

24 September 2018
14:00

**MEETING OF THE NHS BOARD CHAIRS
PLAYFAIR HALL, ROYAL COLLEGE OF SURGEONS,
EDINBURGH, EH8 9DW**

AGENDA

1. Apologies for Absence and Attendees
2. Minutes of the Previous Meeting
3. Matters Arising
4. Ministerial Remarks
5. Feedback from the Chairs Private Meeting
6. Proposed Changes to the Patient Rights (Treatment Time Guarantee) (Scotland) Directions 2014 (Paul Gray, DG Health and Social Care/Chief Executive NHS Scotland)
7. Any Other Business
8. Date and Time of Next Meeting

MINUTES

Attendance

1. A list of those present and apologies is provided at Annex A.
2. The Cabinet Secretary for Health and Sport welcomed everyone to the meeting, noting that this was her first meeting with the NHS Board Chairs Group since taking up post.

Minutes of the Previous Meeting

2. The minutes of the meeting held on 21 May 2018 were approved.

Matters Arising

3. There were no matters arising.

Ministerial Remarks

4. The Cabinet Secretary invited Chairs to give their views on the format of future meetings. She then set out her expectations of the NHS Board Chairs Group and reminded Chairs of their role in delivering Scottish Government priorities.

5. The Cabinet Secretary confirmed that meetings would continue to be regular but with a stronger focus on delivery. She reminded Chairs that they are accountable for the performance of their Boards and outlined her 3 key priorities for discussion at future meetings. These are:

- Performance – focus on improving waiting times;
- Health and Social Care Integration (increasing the pace, delivering ‘Once for Scotland’ where there is clear evidence to do so); and,
- Mental Health (Programme for Government commitment and investment for improving Child and Adolescent Mental Health).

6. The Cabinet Secretary said that she expected Chairs to provide assurance on the actions taken by Boards to address these priorities and implement recommendations.

Governance

7. Alongside the 3 delivery priorities, the Cabinet Secretary said that NHS Board Chairs meetings would also focus on good governance. She highlighted the importance of delivering against the recommendations of the Health and Sport Committee’s report ‘The governance of the NHS in Scotland – ensuring the delivery of the best healthcare for Scotland’.

8. The Cabinet Secretary told Chairs that she had read the draft of the Blueprint for Good Corporate Governance in NHS Scotland’. She made clear that, once finalised, she expected Chairs to report to her the actions that they have put in place to implement the recommendations.

9. Paul Gray, Director General Health and Social Care/Chief Executive NHS Scotland advised Chairs that they should use the NHS Board Chairs Group meeting to raise genuine obstacles to delivery. NHS Board Chairs should contact Colin Brown, Head of the Office of the DGHSC/Chief Executive NHS Scotland, or any member of his team, in the first instance.

Feedback from Chairs Private Meeting

10. Ian Kinniburgh, Chair of the NHS Board Chairs Group shared the key themes which arose following discussions from their private meeting, including:

- Re-organising business of the NHS Board Chairs private meetings;
- Invitation from UK Confederation;
- Engagement with the Local Government Review;
- Working closer with NHS Board Chief Executives
- Health and Care (Staffing) (Scotland) Bill; and,
- Governance.

11. The NHS Board Chairs Group have refreshed their portfolio groups to more closely align with the Cabinet Secretary's priorities. Ian Kinniburgh confirmed that Chairs would like each portfolio group to be linked to or supported by Scottish Government officials, similar to what was in place for the former Quality Portfolio Group.

12. The new arrangements, including the role and remit of the governance group which will oversee implementation of the blueprint for good corporate governance will be discussed and finalised at the NHS Board Chairs annual away day in October 2018.

13. The Cabinet Secretary asked Ian Kinniburgh to liaise with Colin Brown and his team regarding agenda items for future meetings.

Proposed Changes to the Patient Rights (Treatment Time Guarantee) (Scotland) Directions 2014

14. Paul Gray advised that the 'Proposed Changes to the Patient Rights (Treatment Time Guarantee) (Scotland) Directions 2014' had been discussed at the NHS Board Chief Executives meeting on 12 September 2018. NHS Boards will be required to inform patients if their wait is to exceed the 12 week Treatment Time Guarantee and provide them, in writing, with an estimate of how long their wait is likely to be.

15. Paul Gray highlighted three key messages for the attention of Chairs: that the changes are legislative; a group has been established to ensure consistency across NHS Boards; and, that Chairs should assure themselves that the changes are implemented with pace.

16. The Cabinet Secretary also asked Chairs to seek assurance from Chief Executives that all staff understand how to count waiting times.

Action: NHS Board Chairs

Any Other Business

6. Paul Gray asked Chairs to assure themselves that they have robust contingency plans in place in their Boards to deal with the disposal of clinical waste. He advised them to report any concerns to Colin Sinclair, Chief Executive NHS National Services Scotland or Michael Healy, Head of Resilience NHS Scotland, Health and Social Care Directorates at the Scottish Government.

Date and Time of Next Meeting

7. The next NHS Chairs meeting will be on **Monday 29 October 2018 at 13:00** in the Scottish Health Service Centre, Edinburgh.

Office of the Chief Executive for NHSScotland
September 2018

ATTENDEES**Scottish Ministers**

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

Health Board Chairs

Martin Cheyne NHS Ayrshire and Arran
 John Raine NHS Borders
 Penny Halliday NHS Dumfries and Galloway (Vice-Chair)
 Tricia Marwick NHS Fife
 Alex Linkston NHS Forth Valley
 Stephen Logan NHS Grampian
 John Brown NHS Greater Glasgow and Clyde/NHS Tayside
 Neena Mahal NHS Lanarkshire
 Brian Houston NHS Lothian
 Ian Kinniburgh NHS Orkney
 Gary Robinson NHS Shetland
 Neil Galbraith NHS Western Isles

Susan Douglas-Scott Golden Jubilee Foundation
 Hamish Wilson Healthcare Improvement Scotland (Vice-Chair)
 David Garbutt NHS Education for Scotland
 David Crichton NHS Health Scotland
 Elizabeth Ireland NHS National Services Scotland
 Esther Robertson NHS 24
 Terry Currie State Hospital
 Tom Steele Scottish Ambulance Service
 Paul Edie Care Inspectorate
 Pam Whittle Scottish Health Council

Scottish Government Officials

Paul Gray Director General for Health and Social Care for the Scottish Government and Chief Executive of NHS Scotland
 Shirley Rogers Director of Health Workforce, Leadership and Service Transformation
 Jason Leitch National Clinical Director
 Andrew Scott Director of Population Health Improvement
 John Froggatt Head of Improving Health and Wellbeing
 Colin Brown Head of the Office of the Chief Executive NHS Scotland
 Robert Kirkwood Office of the Chief Executive NHS Scotland
 Laurie Whyte Office of the Chief Executive NHS Scotland
 Andy Corr PS/Minister for Public Health and Sport

In Attendance

David Bedwell NHS Scotland Executive Support
 Chris Campbell NHS Scotland Executive Support

Observers

Greig Chalmers	Head of Medicines Policy Team
Thomas Lamont	Scottish Clinical Leadership Fellow
Kate Arrow	Scottish Clinical Leadership Fellow

Apologies

Clare Haughey	Minister for Mental Health
Phil Jones	NHS Dumfries and Galloway
David Alston	NHS Highland
Christine McLaughlin	Director of Health Finance, Corporate Governance and Value
Alan Hunter	Director of Performance and Delivery
Catherine Calderwood	Chief Medical Officer
Geoff Huggins	Director of Health and Social Care Integration/Director of Digital Health and Social Care
Fiona McQueen	Chief Nursing Officer
Michael Chalmers	Director of Children and Families