

**MINUTES OF A MEETING OF THE SCOTTISH HEALTH COUNCIL**  
**HELD ON 14 JUNE, 2007**  
**IN INVERNESS COUNCIL OFFICE, TOWN HOUSE, CASTLE ST, INVERNESS**

<b>Present:</b>	Brian Beacom MBE	Chairman
	Alex Baird	Council Member
	Anne Brown	Council Member
	Neil Galbraith	Council Member
	Jacquie Malcolm	Council Member
	Agnes Robson	Council Member
<b>In Attendance:</b>	Richard Norris	Director
	Catherine Tait	PA to Director and Chairman
<b>Apologies:</b>	Kate Alexander	Council Member
	Lesley Stewart	Council Member
	Irene Garden	Council Member

**1 APOLOGIES**

Apologies for absence were received as above.

**2 WELCOME AND INTRODUCTIONS**

The Chairman extended a welcome to everyone present, including members of the public. The Chairman proposed that the running order of the agenda should be changed so that staff who are attending for Significant Service Change Reports could leave after that discussion, which Council agreed.

Neil Galbraith proposed that agenda item no 8 should be moved to the private part of the meeting given there are staffing matters to be discussed. This was seconded by Alex Baird, and Council approved this change to the printed agenda.

**ACTION**

### **3 MINUTES**

The minute of the meeting held on 19 April, 2007 was approved by Council as an accurate record subject to one minor amendment on page 3, bullet point 2 to insert million against budget figure of £2.7m.

### **4 MATTERS ARISING FROM PREVIOUS MEETING**

#### **Budget**

The Director clarified that funding for 7 new staff posts are not involved in the Patient Focus Unit and that these new posts are:

- Information Officer reporting to Rosemary Hill
- Research Officer reporting to Fiona Wardell
- Project Officer reporting to Richard Norris
- 3 Regional Admin reporting to Regional Managers
- Additional Regional Officer West post reporting to Regional Manager West

The Director provided information on the funding to Inverclyde Community Care Forum Training Programme. This is to provide training for members of the public involved in the local Public Partnership Forum and other community organisations, and will include:

- Confidence building
- Negotiating skills
- Understanding Community Engagement Standards
- Increasing understanding of how to get involved in the planning and development of local services
- How to address the 'imbalance of power' between professionals and the public
- Flexible training in response to individual people needs

The project will develop a 'training for trainers' pack to allow development of more trainers to deliver the course and generate further income to allow continuation of the project, and for wider dissemination outwith Inverclyde. The budget agreed also provides for the cost of external evaluation.

The Director advised that would be accomplished by the end March 2008.

In response to a question the Director advised that it is hoped this model could be replicated and used in others areas.

### **5 REPORT ON NHS HIGHLAND CONSULTATION**

Fabio Villani, Acting Regional Manager North stated that there has been controversy around this consultation. The Director said there have been

various points in this consultation where it was felt that the Board had not evidenced adherence to the guidelines, but following discussion with the Board these points had now been addressed.

This report has been shared with the Board and they have responded with comments:

#### Page 15 – What We Found

The Board provided a statement that there is a conflict of interest with staff and non staff views and that new governance arrangements have superseded the 2002 guidance. However, existing guidance does clearly contain references to staff and therefore the Scottish Health Council does need to include this group. The Director stated that he was in agreement with the Board's point that there can be a conflict of interest and this is a good reason for setting out the process of engagement with staff and to provide staff feedback separately in the report, rather than omitting all mention of staff. The Acting Regional Manager North suggested that it would be difficult to distinguish clearly between staff and patient views in small rural communities when many members of the community would in fact be staff, or family members. The Chairman suggested this issue should be discussed with the Scottish Executive Health Department in relation to the issuing of new guidance for the future.

It was agreed that there needed to be an additional paragraph regarding governance arrangements and staff would be included in this section. However, it should be made clear that under existing guidance it was still appropriate to refer to staff engagement.

#### Page 26 – Conclusion

It was agreed that additional comment referring to the fact that the Scottish Health Council remains concerned that on two occasions advice given by us regarding timescales was ignored by NHS Highland. As a result of this it was agreed that in future we will insist that Boards work to the recommended twelve week timescale for formal consultations.

However if during the course of the consultation the Board can demonstrate good progress and that all affected individuals and communities have had the opportunity to consider and provide views on the issues, the Scottish Health Council, can, in exceptional circumstances, agree a shorter timescale.

Council approved this report subject to amendments.

**Richard  
Norris**

## **6 REPORT ON NHS DUMFRIES & GALLOWAY CONSULTATION**

Sheila McGoran, Regional Manager West, advised Council that this consultation has been active for some time and there have been some valuable learning points, e.g., communicating with local communities and the general public at the outset of consultation.

Comments and views from members:

Page 5, paragraph 3

To provide additional commentary that although service users and carers were involved in development of options there was no involvement from the wider public.

Page 17 – Monitoring and evaluation

To provide additional commentary that the Board had not provided evidence that they had evaluated the process of consultation when the Scottish Health Council had requested this information.

Page 19 – Conclusion – line 2

Remove “sufficient” steps and replace with “reasonable” steps.

Page 20 – Recommendations

To provide good practice commendations and recommendations for future consultations and list recommendations.

Council approved this report subject to amendments.

The Chairman conveyed thanks to all staff involved in the Significant Service Change reports.

**Sheila McGoran**

## **7 DIRECTOR’S REPORT**

The Director stated there was no further information to the written report previously circulated (Paper No 1) and was happy to answer any questions.

### **Annual Review**

Members of the Council asked if the Cabinet Secretary would be attending the Scottish Health Council Annual Review on 08 October, 2007. The Director advised that he will update the Council once he has more information, and this should be available for the August Council meeting.

**Richard Norris**

## **8 CORPORATE PLAN**

The Director asked for any questions or comments on this document and advised that Equality and Diversity issues will need to be monitored and the Corporate Plan updated as necessary.

Page 4 – Introduction

To add additional text briefly describing our three functions of Development, Assessment, and Feedback.

Council approved this report subject to amendments.

**Richard Norris**

**9 WORKPLAN**

The Director advised the Council that this document is a working document still in draft form but has been circulated to Council members for information at this stage, and comments would be very welcome. This will be circulated to allow members to make comments prior to submission to the Scottish Executive.

**Richard  
Norris**

**10 BUDGETS**

The Director advised that there have been some teething problems with the new Cedar Finance System.

The Director advised that due to the time taken for Agenda For Change salary band assessments, there has been a long and unhelpful delay in being able to advertise the Patient Focus Unit posts. As a consequence these posts are still unfilled.

Members enquired if as a result of Agenda for Change rebanding, will any back pay need to be paid out of this year's budget. The Director advised that money has been set aside for this purpose and any back payment will not have adverse impact on our budget.

**11 DATE OF NEXT MEETING**

Thursday 09 August, 2007

**Owing to the confidential nature of the business to be discussed a motion was approved to exclude press and public from the remainder of the meeting. The Chairman thanked those members of the public for their attendance.**

Signed by:

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Date