

Agenda

DHI Board Meeting: Wednesday 14th February 2018, 10am – 1.30pm

Venue: Inovo Board Room, Ground Floor, 121 George St, Glasgow

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|-----|---|-----------------|-------|
| 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 Update to end of January 2018 | For Information | GC/JH |
| 8. | Revised Grant Award Process | For Approval | GC/JH |
| 9. | DHI Progress, Planning and Design Update | For Information | JH |
| 10. | Corporate Risk Register | For Discussion | JH |
| 11. | Research and Knowledge Management Team Update | For Information | SR |
| 12. | Commercial Development Update | For Information | SD |
| 13. | Date and Time of Next Meeting
Wednesday 16 th May 2018, 10am – 1.30pm.
Glasgow - Venue to be confirmed | | All |

DIGITAL HEALTH & CARE INSTITUTE

BOARD MEETING

Minutes: Wednesday 22nd November 2017

Item 4.

Chairing:

Mr John Jeans

Present:

Professor George Crooks
Chief Executive Officer
Digital Health & Care Institute

David Littlejohn
Executive Dean,
University of Strathclyde

Louise McKean
Solicitor and Contracts Manager
University of Strathclyde

Mr Hugh Anderson,
Director of Finance and
Commercial Development,
Digital Health & Care
Institute

Mr Don McIntyre,
Design Director,
Glasgow School of Art

Colin Kirkpatrick, Research
and Enterprise
Glasgow School of Art

Helen Raftopoulos,
Assistant Director,
Scottish Funding Council

James Cameron,
Head of Health and Life
Sciences,
Highlands & Islands
Enterprise

Charles Sweeney, CEO,
Critiqom

Ms Margaret Whoriskey
Head of Technology Enabled
Care and Digital Healthcare
Innovation, SG

Conference line

Brian O'Connor, Chair, European Connected
Health Alliance, UK

Apologies

Ms Donna Chisholm
Regional Head of Sectors, Innovation and
Programmes,
Highlands & Islands Enterprise

Professor Harry Burns
University of Strathclyde

Irene McAra-McWilliam
Deputy Director (Innovation)
Glasgow School of Art

Mr Alistair Hodgson
Scottish Government

Professor Andrew Morris
University of Edinburgh

Ms Julia Brown,
Healthcare, Life and
Chemical Sciences,
Scottish Enterprise

Visiting attendees

Mrs Janette Hughes
Programme Manager, UoS/DHI

Ms Miriam Fisher
Programme Manager,
DHI

Dr Michael Barry
Saltire Fellow, 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 also advised that DL would be arriving later for today's meeting and that HR would be leaving early.

2. Declarations of Interest

None 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 16th August 2017

Item 5. Finance Update

HA clarified information on query raised at the last meeting re Capex. HA confirmed that UoS would receive this payment.

Item 6. Risk Register

Chair advised that this item is on today's agenda for discussion.

The minutes for the previous meeting were then agreed as an accurate record.

4. Chairman's Update

The Chair advised colleagues that a positive and receptive meeting has taken place with Paul Gray, Director General Health and Social Care, Scottish Government (SG). A follow up meeting will be arranged early in the new year.

The Chair advised that he also met with Professor Jason Leitch on how DHI could add value to the Quality Improvement and Patient Safety agenda across Scotland. He was keen that DHI take an active part in supporting this through the appropriate use of digital tools and services. Professor Leitch also volunteered use of the Clinical Champions Network, in supporting the adoption and scaling of Digital services across Scotland.

The Chair also updated colleagues on the Scottish Government Health and Social Care Oversight Group, and they appear to be making good progress, advising there may be a draft of the new strategy document available early next year. The implementation phase of this could prove important for DHI going forward.

The Chair advised that he attended the IC Chairs meeting, but there is nothing currently to update colleagues from this group in respect of DHI.

The Chair then suggested to colleagues, that in order to plan for success in phase 1b, there is a need to start planning early next year. The Chair suggested a potential strategy day for Board colleagues in March/April 2018, to look at this.

5. Chief Executive Update

GC introduced Grace Arnell, DHI Marcoms, who presented to colleagues an overview of the recent Digi Inventors Challenge, in partnership with DHI Ambassador, Sir Andy Murray and partners. GA advised that the premise behind the challenge was to help tackle child obesity, fitness and nutrition and ways to help children make positive lifestyle changes with digital tools. The challenge was aimed at 14-17-year olds at schools and colleges throughout Scotland. Sir Andy was involved with an expert panel in assessing the finalists, with the winning team creating an app aimed at under 10's. The reward for the winning team will be the development and adoption of their product. GA also advised that Sir Andy's management team are keen to have a second challenge next year with the possibility of a pan UK challenge in year 3. Martyn Wallace, Chief Digital Officer, has discussed with DHI on how to get involved and promote the winning team. HR advised that SFC would be happy to help arrange for the winning team to meet with the Director General Health and Social Care, and the Director of Quality Improvement, and can suggest events they may be interested and able to attend. The Chair agreed that this would be discussed at the next Board meeting.

All

GC advised colleagues that a memorandum of understanding has been signed by DHI and the Institute for Future Cities for use of the City Observatory hosted by UoS, as the physical home for the DHI simulation environment.

GC informed the Board that the Scottish Funding Council have approved in principle DHI's involvement with the College Innovation Project. This will help to deliver a pilot project that will promote the active participation of Scottish Colleges in the Innovation Agenda.

6. Finance Update

HA asked colleagues to note the financial performance for the first seven months of DHI Phase 1B. HA advised that due to the phasing of the SFC grant award, there is currently an underspend. Plans are being put in place with regard to catching up this underspend in academic grant awards and capex; these are still anticipated to be fully utilised as the challenges progress. HA also advised that there are still some outstanding deliverables from Phase 1A, and these will be documented in the final report submitted to SFC. The report will be made available to Board colleagues for comment prior to submission.

CK enquired re the operational expenses re the labs are included in the running costs? HA confirmed that this is less than £20k and he is currently in discussions with Marianne to resolve this.

CS asked HA re the outcome of the dilapidations regarding the move from Eurocentral to Inovo. HA confirmed these have now been resolved. The financial recovery was not as favourable as hoped but is not material in the overall Phase 1a numbers.

7. Revised Governance Arrangements

HA asked board colleagues to note the revised Governance Documents provided in today's pack. These include documents pertaining to Declaration of Interests, a letter of Invitation to Board members, Code of Practice, Terms of Reference for the main Board and Terms of Reference for the DHI Strategic Advisory Group. The following points were noted: -

Appendix 3 – Code of Practice

Item 6. University of Strathclyde Insurance policies mentioned, should further details be provided on where these can be found, or link inserted.

Item 4. Board member's performance on request – include within document that there will be an annual review, probably verbal, on the Board's performance and members feedback.

Appendix 4 - Terms of Reference Main Board

LM agreed to amend typos picked up within the document.

Item 4. Quorate – DL raised the issue of UoS's need to be in attendance.

Item 5. DM enquired as to membership of Director of Finance, is this as in previous governance arrangements. GC confirmed this had been agreed with UoS and GSA colleagues.

Item 5. Delegation of powers – discussion ensued, and it was agreed that although there is no obligation to appoint an alternative representative by board members, it would help for this to take place on an informal basis to ensure collaboration and representation between the core partners.

Appendix 5 – Terms of Reference Strategic Advisory Board

The following points were discussed: -

Discussion on language used, lack of industry representation on the group, in particular technical advisory rep, a need to focus on the impact of the challenges, flexibility of the group membership as challenges arise and consider change of SRO dependent on other areas of work.

The chair agreed that colleagues should consider comments made to the document and thoughts on the membership changing from time to time. It was agreed after discussion that the group should remain as is until the new year and review accordingly. Publication of the new government strategy document, should also be available in early 2018, which may assist this group going forward.

Appendix 6 – DHI Grant Award Governance Process

DL advised that at the request of DHI, UoS Internal Audit department are looking at the process to date. It was agreed that this appendix would be removed until the audit is completed. GC will update re the Audit at the next Board meeting. GC

The Chair confirmed he is content with the current format of these documents and any agreed amendments to the documents made today. The Chair asked colleagues for any further comments/amends to be sent on to HA for any final amendments. The final changes will be agreed offline by the Chairman, CEO and All

FD. On this basis, all the documents are Board approved other than the process for awarding academic grants which will be revisited at the February Board meeting after receiving the input from internal audit.

8. **DHI Progress, Planning and Design Update**

The Chair introduced Janette Hughes, Miriam Fisher DHI and Dr Michael Barry, DHI Saltire Fellow to today's meeting to ask board colleagues to note progress in relation to the DHI Phase 1a and 1b projects, which includes progress to date, the work plan for the next 3 months and KPI's and outputs expected.

SS will send out today's presentation for board colleagues information.

SS

JH advised colleagues that PMO processes to manage DHI challenges/projects are now in place and are being continuously reviewed and refined. Projects are being handed over to the delivery teams, with improved working relationships and better communication between DHI Glasgow and DHI Forres based teams. December 2017 is the target set for sign off on the majority of mandates, but Future of Care may still be in draft format. JH advised that resource planning however remains a key challenge. JH advised that an overall high-level programme plan is currently under development, highlighting the critical path and interdependencies within the delivery completion parameters. JH and MF proceeded to update colleagues on each of the Challenges.

The Chair commented that there needs to be a natural genesis from Phase 1a, showing continued success and value going forward. The message needs to be refined and punchy for the follow up meeting with the Director General of Health and Social Care. The Chair thanked JH and MF for today's presentation, however it was agreed that although this is a useful detailed document for the Board to have, it was not an easy document to read; today's presentation made clearer the detail within the document. Suggestions from board colleagues on clarity were noted, e.g. names of people in titles, exception reporting, with perhaps an issue summary made available after the initial slide presentation. The Chair therefore agreed to revisit the report after comments received from today's meeting.

All
JJ

9. **KPI's and Outcome Updates**

JH recently attended a meeting with SFC and SG colleagues re DHI's KPI overview. SFC were helpful and supportive throughout. JH presented today's document, a KPI framework and HIS logic model that DHI plans to implement with each challenge and project undertaken. Once approved, JH will produce definitive metrics for each KPI, which will be shared with the Board in January 2018. The Chair will provide ongoing assistance going forward and review the revised report at the next Board meeting in February.

JH/JJ

10. **Commercial Development Update**

HA presented the commercial strategy update to the board, detailing corporate, strategic and third sector opportunities. HA advised colleagues on discussions between DHI, Innovate UK and SCTT in relation to the Innovate UK Digital Health Catalyst. HA discussed the process taking place and the Chair suggested this may be a good opportunity to provide a briefing paper/elevator pitch on DHI for the Principal. GC agreed to action following the Innovate UK bid, with a copy to DL.

GC

HA advised the Board on corporate opportunities to leverage the Demonstration & Simulation Environment. DHI continues to progress discussions with a number of partners who are able to provide different elements to the infrastructure, as

detailed in today's paper (see paper 7, item 3.2). HA then went on to discuss other opportunities to further DHI sustainability. The DigilInventors Challenge years 2 and 3, Scottish Government opportunities and research projects. Discussion by colleagues took place and it was agreed that being able to show demonstrable value to corporates with their associated buy-in to the DHI model will be an important of DHI's proposition in its Phase 2 Business Case. Short term goals will include promotion of DHI aided by a marketing campaign to tell people what DHI is doing.

11. Corporate Risk Register

The Chair advised that the risk register should reflect the agenda items for the Board. This is currently a work in progress and will be discussed in an ongoing basis.

12. AOB

None noted.

13. Date and Time of Next Meeting

The next scheduled meeting will take place on Wednesday 14th February @ 10am, Board Room, Ground Floor, Inovo Building, Glasgow.