

Agenda

DHI Board Meeting: Wednesday 15th August 2018, 10am – 2.00pm

Venue: City Observatory, TIC Building, George Street, Glasgow

1.	Welcome		JJ
2.	Apologies		JJ
3.	Declarations of Interest		All
4.	Minutes of Previous Meeting		JJ
5.	Chairman's Update – Verbal		JJ
6.	Chief Executive Update	For Information	GC
7.	Finance and Governance Update	For Information	MM
8.	Phase 2 Business Case (Draft)	For Discussion	MM
9.	DHI Progress, Planning and Design Update	For Information	JH
10.	DHI SFC MEF Return	For Approval	JH
11.	Corporate Risk Register	For Approval	JH
12.	AOB		All
13.	Lunch (12 – 12.30pm)		All
13.	DSE Demonstration (12.30-1.30pm)		CC
14.	Date and Time of Next Meeting - There will be an extraordinary Board meeting on Thursday 4 th October, 10am – 1pm. Venue to be confirmed.		

DIGITAL HEALTH & CARE INSTITUTE		
BOARD MEETING	Minutes: Wednesday 16th May 2018	
Chairing: Mr John Jeans		
Present:	Professor George Crooks (member) Chief Executive Officer Digital Health & Care Institute	Mrs Janette Hughes (attending) Head of Performance and Planning, DHI
	Moira MacKenzie Director of Innovation/Deputy CEO DHI (member)	Mr Don McIntyre (attending) Design Director Glasgow School of Art
	Louise McKean (attending) Solicitor and Contracts Manager University of Strathclyde	Professor Harry Burns (member) University of Strathclyde
	Ms Donna Chisholm (attending) Regional Head of Sectors, Innovation and Programmes, Highlands & Islands Enterprise	Ms Julia Brown (attending) Healthcare, Life and Chemical Sciences, Scottish Enterprise
	Helen Raftopoulos (attending) Assistant Director Scottish Funding Council	David Littlejohn (attende) Executive Dean, University of Strathclyde
	Charles Sweeney (member) CEO, Critiqom	Irene McAra-McWilliam (member) Deputy Director (Innovation) Glasgow School of Art
	Ms Margaret Whoriskey (attending) Head of Technology Enabled Care and Digital Healthcare Innovation, SG	
Apologies	Professor Andrew Morris (member) University of Edinburgh	Brian O'Connor (member) Chair European Connected Health Alliance, UK
Visiting attendees	Ms Miriam Fisher Programme Manager, DHI	Nicole Harrington Comms, Marketing and Events Manager, DHI

Board Secretary	Shirley Sharp, Office Manager/EPA, Digital Health & Care Institute		
------------------------	--	--	--

**ACTION
BY**

1. Chair's Introduction and Apologies

The Chair welcomed everyone to today's meeting and submitted apologies on behalf of those unable to attend. The Chair introduced visiting attendee, Nicole Harrington. Miriam Fisher will attend later.

2. Declarations of Interest

No declarations of interest were noted.

3. Minutes and Actions from the Previous Meeting

JJ advised that all actions from the previous meeting have either been completed, or on today's agenda for further discussion.

Actions from meeting 14th February 2018

The Chairman advised that the recent publication of the Scottish Government's Digital Health and Social Care Strategy mentions DHI several times throughout the document. This can be seen as positive reinforcement from Scottish Government on DHI's input to the strategy work going forward.

Item 7. Revised Governance Arrangements

GC advised that membership of the Strategic Advisory Group has now been determined and the group will have its first formal meeting on Tuesday 22nd May; the group will be chaired by Professor Roma Maguire. GC also advised the Commercial Advisory Group has been established and their first meeting has also taken place. GC will ask Stuart Deed to circulate the note or minutes from the first meeting.

GC/SD

The minutes of the previous meeting were then agreed as an accurate account of the meeting of 14th February 2018.

4. Chief Executive's Update

GC advised colleagues on staffing updates since the last board meeting in February. Moira MacKenzie has joined as Director of Innovation/Deputy Chief Executive, seconded from NHS24. Nicole Harrington is now Comms, Marketing and Events Manager and started with DHI mid-April. GC highlighted that there are also 2 additional members to the design team along with a project admin support assistant to work on the Scottish Access Collaborative as part of the Modern Outpatients programme.

GC advised colleagues that DHI has been working with the Moray Integrated Joint Board in the production of the strategic outline case for investment in digital health and care as part of the Moray Growth deal. GC has now been formally notified that the bid for £5m will be submitted to the Scottish Government for consideration. GC advised that Health Boards and colleges in Moray have been integral to the bid process.

GC advised board colleagues that DHI is also currently in discussions with Glasgow City Council to explore the possibility of how DHI can add value to the delivery of a number of proposed projects planned as part of the Glasgow City Deal. GC will update the Board as discussions progress.

GC advised that discussions are progressing for a UKRI Wave 2 Healthy Ageing Challenge Fund bid focusing on Next Generation Solutions as part of the analogue to digital telecare activities. Linking in with Scottish Enterprise on built environment options, and covering infrastructure, analytics and new digital tools for future. SG providing policy overview and sponsorship for a single proposal led by MW. JJ advised that Ian Campbell, Interim Chair of Innovate UK is aware and supportive of DHI facilitating an integrated approach and their role in linking in various interests. Aim is for Scotland to be one of three demonstration sites in the UK.

DL asked GC discussions around potential collaborative work with the National Physical Laboratory in London. GC advised that DHI has met with colleagues at NPL in London and there will be a follow up meeting next week to discuss further collaborative opportunities with DHI.

5. Chairman's Update

JJ advised that he has recently spoken with David Crossman, Chief Scientist for Health. He is very interested in DHI and what we do. JJ has agreed to meet with him in the next few weeks in London to have further discussions re DHI.

JJ also advised that he will be visiting Singapore for a meeting to explore the role of Digital health care. They have a very advanced patient records system with advanced digital methods in several areas. JJ will attend a meeting and will explore potential collaborations with DHI. JJ asked colleagues for input/suggestions/connections in Singapore within the digital area prior to his visit in the summer. IMcA advised that GSA has presence in Singapore and she will feed this information back to the Chair. JH also advised that she had met with a delegation from Singapore in recent weeks and she would send the contact details to JJ. MM suggested that any further suggestions should be coordinated via the DHI SMT for the Chair's attention.

All

IM

JH

JJ advised that as co-chair of the National Centre for Universities and Businesses, he would like colleagues to be aware of the publication of a report on digital skills published yesterday (15th May) 'The Human Factor' Driving Digital Solutions for 21st Century Health and Care. The document's focus is on skilling the future workforce and digital skills development. JJ will circulate links to the report and would appreciate feedback on its content. Colleagues also asked to consider if they felt there was a role for DHI in implementing the report's recommendations.

JJ

6. Finance Update

MM advised colleagues to note today's report up to month 13 phase 1B, as of April 2018.

MM advised that there remains a positive cash balance but hopefully the spend will catch up by the end of December 2018. MM asked colleagues to note page 13 of the report re income strands re monies received and underspends of academic grants etc. JJ asked if underspend is a concern. MM advised that she would like the opportunity at the next board meeting in August to take a 'deep dive' on a project by project basis to determine if the underspend will catch up or not, and the implications of any run on. HR welcomed this approach as SFC has to ensure organisations do not carry unnecessary funds. IMcA asked for clarification on visibility of £373k SAC project funding. MM advised that she is looking at a process for showing projected or actual funding and how to report this. JJ agreed that MM should do a 'deep dive' and send this to HR. The projected cash flow will be discussed further by the Board at the August meeting. MM also asked colleagues to note the revised governance arrangements in section 4.1 of today's finance report, namely registers for gifts and hospitality and conflicts of interest.

MM

7. Phase 2 Business Case – Strategic Case

JJ asked colleagues to focus comments on the content of the draft document received today and leave formatting issues aside for the time being. JJ asked GC to advise colleagues on process so far.

GC advised that the writing of the document has been led by MM and JH with a small core team. GC added that it is essential that all within DHI and its partners are able to participate and comment. The document itself is prescribed by the process set out and GC would like to take this opportunity to thank HR, SG and enterprise agencies for their support throughout this process. GC advised that the headline messages from this document should justify the DHI's continuation, reflect conversations from the previous strategic board meeting and the DHI team. GC would appreciate comments from colleagues today or by email after today's meeting. Submission to SFC will be before the end of May.

All

HR advised that this is a new process for SFC and would welcome comments and advice from colleagues going forward. DHI is one of two Innovation Centres with Scottish Government involvement linking to Health Care outcomes.

JB advised that there is a specific timetable to follow, assessors will be appointed and with the information provided by the IC's it would be hoped this would progress fairly quickly, and SE and SFC would be keen on no delays. JB advised that the focus for the IC's is content. It is hoped to be able to cement funding opportunities from SG for the IC's involved in health care. It would be helpful to ensure funding at the start with SE, HIE and SG working closely to support.

JJ commented that with regard to timelines, there will undoubtedly be uncertainty with time around timelines/contracts and long-term funding. Discussion ensued, and it was agreed by colleagues that positive messaging to staff on the long-term future for DHI is essential. HR advised that she can help with messaging for staff. The Board thought this would be very helpful.

HR

MM also asked colleagues to consider the 'open for business' aspect for DHI while developing the business case, and how this should be addressed.

MM advised that DHI has put together an internal working group, pulling in members as required and as the business case progresses.

DHI business plan will focus on the next 5 years funding period. MM advised that DHI has liaised with other IC's and agencies at this early stage, focus at the moment being the Strategic outline with stage two consisting of a more intensive piece of work gathering materials as necessary to support the business case submission. MM advised that guidelines at this stage have followed the Treasury Green Book and SFC guidelines. A detailed discussion took place and several specific comments were offered on the content and noted for inclusion in the next draft.

JJ advised that following comments from today's meeting, he is happy for the amendments to be included and a redraft to be made. The Board approved a proposal that JJ and GC will approve the final draft of the strategic case for final submission to SFC.

JJ/GC

8. DHI Progress, Planning and Design Update

JH and MF gave a short presentation and updated colleagues on progress and performances on the challenges so far. Colleagues were asked to note the following:

- **Modern Outpatient Programme**
End of findings report is now in final draft and the SAC project work has now progressed following this project stream.
- **Scottish Access Collaborative (SAC)**
This project is now well underway with 3 workshops having taken place so far. Alan Hunter, NHS Scotland Director of Performance and Delivery has attended each workshop to date and is happy to progress so far.
- **SCOTCAP**
Action plan is now in place following project board meeting; evaluation and cost benefit analysis are required. Global pin notice due to go out and the learnings from our colleagues at University of Denmark will help inform the phase 2 work.
- **Diabetes**
Presentation to the Lanarkshire Diabetes Strategy Board has taken place and the design brief approved. The next strategy and technology group meeting has been planned; interviews with diabetics and HCP's are scheduled. A Collaborative workshop with Industry is also planned. JJ enquired about the next stages for this project and if a roll out Scotland wide is envisaged. HR advised that SFC and SG will meet to discuss the scale of projects and successes and If rolling out to another board, perhaps Ayrshire, could be considered. Re any conflicts of interest. HB advised colleagues that he is currently a trustee of Diabetes UK. HB arrived late to the meeting and was not present for declarations of interest earlier in the agenda. SS will update the register with these details provided.
- **Next Generation Asthma**

SS/GC

Mandate has been submitted to Asthma UK and it is hoped to have a workshop in partnership with Napier and Asthma UK in June.

- **Macmillan**
Current risk with Macmillan is securing a games research appointment. Prospective candidates are being lured by the likes of NASA and Disney, which may result in the project not being able to deliver full impact within the allotted timeframe.
- **Future of Care**
Knowledge Exchange work has taken place with colleagues in Galicia. Personal Data Store and initial demonstration in development. Scoping and workshops are complete, with a research paper being developed. Next few months it is hoped that the mandate will be signed by an SRO at Scottish Government. It is also hoped that the personal data store initial demo will be complete and ready for the end of May 2018.
- **DSE**
6 technical areas of work have been agreed for the DSE. JH advised on the recent Connectathon that has taken place; see link for your info. Videolink - connectathon - <https://drive.google.com/file/d/1G4o4pPIHLxQYftu7IO-JR1eVAziPBngH/view?usp=sharing>
- **AF**
Global pin call has gone out re a shortlist of devices. 7 companies have come forward with 2 for identified for a potential trial. Community Pharmacy Scotland Board will progress a pilot proposal and help in the delivery of said devices. JH advised that ethics was an issue, however colleagues at Napier will be assisting with the process of mitigation.

The chair asked that the August meeting be extended by at least an hour to have a tour of the DSE on completion of work ongoing. SS will reissue a revised calendar invitation.

SS

9. DHI Audit Plan

MM advised that the internal audit report had highlighted 2 medium risks. Work is ongoing to resolve all with the exception of recommendation 1; collaboration agreement with GSA. MM is currently having meetings with GSA colleagues to resolve this issue. MM would like to reassure the Board that mitigation actions for all risks are being progressed.

GC advised that most of the risk outcomes should be completed by the end of June. Should there be any delay, an action plan will be put in place to ensure these are resolved.

10. Corporate Risk Register

JH advised that one new risk has been added to the register, re inability to maximise opportunities due to anxiety and uncertainty about funding beyond December.

11. Date and Time of Next Meeting

The next meeting is scheduled to take place on Wednesday 15th August 2018. The meeting will be held in the City Observatory to allow for the tour of the DSE at the end of the meeting. The meeting will therefore take place from 10.00 – 2pm.

12. AOB

None noted.