**NHS HEALTH SCOTLAND**

**Minutes of the Board meeting held at 11.00am on Friday 27 March 2015 in Room G1/2, Meridian Court, Glasgow.**

Present: Ms M Burns (Chair)

Ms C Denholm

Dr AM Wallace

Ms A Jarvis

Mr M Craig

Dr P Stollard

Mr R Pettigrew

Ms B Fullerton (via teleconference)

In attendance: Dr A Fraser

Mr A Patience

Mr G Dodds

Mr S Bell

Ms J. Kindness

Ms C Duncan (Item 7)

Ms E Kennedy (item 12)

Ms W Halliday (item 12)

Ms M Kerrigan (Minute)

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|  |  | **ACTION** |
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| **1.** | **Apologies** |  |
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|  | Apologies were received from Mr G. McLaughlin,  Ms M. Mellon. |  |
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| **2.** | **Register of Board Members’ Interests** |  |
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|  | There were no interests declared. |  |
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| **3.** | **Minute of previous meeting** |  |
|  | **(HS Min 1/15)** |  |
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|  | The minute of the previous meeting held on 6 February 2015 was agreed as an accurate record. |  |
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| **4.** | **Matters Arising (Rolling Action Note)** |  |
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|  | The Action List was updated, reflecting the following amendment:  Date on Action List to be changed from 28 November 2014 to 6 February 2015. | **CEO Admin** |
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|  | It was noted there had been positive progress on the actions. |  |
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| **5.** | **Chair’s Report** |  |
|  | **(HS Paper 6/15)** |  |
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|  | Ms Burns gave an update on her meeting with the Ministers for both Sport & Physical Activity and Public Health, indicating they were supportive of NHS Health Scotland’s work, particularly around inequalities. |  |
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|  | The Director of Strategy indicated that she and the Head of Strategy and Engagement attended a Health Inequalities debate in Parliament. She felt the intention was there around health inequalities but there was still some way to go. |  |
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|  | Concern was expressed that The Guiding Coalition was not linking into the Scottish Partnership Forum. |  |
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|  | The report was noted. |  |
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| **6.** | **Chief Executive’s Update** |  |
|  | **(HS Paper 7/15)** |  |
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|  | A question was asked about how Health Scotland engaged with Voluntary Action Scotland (VAS). |  |
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|  | In updating the Board the Director of Delivery indicated that he meets with the Chief Executive of VAS on a regular basis. VAS invited NHS Health Scotland to run a workshop on Inequalities at its National Conference in December and this led to continued working. The Chief Executive of VAS had also invited contribution towards VAS’s new Strategic Plan. |  |
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|  |  | **ACTION** |
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|  | The update was noted. |  |
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| **7.** | **Delivery Plan and Financial Plan 2015/16** |  |
|  | **(HS Paper 8/15)** |  |
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|  | At the last meeting the Board reviewed the Draft Delivery Plan. The final Delivery Plan was before today’s meeting for approval. |  |
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|  | The Head of Strategy and Engagement highlighted the strategic context for the Plan and priority areas, indicating that this was an integrated Plan including the financial plan, workforce plan and the Annual Review Action Plan. The Plan has not changed since the last meeting but includes more detail around priority areas. |  |
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|  | In discussion the following points were made:   * Members of the Board were impressed with the way in which the plan focused on delivering A Fairer, Healthier Scotland; * The integrated Plan was welcomed; * The Board asked for more information on the work being done on air quality. It was agreed that it would be useful to look at this in more detail in a Board seminar; * It was felt reference to Healthy Start should be included; * Children should be defined throughout the Plan; * The tone of the Plan should be more confident; * The Board welcomed the proposals in para 24 of the covering paper to have a number of summary versions of the Plan. It was agreed that a summary version should be circulated to Board members when it is available. | **Project Manager**  **DoS** |
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|  | After discussion the Board approved the 2015-16 NHS Health Scotland Delivery Plan. |  |
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|  | **Workforce Plan** |  |
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|  | The Board discussed the Workforce Plan. This had already been considered by the Partnership Forum and Staff Governance Committee and would be formally signed off by the Staff Governance Committee |  |
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|  | A question was raised about whether all staff are yet fully engaged in delivering AFHS. Assurances were given about work being undertaken to engage and develop staff. This was being overseen by the PF and SGC. The Board asked that the Risk Register be reviewed to ensure that the issues regarding staff engagement are fully captured. | **DoS** |
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|  | A refreshed Corporate Risk Register will be taken to March’s CMT. |  |
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|  | **Financial Plan** |  |
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|  | The Board discussed the Financial Plan. It was indicated that NHS Health Scotland was down £5m from 5 years ago to £20m. |  |
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|  | It was noted that references to ‘14/15’ should be changed to read ‘15/16’. |  |
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|  | There was discussion of the proposals regarding savings as set out in the Plan. The Board wished to be clear that although savings targets for 2015/16 would be met as in previous years, similar levels of savings in future years would not be sustainable without a reduction in what the organisation could deliver. It was agreed that the Plan would be reworded and that the chair would sign off on behalf of the Board. | **DPHS/DoS** |
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|  | **Property Assets Management Strategy** |  |
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|  | A draft Property Assets Management Strategy is to be submitted to Scottish Government in June. The first draft will be presented to the CMT next week and the Audit Committee will approve on behalf of the Board. |  |
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| **8** | **Board Reporting in NHS Health Scotland** |  |
|  | **HS Paper 9/15** |  |
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|  | The Board discussed the paper on Performance and Impact Reporting. The Board agreed the following changes to reporting:   * That key performance indicators would be integrated into impact reports; * That instead of two impact reports there would be one impact report at the end of the year. Separately, the Board received a year-end equality report; * That the year–end equality report would be included in the quarter four performance report; * That the financial information in quarterly reports would focus on performance towards the revenue resource limit and not include the detailed breakdown of spending by team. There would continue to be a traffic light system and exception reporting. |  |
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| **9** | **Q3 Report** |  |
|  | **HS Paper 10/15** |  |
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|  | The Quarter 3 report was noted. |  |
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| **10** | **Corporate Objectives** |  |
|  | **HS Paper 11/15** |  |
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|  | The DoS indicated that there had been a few refreshes and tweaks from last year to keep the objectives up to date. Plain English had been used so as to make it more accessible to staff. It was also noted that this was discussed at the Partnership Forum. |  |
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|  | The 2015/16 Corporate Objectives were approved by the Board. |  |
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| **11** | **Public Health Review - Consultation Response** |  |
|  | **HS Paper 12/15** |  |
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|  | The Board noted NHS Health Scotland’s response to the Public Health Review in 2014 which was submitted to Government on 12 March 2015. |  |
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|  | The DPHS explained that the appearance of public health on the shared services list of topics to tackle was late but this is now on the list and had come up as a topic with the Review. He felt there was a sense that the Public Health Review needs to form its views around the function of public health. |  |
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|  | There will be a national meeting (date to be confirmed). Three meetings of the Review Group will work through the responses to questions. Their schedule of meetings completes at the beginning of July. A period of synthesis and preparation of a report will follow through the summer. It is likely that a final report will be prepared by the end of the calendar year. |  |
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|  | The chair indicated that she had written to Hamish Wilson requesting the opportunity to speak with him about the work of NHS Health Scotland. |  |
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|  | In discussion the following points were made:   * The Consultation response was very good, positive and well aligned; * The SWOT analysis was welcomed; * Any vision/strategy should be clear about tackling health inequalities and we should endeavour to influence that; * How can we influence wider engagement? * Can we be sure that Healthy Living Award can be explored as part of the Review? * Board members would welcome the opportunity to attend some of the regional meetings; * There should be scenario planning; |  |
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|  | The Board noted the response from NHS Health Scotland. |  |
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| **12.** | **Health Scotland’s Public Mental Health Approach** |  |
|  | **HS Paper 13/15** |  |
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|  | The Mental Health Project Manager, Ms E Kennedy presented the Mental Health Approach paper which asks the Board to note progress on the development of the Public Mental Health Approach and give consideration to the proposals for future strategic leadership and engagement. |  |
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|  | In introducing her presentation Ms Kennedy indicated that a paper will be published within a couple of weeks outlining the organisation’s approach, the consideration of the Public Mental Health Approach and the key pillars within it. She indicated that the catalyst for this was the work undertaken with Mental Health Improvement colleagues from local areas. |  |
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|  | Work has been carried out around the European/UK engagement and NHS Health Scotland is keen to be part of that and be seen to be contributing to discussion.  Next Steps:   * Publish papers and supporting materials within the next couple of weeks; * Extend network; * Develop people contributions; * Share learning. |  |
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|  | The Board very much welcomed and was impressed with this area of work and the way in which it had been approached. There was discussion around future approaches. One of the next steps is the publication of Good Mental Health for All. The Minister for Sport, Health Improvement and Mental Health, Jamie Hepburn, is very supportive of this. |  |
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|  | The paper was noted. |  |
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| **13** | **Schedule of Board Business** |  |
|  | **HS Paper 14/15** |  |
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|  | In discussion the following points were made:   * The Communications and Engagement Plan will be brought before May’s Board meeting; * A note of when quarterly reports are to come before the Board should be included; * 23 June 2012/13 to be taken out; * FOI to be included. | **Project Manager**  **Project Manager**  **Project Manager**  **Project Manager** |
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|  | The Schedule of Business was noted. |  |
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| **14** | **Committee/Forum Minutes/Papers for noting:** |  |
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|  | Health Governance Committee of 16.01.15 **Noted**  Audit Committee of 04.02.15 **Noted**  Staff Governance Committee of 18.02.15 **Noted**  Partnership Forum of 23.01.15 **Noted** |  |
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| **15** | **Any Other Business** |  |
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|  | A question was asked about proposals to recognise long service by staff. This had been discussed at the Staff Governance Committee and Partnership Forum.  After discussion the Partnership Forum had agreed the long service recognition should go ahead but with no financial reward. 22 staff with 20 years’ service will receive this award. Several events will be held (19 May in Edinburgh and 10th June in Glasgow, both at 2.30pm) to which staff will be invited. Board members will be circulated with the dates. | **DoS** |
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| **16** | **Date of Next Meeting** |  |
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|  | 29 May 2015, Board Room 1/2, Gyle Square. |  |