

<b>DIGITAL HEALTH &amp; CARE INSTITUTE</b>			
<b>BOARD MEETING</b>		<b>Minutes: Wednesday 27<sup>th</sup> November 2019</b>	
<b>Chairing:</b> <b>Mr John Jeans (member)</b>			
<b>Present:</b>	Professor George Crooks <b>(member)</b> Chief Executive Officer Digital Health & Care Institute		Moira MacKenzie <b>(member)</b> Director of Innovation/Deputy CEO DHI
	Professor Iain Stewart <b>(deputy for HB)</b> Associate Dean University of Strathclyde		Dr Margaret Whoriskey <b>(Member)</b> Head of Technology Enabled Care and Digital Healthcare Innovation, SG
	David Littlejohn <b>(attendee)</b> University of Strathclyde		Edith Macintosh <b>(member)</b> Executive Director of Strategy and Improvement Care Inspectorate
	Don MacIntyre <b>(Deputy for MS)</b> Design Director DHI/GSA		Ms Janette Hughes <b>(attendee)</b> Head of Performance and Planning DHI
	Ms Pam Mooney <b>(attending)</b> Programme Manager DHI		
<b>Conference Line</b>	Brian O'Connor <b>(member)</b> Chair European Connected Health Alliance, UK		
<b>Apologies</b>	Mr Grant Reilly <b>(attendee)</b> Comms, Marketing and Events Manager, DHI		Professor Harry Burns <b>(member)</b> University of Strathclyde
	Charles Sweeney <b>(member)</b> CEO, Critiqom		Louise McKean <b>(attendee)</b> Solicitor and Contracts Manager University of Strathclyde
	Helen Raftopoulos <b>(attendee)</b> Assistant Director Scottish Funding Council		Madeleine Smith GSA
<b>Board Secretary</b>	Shirley Sharp, Office Manager/EPA DHI <b>(attendee)</b>		

		<b>ACTION BY</b>
<b>1.</b>	<p><b>Chair's Introduction and Apologies</b> The Chair welcomed everyone to today's meeting and submitted apologies on behalf of those unable to attend. The Chair also introduced Edith Macintosh, Executive Director of Strategy and Improvement, Care Inspectorate, as a new member of the DHI Board.</p>	
<b>2.</b>	<p><b>Declarations of Interest</b> GC asked colleagues to note that he has been asked to join the UKRI Healthy Ageing Challenge Advisory Board. GC confirmed that he has accepted.</p>	
<b>3.</b>	<p><b>Minutes of Previous Meeting/Matters Arising (03/09/19)</b> MW raised an issue under item 9 from the minute of 3<sup>rd</sup> Sept – Change Management. Discussion held around a proposed framework/template to be used at the end of each project with recommendations going forward once DHI's role has come to an end. It was agreed to use Scotcap as an example with a discussion paper produced and brought back to a future board meeting in the new year.</p>	<b>MB/JB/GC</b>
<b>4.</b>	<p><b>Chairman's Update (verbal)</b> JJ advised colleagues on GC's recent Strategic Leadership Award (Individual Leadership) at the ITEC Awards 2019. Congratulations from colleagues were noted. JJ also advised board members that he will be carrying out this year's Board Effectiveness Review over the coming weeks. Hopefully this will take place prior to the Christmas break, diaries permitting, but may need to push into early January. SS will be in touch with each member to diarise a time slot with the. JJ informed colleagues that to date he has been unable to have the in-camera session with Board members following each meeting, but it is his intention to diarise this time going forward in 2020, starting with the first meeting of the new year in February.  From previous discussions at the September Board meeting, JJ has agreed to also have regular meetings with the various DHI stakeholders and will be taking this process forward in early 2020.</p>	
<b>5.</b>	<p><b>CEO Update</b> GC advised colleagues that a new member of staff joined the DHI team on Monday, joining the Research, Knowledge and Skills team. There has also been a slight delay with advertising the two technical posts due to pressures in recruitment. HR have advised that this should hopefully be resolved in the next week. GC advised that with regard to the Commercial Business Development post, this role is currently being divided amongst 3 members of the senior executive team. JJ reiterated the need for DHI to establish this role going forward. He informed the Board that a funding request has been submitted to SFC to secure a dedicated staff resource. GC also advised that DHI has been recognised by the European Commission as a formal European Innovation Hub, one of only two based in Scotland.  GC asked colleagues to note some additional points not included in today's update. GC informed colleagues that Highlands and Islands Enterprise have formally notified DHI that funding will no longer be available for activities in the north of Scotland, this would mean DHI being treated differently to other ICs that</p>	<b>GC/JJ</b>

	<p>had received HIE funding for their Phase 2 activities. Continuity of funding was verbally communicated to DHI and an advanced payment was received to allow for the appointment of a dedicated staff member to work in the HIE area. A detailed discussion took place and it was agreed that the Chairman and CEO will arrange to meet HIE following the Christmas break to discuss further.</p> <p>GC updated the Board on current issues and future developments of the DHI website.</p> <p>Industrial Grand Challenge – GC advised that DHI have supported the submission of a stage one bid to the Innovate UK Industrial Grand Challenge (healthy ageing) circa £100k. Hopefully this will progress to a stage 2 bid with estimated funding available somewhere in the region of up to £12m.</p> <p>GC informed colleagues that he has recently met with senior members of the Scottish Government Health and Social Care Directorates. The meeting was extremely positive, and they are keen that DHI develops a closer working relationship at Director level within SG.</p> <p>MW expressed her appreciation for DHI's active involvement in Digital Health and Care week, which took place week commencing 18<sup>th</sup> November. Over 40 sessions were held over 2 days with over 400 attendees and 120 speakers taking part. MW advised that a full report following the event will be produced and available in due course.</p> <p>MW also advised that collaborative opportunities are being pursued by DHI and the Scottish and Irish Governments. This is an area of high political interest, following the collaborative agreement between the Scottish First Minister and Taoiseach of Ireland. GC informed colleagues that 4 fellowship opportunities have been made available by the Scottish and Irish Governments to further the collaborative process going forward. These will be made available to the respective teams in early 2020 and GC has disseminated the information to the DHI Team.</p> <p>GC advised that some members of the team will also be speaking at European events over the coming weeks in both Barcelona and Helsinki.</p> <p>DL suggested an article or promotional piece should be promulgated highlighting recent DHI success stories. These should be promoted both internally and externally. Iain Stewart suggested this information also be sent to his office to assist with promoting the work of DHI further amongst UoS colleagues, in particular to make the Principal aware of DHI's successes. GC will discuss with GR a promotional piece for the Dean outwith today's meeting.</p>	<p><b>MW</b></p> <p><b>GC</b></p> <p><b>GC/GR</b></p>
<p><b>6.</b></p>	<p><b>Finance and Governance Update</b></p> <p>MM asked colleagues to note the financial performance at the end of month 4 of DHI Phase 2. MM advised that the phase 1b financial reconciliation process with UoS finance is now almost complete. Additionally, the reconciliation process for phase 1a has resulted in a £59k underspend to be returned to SFC. There is a current underspend of £128k in core funding due to the timing of funds coming in. Underspends noted in the non-staffing budget is spent against activities projected over the year. This is also the same in the staffing column due to vacancies.</p>	

	<p>MM advised that with regard to additionally funded projects, some projects from project 1b have now finished and others remain open with anticipated end dates identified. Any remaining funds available will be transferred to the DHI Growth Fund. Funding is not transferred until the project is formally completed and all expenditure finalised. Discussion ensued around transparency with regard to any underspend. JJ reassured colleagues that this current accounting method is transparent, and any new commitments from the growth fund will come back to the Board for discussion.</p>	
<p><b>7.</b></p>	<p><b>Planning and Performance Review</b></p> <p>JH asked colleagues to note progress in relation to the DHI Phase 1a, 1b and 2.0 project portfolio as well as skills development and knowledge exchange. JH advised colleagues that the format of this report will now change going forward and the delivery plan, signed off at the last Board meeting in September, will be regularly reviewed by the Board. JH informed colleagues that the DHI report, due for submission to SFC, will be sent virtually to colleagues in December/January for approval and sign off.</p> <p>JH also advised that there are two phases to the pipeline and live projects, with a significant amount of resource being used to build the pipeline. The 5-stage process will be used on any proposed project. JH asked colleagues to note that, going forward into 2020, the format of the pipeline will include core funded (red), core funded additional (yellow) and additionally funded projects (green).</p> <p>JH informed colleagues that the SAC team will now be known as the Insights team, having secured two follow-on projects in NHS Tayside and NHS GG&amp;C. these will form part of the DHI Phase 2.0 project portfolio.</p> <p>JH also asked that the following updates be noted: -</p> <ul style="list-style-type: none"> <li>• Decision Support – Business case to be produced going forward</li> <li>• Scotcap – now at 80% recruitment (280 patients), between 300/350 required. Academic evaluation is underway by UoS Computer Science Department. A workshop has also taken place in the Highlands and this will help to feed into the evaluation process.</li> <li>• Atrial Fibrillation – 60 patients have now completed the trial and a draft of the deliverables is currently being reviewed. Cardiac physiologists’ report is also on track and a dissemination plan is being devised that will hopefully be taken to the National Stroke Advisory Committee and other national forums.</li> </ul> <p><b>RKM Update</b></p> <p>JH asked colleagues to note the following: -</p> <ul style="list-style-type: none"> <li>• All 24 MSc student places have now been taken up and will begin in January 2020</li> <li>• The Strathprints repository continues to develop with over 220 documents available to view. RKM will continue to develop links with other stakeholders going forward.</li> </ul> <p><b>Macmillan Spotlight</b></p> <p>JH and DM gave a spotlight presentation to colleagues on the Macmillan project. This project will focus on developing a prototype application, through the use of gaming technology, to help improve the patient journey but also produce data to</p>	

	<p>help improve and develop services. This is currently a paper version that will hopefully evolve into a digital format.</p> <p>DM updated colleagues on work carried out so far. Two design led sessions have taken place, one in Glasgow and one in Fife. From these sessions it is hoped that a working prototype can be finalised. There will be a further design workshop that will take place in December. This will help to form the basis for a phase 2 outline and mandate to be drafted for Board approval. This is currently work being carried out on behalf of Macmillan Scotland, but it is hoped it will expand to Macmillan UK. JH advised that this work links into the NDS platform and could therefore be applied in other areas of care.</p>	
<b>8.</b>	<p><b>Risk Register</b></p> <p>JH asked colleagues to note this quarter's corporate risk register. As discussed in previous meetings, we have been advised that the DSE environment will need to move by Easter 2020. JH advised that she will be meeting estates colleagues early December to discuss the move. JH will also be in touch with the Dean re support going forward.</p>	<b>JH</b>
<b>9.</b>	<p><b>DSE Update</b></p> <p>GC updated the Board on behalf of DHI CTO. As previously discussed, the DSE environment based currently in the City Observatory in TIC will be relocating in April 2020. GC/JH will update colleagues following JH meeting with the UoS estates team. GC asked colleagues to note the remainder of CC's update included in today's boardpack.</p>	
<b>10.</b>	<p><b>AOB</b></p> <p>JJ wished to recognise David Littlejohn retirement as a Board member and who was attending today's meeting for the last time. The Board thanked DL for his continued support and significant contribution to DHI.</p>	
<b>11.</b>	<p><b>Date and Time of the Next Meeting</b></p> <p>The next scheduled Board meeting will take place on Wednesday 19<sup>th</sup> February @ 10am, ground floor Boardroom, Inovo Building, 121 George Street, Glasgow</p>	