented an overview of the Diabetes Innovation Portfolio, focussing on digital transformation and innovation in Diabetes prevention. MB highlighted key projects, including a multi-channel video platform for children and pre-diabetes information app. The video programme is age appropriate and multilingual and has been positively evaluated for clinical and cost effectiveness. The pre-diabetes information app was developed in collaboration with NHS Grampian and piloted in a GP practice in Moray. The app showed positive results with 88% of users indicating they would change their behaviour as a result. MB reported on a recent workshop focussed on optimising diabetes data in Scotland. This identified priorities and challenges in data collection. These are currently being considered by the Scottish Diabetes Group.</p>	
6.	<p>Opportunity Pipeline</p> <p>JB presented an overview of the opportunity pipeline activity tool (Pipedrive) being used by DHI, which tracks innovation and research opportunities for DHI. JB emphasised the importance of maintaining a balanced portfolio and ensuring resources are allocated effectively. JB assured the Board that there was a significant number of early opportunities logged on the system that have the possibility of moving through to become worked up proposals for either collaborative projects, grant submissions or other funded activities.</p> <p>JB advised colleagues that the visual on show today mirrors the innovation cycle that we use within DHI. JB highlighted the use of the tool to help visualise project readiness and the care continuum. It also allows for the identification of potential gaps and areas needing additional support. Further development on the use of the tool is required to ensure that its use is maximised across the teams in DHI, and that JB develops appropriate reporting to evidence performance e.g. what is the success rate for project proposals? JB asked Board members to identify to JB any other metrics they would like to have reported on the pipeline activities.</p>	All

	Standing Items – by exception only	
7.	Finance and Governance Update MM asked colleagues to note the financial performance of DHI Phase 3 core funds, additionally funded projects and the growth fund at the end of Oct 24. MM advised on a positive balance of circa £45k in core funding, with some slippage in the design team function due to resource allocation of team members to other projects. MM also mentioned the successful securing of additional project funding of circa £200k at this point in Year 1. This suggests we are on track for DHI's target income at this point in the year. MM also advised that the annual pay settlement has been agreed and factored into the budget. We await GSA uplifts for inclusion. There is also a delay in GSA invoicing associated with the currently unsigned collaboration agreement. GH advised that there should be no major issues from GSA relating to pay uplifts. MM also highlighted the need for additional design team resources due to being overstretched and mentioned plans to use the positive balance to secure additional support on a short term basis.	
8.	Performance and Planning Update (PAA's 1-7) JH updated the board on the new performance and planning reporting structure via a video recording as she was unable to attend today's meeting. JH advised that as DHI is now part of SFC's Infrastructure investment and continue to be funded by Scottish Government, we have recast the way that we are reporting. JH reminded colleagues on the DHI Priority action areas and the key focus around them. Each area has a working group established to ensure a multidisciplinary approach to working. Terms of Reference and membership have been established for each group, with most meeting on a monthly basis. These meetings will focus on the delivery plan and the associated targets. There will be summary reports each month, reporting into the senior management team. These will include progress, what the top actions are, activities and any associated risks and issues. Board colleagues will then receive quarterly reports with a summation of progress to date. JH asked for colleagues to review the new format and comment with any suggestions for improvement going forward. The new format has reduced the size of the board pack considerably and hopefully colleagues will find this an easier read. JJ highlighted a previous financial issue with Digital Lifelines and asked if this has been resolved. MM advised that a draft proposition has been developed and we continue to refine that with comments from our collaborative partners. GC and MM will attend a Digital Services & Innovation Board meeting, chaired by JC in December to highlight the proposition. JC confirmed that the outcome of the proposal is likely to be decided in January as the Scottish Government await budget approval.	ALL
9.	DHI Exchange CC presented the DHI Exchange, showcasing a new interface for visualising project readiness and cae continuum. CC also demonstrated a live deployment of the community connections platform in Moray, which integrates persona data sharing across multiple agencies.	
10.	AoB None noted.	

11.	Date and Time of Next Meeting The next meeting is scheduled to take place on Tuesday 12 th February @1pm in DHI HQ, 121 George Street, Glasgow. MS Teams will be available for those unable to attend in person.	
-----	---	--