**Approved Minutes**

**Strategic Portfolio Governance Committee**

4 May 2023, 1400 - 1600

Via MS Teams

**Members**

Linda Semple Non-Executive Director (Chair)

Gordon James Chief Executive

Carolynne O’Connor Deputy Chief Executive / Director of Operations

Michael Breen Director of Finance

Morag Brown Non-Executive Director

Stephen McAllister Non-Executive Director

**Core Attendees**

Gareth Adkins Director of Strategy, Planning and Performance

Mark MacGregor Medical Director

Anne Marie Cavanagh Director of Nursing and Allied Health Professionals

**In Attendance**

Susan Douglas-Scott Board Chair

Carole Anderson Deputy Director of Quality, Performance, Planning and Programmes

Nicki Hamer Head of Corporate Governance and Board Secretary

Jeanette Stevenson Associate Director, NHS Scotland Academy (item 3.3)

John Scott Director of Facilities and Capital Projects (item 3.1.2)

Katie Cuthbertson National Director, Centre for Sustainable Delivery

Juliette Murray National Associate Clinical Director, Centre for Sustainable Delivery (item 3.2)

**Apologies**

Jane Christie-Flight Employee Director

Steven Wallace Non-Executive Director

Karen Kelly Non-Executive Director

**Minutes**

Jevon Murphy Senior Corporate Administrator

1. **Chairs Introductory Remarks & Well-being Pause**

The Chair, Linda Semple, led the welcome and introductions.

The Committee welcomed the opportunity for the Wellbeing Pause.

**1.2 Apologies**

Apologies were noted as above.

**1.3 Declarations of interest**

There were no declarations of interest to note.

**2.0 Updates from the Meeting Held on 9 March 2023**

**2.1 Unapproved Minutes of Last Meeting**

Minutes of the meeting held on 9 March 2023 were approved as an accurate record.

**2.2 Action Log**

There were no outstanding actions.

**2.3 Matters Arising**

There were no matters arising from the previous meeting.

**3.0 Strategic Updates**

**3.1.1 NHS Golden Jubilee (NHS GJ) Planning Update**

Gareth Adkins stated that the circulated paper was for the Committee’s information only. There was good progress noted against the entirety of NHS GJ’s portfolio.

Carole Anderson referred to Item 7 of the circulated paper, advising of the planned revisions to future Summary Reports being presented to the Committee. It was noted that the future report would focus on the broader Strategic Portfolio, with Divisions reporting through the newly established Confirm and Challenge Boards.

The Committee noted the NHS Golden Jubilee Planning Update.

**3.1.2 Expansion / NTC Update**

Michael Breen reported that the Expansion Programme Board had taken place on 28 April 2023 and provided reassurance that all areas of risk were being addressed. It was noted that Scottish Government (SG) were planning a face-to-face meeting with NHS GJ to better understand the challenges facing the programme, particularly in terms of workforce.

Michael Breen thereafter introduced John Scott, Director of Facilities and Capital Projects, who presented an update to the Committee regarding the Phase 2 Expansion. It was noted that the revised handover date was 7 September 2023, with the first patient due for treatment on 1 December 2023. The Committee were advised of the overall building progress across all floor levels, including breakthroughs, risks and timelines for completion.

The Committee noted the Expansion / NTC Update.

**3.1.3 Value and Sustainability**

Gareth Adkins presented to the Committee with regard to Value and Sustainability, stating that it was a cross organisational portfolio. The Committee were advised of the four work streams that pertained to Value and Sustainability, the actions aligned with these work streams and their proposed governance structures within NHS Golden Jubilee.

Morag Brown asked, in terms of the work streams, if papers would be presented to each of the responsible Committees for their awareness and information. Gareth Adkins responded that this would be the case and that NHS GJ Board would also be advised in due course.

The Committee noted the recommendation to implement the Value and Sustainability portfolio. It was agreed that members would provide feedback to Gareth Adkins as a form of approval prior to being presented to NHS GJ Board.

**3.1.4 Annual Delivery Plan Update**

Carole Anderson provided an update to the Committee in terms of both the Annual Delivery Plan (ADP) and the Medium Term Plan (MTP), advising of their associated return dates. The Committee noted the considerations for their development, including the Recovery and Renewal Drivers provided in SG Guidance and additional specific NHS GJ priority areas such as the Conference Hotel, NHS Scotland Academy (NHSSA) and Centre for Sustainable Delivery (CfSD). The importance of aligning NHS GJ’s ADP with the Finance Plan was noted.

Linda Semple noted the complexity of the task ahead in terms of plan development, particularly with regard to internal and external deadline alignment. Linda stated that it was important that NHS GJ maintained a robust governance structure to support the ongoing work.

Linda Semple enquired if NHS GJ’s plans were expected to reflect those of other Boards, noting the mutual impact given the specialist nature of NHS GJ’s operations. Gordon James responded that the only specific area of overlap was around the use of CfSD and Innovation as they were weaved throughout the issued planning guidance for all Boards. There was no overlap in terms of core NHS GJ hospital services. Carole Anderson advised that National Board Planning Leads were holding a session to discuss key themes across ADPs and to look at areas of future collaboration.

Gareth Adkins provided assurance that the Strategic Planning and Programmes team were mindful of the upcoming Board Strategy refresh, with timelines for developing this Strategy currently being planned with the Chief Executive. It was noted that consultation with Non-Executive Directors would also be factored into any timeline development.

The Committee noted the Annual Delivery Plan Update.

**3.2 Centre for Sustainable Delivery**

**3.2.1 CfSD Annual Assurance Statement**

The Committee noted and approved the circulated CfSD Annual Assurance Statement.

**3.2.2 Programme Updates**

Katie Cuthbertson provided a presentation to the Committee, supported by Juliette Murray, National Associate Clinical Director, advising of the progress of CfSD’s programmes. The updates in relation to the Clinical Leadership Model, HeatMaps, National Elective Coordination Unit (NECU), Green Theatres, Innovation and Early Cancer Diagnosis were noted.

Stephen McAllister and Linda Semple commended CfSD for the work completed to date, particularly referencing NECU and Innovation.

Morag Brown asked a number of questions in relation to NECU. Firstly, how patient feedback was being evaluated and what patient views were generally in terms of the validation process. Juliette Murray responded that patient feedback was positive, with patients willing to travel in most cases to receive treatment.

Morag Brown then asked if re-referrals from validated patients were being monitored. Juliette Murray advised that the rate of re-referral was below 5% but that this was an expected figure, particularly in terms of Orthopaedic patients. It was noted that the NECU team had a number of safeguards in place to avoid placing patients at risk, including the non-validation of certain patient cohorts and those awaiting treatment for Hepatitis.

Morag Brown enquired as to whether there had been any adverse events as a result of NECU validation and if any risks existed in terms of incidental findings with patient appointments being cancelled. Juliette Murray stated that there were no adverse events recorded, further noting that patients could not be brought into secondary care routinely to be investigated for incidental findings. Juliette Murray advised that some incidental findings would be missed as part of the NECU validation process but that this was also balanced against avoiding unnecessary angst and worry for patients.

Linda Semple stated that the cost avoidance piece in terms of NECU was welcomed as it allowed all Boards to understand any financial savings.

The Committee noted the CfSD Programmes Update.

**3.3 NHS Scotland Academy Update**

Jeanette Stevenson provided a presentation in terms of NHSSA update, which was noted by the Committee.

Linda Semple asked, in terms of the Preparation for Work in Health and Social Care course, if there were conversion figures for the 4,000 people who had accessed the course, thereafter entering work within the Health and Social Care sector. Jeanette Stevenson advised that there was no ‘final destination’ data available but that it was likely that attendees were going into work.

The Committee noted NHS Scotland Academy Update.

**4.0 Corporate Governance**

**4.1 SPGC Annual Report 2022/23**

The Committee approved the SPGC Annual Report 2022/23

5.0 Update to Board

**5.1 Key Issues for Reporting to NHSGJ Board**

The Committee agreed that the update to the Board should include the following:

* The Committee noted progress, commended the work on various programmes and approved the annual assurance statement for CfSD.
* The Committee noted the NHS GJ Strategic Programmes update, including Value & Sustainability, changes to the Summary Report and Governance arrangements.
* The Committee noted the NHSSA update.
* The Committee noted the Expansion / NTC update.
* The Committee noted the Annual Delivery Plan update.
* The Committee approved the SPGC Annual Report for 2022/23
* The Committee agreed there were no risks or issues to be highlighted to the Audit and Risk Committee.

**6 Any Other Competent Business**

There was no further business raised.

**7 Date and Time of Next Meeting**

Tuesday 4 July 2023, 1330 - 1530