

# **Terms of Reference**

## **DHI Strategic Advisory Group**

### **1. Introduction & Role**

The governance structure of the DHI comprises four main elements:

1. The DHI Board is responsible for formulating, directing and guiding the implementation of the policies and strategies of the Innovation Centre.
2. The DHI Senior Management Team (SMT) is responsible for implementing the strategy and all day-to-day management of DHI activities.
3. A Strategic Advisory Group (SAG) that provides advice to the Board and SMT;
4. A Commercial Advisory Network that provides advice to the SMT;

Within this governance structure, the role of the Strategic Advisory Group (SAG) is:

- To advise the SMT and Board on the selection of the DHI work programmes as part of the DHI planning cycle.
- Provide advice to the SMT as required to support the successful delivery of the DHI work programmes;
- To critique and advise the SMT in relation to any proposed new projects;
- To review and advise the DHI SMT and Board in relation to the overall strategic direction of DHI;
- To keep DHI apprised of the funding landscape and inform the DHI of any relevant funding opportunities;
- To appraise DHI of relevant market, policy, commercial or structural developments to support the coordination of effort;
- Where possible, to enhance the reputation of DHI;
- To provide independent advice and take direction from the Board.

### **2. Timing of Strategic Advisory Group Meetings**

There will be a minimum of four regularly spaced Meetings per annum and Meetings will be set at the beginning of each calendar year. Special Meetings of the SAG may be held at any time if the DHI Board or SMT request it.

### **3. Strategic Advisory Group Process**

All agreed relevant papers will be sent electronically to SAG Members at least 5 working days before the date of the planned Meeting.

Draft Minutes will be distributed to SAG Members within 10 working days after the Meeting for comment.

SAG Minutes will be in draft form until formally accepted at the following SAG Meeting.

Agenda shall include (but not be limited to):

- Attendance and apologies for absence
- Conflicts of Interest
- Minutes of the previous meeting and matters arising
- Update on existing DHI Challenges/Projects
- Review of New Proposals I.e. Pipeline Opportunities
- Strategic & Policy updates
- Market intelligence and funding updates
- Any other competent business (AOCB)

Draft minutes approved by the Chair will be made available to the SMT. Once formally approved, SAG minutes will be presented to the DHI Board.

SAG meetings will commence with a check as to any conflicts of interest that members have with the subjects being discussed. Where members have a conflict of interest, they must withdraw from discussions relevant to that agenda item.

#### **4. Quorate**

The Strategic Advisory Group will be quorate if at least 5 members or their delegated representatives (with decision making authority), are in attendance at the nominated date and time.

Observers do not qualify as members.

Attendance through Skype, video conferencing or teleconferencing will be allowed.

#### **5. Membership**

The Strategic Advisory Group will comprise:

- Roma Maguire (Professor of Digital Health, University of Strathclyde, Chair)
- Chaloner Chute (DHI CTO)
- Don McIntyre (DHI, Design Director)
- Alistair Hodgson (TEC Division, Scottish Government)
- Katie Cuthbertson (Performance Division, Scottish Government)
- Dr Jamie Hogg (NHS Grampian Innovation Lead, representing NHS Scotland)
- Dr Sam Patel (Clinical Lead eHealth NHS Lanarkshire, representing NHS Scotland)
- A representative of Scottish Care Sector (TBC)
- Martyn Wallace (Chief Digital Officer, The Digital Office for Local Government)
- Claus Duedal Pederson (Head of the Department for Clinical Innovation at OUH Odense University Hospital)
- A member of the DHI PMO team to act as Group Administrator/Secretary

SAG members may invite other parties to attend specific meetings if this is considered appropriate. If appropriate, confidentiality disclosure agreements may need to be put place before

such parties attend. The DHI CEO, the DHI Director of Innovation and a representative from University of Strathclyde Research and Knowledge Exchange Services (RKES) will have a standing invitation to attend as observers.

SAG members are expected to adhere to the Code of Practice for DHI Board Members.

Any changes to SAG membership will be proposed by the SMT and formally approved by the Board. It is anticipated that the membership of the SAG will change regularly depending on the nature of the work programmes being undertaken.

The Term of Membership of the SAG will run to March 2019, and the role, membership and impact will be reviewed on the 1<sup>st</sup> of March 2019.