

**MEETING OF THE NHS BOARD CHAIRS
(Virtual – MS Teams)**

AGENDA

1. Welcome, Apologies for Absence and Attendees
2. Minutes and Actions from the Previous Meeting (26 October 2020)
3. Matters Arising
4. Cabinet Secretary Remarks
5. Vaccinations (Caroline Lamb)
6. Test and Protect (Jim McGoldrick and Keith Redpath)
7. Innovation (Tom Steele)
8. Feedback from Chairs Private Meeting
9. Any Other Business
10. Date and Time of Next Meeting

Office of the Chief Executive NHS Scotland
26 November 2020

MINUTES

Welcome, Apologies for Absence and Attendees

1. A list of those present and apologies is provided at Annex A.

Minutes and Actions from the Previous Meeting

2. The minutes of the meeting held on 26 October 2020 were approved.

Matters Arising

3. There were no matters arising from the previous meeting.

Cabinet Secretary Remarks

4. The Cabinet Secretary thanked Boards, especially NHS Ayrshire & Arran, NHS 24 and NHS Education for Scotland for their support around Redesigning Urgent Care. It was updated that the 'soft launch' on 1 December will not include Paediatric care.

5. The Cabinet Secretary encouraged health boards to do all they can to support staff who are from the EU and encourage them to apply for settled status before the June 2021 deadline.

6. The Cabinet Secretary asked NHS Chairs to liaise with their Chief Executives and Directors of Public Health to improve the uptake of staff who were being offered testing for Covid-19, in particular, staff who were caring for the elderly.

Action: NHS Chairs to liaise with their Chief Executives and Directors of Public Health to improve the uptake of NHS staff testing.

7. Jason Leitch, National Clinical Director displayed slides which provided an overview of the current state of the Pandemic in Scotland, which included:

- Number of confirmed Covid cases per day;
- Current R-range;
- Geographic variations;
- Covid Cases per 100k population; and
- Hospital and ICU bed data;

Vaccinations

8. Caroline Lamb, Director of Digital Reform and Service Engagement provided an update on Covid-19 vaccination developments. She updated that developments were being made at pace and, in particular, on the Pfizer vaccine. However, there were some logistical issues that needed to be explored further. It was highlighted that there has been Military engagement and COSLA were keen to support.

9. A revised date would be arranged for Boards to provide their Readiness Assessments, ahead of a potential roll out for vaccinations next week.

10. David Garbutt, Chair, NHS Chairs Group provided an update on digital developments, which included:

- Over 80's data had been shared with Health Boards;
- There was a wealth of information on workforce prioritisation;
- There was recognition that Information Governance needed to be strengthened; and
- Training packages for NHS staff have been created and will be uploaded to TURAS.

11. The Cabinet Secretary explained how ethical decisions were already factored into the work on prioritisation.

12. The Cabinet Secretary recognised the huge amount of work which has been done in preparing for the roll out of the Covid-19 vaccination and thanked all those involved.

Test and Protect

13. A paper provided by Jim McGoldrick, NHS Public Health Scotland and Keith Redpath, NHS National Services Scotland was circulated in advance.

14. Jim McGoldrick gave an overview of the governance arrangements that have been put in place to provide assurances around effective delivery of the Test and Protect programme. This was noted.

Innovation

15. Tom Steele, Scottish Ambulance Service provided an update on the progress being made by the H&SC Innovation Steering Group which he leads and co-chairs with Christine McLaughlin. He gave an overview of some of the projects underway and indicated that they had not progressed at sufficient pace. He highlighted recommendations on immediate next steps to develop an effective innovation system.

16. There was a discussion about some of the projects which would have an immediate impact and Christine McLaughlin suggested that there was an opportunity to incorporate innovation into the planning process.

17. Chairs were reminded that Endowment Funds were available to use for innovation projects and that this should be considered through the appropriate governance mechanisms in Boards.

18. Dave Caesar offered to link in with Scottish Academy Leaders on behalf of the Innovation Steering Group. The Cabinet Secretary pressed Dave Caesar to increase the pace of this work.

Feedback from Chairs Private Meeting

19. David Garbutt summarised discussions from the Chairs Private Meeting, which included:

- Executive wellbeing;
- Adult Social Care, review of the report with Derek Feeley;
- Fol's;
- Lessons Learned paper;
- Winter Planning;
- Corporate Governance;
- Redesign of Unscheduled Care;
- Strategic Framework and Testing;
- Test and Protect; and
- General issues.

Any Other Business

20. The Cabinet Secretary encouraged Chairs to look out for an important announcement on Health and Social Care workers which would be announced later that day.

Date and Time of Next Meeting

21. The next meeting was arranged for Monday 21 December 2020 at 14:00.

Office of the Chief Executive for NHS Scotland

December 2020

ATTENDEES**Scottish Ministers**

Jeane Freeman	Cabinet Secretary for Health and Sport
Joe FitzPatrick	Minister for Public Health, Sport and Wellbeing
Clare Haughey	Minister for Mental Health

Health Board Chairs

Lesley Bowie	NHS Ayrshire and Arran
Karen Hamilton	NHS Borders
Nicholas Morris	NHS Dumfries and Galloway
Tricia Marwick	NHS Fife
Janie McCusker	NHS Forth Valley
Lynda Lynch	NHS Grampian
John Brown	NHS Greater Glasgow and Clyde
Boyd Robertson	NHS Highland
Neena Mahal	NHS Lanarkshire
Martin Hill	NHS Lothian (Vice Chair)
Meghan McEwen	NHS Orkney
Gary Robinson	NHS Shetland
Lorna Birse-Stewart	NHS Tayside
Gillian McCannon	NHS Western Isles (Interim Chair)
Susan Douglas-Scott	The Golden Jubilee Foundation
Carole Wilkinson	Healthcare Improvement Scotland
Martin Cheyne	NHS 24
David Garbutt	NHS Education for Scotland
Keith Redpath	NHS National Services Scotland
Jim McGoldrick	Public Health Scotland
Terry Currie	The State Hospital Board
Tom Steele	Scottish Ambulance Service
Paul Edie	Care Inspectorate
Suzanne Dawson	Scottish Health Council

Scottish Government Officials

John Connaghan	Interim Chief Executive of NHS Scotland
Jason Leitch	National Clinical Director
Stephen Lea-Ross	Deputy Director of Health Workforce
David Miller	Chief People Officer
Donna Bell	Director for Mental and Social Care
Dave Caesar	Deputy Chief Medical Officer
Caroline Lamb	Director of Digital Reform and Service Engagement
Christine McLaughlin	Director of NHS Planning/Testing
Michael Kellet	Interim Director of Population Health
Heather Campbell	Interim Deputy Director of Primary Care
Jack Downie	APS/Minister for Mental Health
Robert Kirkwood	Head of Corporate Business Management Team
Laurie Whyte	Corporate Business Management Team (Secretariat)
Hannah Mackay	Corporate Business Management Team (Secretariat)

In Attendance

Jill Young	Covid-19 Lead for Testing
Andrew Fleming	Head of NHS Board Sponsorship
Cameron Herbert	Scottish Clinical Leadership Fellow
Nicola Gordon	Executive Support
Nicole Smith	Executive Support
Roz Barclay	Executive Support

Apologies

Esther Robertson	NHS Lothian (Martin Hill attending)
Carole Wilkinson	Health Improvement Scotland (Suzanne Dawson attending)
Elinor Mitchell	Interim Director General Health and Social Care
Gillian Russell	Director of Health Workforce (Steven Lea-Ross attending)
Sean Neill	Director of Health Workforce (Steven Lea-Ross attending)
Richard McCallum	Interim Director Health Finance, Governance and Value
Aidan Grisewood	Director of Primary Care (Heather Campbell attending)
Richard Foggo	Covid-19 Director
Fiona McQueen	Chief Nursing Officer