Meeting of the NHS Board Chief Executives
Fettes Suite, Scottish Health Service Centre,
Crewe Road South, Edinburgh EH4 2LF

AGENDA

1. Welcome, Apologies for Absence and Attendees
2. Carer Positive – NHSCE/18/19/09
3. Minutes of the Previous Meeting
4. Matters Arising
5. Feedback from the Chief Executives Private Meeting
6. EU Withdrawal – NHSCE/18/19/10
7. Performance
8. Any Other Business
9. Date and Time of Next Meeting

MINUTES

Welcome, Apologies for Absence and Attendees

1. Paul Gray, Director General Health and Social Care/Chief Executive
NHS Scotland welcomed everyone to the meeting. A list of attendees and apologies
for absence are provided at Annex A.

2. Paul Gray congratulated Grant Archibald on his appointment as Chief
Executive, NHS Tayside and thanked Gregor Smith for taking on the role of Interim
Chief Executive in NHS Highland.

3. He also confirmed that Jann Gardner has been appointed as Chief Executive
to the Golden Jubilee Foundation, taking up post on 21 January and Iain Stewart has
been appointed as Chief Executive to NHS Highland, taking up post on 28 January.

4. He welcomed Malcolm Wright to the meeting as incoming Interim DG/Chief
Executive as of 18 February and John Connaghan who has returned to Co-Chair the
Operational Performance Board with Jill Young.
Carer Positive – NHSCE/18/19/09

5. Sue McLintock from Carer Scotland led a presentation which gave an overview of Carer Positive. This included information on current NHS participation and examples of good practice.

6. Tim Davison, Chief Executive of NHS Lothian who have achieved Exemplary Carer Positive status shared some of the initiatives that NHS Lothian used in Alex Joyce’s absence. Examples included video messages, posters and e-Learning.

7. Chief Executives were invited to sign up (www.carerpositive.org), champion Carer Positive and lead by example in their NHS Boards by embracing and strengthening a carer-friendly culture in the workplace. Further information and support in the application process can be obtained from Sue McClintock (sue.mclintock@carerscotland.org; 0141 445 3070).

Minutes of the Previous Meeting

8. The minutes of the meeting held on 14 November 2018 were approved.

Matters Arising

9. Matters arising included:

   • An update on Clinical Waste;
   • Operational Performance Board; and
   • Quality Improvement Toolkit.

Feedback from the Chief Executives Private/Strategy Meeting

10. Jeff Ace, Chair of the NHS Chief Executives Group gave an update on the discussions from the private/strategy meeting, including:

   • Performance;
   • Annual Review Process.

EU Withdrawal – NHSCE/18/19/10

11. Shirley Rogers, Director of Health Workforce, Leadership and Service Transformation introduced the item and gave a brief update to Chief Executives.

12. Jane Hamilton and James How, EU Withdrawal colleagues provided further information in relation to sharing intelligence; procurement; communications; transport; medicines and risks.

13. Shuna Mayes from Health Resilience spoke to Chief Executives about the upcoming workshops taking place in Edinburgh on 28 January, Stirling on 5 February and Glasgow on 8 February.
Performance

14. Performance was discussed by Chief Executives at their private meeting.

Any Other Business

15. Jason Leitch reminded colleagues about Glasgow 2019. He advised that a 25% discount per Scottish delegate had been agreed and that the early bird deadline closes in a couple of weeks.

16. Colleagues thanked Paul Gray for the last 5 years in his role as Director General and Chief Executive NHS Scotland and wished him all the best for the future.

Date and Time of Next Meeting

17. The next NHS Chief Executives Business Meeting will take place on 13 March 2019 at 13:00, in the Fettes Suite, Scottish Health Service Centre, Edinburgh EH4 2LF.

Office of the Chief Executive for NHSScotland

17 January 2019

An Update from St Andrew’s House (NHSCE/18/19/11) was circulated to Chief Executives in advance of the meeting for information.
ATTENDEES

Chief Executives

John Burns          NHS Ayrshire and Arran
Jeff Ace (Chair)    NHS Dumfries and Galloway
Paul Hawkins        NHS Fife
Graham Foster       NHS Forth Valley, Director of Public Health and Strategic Planning
Amanda Croft       NHS Grampian, Interim Chief Executive
Jane Grant          NHS Greater Glasgow and Clyde
Gregor Smith        NHS Highland, Interim Chief Executive
Calum Campbell      NHS Lanarkshire
Tim Davison         NHS Lothian
Julie Nicol         NHS Orkney, Head of OD and Learning (by VC)
Ralph Roberts       NHS Shetland (by VC)
Malcolm Wright      NHS Tayside

June Rogers         Golden Jubilee Foundation, Deputy Chief Executive
Robbie Pearson      Healthcare Improvement Scotland
Angiolina Foster    NHS 24
Caroline Lamb       NHS Education for Scotland
Gerry McLaughlin    NHS Health Scotland
Colin Sinclair      NHS National Services Scotland
Pauline Howie       Scottish Ambulance Service
Jim Crichton        State Hospital

Scottish Government

Paul Gray           DG Health and Social Care and Chief Executive NHSScotland
Shirley Rogers      Director of Health Workforce, Leadership and Service Transformation
Jason Leitch        National Clinical Director, Health Quality and Strategy
Andrew Scott        Director of Population Health
Donna Bell          Director for Mental Health
Rose Marie Parr     Chief Pharmaceutical Officer
Jamie MacDougall    Deputy Director, Care, Support and Rights Division
Alison Taylor       Head of Integration Division
Colin Brown         Office of the Chief Executive NHS Scotland

In Attendance

Sue McIntock        Carer Scotland, Agenda Item 2
Lindsey Henderson   SG Carers Branch, Agenda Item 2
James How           EU Withdrawal, Agenda Item 6
Jane Hamilton       EU Withdrawal, Agenda Item 6
Shuna Mayes         Health Resilience, Agenda Item 6
## Apologies

- Jane Davidson | NHS Borders
- Cathie Cowan | NHS Forth Valley
- Gerry O’Brien | NHS Orkney
- Gordon Jamieson | NHS Western Isles
- Alex McMahon | Chair of SEND
- Alex Joyce | NHS Lothian, Agenda Item 2
- Christine McLaughlin | Director of Health Finance, Corporate Governance and Value
- Catherine Calderwood | Chief Medical Officer
- Michael Chalmers | Director of Children and Families
- Richard McCallum | Deputy Director of Health Finance
- Tom Ferris | Chief Dental Officer, Interim
- Leslie Henderson | Senior Internal Audit Manager, Observer

## Observers

- Crystal Power | SG Internal Audit Manager
- Darragh Hamilton | Scottish Clinical Leadership Fellow
- Thomas Lamont | Scottish Clinical Leadership Fellow
- Alison Wright | Scottish Clinical Leadership Fellow
- Jack Fairweather | Scottish Clinical Leadership Fellow
- Pauline McMillan | Business Manager, Directorate of Health Workforce, Leadership and Service Transformation

## Secretariats

- Laurie Whyte | Office of the Chief Executive NHS Scotland
- Sarah Hildersley | Office of the Chief Executive NHS Scotland
- David Bedwell | Executive Support for Chief Executives
- Chris Campbell | Executive Support for Chief Executives