

DIGITAL HEALTH & CARE INSTITUTE		
BOARD MEETING	Minutes: Wednesday 19th February 2020	
Chairing: Mr John Jeans (member)		
Present:	Professor George Crooks (member) Chief Executive Officer Digital Health & Care Institute	Moira MacKenzie (member) Director of Innovation/Deputy CEO DHI
	Professor Iain Stewart (deputy for HB) Associate Dean University of Strathclyde	Dr Margaret Whoriskey (Member) Head of Technology Enabled Care and Digital Healthcare Innovation, SG
	Gary Bannon (attende) Senior Policy/Analysis Officer SFC	Madeline Smith (member) Head of Strategy, Innovation School, GSA
	Charles Sweeney (member) CEO, Critiqom	Ms Janette Hughes (attende) Head of Performance and Planning DHI
	Helen Raftopoulos (attende) Assistant Director Scottish Funding Council	Brian O'Connor (member) Chair European Connected Health Alliance, UK
	Chaloner Chute (attende) Chief Technology Officer DHI	Mr Grant Reilly (attende) Comms, Marketing and Events Manager, DHI
	Joanne Boyle (attende) Head of Business Engagement DHI	Elizabeth Brooks (attende) Design Director GSA
Visiting Attendees	Campbell Grant Chairman & MD Sitekit	Colin Brown Head of Governance (Digital) NES
Conference Line	Andrew Howie Head of Health and Wellbeing Scottish Enterprise	
Apologies	Edith Macintosh (member) Executive Director of Strategy and Improvement Care Inspectorate	Professor Harry Burns (member) University of Strathclyde

Board Secretary	Shirley Sharp, Office Manager/EPA DHI (attendee)		
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1.	<p>Chair's Introduction and Apologies</p> <p>The Chair welcomed everyone to today's meeting and submitted apologies on behalf of those unable to attend. The Chair introduced Campbell Grant, Sitekit MD as a proposed 3rd Industry representative to the DHI Board. The Chair advised on the potential for a conflict of interest but believes that this is manageable. CG will attend today as an observer, with agreement from the Board today, will be made a formal offer of appointment to join as a member of the DHI Board. The Chair also introduced Colin Brown, Head of Governance (Digital) at NES to today's meeting. He is also here as an observer. CB will give a brief update on his role within NES later on today's agenda.</p>	JJ
2.	<p>Declarations of Interest</p> <p>None to note.</p>	
3.	<p>Minutes of Previous Meeting/Matters Arising (27/11/19)</p> <p>The minutes of the previous meeting were agreed as an accurate record. JJ asked colleagues to note the following matters arising from the meeting in November: -</p> <ul style="list-style-type: none"> • SCOTCAP example for proposed recommendations document following completion of projects, will be deferred to the next meeting in May. • HIE- JJ advised that a meeting has been arranged for 28/02/20 to discuss funding issues. GC and JJ will be meeting with HIE Chief Exec and members of the HIE team. • Scottish/Irish Government Fellowship Opportunities – MW advised that the 4 fellowship posts have now been taken up, with collaborative work beginning in the early summer • Promotion of DHI – GR confirmed that regular updates are being sent to the Dean's office for inclusion in his monthly updates of the Science Faculty. • Risk Register – this will be discussed further on today's agenda 	JH
4.	<p>Chairman's Update (verbal)</p> <p>JJ advised colleagues that HR will no longer be attending DHI Board meetings and introduced Gary Bannon who will now be attending all future meetings. JJ would like to take this opportunity to thank HR for all her help, advice and contributions towards DHI, in particular her invaluable assistance with the DHI Business Case submitted in 2019. HR advised that she hopes to continue to have an interface role with the Digital Directorate at Scottish Government. JJ also asked colleagues to note that Jonathan Cameron, Digital Directorate at SG will now be the substantive Board representative attending future DHI Board meetings. MW will attend as his deputy going forward.</p> <p>JJ advised colleagues on the outcome of the 2019 Board effectiveness performance review. 8 structured interviews took place with Board members and a written summary will be circulated by JJ when complete. JJ advised that on the</p>	JJ

	<p>whole the feedback was positive and support of the Board and its functions. JJ outlined some suggestions that had been made to improve the running of Board meetings. . It was subsequently agreed that SS will produce and action log ready for the next meeting in May and investigate the use of Microsoft TEAMS. SS will also look to revise the May date to allow all board members to be in attendance. Two important strategic points had been made by several Board members and they will be highlighted under the appropriate agenda items.</p>	SS
<p>5.</p>	<p>CEO Update GC asked colleagues to note the following from his update provided in today's boardpack.</p> <ul style="list-style-type: none"> • Research, Skills and Management – Latest statistics have shown that 4 of DHI's reports are now the most accessed publications on the Strathprints repository hosted by UoS. • Colleges Update – meeting has taken place with City of Glasgow College with signing of MoU between the college and DHI taking place Friday 28th February. GC advised that he is also in discussions with the Principal of Dumfries and Galloway College on a potential collaborative project around technology enabled care • Next Generation Service Project – MM updated colleagues on her recent interview with the panel from Innovate UK in London. MM advised that there is strong competition in this field and news of the £60k research bid should be received by mid-March. HR advised that SFC would be happy to produce a letter of support should this be required. • Peer Reviewed publications – JH discussed with colleagues the need to promulgate DHI published work. IS suggested that JH make contact with Claire Carroll and Ian Ruthven in CIS department to assist. IS also advised that 3 new Professor's will be joining the science faculty with backgrounds in digital health, cyber security, design art and computer science. DHI and its work may be of particular interest to the new professors when they join UoS. GSA team also to ensure that all peer reviewed journals are fed into JH. 	JH
<p>6.</p>	<p>Insights Team Update Elizabeth Brooks, Design Director and lead for the DHI Insights Team attended today's meeting to give a presentation on the work currently being done by the team. EB advised that there are currently 6 non-core staff employed to work on commissioned pieces of work for DHI. The bulk of the staff are research designers. EB gave an overview of the Scottish Access Collaborative (SAC) work produced as part of the Modern Outpatient programme and that current pieces of work around Mental Health and Diabetes are examples of follow on pieces from the initial SAC phase, (June 18 – July 19). EB highlighted the challenges and benefits to this kind of work, pace and resource being particular challenges but the benefits are now evident from having an experienced team dealing with the primary and secondary care sectors within the NHS environment. CC noted that it was helpful for partners to have gone through this process as this means they were much more informed about the nature of the challenge and their ability to set a brief to work productively with DHI.</p> <p>JJ thanked EB for attending today's meeting and updating colleagues on the work of the Insights team.</p>	

7.	<p>Colin Brown – NES Colin Brown, Head of Governance (Digital) with NES attended today’s meeting as an observer. CB is in post to provide governance and rigour around the digital work being done. Following a meeting with DHI and NES Chief executive, CB was invited along to today’s meeting to get a view on how the DHI business works and the governance process of the Board. CB will be meeting with GC on a regular basis with the aim of building positive relationships with DHI and understanding the workings at both board and ground level.</p>	
8.	<p>Planning and Performance Review JH asked the board to note progress in relation to phase 1a, 1b and 2.0 of the project portfolio. JH asked colleagues to note the following: -</p> <ul style="list-style-type: none"> • TV Care project – mandate being developed to transfer this project into Phase 2 • Phase 1b – some of these projects will be transferring into phase 2 • SCOTCAP and Decision Support – business cases are being produced for both for submission to the Scottish Government re adoption and scale. • Phase 2 live projects – this phase officially started in July 19 scheduled to run through until June 20. These include core funded, core and additional funding and additionally funded projects. • Core funded – Person centred records 1st stage report is pending with proposed extension recommended • Additionally funded projects – colleagues are asked to note follow on projects from the original SAC work. NHS Tayside (Diabetes), NHS GG&C (Gastro, Trauma and Orthopaedics) and SG mental health project. Valmed (Janssen) project has been extended until June 20. A new contract has been signed with additional £80k funding awarded. <p>JH asked colleagues to note the draft delivery plan, tabled today and advised that it will be the intention to present this as the reporting model at all future meetings. The larger detailed report will still be included in the pack for reference. JH also advised that discussions are progressing with MS on how to report DHI impact and deliverables going forward. HR suggested it may be good to celebrate in some way when a successful project ends, e.g. Macmillan.</p>	
9.	<p>DSE Update CC asked colleagues to note DSE progress to date as detailed in today’s report. CC also highlighted the Care 4.0 simulation process, phase 2 planning and procurement issues, in particular the delays with the data exchange layer in partnership with NSS. Discussion took place with board colleagues on how best to promote the DSE both locally and internationally.</p>	
10.	<p>DHI Engagement Strategy JB attended today’s meeting and asked colleagues to note developments with the 1st draft of the DHI Engagement Strategy. JB asked colleagues to note the development of this internal strategy to help support operational documentation, focus and align resources, enhance operational efficiency whilst allowing DHI to understand its roles and responsibilities. Strategy to be developed further to include key areas of focus both locally and internationally, building a strong pipeline of projects.</p>	JB
11.	<p>Evidencing Impact MS advised that previous discussions at the last Board meeting had raised the issue of DHI better evidencing the difference we were making and how this could</p>	

	be collated and reported across a portfolio of projects. A wide-ranging discussion ensued, and it was agreed that MS will work with DHI on a proposal to measure impact and value of DHI and its work. Gary Bannon also asked to be part of this team.	MS/JH
12.	Corporate Risk Register JH advised that the DSE move has been delayed until after the summer and DHI are awaiting the options appraisal from UoS. GC also advised colleagues that there have been significant issues with RKES and the allocation of KE codes to call down funding. At the moment there is a potential risk for losing £500k SG funding due to the delays. IS advised that he will liaise with Paul Tyler, Contracts Manager at UoS re coding issues.	IS
13.	AOB MEF reports – JH asked colleagues to note that the MEF reports circulated with today's Boardpack have been submitted to SFC for approval. Board are content with this process.	
14.	Date and Time of the Next Meeting It was agreed by colleagues that the date for the next scheduled meeting in May will be revised to ensure Board member attendance. SS will send out a doodle poll to all with prospective dates and confirm once completed.	SS