



<b>BOARD MEETING</b>	<b>Minutes:</b>		
Via Microsoft Teams	Thursday 12 <sup>th</sup> August 2021		
<b>Chairing:</b>			
Mr John Jeans (member)			
<b>Present:</b>	Moira MacKenzie (member) Deputy CEO DHI/Director of Innovation		Dr Margaret Whoriskey (member) Head of Technology Enabled Care and Digital Healthcare Innovation, SG
	Madeline Smith (member) Head of Strategy, Innovation School, GSA		Charles Sweeney (member) CEO, Critiqom
	Ms Janette Hughes (attendee) Head of Performance and Planning DHI		Brian O'Connor (member) Chair European Connected Health Alliance, UK
	Chaloner Chute (attendee) Chief Technology Officer DHI		Mr Grant Reilly (attendee) Head of Communications and Marketing, DHI
	Campbell Grant (member) Chairman & MD Sitekit		Professor Iain Stewart (depute for member HB) Associate Principal & Executive Dean University of Strathclyde
	<b>Karen Reid (attendee)</b>  CEO NES		
<b>Apologies</b>	Professor George Crooks (member) Chief Executive Officer Digital Health & Care Institute (DHI)		Andrew Howie (attendee) Head of Health and Wellbeing Scottish Enterprise

	Gary Bannon (attendee) Senior Policy/Analysis Officer SFC		Edith Macintosh (member) Executive Director of Strategy and Improvement Care Inspectorate
<b>Board Secretary</b>	Alex Porteous, Admin Asst DHI		

<b>Item</b>	<b>Topic</b>	<b>Action by</b>
<b>1.</b>	<p><b>Chair's Introduction &amp; Apologies</b></p> <p>The Chair welcomed everyone to today's meeting and submitted apologies on behalf of those unable to attend. JJ congratulated Margaret Whoriskey on her appointment as Interim Deputy Director for Digital Health and Care Directorate, Scottish Government as well as becoming a substantive member of this Board.</p> <p>JJ also welcomed new attendee, Karen Reid, CEO of NES who will bring valuable digital integration and skills expertise, the latter of which has been lacking in the Board.</p>	
<b>2.</b>	<p><b>Declarations of Interest</b></p> <p>None declared.</p>	
<b>3.</b>	<p><b>Minutes of previous meeting/Action Log - Thursday 13th May 2021</b></p> <p>The minutes of the meeting on 13th May were agreed as an accurate record. JJ asked for the following matters arising/actions to be noted from the May meeting:</p> <p>Impact &amp; Benefits Realisation –JH will pick up in annual report – further evidencing DHI value through benefit surveys &amp; testimonials</p> <p>Digital Health &amp; Care Strategy Refresh – Margaret Whoriskey provided update that the draft strategy was circulated to key stakeholders with DHI contributing comments. Strategy has been considered at COSLA &amp; Scottish Government Health &amp; Social Care Management Board, with good endorsement and support. It should be published end of Aug 21. A robust delivery plan will then be developed</p> <p>Strategy will note the need for oversight of digital developments in wider health and social care. SS will circulate link to Board members once published. Design Director Update – Madeline Smith raised query from previous minutes, appendix 1, as to how the contribution of the design team can be better reported whilst acknowledging it is integrated into different functions. Madeline, Don McIntyre &amp; Moira Mackenzie to discuss offline.</p>	MS/MM/DM

<p><b>4.</b></p>	<p><b>Chair's Update (verbal)</b></p> <p>Chair noted current lifting of Covid restrictions may enable next Board meeting on 11<sup>th</sup> Nov to be in person. Situation will be kept under review and confirmed nearer the time. JJ also congratulated Scottish Enterprise on the appointment of their new Chief Exec, Adrian Gillespie who is well known to colleagues in University of Strathclyde. GC/JJ will arrange meeting with Adrian once he has settled into his new role.</p> <p>JJ advised that Board Effectiveness interviews will start in Sept, to be completed before the end of year. SS will arrange.</p> <p>JJ also advised on discussions with Health Transformation lead in Singapore Government regarding DHA (Digital Health Accelerator). JJ has interest in relationship building through DHI exchange work and managing projects from Health &amp; Social Care perspective, linking these to SMEs. JJ to provide introductions to DHI.</p>	<p>SS</p> <p>SS</p> <p>JJ</p>
<p><b>5.</b></p>	<p><b>CEO Update</b></p> <p>In George Crooks absence, Moira Mackenzie presented paper. She updated on the return to headquarters, recognising the benefits of a blended approach for home/office working contribution to net zero, staff wellbeing &amp; budgets.</p> <p>MM advised on the completion of annual staff appraisals and ongoing capacity challenges across the team. The need to prioritise DHI focus has been recognised by DHI SMT and work is progressing to address.</p> <p>JH was invited to provide an update on the Moray Growth Deal (MGD) which has now been signed off by Scottish Government with £5 million secured by DHI over a 38-month period. The Board were asked to note that DHI work will proceed ahead of full contract completion, presenting a small amount of risk exposure until all paperwork complete. This has been discussed and agreed with UoS. The Board were asked to note that there is an embargo over any publicity or announcement until full deal has been announced. JJ offered his congratulations to JH for all of the hard work and acknowledged her important contribution in making this happen.</p> <p>The SFC recently published report was noted, along with references to the importance of the Innovation Centre Programme and need for longer term funding.</p> <p>MM updated on Industry Leadership Group Digital &amp; Data working group (ILGDD) activity with DHI support further stretching capacity due to absence of business development resource. Recent discussions with AH have advised SE now formally approved Health &amp; Wealth funded programme. Still many uncertainties but discussing case for potential DHI resource.</p>	

<p><b>6. Spotlight Session – DHI Exchange Deep Dive</b></p>	<p>Chief Technology Officer, Chal Chute provided overview of the DHI Exchange, focussing on the core central theme of person-centred data sharing. He noted the strategic meta-analysis and outputs from previous works and demonstrations, such as the process of service mapping and requirements for co-managing care, referencing input from colleagues Jay Bradley, Don McIntyre &amp; Gabrielle Rossi in particular. CC noted that five digital services have successfully moved from DHI simulation to deployment and all targets have been met for the year, with a healthy pipeline for the year ahead.</p> <p>In discussion, a board member raised the need to leverage the knowledge that has already been gathered in support of the Moray Growth Deal. Chal provided assurance on this. After discussions around DHI’s unsuccessful efforts/proposals for Digital Vaccination Management Certification last year, it was agreed that consideration needs to be taken on how to better explain the role and use of DHI Exchange and alignment with Scottish Government Strategic Priorities. CC also took the action to have an offline conversation with GC and KR regarding how best to progress Cancer Co-Manage Plan opportunities, and report back to the November Board meeting.</p> <p>MW advised that Scottish Government are receiving many requests for funding for digital developments, coming through different routes. DHI need to consider how to align any proposals with priorities in the strategy refresh and provide clear and distinctive offers. Also, to ensure early engagement with Digital Health and Care directorate.</p>	<p>CC/GC/KReid</p>
<p><b>7. Finance and Governance Report</b></p>	<p>MM asked colleagues to note a positive balance of £134,248 at end of June in core grant funding. This positive balance is being completely utilised along with a small contribution (£14-20k) from the year 3 Scottish Government grant to meet the costs of an extra month’s expenditure for July, enabling DHI to align its financial year with UoS systems and processes. This will be reconciled in Year 3 budget revisions to be agreed at next formal SMT meeting.</p> <p>MM updated on DHI Phase 2 Additionally Funded Projects with a total value of around £4 million to end of Year 2. The Growth fund total income from year 1 – end of June 21 is £323,000, with an uncommitted balance of £40,105. Further balances due to be transferred in Year 3 will be used to underwrite quantified financial risk for Moray Growth Deal. MM advised formal conflict of interest registered for GC &amp; Brian O’Connor for ECHA contract in CHANCE Project. This has been recorded formally in UoS system &amp; DHI processes. Board noted the report.</p>	

	<p>Further discussions on where best to secure additional resources for Seed Fund/Business Development resource to take place at next Board meeting. There is a need to build capacity as there is an (emerging) strong order book. International and wider commercial opportunities were discussed and, although resource issues were acknowledged, JH assured the Board that additional capacity will result from the soon to be appointed Commercial Innovation Lead post.</p>	
<p><b>8. Performance and Planning Report</b></p>	<p>JH advised colleagues on core performance metrics and accumulation of circa £3.9 million additional income. As previously advised, only 1 target has not been met due to covid restrictions: i.e., work experience placements.</p> <p>JH gave an update on DHI's Project portfolio with 7 live projects, and 2 recently closed, (Valmed &amp; PCR Stage 2a). By the end of Aug 21, JH advised that Dynamic Scot will close, with a stage 2 proposal in development. JH went through the Rapid Projects, noting Roche also has potential for stage 2 if meets priority considerations. In the pipeline, JH noted slight delays in the Community Pharmacy Scotland project but is expected to start in next couple of months.</p> <p>JH also noted that emerging space in the PMO portfolio is being deliberately managed to onboard MGD. JH provided a summary of Skills Development &amp; Knowledge Exchange activity highlighting a proposal for circa £1m for a 'National Campaign for awareness raising on digital health and care sector, careers and skills' proposal. It was agreed to bring further detail on this back to a future board.</p> <p>The Board discussed Decision Support regulatory approvals and plans for potential commercialisation. JH reassured the Board that DHI are working with SG on an IP clause and has partnership with SHIL. Long covid was raised as a clinical area which is uncertain and might therefore create potential issues with a functional clinical support tool. JH will consider and provide feedback at next Board.</p>	<p>JH</p> <p>JH</p>
<p><b>9. Corporate Risk Log</b></p>	<p>JH noted Risk 79 (highest risk) has been carried forward. This is regarding remobilisation of health and care services due to lack of a clear route to secure significant digital innovation funding from Scottish Government. JH noted this risk ties in with risk 80, around evidencing and sustainability.</p> <p>JH also asked colleagues to note DHI's mitigation as £200,000 pot of funding has been requested to assist. Risks 13, 51 have been closed.</p> <p>Risk log was confirmed by the Board as identifying key risks.</p>	

<p><b>10.</b></p>	<p><b>Engagement Update</b></p> <p>Grant Reilly advised colleagues on high level priorities for year 3. This includes the identification of key significant funding opportunities to target, expansion of innovation cluster portfolio and project areas which will support a balanced portfolio for DHI including more social care. Priorities for pipeline project opportunities were identified as Drugs Death Prevention, Mental Health &amp; Healthy Ageing (social care/diabetes T2).</p> <p>Board members strongly supported and endorsed these areas of work. There was a suggestion to consider broadening to drug addictions management and become more involved in the development of the National Care Service, where national consultation launched this week. This will be considered.</p>	
<p><b>11.</b></p>	<p><b>Draft Annual Report</b></p> <p>JH introduced the structure of the annual report and key changes from last year</p> <p>DHI have changed structure by using the Innovation Process Model for chapter headings</p> <p>Incorporated benefits &amp; testimonials through Impacts/Benefits Survey</p> <p>Appendices - SFC MEF Return</p> <p>JH provided an update on DHI Impacts work, sharing aggregated feedback from previous Board discussion session but noted that further analysis &amp; presentation is required.</p> <p>Board members commented on the need to better evidence economic development contribution, with JH assuring that the Moray Growth Deal will improve this going forward. JH to have offline discussion with Campbell &amp; Charles for industry perspective. There was feedback on the accessibility of the report for public consumption, and a suggestion to consider of a short 2-page summary in 'plain English'.</p> <p>JH ran through the General Findings from the Benefit Realisation Survey. This went out to 44 people, with a 41% response rate. JH noted that response was mainly from NHS, with no input from local authorities. JH noted feedback from project perspective but there will be more to input provided in annual report.</p> <p>All board members were asked to let JH know if there were any content gaps in annual report. Board members formally agreed to delegate final approval of the Annual Report for submission to SFC to JJ and GC by end Sept 21.</p>	<p>JH</p> <p>All JJ/GC/JH</p>
<p><b>12.</b></p>	<p><b>AOB</b></p> <p>None noted.</p>	

**13.**

**Date and time of next meeting**

The next meeting is scheduled to take place on Thursday 11<sup>th</sup> November @ 1pm – 3.30pm.