

HEALTH AND SOCIAL CARE DELIVERY PLAN

NATIONAL PROGRAMME BOARD

Minutes 1 June 2017

Attendees / Apologies

1. Annex A.

Welcome and Introductions

2. Shirley Rogers welcomed members to the second meeting of Health and Social Care Delivery Plan: National Programme Board (NPB). Members introduced themselves.

Minutes and Matters Arising

3. The Minutes of 13 April 2017 meeting were agreed without amendment.
4. Seven actions were completed since the last meeting. Updates were provide on the remaining five 'on-going' actions for reflection in the Actions Log.
5. Additional information was provided as part of the update on Action 2, highlighting Government's initial discussions with KPMG as part of wider work to scope analytical requirements to support the Delivery Plan. A proposition was being developed for this work and it was agreed to provide this to the group. .

Action 13: Proposition for analytical support work from KPMG to be shared with NPB when finalised.

Proposed Business Agenda (Paper: NPB/2017/1-6/1)

6. Phil Raines introduced the paper that set out proposed specific topics for the National Programme Board to consider in its meetings for the rest of 2017-18, reflecting an initial analysis of key business priorities for the delivery of the Delivery Plan over the coming year. In agreement with the paper's proposals, the Board emphasised:
 - The scale and scope of the transformation required.
 - Primary Care, including shifting the balance of care and mental health are priorities for early consideration by NPB.
 - Social care policy needs to be considered as a separate agenda item; and should be reflected in NPB's consideration of each of the Delivery Plan actions.
 - Key enablers for change include a national workforce plan, innovation and the use of digital.

- Financial, workforce and clinical sustainability, communications and engagement need to feature throughout NPB's considerations of the Delivery Plan actions.

Action 14: Secretariat to ensure meeting agendas reflect NPB's business priorities and responsibilities.

Cabinet Secretary for Health and Sport

7. The Cabinet Secretary, Shona Robison MSP, welcomed the early opportunity to speak to the Board about its critical role to deliver the transformational change required to sustain and improve health and social care services. During discussion the following points were agreed:

- The leadership role of the National Programme Board is crucial to success; it is responsible for driving the change programme, focused on outcomes for individuals.
- NHS and local government leadership support, improvement and training across the whole system is a key enabler of transformational change.
- There is a need to work together to achieve whole system change that makes best use of resources to ensure financially sustainable health and social care services.
- Public communications to raise awareness of the reasons and benefits of the whole system transformational change, is vital to success.
- The Cabinet Secretary recognised the importance of engaging local politicians in the transformational change programme and committed to reflect on how this could be best achieved.

Action 15: Dedicated meeting to be arranged with the Cabinet Secretary to brief on Regional and National Delivery Planning progress and wider Delivery Plan actions in the Autumn.

Programme Approach (Paper: NPB/2017/1-6/2)

8. Justine Westwood introduced the paper that set out options for a proposed Programme Management approach for the planning and delivery of the overall Delivery Plan, and to agree a method of status reporting for future meetings. After discussion the group agreed a proportionate approach was required that reassured the Board on the correct direction of progress recognising the short, medium and long-term nature of the Delivery Plan actions.

Action 16: Members to provide any further comments on the programme approach proposals to Secretariat.

Action 17: Justine Westwood to develop a programme management and progress reporting approach including key milestones, dependencies and success criteria, recognising the short, medium and long-term nature of the Delivery Plan actions, and the NPB's overall governance responsibilities.

Regional Delivery Planning Update

9. The Implementation Leads provided an update on regional and national delivery planning progress. The Board recognised:
 - National delivery planning was being undertaken by the 8 National Boards in parallel with the 14 territorial boards' regional planning approach.
 - The National approach was developing into four key themes: Digital, Clinical Transformation, Support for the regions (inc. delivery, workforce, analytics), and Once for Scotland.
 - Regional delivery planning was progressing, recognising the scope and scale of the transformational change and focused on enablers for change, cultural behaviours and financial sustainability.
 - The Board recognised the importance of involving and communicating early with key partners, such as local government, as part of the regional and national planning.
10. Progress on the regional delivery planning guidance was discussed and it was agreed to issue this as soon as possible.

Action 18: Regional Delivery Plan guidance is being finalised and will issue as soon as possible.

11. The update led to a broader discussion on planning, and it was agreed there was a need to review the role of the National Planning Forum recognising the Delivery Plan's national, regional and local planning requirements and establishment of the NPB. The Board agreed that officials should take this forward as soon as possible.

Action 19: Jason Leitch to review the role of the National Planning Forum, recognising the establishment of the National Programme Board and the new planning landscape.

Digital / Innovation Presentation

12. Andrew Morris and Caroline Lamb delivered a joint presentation on innovation technology, data science, population health intelligence options and opportunities for health system transformational change.
13. In discussion the Board recognised the critical role that innovation and digital approaches are to the success of transformational change. Governance and prioritisation need further consideration. It was agreed to consider this in more detail at future meetings, beginning with the IT business systems development work which is being led by NES.

Action 20: Presentation to be circulated to members.

Action 21: Secretariat to arrange a future agenda item with Caroline Lamb to consider in detail the IT business systems work being led by NES.

AOB

14. Shirley Rogers provided an update on the National Workforce Plan and agreed Sean Neill is to be invited to update the Board.

Action 22: Secretariat to arrange an update on the National Workforce Plan from Sean Neill.

Date of Next Meeting

15. The next meeting is arranged for Monday 10 July 2017, 13.00-15.30, SHSC Western General Edinburgh.
16. Future meetings of the Board will be extended to 2 ½ hours.

Secretariat
Strategic Change Division
3 July 2017

Annex A**Members:**

Name	Role
Chair: Shirley Rogers	Director of Health Workforce and Strategic Change, Scottish Government
John Brown	Chair of NHS Greater Glasgow and Clyde
John Burns	Regional Implementation Lead for the West
Jim Cannon	Representing Malcolm Wright, Regional Implementation Lead for the North.
John Connaghan	NHS Chief Operating Officer, Scottish Government
Tim Davison	Regional Implementation Lead for the East
Angiolina Foster	National Implementation Lead
Elizabeth Ireland	Chair NHS National Services Scotland
Andrew Kerr	Health and Social Care Lead for SOLACE
Caroline Lamb	National Implementation Lead
Jason Leitch	Director for Health Care Quality and Improvement, Scottish Government
Christine McLaughlin	Director of Health Finance, Scottish Government
Paula McLeay	Health and Social Care Policy Lead, COSLA
Andrew Scott	Director Population Health Improvement, Scottish Government
David Williams	Chief Officer, Glasgow City Health and Social Care Partnership

Apologies:

Geoff Huggins	Director Health and Social Care Integration, Scottish Government
Malcolm Wright	Regional Implementation Lead for the North

Participants:

Name	Role
Shona Robison MSP	Cabinet Secretary for Health and Sport
Anne Aitken	Head of Strategic Change Division, Scottish Government
Andrew Wilkie	Head of Corporate Communications, Scottish Government
Phil Raines	Head of Transformational Change, Strategic Change Division, Scottish Government
Robert Spratt	Secretariat, Strategic Change Division, Scottish Government
Andrew Morris	Chief Scientist, Scottish Government
Christopher Wroath	NHS Education for Scotland
Lynn Huckerby	NHS 24
Ricky Verrall	Chief Scientist's Office, Scottish Government
Christine Lawson	Scottish Government, Strategic Change Division