

DIGITAL HEALTH & CARE INSTITUTE			
BOARD MEETING		Minutes: Wednesday 13th February 2019	
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) University of Strathclyde		Janette Hughes (attending) Head of Performance and Planning, DHI
	Louise McKean (attending) Solicitor and Contracts Manager University of Strathclyde		Charles Sweeney (member) CEO, Critiqom
	Mr Don McIntyre (attending) Design Director Glasgow School of Art		Mr Grant Reilly Comms, Marketing and Events Manager, DHI (attending)
	Helen Raftopoulos (attende) Assistant Director Scottish Funding Council		Professor Iain Stewart University of Strathclyde
Conference Line	Ms Donna Chisholm (attending) Regional Head of Sectors, Innovation and Programmes, Highlands & Islands Enterprise		Brian O'Connor (member) Chair European Connected Health Alliance, UK
Apologies	Professor Andrew Morris (member) University of Edinburgh		Irene McAra-McWilliam (member) Deputy Director (Innovation) Glasgow School of Art
	Dr Margaret Whoriskey (attende) Head of Technology Enabled Care and Digital Healthcare Innovation, SG		Professor Harry Burns (member) University of Strathclyde
	Ms Julia Brown (attende) Healthcare, Life and Chemical Sciences, Scottish Enterprise		
Visiting attende	Joanne Boyle Head of Business Engagement DHI		
Board Secretary	Shirley Sharp, Office Manager/EPA DHI		

		ACTION BY
1.	<p>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 Joanne Boyle, Head of Business Engagement at DHI will attend the meeting this morning to give a presentation to the Board on the Atrial Fibrillation project.</p>	
2.	<p>Declarations of Interest None to note.</p>	
3.	<p>Minutes of Previous Meeting The minutes of 22nd November were reviewed and agreed as an accurate record. The Chair asked colleagues to note the following: -</p> <ul style="list-style-type: none"> • SS confirmed amendment was made to the previous minute as per MW clarification. • JJ apologised for the late circulation of the findings from the Board Effectiveness review and advised that he would like to spend some time at the May Board meeting to discuss Board Governance/structure further. • Item 5. Decision Support – MM advised that she is currently having discussions with UoS Business School Colleagues. MM will update colleagues on progress at the May meeting. • Item 7. JH advised that extension to contracts have now been agreed and are complete. • Item 9. Corporate Risk Log – JJ advised that this item will be deferred to the May meeting, which will be extended to facilitate a Corporate Risk Workshop for Board colleagues. This will be facilitated by a UoS Risk and Resilience Manager. 	MM
4.	<p>Chairman’s Update (verbal) JJ updated colleagues on recent meetings that he has attended with two companies, who are interested in the work that DHI are progressing in the DSE around patient data. JJ has introduced both companies to the DHI CEO for further discussions. JJ advised that one company is privately owned and the other has recently floated on the public markets, with both having capital available to invest in the data driven health and care technology. Please see attached link below for further information on one of the companies discussed. JJ suggested that a meeting with DHI and both enterprise agencies be arranged to discuss their potential involvement with these companies. GC agreed to action this. (https://www.sensynehealth.com/)</p> <p>JJ also advised on the life science industrial strategy and the role of Health Data Research UK (HDR UK); of which Board colleague Andrew Morris is CEO. LMCK advised that UoS, along with several other Universities have collaboration agreements with HDR UK and it may be worth investigating the relationship with the host university further.</p> <p>JJ advised that there is currently a risk around the DSE with a potential move from the 7th floor of the TIC building. JJ is currently in discussions with the Principal on this issue.</p>	JJ GC

	<p>JJ suggested using some time during the May Board meeting to discuss the potential appointment of new members to the Board. DL suggested contacting IBioIC, who have recently had a very successful recruitment process with new Board members appointed. GC advised that he has already been in touch with IBioIC CEO.</p>	
<p>5.</p>	<p>CEO Update</p> <p>GC confirmed that following the submission of the DHI Business Case to SFC in October, SFC had some further questions to be addressed, which DHI responded to in December. SFC are currently having a gateway review and DHI is awaiting a decision on the final grant award. HR would like to note her thanks to the DHI team for their hard work on the Business Case presented and subsequent updates on behalf of SFC. HR advised that there will be a meeting on the 15th February re the Gateway Review. HR stated that as yet, there has been no update on FEC but hopes to have this information soon. She will contact the DHI when she has been given the final decision.</p> <p>GC advised that there may be a potential delay on the final grant award decision by SFC, extending from March to April. Should this prove to be the case, further discussions and requests to extend contracts will need to be addressed. JJ advised that he has concerns over recruitment and retention of staff at DHI, with 4 members of staff leaving DHI recently. JJ agreed to draft a joint letter with the Principal of UoS to SFC around his concerns on staffing and potential risk to future recruitment, exacerbated by the delay of the funding award.</p> <p>GC also advised that the early indicative figure by SFC on the final grant award is lower than that of option 4, agreed by the Board. The current figure projected is closer to option 2, which covers existing core costs. GC advised that DHI will not be looking to reduce its ambition and discussions are under way re other funding sources. GC advised there will be no change to the proposed staffing structure in the Business Case, but this may now require a phased implementation. GC then described the organisational structure highlighting the posts which are covered by core funding and others that will require additional funding. GC advised that 2 members of staff have already left, with 2 further senior members leaving at the end of the month (a senior member of the Design team and DHI's Business Development Manager). The DHI Executive team have agreed to pause on recruitment for these two posts until the final funding decision is reached. Discussion ensued, and it was agreed that recruitment processes should be prepared for both posts, to be actioned once the final award notice is received.</p> <p>GC asked colleagues to note that DHI has been shortlisted for a series of awards at the Digital Health and Care Awards event on 20th February. DHI has a table and a representative from SFC has been invited. Should they be unable to attend, the invitation will be extended to a member of the Board. GR will send out further details of the event to all Board members.</p> <p>GC also advised that Digi-Inventors 3 was launched last week and would like to thank GR for all the hard work involved in preparation of the launch and on securing sponsorship from Microsoft, Orcha and Sitekit. GR advised that this year will be a more cost-effective event, as DHI own most of the assets, ensuring that the majority of the work involved will be predominantly inhouse.</p> <p>GC asked colleagues to note that DHI has taken a leadership role in developing Scotland's Healthy Ageing Cluster. To date, 127 organisations have signed up to</p>	<p>HR</p> <p>JJ</p> <p>GR</p>

	join, bringing together skills and expertise from across industry, the public sector, academia and the third sector.	
6.	<p>Atrial Fibrillation (AF) Presentation – Joanne Boyle</p> <p>JB attended today's meeting to give an update and overview of the AF Project from its inception to date. JB advised that this project is a collaborative partnership with UoS, Napier and GSA. JB advised that it is estimated there are around 125 thousand people in Scotland with undetected AF, which can lead to more serious complications and stroke. Currently AF uses up to 5% of the NHS budget. JB then went on to describe current monitoring processes, the cost of expensive devices used at the moment, the significant strain on resources compounded by a shortage of cardiac physiologists. JB then went on to advise that new devices have recently been procured and will be deployed in the coming months to around 60 patients within NHS Lanarkshire. A PR exercise is currently planned around staff training on 14th February. JB circulated the embargoed press release to colleagues for information. GR will also send a digital copy to SFC for dissemination when appropriate. SS will disseminate JB presentation following today's meeting.</p> <p>Professor Iain Stewart, Associate Principal and Executive Dean from faculty of science joined today's meeting.</p>	GR SS
6.	<p>Finance and Governance Update (for approval)</p> <p>MM asked colleagues to note the financial performance at month 21 of DHI Phase 1B, MM advised that Phase 1B has been extended by SFC to the end of June. MM asked colleagues to review the financial report and note appendix 2 (Phase 1b extension – core grant funding). These are the projections until the end of June. MM also advised that DHI will be seeking a further additional extension to the additional funding application, in order for staff to avoid termination of contract notices. The CEO will contact SFC colleagues next week. Board colleagues approved the DHI Phase 1b budget extension.</p>	
8.	<p>SFC Retrospective MEF Approval (for retrospective noting)</p> <p>JH asked Board colleagues to retrospectively note the MEF quarterly report (quarter 1), submitted to SFC in November. Noted by Board.</p>	
9.	<p>Performance and Planning Update (for noting)</p> <p>JH asked colleagues to note progress to the DHI Phase 1a and 1b projects. JH advised that 6 projects will be complete before June 2019. SCOTCAP and AF will run beyond June due to delays in the procurement process. JH asked colleagues to note the following: -</p> <ul style="list-style-type: none"> • SCOTCAP – Work is currently progressing with the procurement process underway. It is hoped that a service provider will be appointed by the end of April 2019. • AF – as previously updated by JB's presentation • Diabetes – Future state mapping should be in place for the next Board meeting, with potential opportunities arising for DHI Phase 2. It was agreed that this will be added as an agenda item to the May Board meeting to allow time for a fuller discussion to take place. • SAC – workshops are well underway, and reports have been produced and widely disseminated on those areas completed to date. JH advised 	JH

	<p>that the national sponsor has moved post, but the project has not lost any momentum with NHS Tayside and NHS GG&C interested in the process.</p> <ul style="list-style-type: none"> • Next Generation Asthma – JH advised that future mapping work continues and scoping of a potential DHI 2 project. • DSE – JH advised colleagues that there is a potential risk surrounding the DSE environment, with UoS considering a move of the facility from its current location on the 7th Floor of the TIC building. JH will be attending a meeting next week with UoS and Estates department to discuss further. • Macmillan – Additional funding of £41k has been given by Macmillan to extend the existing project with discussions of a potential project in phase 2 also taking place. • Decision Support – Right Decision platform has been developed with national roll out across all boards for diabetes decision support. • ValMed (Janssen) – JH advised that this additional project had contracts concluded in December. This will be a short project and JH will advise at the next meeting of the Board in May. A meeting has also taken place to discuss deliverables and time frames. • NEW.CHANCE – JH advised that this is an early stage project with meetings taking place to discuss project plan and agree deliverables. 	
10.	<p>DHI Phase 2 Prioritisation Process Presentation – Janette Hughes JH presented to colleagues DHI prioritising process. JH advised that the focus will be to achieve and maintain balance and spread across the portfolio. JH then went on to discuss the need to balance themes and maturity/readiness levels. These will be decided by SMT, in consultation with the Strategic Advisory Group. JH presented the four-stage process with relevant stage gates for decision/approval. It was agreed by the Board that this seems an acceptable process at the highest level and SMT should consider in more detail the score card and criteria that sits behind this process. DL also suggested having an additional line above 9 re adoption and scale. It was agreed this would be brought back to the Board in May.</p>	JH
11.	<p>Corporate Risk Log (for approval) JJ advised that all items should have been covered in today's agenda. The corporate risk log was therefore approved.</p>	
12.	<p>AOB</p> <ul style="list-style-type: none"> • Board members and deputies - DL suggested that in order to ensure the Board meetings are quorate, that members should send a deputy to represent them should they be unable to attend. UoE has had no representative attend DHI Board meetings to date. JJ agreed to discuss this further with AM, and the need for a UoE deputy at the meetings. JJ advised that he will send out an email to all Board members re future attendees. As previously discussed earlier through the course of today's agenda, general Board governance will be discussed at the next meeting in May. 	JJ JJ
12.	<p>Date and Time of the Next Meeting The next scheduled Board meeting will take place on Wednesday 15th May 2019 @10am until 2pm in the ground floor Boardroom of the Inovo Building. The meeting will be extended by approximately 1 hour to accommodate a planned Corporate Risk Workshop for Board Colleagues. This will be facilitated by a Risk and Resilience Manager from UoS.</p>	