

**HS Paper 17/15**

**BOARD MEETING: 29 MAY 2015**

**NHS HEALTH SCOTLAND QUARTER 4 CORPORATE REPORT**

### Recommendation/action required:

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| The Board is asked to note the assessment of outturn against the 2014/15 Business Plan. |

**Author: Sponsoring Director:**

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| **Duncan Robertson**  **Performance Officer** | Cath Denholm  Director of Strategy |

**21 May 2015NHS HEALTH SCOTLAND QUARTER 4 CORPORATE REPORT**

## Purpose of Paper

1. The Board is asked to note the assessment of outturn against the 2014/15 Business Plan.

**Background**

1. Quarterly corporate performance reports are presented by Directorate and Teams. The Corporate Report summarises the financial and non-financial performance against resources, outputs set out in the business plan on a quarterly basis and assesses strategic risk of implementation. Initially the report is drafted for the Corporate Management Team and then finalised for the NHS Health Scotland Board and Scottish Government.
2. At an organisational level the report contains summaries covering Financial Information, the Workforce Plan, a summary of the Corporate Risk Register, and Headcount, Turnover, Absence and KSF information.

**Summary**

1. Quarter 4 was probably our busiest period of the business year. In addition to completing the year’s programme activity, business planning for 2015/16 using, for the second year, our internal commissioning process resulted in the production of a Delivery Plan with agreed Corporate Objectives signed off by the Board at its March meeting.
2. We had a significant engagement with Scottish Government Ministers and Parliamentarians during the period including meetings with the Cabinet Secretary for Social Justice who was particularly interested in the health of those Scots in most extreme poverty, and with the new Ministers for Public Health and for Sport, Health Improvement and Mental Health to brief them on the work of Health Scotland.
3. We experienced a significant media interest in our work both on our inequalities briefings and a number of new publications. We commissioned and delivered the tv/radio advertising Green Curtain campaign for Smoke Free NHS Grounds to support Boards in the implementation of the NHS Scotland policy commitment set out in the Scottish Government 2013 tobacco control strategy “Towards a Smokefree Generation.”
4. Having undertaken significant partnership work throughout the year, we were pleased to note real improvements in the 2014 staff survey results particularly on the areas we had prioritised for action and we then identified further areas for improvement actions through the Partnership Forum.
5. Two important developments emerged during the quarter: the newly introduced Fit for Work Scotland Service became operational, the telephone advice service being delivered by NHS Health Scotland and Healthy Working Lives Team have also engaged with the new Scottish Government Fair Work, Skills and Training Directorate.
6. A strong NHS Health Scotland submission was made to the consultation questions posed by the Public Health Review in Scotland. Support for the Review Group in managing a series of four regional engagements events was agreed and delivered by Scottish Public Health Network (ScotPHN). An offer from the Board Chair and Chief Executive to meet with the Review Chair and Scottish Government Policy lead was accepted and will take place in May 2015.

**Workforce Plan summary**

1. As the result of workforce planning assumptions for 2014/15 we have set a 5% efficiency saving target. These assumptions were built into our staff budget projections and our use of vacancy management and in year workforce planning revisions has kept us on track with this during Q4. We have also recently agreed improvements to the Workforce Review Group (WRG) process which are intended to support the achievement of the target for coming years.
2. The average absence level to date this year is 3.22%, below the NHSScotland average for the year of 5.04 % and within the 4% HEAT standard.
3. Progress since success in Q1 with the Personal Development and Review target rates (99% reviews completed, 95% PDPs agreed and 97% Objectives agreed) has resulted in 100% Reviews completed, 99% PDPs agreed and 100% objectives agreed and recorded on the system.

**Finance and Resource Implications**

1. With regard to the revenue resource limit(RRL), at the end of the 12 month period there was planned outturn surplus of £202k (1.0%) against the phased budget.  Under an agreement with the Scottish Government this planned surplus can be c/f to 2015/16 to help towards our savings target and other commitments in the next financial year.
2. The 2014/15 capital resource limit (CRL) is a negative £816k has a result of the Scottish Government processing the Woodburn House transfer (as a negative CRL) at its net book value of £1,166k, offset by capital additions of £250k together with a revenue to capital transfer of £100k.
3. At the end of the financial year our annual cash requirement was revised from £21m to £20.5m and this sum was drawn down during the year so we met our cash target.

**Partnership**

1. The Partnership Forum met twice during Q4 and considered the 2014 Staff Survey Results, the introduction of a long service recognition scheme to celebrate the contribution of staff who have contributed 20 years or more service to NHS Scotland and also the agreement to strengthen the approach to both in year and year end workforce planning and decision making with management decision making delegated to the new Partnership Workforce Planning Group.

**Communications**

1. With regards to this report, there are no specific communications outwith the normal publication of Board papers and sharing of key messages and decisions with all our staff through the monthly Corporate Cascade system.
2. With regards to corporate communications and engagement activity, this is picked up within the body of the report.

**Risk**

1. A number of specific risks have been outlined in the body of the Quarter 4 Corporate Report.
2. It should also be noted that the Corporate Risk Register (Appendix 3) has been updated and the full revised register was published on the NHS Health Scotland website in April 2015.

**Equality and Diversity**

1. The Quarterly Corporate Reports measure progress against the Delivery Plan, in line with *A Fairer Healthier Scotland*, which sets out the role, direction and priorities of NHS Health Scotland for the next five years and the commitment is to focus on the biggest health challenge facing Scotland – health inequalities.

**Sustainability and Environmental Management**

1. We replaced the fleet of Multifunction Devices (MFD or ‘printers’) at both offices. We are now running with fewer printers with the aim of reducing costs and encouraging paper-light practice.

**Action/ Recommendations**

1. The Board is asked to note the assessment of outturn against the 2014/15 Business Plan.

**Duncan Robertson**

**Performance Officer**

**21 May 2015**