

Minutes of the Scottish Health Council Meeting
Held on Thursday 3rd December 2009
in Meeting Room 1, 4th Floor, Delta House, Glasgow

Present:	Brian Beacom MBE	Chairman
	Agnes Robson	Council Member
	Anne Brown	Council Member
	Irene Garden	Council Member
	Steve Graham	Council Member
	Pauline Hamilton	Council Member
	Lorna Hutcheson	Council Member
	Jacquie Malcolm Elizabeth Craig	Council Member Council Member
In Attendance:	Richard Norris	Director
	Linda Bickerton	PA to Director and Chairman
Apologies:	David Weatherill	Council Member
	Dr Frances Elliot	Chief Executive NHSQIS

1. Welcome and Apologies

Action

The Chairman welcomed everyone to the meeting. Apologies had been received as above.

2. Chairman's Report

The Chairman presented feedback from his attendance at recent meetings and events.

2.1 QIS Board Development Dinner and Event

This event was held to discuss the proposed move from Quality Improvement Scotland to Health Improvement Scotland and to establish the next steps to be taken by the Board in this process.

2.2 NHS Chairs Meeting

This included discussions around Health Environment Inspectorate reports.

2.3 Meeting with John Davidson – Scottish Government

John has replaced Dan Isaac as the frontline contact for the Scottish Health Council. The Chairman had a useful introductory meeting.

2.4 Parliamentary Reception

The Chairman had attended a Parliamentary Reception for the Nursing and Midwifery Council. This was a good opportunity to meet people and get the message over that we can help them when it comes to their Patient Focus Public Involvement aspect.

2.5 Senior Post Interviews (Stage 1 – internal)

The Chairman advised that following interviews of internal candidates the Head of Operations and Head of Policy posts were now being advertised externally.

2.6 LAC Working Group

An update meeting had been held with this group and presented a good opportunity to discuss how best to keep people up to date. It is very clear that we as an organisation need to demonstrate that we have people within our organisation from the public. Previous problems have centred around lack of clarity of roles. The Group concluded after discussion that it would be more beneficial not to take things further until the organisational structure is firmed up. Local offices will continue to engage with local members where needed. While we want to be able to move forward we need the role to be meaningful for the volunteers and the organisation. The new management team will co-ordinate future discussion on the requirements for the Volunteer Role within the Scottish Health Council.

3. Minutes of the Previous Meeting held on 1st October 2009.

The minutes of the meeting held on 1st October 2009 were approved by Council as an accurate record after the following amendment:-

Item 5 – Finance Update: replace “to show what we are projecting” with “was to draw attention to what we are projecting”.

4. Matters Arising from Previous Meeting

4.1 Item 6 – QIS Staff Survey

It should be noted that responses from Scottish Health Council staff were not less positive, just different due to some of the questions not being applicable to local offices.

4.2 Item 9 – Consultation on Pharmacy Applications

Scottish Government is now reviewing these regulations and there will be an opportunity for making the public consultation aspect clearer.

5. Finance Update

The Director confirmed that the finance report summary had been produced in the previously approved format. He outlined current underspend and explained that some of this was due to underspend on salaries due to recruiting fluctuations. The Senior Managers had all come forward with spend proposals and at present we are projecting an underspend of around £40/50K. Some of this will be utilised to run additional focus groups for the Participation Standard.

The Chairman commented that we would be holding an International Conference on 16th and 17th February 2010 and he wished to extend an invitation to the Council Members. Further details will be circulated nearer the time.

6. Director's Report

This incorporated a report on Work Plan progress to update the Council following the report provided for the October meeting.

6.1 All agreed the Council need to get an update on the Work Plan at every meeting and would prefer this to be analysed using a traffic light system to show current status.

6.2 Page 5 – HIS Transition Group Anne Brown queried the Auditors involvement in refreshing the Scottish Health Council Risk Register as this was something the Council had dealt with previously. The Chairman explained that the Auditors are carrying out this exercise as part of their overall work on the HIS transition and once their assessment had been received this would be reported to the Council. The Auditors would not be rewriting the Risk Register.

6.3 Page 5 - Staffing

Jacqui Malcolm asked that thanks and good luck from the Council were passed on to Sheila McGoran on her retirement and Fiona Wardell on her move to a new position within NHS QIS.

7. Participation Standard Update

The Chairman introduced Rosemary Hill who led a slide presentation outlining the background to the participation standard. The criteria had now been agreed by the Mutuality Board and the Cabinet Minister. Rosemary then expanded on progress to date and work still in the development stages.

The Chairman thanked Rosemary on behalf of the Council for the work that has gone into the development of the Participation Standard.

8. Informing, Engaging & Consulting

This is a Scottish Government Document which was originally issued in draft form in 2004 to replace the 2002 guidance, but the guidance has never been formally issued. In practice this has led at times to problems, not least of which has been that the 2002 guidance has continued as the formal legal guidance and this guidance refers to the old Local Health Councils, not to the Scottish Health Council or our role. Since 2006 we have been told that new guidance is about to be issued. The Director has had recent discussions with the Scottish Government and is hopeful that new revised guidance will soon be formally issued.

9. Public Consultation on Pharmacy Applications

A paper had been circulated previously but the Chairman explained the background more fully. Boards had brought to our attention that they were being advised to consult with the Scottish Health Council whenever there was a request to open a new pharmacy. The Director will speak with Scottish Government to clarify the situation so that we can issue appropriate guidelines to our staff.

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10. Date of Next Meeting

The next scheduled meeting date is Thursday 11th February 2010

Owing to the confidential nature of the business to be discussed the public and press will be excluded from the next part of the meeting.

The public meeting was then closed.

Signed by:



Chairman of the Scottish Health Council

Date: 11th February 2010