

23 March 2020
13:00

**MEETING OF THE NHS BOARD CHAIRS
GN.07 ST ANDREWS HOUSE, REGENT ROAD, EDINBURGH, EH1 3DG
BY VIDEO / TELE-CONFERENCE**

AGENDA

1. Welcome, Apologies for Absence and Attendees
2. Minutes and Actions from the Previous Meeting
3. Matters Arising
4. Cabinet Secretary Remarks
5. COVID-19:
 - Update from 4 UK CMOs
 - Update on Modelling and Mobilisation Plans – John Connaghan, Chief Performance Officer, NHS Scotland, and Director of Delivery and Resilience
 - Update on Staffing – Gillian Russell, Director of Health Workforce
 - Update on Communications and Guidance – Jason Leitch, National Clinical Director
6. Feedback from Chairs Private Meeting including updates from the 3 Regions
7. Any Other Business
8. Date and Time of Next Meeting

MINUTES

Welcome, Apologies for Absence and Attendees

1. A list of those present and apologies is provided at Annex A.
2. The Minister for Mental Health advised that she was chairing the meeting on behalf of the Cabinet Secretary, who was attending a press conference on COVID19.
3. She welcomed Lesley Bowie, NHS Ayrshire and Arran, Janie McCusker, NHS Forth Valley, Esther Robertson, NHS Lothian and Meghan McEwen, NHS Orkney to their first meeting of the Chairs group since taking up their appointments.

4. The Minister for Mental Health, also welcomed Gillian Russell who had taken up the role of Director of Health Workforce within the Scottish Government.

Minutes of the Previous Meeting

5. The minutes of the meeting held on 27 January 2020 were approved.

Matters Arising

6. There were no matters arising.

Ministerial Remarks

7. The Minister for Mental Health thanked NHS Chairs for their strategic leadership and support provided to their executive teams in response to the COVID19 pandemic in Scotland.

Update from 4 UK CMOs

8. Jason Leitch, National Clinical Director, advised that guidance for pregnant women has changed to reflect that all women in their third trimester should now self-isolate and follow the advice that has already been issued to people over the age of 70. He also confirmed that a new measure called 'shielding' was being introduced to protect those who are extremely vulnerable. Around 200,000 people will be contacted individually to ask them to self-isolate for 3 months. These individuals will also be asked to minimise contact with other members of their households.

Modelling and Mobilisation Plans

9. John Connaghan, Chief Performance Officer, NHS Scotland and Director of Delivery and Resilience provided a brief update on the current situation concerning the numbers of confirmed cases of COVID19 in Scotland. He summarised the work that has been undertaken to increase bed capacity within Intensive Care Units (ICU) and to secure the supply of ventilators to meet peak demand.

10. Chairs should be sighted on their Board mobilisation plans and the work that Chief Executives are undertaking to increase ICU bed capacity further over the coming weeks. Mobilisation plans should take into consideration wider issues such as space to accommodate increased capacity, logistics and training for staff. Susan Douglas Scott, Chair of the Golden Jubilee Foundation, confirmed that staff were already being trained in the GJF and that they were happy to share those plans.

Update on Staffing

11. Gillian Russell, Director of Health Workforce informed Chairs that she had established a new strategic group, with representation from HR Directors, Unions and the BMA, which will focus on arrangements for people returning to work in the NHS, use of students (medical, nursing and AHPs) and the redeployment of staff. She also confirmed that actions were being taken to support staff on the frontline e.g. the acceleration of testing for frontline staff and the removal of parking charges.

Communications

12. Jason Leitch outlined a number of different communications channels that were being used to convey the most recent guidance to public and staff. This included information to younger people, professional groupings, pharmacists, community hubs, social media as well as strategic messaging.

13. Malcolm Wright, Chief Executive NHS Scotland and Director General of Health and Social Care advised that there would be more direction from Scottish Ministers as a result of the NHS being placed on an 'emergency footing'. He confirmed that, as work continues to progress at pace, he had asked all Chief Executives to cancel annual leave plans and highlighted the importance of providing visible leadership from both Medical and Nurse Directors.

14. Malcolm Wright then gave an overview of key activity that Chairs should be aware of and prioritise within their Boards. This included:

- focus on improving communications and local messaging about supplies;
- identified leads for logistics in each Board to ensure that cover is provided at this interface 24 hours a day, 7 days per week, including primary and community care;
- mobilisation plans from national Boards;
- Community Hubs and Assessment Centres;
- focus on reducing delayed discharges and ensuring that this is included in Board mobilisation plans;
- new guidance on 'shielding people' and humanitarian assistance; and,
- work with Local Authorities to deploy resources.

Feedback from Chairs Private Meeting

15. David Garbutt, Chair of the NHS Board Chairs Group gave an update on discussions from their private meeting, which focussed on the response to the COVID19 pandemic.

16. Esther Robertson, Chair, NHS Lothian asked what the arrangements were for testing in prisons. Elinor Mitchell, Director of Community Health and Social Care agreed to follow this up and respond to Esther directly.

Date and Time of Next Meeting

17. The next NHS Chairs meeting will be on **Monday 18 May 2020 at 13:00**. Instructions for joining remotely will be made available.

Office of the Chief Executive for NHS Scotland

March 2020

ATTENDEES**Scottish Ministers**

Clare Haughey	Minister for Mental Health
Joe FitzPatrick	Minister for Public Health, Sport and Wellbeing

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
Boyd Robertson	NHS Highland
Lynda Lynch	NHS Grampian
John Brown	NHS Greater Glasgow and Clyde
Neena Mahal	NHS Lanarkshire
Esther Robertson	NHS Lothian
Meghan McEwen	NHS Orkney
Gary Robinson	NHS Shetland
Lorna Birse-Stewart	NHS Tayside
Ian Burgess	NHS Western Isles

Susan Douglas-Scott	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	State Hospital
Tom Steele	Scottish Ambulance Service
Suzanne Dawson	Scottish Health Council
Paul Edie	Care Inspectorate

Scottish Government Officials

Malcolm Wright	Director General for Health and Social Care for the Scottish Government and Chief Executive of NHS Scotland
John Connaghan	Chief Performance Officer NHS Scotland and Director of Delivery and Resilience
Jason Leitch	National Clinical Director
Elinor Mitchell	Director of Community Health and Social Care
Gillian Russell	Director of Health Workforce
Robert Kirkwood	Head of Corporate Business Management Division
Laurie Whyte	Corporate Business Management Division
Hannah MacKay	Corporate Business Management Division

Apologies

Jeane Freeman	Cabinet Secretary for Health and Sport
Catherine Calderwood	Chief Medical Officer
Fiona McQueen	Chief Nursing Officer
David Miller	Chief People Officer, NHS Scotland

Donna Bell	Director of Mental Health
Richard Foggo	Director of Population Health
Richard McCallum	Director of Health Finance
Caroline Lamb	Director of Digital Reform and Service Engagement