

MINUTES OF A MEETING OF THE SCOTTISH HEALTH COUNCIL
HELD ON 07 FEBRUARY , 2008
IN MEETING ROOM 1, DELTA HOUSE, GLASGOW

Present: Brian Beacom MBE Chairman
 Alex Baird Council Member
 Anne Brown Council Member
 Neil Galbraith Council Member
 Jacquie Malcolm Council Member
 Agnes Robson Council Member
 Margaret Fisker Council Member

In Attendance: Richard Norris Director
 Catherine Tait PA to Director and Chairman

Apologies: Irene Garden

1 WELCOME AND APOLOGIES

The Chairman welcomed everyone to the meeting and stated apologies for absence were received as above.

ACTION

2 CHAIRMAN'S REPORT

The Chairman advised Council that the Limehouse software company which will assist with report writing has now been signed off.

The Chairman attended the following meetings:

- NHS 60th Anniversary
- QIS Board Meeting
- NHS Chairs Meeting
- Launch consultation on Local Healthcare Bill - Round the table event with Cabinet Secretary
- Meeting with Cabinet Secretary
- Strategy 2 Day meeting with Senior Management Team and Members
- Meeting with Solomons (consultants working on behalf of QIS)
- QIS Clinical Governance Meeting

The Chairman updated the Council on a very constructive meeting that he

and Richard Norris had attended in the Cabinet Secretary's office. Various topics were discussed including independent scrutiny panels, and the Cabinet Secretary commented very positively on the secretariat service provided by the Scottish Health Council.

There was further discussion on the role and remit of the Scottish Health Council and in the desire to make sure that from assessment, development opportunities were identified and taken forward.

3 MINUTES

The minutes of the meeting held on 06 December, 2007 were approved by Council as an accurate record subject to *rewording* the first paragraph on page 4:

It was suggested that the Scottish Health Council explore the possibility of working with university business schools to put together a 2/3 day training package on research and strategy development.

It was suggested that the Scottish Health Council explore the possibility of working with university business schools to put together a "high power" 2/3 day training package aimed at senior NHS managers at strategic level to draw on the current body of research and development.

4 MATTERS ARISING FROM PREVIOUS MEETING

Assessment Process

The Director advised Council that progress has been made with the Assessment tool. The working group set up has the purpose of trying to ensure that the assessment process is more straight forward for Boards to use, and the emphasis in the assessment has shifted so that we are:

- Capturing and reporting on information provided to us by Boards through the portfolio approach
- Developing a stronger emphasis reflecting the views of local people

The timescale for reports we are producing at the moment will be:

- Agreement with Boards of actions for 2008/09 – end of March 2008
- Assessment reports produced by the end of June 2008

Small Grants

Further to agreeing that funding for small grants be made available to Public Partnership Forums and other voluntary organisations the Chairman advised Council that there have been over 60 bids received. The shortlisting exercise which would ensure applicants fit the criteria will take place on Friday 15 February, 2008.

5 **DIRECTOR'S REPORT**

The Director apologised for the fact that papers were not sent out as normal with the agenda and minutes for the meeting today. This was due to the two day strategy meeting taking place the week before.

The Director provided further information on the following items within his report:

- The Director endorsed the Chairman's comments regarding the meeting with the Cabinet Secretary.
- One of the recommendations from the FMR Report on Public Partnership Forums is that the Scottish Health Council should consider what assistance it can provide to facilitate "a national structure of forums". The Director recently attended a meeting with partner organisations to discuss this. Council has concerns that if we are to provide more support then additional funding would be needed from Boards – as the Forums are their responsibility.

6 **BUDGET**

It was agreed by Council that for future meetings this agenda item heading be changed from Budget to Financial Update.

Council sought clarification on the allocation for Independent Scrutiny Panel secretariat support detailed in this paper. The Chairman confirmed that this has been used from this year's budget, but we have been assured that this money will be provided from the Scottish Government for the following year.

Council sought clarification on the Limehouse software package allocation. The Chairman advised this has now been signed off and will be allocated for this budget period. Training will be provided to staff and will be rolled out when the package has been installed. This package also has a help desk and the annual charge of £15,000 which includes upgrades and ongoing training for staff.

Council sought clarification on the remaining available spend and assurance that will this be used up before the end of the financial year. The Chairman advised that this should be allocated in ample time for the year end.

Council asked if there was figure for the budget allocation for next year. The Director advised that we were still awaiting confirmation but in the past the inflationary uplift had been adequate and staff and salary costs had been fully covered.

7 DEVELOPMENT ACTION POINTS

The Chairman advised this was the paper which had been provided to the Cabinet Secretary prior to meeting with her. Council agreed that they are happy with the time lines and deadlines detailed in this paper. A question was asked if there is an internal warning system to highlight if timescales are slipping. The Director advised that he is working with the Senior Management Team and will update Council at future meetings as an ongoing item.

Council agreed the following amendments would be made within the paper:

- Page 2, What will we do? – remove “or” Plain English replace with “in” Plain English
- Page 7, Action Point – clarify that the purpose of research is also to identify best practice
- To add a traffic lights progress column to flag up progress or potential slippage

Council agreed this would be an ongoing item for future meetings.

The Director to update paper with above amendments

**The
Director**

8 RESEARCH PROJECTS

Council agreed that this paper is very informative and suggested that the following could be included to highlight future projects:

- Helpful to set out priorities for coming year
- Evaluation – to include
 - did it happen?
 - what are the benefits?
 - did it make a difference?

9 GREATER GLASGOW & CLYDE CONSULTATION

The Director provided a verbal update and the Council discussed the following points:

- NHS Greater Glasgow and Clyde sought agreement for shorter consultation timescales – the Council agreed that its previous stance on consultation timescales should be adhered to
- That closure of services on grounds of safety should only be temporary and should not preclude full consultation on a permanent solution
- The Board should consult on feasible options – however the

decision on whether to abide by the recommendations of the Independent Scrutiny Panel should be a matter between the Board and the Scottish Government

10 DATE OF NEXT MEETING

Thursday 10 April, 2008

Signed by:

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Date