eHealth Programme Board Meeting - Minutes

**Time/ Date:** 14:00 - 23rd October 2012

**Location:** Scottish Health Service Centre Edinburgh

**Attendees:**
- Paul Rhodes eHealth Programme Director
- Robin Wright Chair eHealth Leads group, NHS Lanarkshire
- Douglas Griffin NHS GG&C
- Paul Campbell NHS NWTC: Chair CCLG
- Alison Strath Principal Pharmaceutical Officer, SGHD
- Nick Kenton DoF, NHS Highland (by V/C)
- Alan Gray DoF, NHS Grampian (by V/C)
- Ian Waugh Health Finance, SGHD
- Simon Belfer Director of Finance, NSS

**Apologies:**
- Frank Strang Primary & Community Care, SGHD
- Jackie Stephen Co-chair eHealth Leads Group, NHS Borders
- Alan Hyslop Head of eHealth Policy and Strategy, eHealth

**In Attendance:**
- Andy Robertson Director, NSS National Information Systems Group
- Julie Falconer eHealth Policy and Strategy, SGHD
- Eddie Turnbull Head of Technical Strategy & Governance, eHealth, SGHD
- Charles Swainson eHealth Clinical Lead, secondary care, SGHD
- Eunice Muir eHealth Clinical Lead, NMAHP, SGHD
- Anne Martin Observer

**Minutes:**
- Iain Horne eHealth Business Manager

1. **Minutes of previous meeting: EHPB(12)42**

1.1. Para 5.1, Bullet 2 should read ‘£10.75 million’. Subject to that amendment the minutes were approved.

2. **eMail Business case update – Presentation**

2.1. Andy Robertson provided an update on the preparation of the OBC providing details of the preferred supplier who were selected as:

- Revenue costs lowest
- Meets email principles:
- Most compliant with NHS Scotland requirements
- No showstoppers in terms of usability
- Less risk and uncertainty with regard to security and IG
- Can be procured and implemented for NHSmail contract end
- Flexible in terms of ongoing development

2.2. The timeline is as follows:
- Supplier costs refined – end October 2012
- Options appraisal – option approved – 9 Nov 2012
2.3. Since the last update there have been some developments down south. CfH have negotiated an extension to their contract to June 2014. The downside for NHSS is that this process for NHSS in that final year would jump from £1.00 per uses per month to £2.20. With that in mind will proceed to current milestones outlined above. Andy Robertson confirmed that there were no capital elements in these proposals.

2.4. Given that most of the large suppliers offer broadly the same product, configurable as business and affordability issues are addresses it may be worthwhile to carry out some sensitivity analysis across various scenarios. This type of scenario planning might also be useful around current and future risks associated with the procurement and implementation.

2.5. The Board noted the update and the progress made

3. Uplift in Strategic Fund and proposed approach: EHPB(12)44

3.1. Julie Falconer introduced the proposal to increase the strategic fund by £4m in 2013/14 and by £8m in 2014/15. The approach proposed in the paper suggested a concentration on 2 of the key strategic objectives. There was some discussion as to whether this was consistent with the ethos of the eHealth Strategy which allowed Boards to deliver the strategic objectives flexibly depending on their local priorities. Some thought would also have to be given as to how current workplans might be affected by introducing additional, more immediate outcomes. An additional £4m/£8m is a considerable amounts of money and all concerned will want to be sure that VfM combined with efficiency and clinical improvements can be demonstrated.

3.2. It was suggested that this paper be discussed further at the eHealth Leads/ CCLG combined meeting to establish wider support along with possibilities for collaborative working.

3.3. The Strategy Board has previously agreed this approach and a further paper will be prepared for the next SB meeting on 18 December.

3.4. The Board noted the update and the intention to discuss at next eHealth leads/CCLG meeting.

4. SHPIMS Update: EHPB(12)45

4.1. Robin Wright provided an update since the last meeting. The update paper provided details of information that had previously been presented to the PB. The main development since the last PB was that AOA have been asked to undertake a due diligence of the 2 products under consideration. It is anticipated that AOA will report back on that due diligence work in early November which will allow a more detailed plan for the way forward to be developed.

4.2. The Board noted the update.
5. **PMG review: EHPB(12)46**

5.1. Eddie Turnbull introduced this paper which notified the Programme Board of an eHealth lead Commissioned review of eHealth Portfolio Management Groups. The current portfolio management groups were established some time ago and prior to the current governance procedures with eHealth Leads. The PMGs have developed to accommodate these changes. The PMGs have been successful in reducing much of the development expenditure associated with the 5 PMGs.

5.2. The eHealth leads have agreed that a Short Life Working group be established to working on behalf of the eHealth leads should be set up to consider whether PMGs should continue in their current form and report back to Leads meeting in January with their findings and recommendations.

5.3. Douglas Griffin indicated that the PMGs were good sounding board for issue although the real business is carried out at the project boards with specific responsibility for individual projects (eEES, shared services etc.)

5.4. It may be helpful if the short life working group conducting the reviews draws its views from a more diverse group than eHealth leads. Should keep in mind that any suggested recommendation may not a ‘one size’ fits all structure given that ehealth business does not necessarily reflect the PMG structures.

5.5. There was a further general discussion which had been touched on in previous meetings. Does this type of reporting keep the Programme Board sighted on key areas that are related to delivery of the strategic objectives? Should there be rolling reports on progress against each of the strategic objectives. Should reporting reflect the NISG narrative that goes to the leads on from NSS. Need closer links on national projects – is the solution around this more rigorous reporting or better contacts on the ground with project boards. The role of the programme board and its relationship with leads and PMG/PMO reporting requirements should also be refreshed, probably when the considerations form the review are produced.

5.6. The Board noted the review and its proposed completion date of January 2013.

6. **Programmes Update: EHPB(12)47 & 47a**

6.1. Eddie Turnbull introduced the programmes report which updated the Board on activity related to Business as usual and in-flight projects. The following points were made.

- PMS: Should consider having one entry on the report for this. Boards are responsible for their individual business cases to Board senior management. There is a need to report on the benefits accruing from the national PMS business case.

6.2. The Board noted points 2-5 in the recommendations and agreed the recommendation at point 1.

7. **Long Term Conditions update: EHPB(12)48**

7.1. Eddie Turnbull provided an update on the long term conditions project. SG ehealth provided demonstrator funding for 9 projects in 2010-11. Of the 9 projects 6, are in live running, 2 are in development and 1 has been paused. It was suggested that a final report for all projects be submitted to the eHealth by March 2013. These reports will be consolidated and submitted to the eHealth Programme board.
7.2. The Board noted the update and the proposal to submit a final report post April 2013.

8. **SWAN Update: EHPB(12)49**

8.1. Andy Robertson provided an update on latest developments with the Scottish Wide Area network. Which is as follows:

- Governance Board in place and meeting monthly.
- Project team in place.
- Regular meetings with Vanguard partners around documentation.
- Requirement for external legal support delays start to procurement documentation by 6 weeks.
- Revised Timetable maintained with OJEU notice issued on schedule. Award date still October 13.
- MOU and PQQ drafts shared with Vanguard partners
- Procurement Strategy near agreement

8.2. The Board noted the update and the progress made.

9. **AOB**

10. Date of next meeting: 11 December 2012