

DIGITAL HEALTH & CARE INSTITUTE			
BOARD MEETING		Minutes: Thursday 22nd November 2018	
Chairing: Mr John Jeans (member)			
Present:	Professor George Crooks (member) Chief Executive Officer Digital Health & Care Institute		Moira MacKenzie Director of Innovation/Deputy CEO DHI (member)
	David Littlejohn (attending) Executive Dean, University of Strathclyde		University of Strathclyde Mrs Janette Hughes (attending) Head of Performance and Planning, DHI
	Louise McKean (attending) Solicitor and Contracts Manager University of Strathclyde		Ms Julia Brown (attending) Healthcare, Life and Chemical Sciences, Scottish Enterprise
	Mr Don McIntyre (attending) Design Director Glasgow School of Art		Mr Grant Reilly Comms, Marketing and Events Manager, DHI (attending)
Conference Line	Dr Margaret Whoriskey (attending) Head of Technology Enabled Care and Digital Healthcare Innovation, SG		Ms Donna Chisholm (attending) Regional Head of Sectors, Innovation and Programmes, Highlands & Islands Enterprise
Apologies	Professor Andrew Morris (member) University of Edinburgh		Irene McAra-McWilliam (member) Deputy Director (Innovation) Glasgow School of Art
	Brian O'Connor (member) Chair European Connected Health Alliance, UK		Charles Sweeney (member) CEO, Critiqom
	Helen Raftopoulos (attende Assistant Director Scottish Funding Council		Professor Harry Burns (member) University of Strathclyde
Visiting attende	Mr Stuart Deed, (attending) Strategic Partnering Director, DHI		Dr Ann Wales (attending) Programme Manager, Knowledge and Decision Support Scottish Government
Board Secretary	Shirley Sharp, Office Manager/EPA, DHI		

		ACTION BY
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 visiting attendees, Stuart Deed from DHI who will talk to the Commercial Strategy Implementation plan and Dr Ann Wales who will give a presentation on the DHI Clinical Decision Support programme. The Chair also advised that today's meeting is not quorate, as there are no industry representatives in attendance. The Chair advised that the agenda would suggest there are no documents needing Board approval today, and anything that may arise during the course of today's meeting for ratification by the board will be deferred to the next meeting of 13th February 2019.</p>	
2.	<p>Declarations of Interest</p> <p>The Chair advised that he is a member of a grant panel established by Health Data Research UK, which has launched a funding competition for projects that will inform and shape the design and specification of the Digital Innovation Hub Programme. The CEO confirmed that DHI does not intend to take part in this competition.</p>	
3.	<p>Minutes of Previous Meeting</p> <p>The minutes of 15th August were reviewed and agreed as an accurate record and colleagues were asked to note the following: -</p> <ul style="list-style-type: none"> • DHI Internal Audit Plan/Action plan is now complete and has been signed off by the UoS Internal Audit Department. • Future of Care proposition piece – this has been presented at a seminar at Napier University. • DSE KPI's – JH advised that she has received no feedback to date from Board colleagues. • Corporate Risk Log – JJ advised this will not be signed off today as the meeting is not quorate. • Digital Health and Care Week – MW clarified that the conference was a collaboration of partners and not hosted by SG as intimated in the previous minutes. SS will amend. 	SS
4.	<p>Chairman's Update</p> <p>JJ advised that he had nothing significant to report since the extraordinary meeting in October, but would like to update colleagues on the outcome of his Board Effectiveness review. JJ informed colleagues that a series of short interviews had taken place with Board members and on the whole the feedback was positive. There were several general comments to note on the overall structure, including roles and responsibilities of Board members. JJ advised that he will summarise his findings in writing and attach as an appendix to the minutes of today's meeting when circulated. DL asked if Board colleagues could be sent any information pertaining to the roles and responsibilities of Innovation Centre Board members as recommended/expected by SFC. GC advised that the links to these documents are attached within the CEO summary of today's Boardpack for information. JJ advised colleagues to look at the information provided by SFC via the links, (http://www.sfc.ac.uk/innovation/innovation-centres/innovation-centres-key-documents.aspx). JJ would like colleagues to revisit this topic at a future board meeting that it is quorate.</p>	JJ All

<p>5.</p>	<p>CEO Update</p> <p>GC confirmed that the business case has been submitted to SFC, with the final decision on the grant award not expected until March 2019. GC also advised colleagues that a formal request has been made to SFC for transitional funding to bridge the gap between the end of December and the final grant award decision being made.</p> <p>GC also advised that DHI are receiving a number of requests to provide support in the development of digital solutions in various service areas. These include requests from NHS Highland, to provide support for possible digital contributions, following a review of their out of hours service. GC will also meet with the Chief Executive of NHS Dumfries and Galloway to assist their Board in addressing some key service challenges across health and care.</p> <p>GC asked colleagues to note that members of the senior management team are scheduled to meet with the Chief Information Officer and his team from the Health Service Executive of the Republic of Ireland Government in early December. A workshop will be held to identify areas of mutual interest and to identify one or two areas for collaborative work.</p> <p>GC confirmed that Professor Roma Maguire will take up a part time remunerated Chair at the University of Adger; DHI has a memorandum of understanding with the university and will be exploring areas of potential collaboration going forward. GC advised that as part of the Phase 2 organisational structure, DHI will be seeking to secure independent financial management expertise to provide support for monthly and annual financial reporting.</p>	
<p>5.</p>	<p>Decision Support Programme</p> <p>Dr Ann Wales attended the meeting to give an overview presentation to Board colleagues on the DHI Decision Support programme. AW advised colleagues on why decision support is important, the partnership model with DHI, achievements to date and proposals for future developments. Colleagues discussed potential business and commercial opportunities for this rapidly evolving field and how best to try and maximise economic impact. MM agreed to discuss further out with today's meeting and consider recruiting the expertise of the UoS Business School colleagues.</p>	<p>MM</p>
<p>6.</p>	<p>Finance and Governance Update</p> <p>MM asked the Board to note the financial performance at month 19 of DHI phase 1B. MM advised on the funding extension request to SFC, with an anticipated formal decision expected by the end of the week. MM gave an overview of running costs to the end of March and confirmed that discussions have taken place with HR colleagues in the University to try and avoid the need for staff to be issued with termination of contract letters, due in December. JJ asked MM to keep Board colleagues informed at regular intervals on the SFC process, as the next board meeting will not take place until February 2019. DL asked if written confirmation can be given should the extension be required beyond March. GC will contact Stuart Fancey at SFC and advise JJ on the outcome. GC also advised that meetings have taken place with SFC and UoS, and that DHI has been advised to continue on with 'business as usual' and consider engagement in new contracts until the funding decision is received; whilst keeping UoS fully informed of any commitments that extend past the end of the current funding cycle.</p>	<p>MM</p> <p>GC</p>

7.	<p>Performance and Planning Update</p> <p>JH asked colleagues to note progress in relation to phase 1A and 1B projects, highlighted in today's report. JH advised that there remains a risk of some contracts running beyond the March 2019 and these risks have been flagged with mitigation in place. JJ asked for JH to give some assurances to UoS on risks beyond March. JH asked for the following points to be noted: -</p> <ul style="list-style-type: none"> • Scotcap – Impact evaluation is currently underway and procurement issue has delayed role out until March 2019. Lessons learned exercise has begun re refining processes for moving forward in phase 2. • Macmillan – this project has been extended until June 2019 with resources and funding being extended until then. There are also discussions taking place re a potential (UK) national project for phase 2. <p>Digi-Inventors 3</p> <p>GR advised colleagues on today's paper for noting. GR advised that 4 options have been proposed on the future of the challenge. This year's programme has been challenging due to previous budget overspend, lack of sponsorship, limitations posed on the Andy Murray brand and staff resource. GR informed the Board that the 4 options proposed are: -</p> <ol style="list-style-type: none"> 1. Discontinue the Digi Inventors Challenge 2. Carry on with Digi Inventors Challenge as is 3. Develop Digi Inventors Challenge without Andy Murray 4. Develop Digi Inventors Challenge with new ambassadors <p>GR asked colleagues to note that SMT have approved option 4. A full discussion ensued and Board colleagues fully endorsed option 4.</p>	JH
8.	<p>SFC Retrospective MEF Approval</p> <p>JH asked Board colleagues to approve retrospectively the SFC Academic year end MEF report submitted to SFC in October. The Board formally approved the report as submitted.</p>	
9.	<p>Corporate Risk Log</p> <p>The corporate risk log will be deferred to the February meeting, as today's meeting is not quorate.</p>	
10.	<p>Commercial Strategy Implementation Plan</p> <p>SD asked colleagues to discuss the content of this paper and provide comment on the proposed DHI commercial plan for 2019. Following a detailed discussion, the implementation plan was endorsed.</p>	
11.	<p>AOB</p> <p>None noted.</p>	
12.	<p>Date and Time of the Next Meeting</p> <p>The next scheduled board meeting will take place on Wednesday 13th February 2019 @10am. Venue to be confirmed.</p>	