



BOARD MEETING	Minutes:		
Via Microsoft Teams	Wednesday 10 th February 2021		
Chairing:			
Mr John Jeans (member)			
Present:	Professor George Crooks (member) Chief Executive Officer Digital Health & Care Institute (DHI)		Moira MacKenzie (member) Director of Innovation/Deputy CEO DHI
	Andrew Howie (attendee) Head of Health and Wellbeing Scottish Enterprise		Dr Margaret Whoriskey (depute for JC, SG) Head of Technology Enabled Care and Digital Healthcare Innovation, SG
	Gary Bannon (attendee) Senior Policy/Analysis Officer SFC		Madeline Smith (member) Head of Strategy, Innovation School, GSA
	Charles Sweeney (member) CEO, Critiqom		Ms Janette Hughes (attendee) Head of Performance and Planning DHI
	Joanne Boyle (attendee) Head of Engagement, DHI		Brian O'Connor (member) Chair European Connected Health Alliance, UK
	Chaloner Chute (attendee) Chief Technology Officer DHI		Mr Grant Reilly (attendee) Comms, Marketing and Events Manager, DHI
	Campbell Grant (member) Chairman & MD Sitekit		Professor Iain Stewart (depute for member HB) Associate Dean University of Strathclyde

	Edith Macintosh (member) Executive Director of Strategy and Improvement Care Inspectorate		Dr Sanna Rimpilainen (Invited guest) Research and Skills Manager DHI
	Alan Lillie (Invited Guest) Project Manager DHI		Alex Porteous, Admin Asst DHI (attending to shadow SS)
Board Secretary	Shirley Sharp, Office Manager/EPA DHI (attendee)		
Apologies	Professor Harry Burns (member) University of Strathclyde		Jonathan Cameron (member) Deputy Director – Digital Health and Care Scottish Government

Item	Topic	Action by
1.	Chair's introduction & apologies The Chair welcomed everyone to today's meeting and submitted apologies on behalf of those unable to attend.	
2.	Declarations of interest JJ advised that he is currently working with the Singapore Diagnostics Development Hub (DxD) who are looking to expand their activities within the broader area of medical technologies. They are very interested in the work of DHI and JJ has introduced their CEO to GC. JJ will advise through the board governance processes should any conflicts arise. JJ also asked colleagues to note he is a member of an assessment panel for grant applications for Health Data Research (HDR UK). Currently, DHI has no pending grant applications with HDR UK.	
3.	Minutes of previous meeting/ action log – 12th November 2020 The minutes of the meeting on 12 th were agreed as an accurate record. JJ asked for the following matters arising/actions noted from the November minutes:- <ul style="list-style-type: none"> Item 6. CEO Update – Vaccination programme proposal. JJ advised that following his experience in England of the vaccine rollout process, a paper based solution, and GC's experience of the Scottish rollout, (no record given to the patient on vaccine administered or date given), DHI's proposal of a vaccine token as proof of vaccination and test status could provide a more effective solution for the rollout programme going forward. GC confirmed that discussions on the DHI 	

	<p>proposal are still ongoing with SG colleagues and he will keep board colleagues informed on any progress.</p> <ul style="list-style-type: none"> • Item 9. RKM Update – SR is in attendance today to give colleagues a more indepth update on work of the team. • Item 9. Planning & Performance update - DHI Exchange relocation This item will be discussed later in today’s agenda. • Item 10. Engagement Update – this is now a standing item on the agenda going forward. • Item 12. Moray Growth Deal OBC Submission – JJ confirmed this was submitted to the Moray Programme board for review in December 20. 	
4.	<p>RKM Spotlight Session</p> <p>SR attended today’s meeting to update the board on the work of the RKM team and to ask for the Board’s input and advice on the establishment of an Industry Education Advisory Group, with possible suggestions for a Chairperson from our Board’s industry representatives.</p> <p>SR gave an overview of the work of the RKM team, highlighting the increased work for the team since phases 1a and 1b. SR also asked colleagues to note the increased numbers in the DHI funded MSc programme with several Digital Health and Care courses now available to students. SR went on to advise that a series of mapping workshops in 2017 took place, tasked with looking at existing strands of work in future proofing the H&C workforce in Scotland. Following this piece of work, Skills Development Scotland commissioned DHI to carry out in-depth research reports on the DH&C sector and potential skills required. This report has helped to inform the DHI’s future workforce and skills strategic 5 year plan. SR advised that for DHI phase 2 a more strategic focus will be developed in the area of skills and workforce development. The focus on the development of this 5 year plan will include the future skills and workforce development in digitlising DH&C. This future programme of knowledge exchange will look to collaborate with schools, further and higher education, as well as existing workforce re-skilling.</p> <p>SR also advised that towards the end of 2020, there were three catalyst workshops held with a concluding spotlight report highlighting the key findings and recommendations going forward. A call to action and SDS award of £20k to develop the project followed the key findings of the report. The findings recommend the creation of a DH&C talent pipeline advisory short-life working group; the set up of an Industry Education Advisory Group and to identify funding sources for this work and to seek a chairperson for IEAG group. SR asked board colleagues for assistance and suggestions on possible funding sources and Chair for the group. JJ asked colleagues to consider the request by SR and send any suggestions to GC or SR directly. BO advised that ECHalliance are hoping to tackle similar issues with HC staff in Europe. BO would like to discuss this further with SR outwith today’s meeting. A detailed discussion took place and it was agreed that SR will send on slide deck to BO and arrange a meeting to discuss further. MW also advised SR</p>	<p style="text-align: center;">All SR/BO’C</p>

	to connect the work of the new group into work by NES/SSSC and also review the independent Adult Social Care Review.	
5.	<p>Chairman's Update (verbal)</p> <p>JJ advised that SFC are currently undertaking a review aimed at supporting the economic recovery of Scotland following the Covid Pandemic. DHI and the other Innovation Centers has been asked to participate in this process. Board members will discuss this further in today's closed session.</p> <p>JJ also advised that, following a meeting in December of the Life Sciences Scotland Industry Liaison Group, the group have expressed an interest in Digital Technology. Three of the Innovation centres and industry will consider potential areas of collaboration and a further meeting of the group will be held this month.</p> <p>JJ will share GC slides presented at the review meeting for information and provide feedback to the board after the next LSS ISG meeting.</p>	JJ
6.	<p>CEO Update</p> <p>GC asked colleagues to note some specific highlights from his CEO report included in today's papers. As DHI staff continue to work from home, staff welfare remains a priority for the senior executive team, as 2021 will still be a challenging year.. GC would like to thank UoS for the significant amount of online resources available to staff around health and wellbeing .</p> <p>GC also advised that the Insights team unfortunately had to be disbanded due to a focus on covid related activities. The team successfully completed and delivered high quality work, however the pipeline of projects began to slow over the summer and into the autumn and, as this was unlikely to change, the decision was taken to disband the team. MS advised that the team have done a great job, but understood the work was coming to an end. However underlying demand remains and hopefully there will be an opportunity to revitalise and re-energise that work in the future.</p> <p>GC also asked colleagues to note that NHS Scotland is leading on a piece of work refocussing it's innovation activities and governance structure. GC and MS are now part of a group leading on this piece of work, with DHI being asked to take on the role of key delivery partner for the adoption and spread of innovation across the sector. GC and MS will update colleagues on progress at the next board meeting in May.</p>	GC/MS
7.	<p>Finance and Governance Update</p> <p>MM asked colleagues to note the financial performance of DHI core funds at the end of January 21. The report also includes an update on additionally funded projects and the growth fund. MM advised that DHI is currently in a stable financial position and has received all income related to core funding. Core expenditure currently shows a positive balance. MM asked the board to note the following: -</p>	

	<ul style="list-style-type: none"> • Staffing has a current underspend, but is mainly due to the delayed inflation costs being applied. • Service Development Manager post has been extended until the end of May 21. • There is a current overspend in Marketing, but this is due to a delay in receiving invoices, which missed the last financial year process. The current underspend in running costs is offsetting this. • Additionally funded projects are sitting at £3.2m from the start of phase 2 against our 5-year target of £3m • Growth Fund – over the past 19 months £247k has gone into the growth fund, however this funding has been used to temporarily fund 2 members of staff. One until the end of June 21 and the other Oct 21. £54k balance remains, leaving the fund in a tight position going forward. <p>A detailed discussion ensued and it was agreed that the Board will have a deeper dive at the next board meeting, specifically looking at the next 3 year funding period, what DHI would like to achieve with its growth fund and where additional funding may come from.</p> <p>MM advised that from a Governance perspective GC and BO both noted potential conflicts of interest with regard to ECHalliance work with HSE Dublin/DSE Hub. This work is due to be completed by the end of March 21.</p>	MM
8.	<p>Performance and Planning Update</p> <p>JH asked colleagues to note the Core Performance Summary as of December 20 presented today. JH asked the board to note the following:-</p> <ul style="list-style-type: none"> • Project portfolio continues to open and close with 11 projects currently live . • Insights team work is now reported through engagement and is no longer part of the PMO reporting process. 7 research reports are currently on target for completion. • DHI Exchange – update will be provided by CC today. • DHI Exchange expansion is underway with plans to expand in Moray, Dublin and Commonwealth. JH advised that further discussions are required on future growth and how to monetise our assets. <p>A discussion ensued and JJ agreed that Board industry reps will meet with the DHI Executive team to look at the previous DHI Exchange commercial proposal commissioned for DHI and discuss further.</p> <p>MM asked colleagues to note that as DHI is part of the UoS Finance system, there is a limit to the surplus that DHI can make; this is currently £100k. JJ agreed to discuss this further during the finance deep dive in May. (see note 7 above)</p> <p>JH asked colleague to note the International activity from today RKM report highlighting the ongoing collaboration between DHI and International stakeholders.</p>	SS

	<p>Board colleagues were asked to note the following updates on the project portfolio:-</p> <ul style="list-style-type: none"> • Of the 11 live projects, 5 or 6 of these will close soon • Midlothian project has been extended • Clinical Assessment Tool is also coming to an end <p>JH advised that although several projects are coming to a close, Moray Growth Deal will use significant PMO resource.</p> <p>JH introduced Alan Lillie, who was invited to today's meeting to update the board on the CHAT project. AL advised that following the Covid outbreak, a test of change took place between March and June of 2020. CHAT has been used as an assessment tool to assist homecare providers with guidance, decision making and communication support for those requiring external clinical assistance. AL went on to advise on the project aims and deliverables. The aim is to develop and test live implementation of the tool in two health boards/HSCP. Currently 3 care homes have signed up. AL advised that there have been significant delays in the application development by NES due to covid priorities, but hopefully the process is now back up and running. Going forward the project will need to look at specific requirements; alternative arrangements should NES be unable to continue with the application development and consider baseline evaluation, training options and expenditure.</p> <p>MM advised that challenges lay with each different care home environment having different systems in place. This is across both private and public sector care home settings. EM advised that she would be happy to help and advise going forward.</p>	
9.	<p>DHI Exchange Update</p> <p>CC updated colleagues on current DHI Exchange work and asked colleagues to note the following: -</p> <ul style="list-style-type: none"> • HDE Platform Licensing – procurement process is now complete and funded for 2 years by DHI for GG& and Lothian • HDE Platform Hosting – Lothian and GG&C Grampian TBC • Service Licensing – agreed on a service to service basis • Service Hosting – funding request to SG to cover 4 x national service hosting for 2 years, plus backdating • Personal data storage integration <p>CC then went on to update on current activities and joint working arrangements with DHI. CC also asked colleagues to note the pipeline work and the proposal of a DHI Sandbox development, which will hopefully be up and running by the end of February 21. CC advised that he will be able to expand on this work at the next Board meeting which will include discussions on commercialisation.</p>	
10.	<p>Engagement Update</p> <p>JB updated colleagues on progress achieved from the actions outlined on the DHI engagement action plan. JB asked the board to note the following updates :-</p> <ul style="list-style-type: none"> • Healthy Ageing Innovation Cluster (HAIC) has now moved to an online platform, with the first event taking place in Dec 20 and included 50 attendees. Feedback from the event and understanding the preferences of members has resulted in 	

	<p>the introduction of an informal linkedin platform, which will be launched this afternoon.</p> <ul style="list-style-type: none"> • Digi-Inventors Challenge was successfully completed in December and DHI is currently supporting the winning school on a collaboration with Microsoft. • International discussions are still ongoing with Kaiser Permanente and the Gates Foundation. • Product Brochure – this will be on the DHI website on once all feedback and comments have been received from various stakeholders. 	
11.	<p>Corporate Risk Log The board are happy to note the corporate risk log is an accurate reflection on the issues highlighted throughout today’s discussions.</p>	
12.	<p>AOB None noted.</p>	
13.	<p>Date and time of next meeting The next meeting will take place on Thursday 13th May 2021 @ 1pm.</p>	