

Minutes of the Scottish Health Council Meeting
Held on Thursday 11th February 2010
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	Council Member
	Elizabeth Craig	Council Member
In Attendance:	Dr Frances Elliot	Chief Executive NHSQIS
	Richard Norris	Director
	Sandra McDougall	Head of Policy
	Linda Bickerton	PA to Director and Chairman
Apologies:	David Weatherill	Council Member

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 Interviews for Head of Policy – 13th January 2010

The Chairman introduced Sandra McDougall who had been appointed as Head of Policy and said he was delighted to welcome Sandra to her first Council meeting in her new role.

2.2 Interviews for Head of Operations – 15th January 2010

The Chairman announced that Jacki Smart would be joining us as Head of Operations on the 1st of March 2010 and was pleased to confirm that the new management structure has now been finalised.

2.3 Meeting with Frances Elliot

The Chairman and the Chief Executive of QIS had met to discuss various aspects of the transition from QIS to HIS and how this would affect us. Frances Elliot confirmed that the Public Services Reform Bill was on track and regular discussions would take place as timescales were firmed up.

2.4 All Staff Event - January

The Chairman confirmed that everyone felt this had been a very successful event. Staff were much more comfortable with the direction of the change process as a result of the extensive consultation period. It became clear that any uncertainties around the proposed changes were allayed and as far as staff were concerned it was “business as usual” while any changes were taking place.

2.5 The Director confirmed that all senior management posts had been filled although with staff moves there are two Area Manager posts now vacant. We are currently advertising these vacancies.

The Director echoed the Chairman’s comments on the staff event. Staff felt very much involved throughout the consultation period and are enthusiastic about moving forward into the new structure.

3. Minutes of the Previous Meeting held on 3rd December 2009.

The minutes of the meeting held on 3rd December 2009 were approved by Council as an accurate record.

4. Matters Arising from Previous Meeting

4.1 Item 5 – International Conference

The Chairman gave a reminder of the dates for the International Event on 16th & 17th of February and was looking forward to seeing Council Members there.

4.2 Item 8 – Informing, Engaging & Consulting

Guidance has now been developed and published by the Scottish Government which gives Boards a clear process to follow and sets out the Scottish Health Council’s role in both supporting and assessing Board’s activities

4.3 Item 9 – Consultation on Pharmacy Applications

Guidelines had now been issued to staff following a meeting with the Scottish Government to clarify details for the consultation timescales. Contrary to some current approaches, Boards do have longer than 30 days to consult more broadly with the general public.

5. Finance Update

The Chairman confirmed that the figures in the report covered expenditure to the end of December. Agnes Robson asked if there was a draft budget available for next year. The Director explained that this is currently work in progress in consultation with managers and our accountant.

6. Director's Report

The Director had kept his report brief as many recent activities are also covered in the Work Plan update.

- 6.1 The main work recently has been on the Participation Standard and the new structure. The Director then summarised the current position - we are in discussion with the Scottish Government and have focus groups planned shortly with various stakeholders to consider the best approach for assessment. Once we have reports back from these focus groups we will then hold a meeting with the Participation Standard Development Group to agree next steps.

7. Work Plan

An updated work plan had been provided with the traffic light system added as requested. Sandra McDougall gave an overview of the current position. Items marked green are expected to be completed by the end of March 2010. There are a few sections marked amber where timescales have slipped and we may not complete these actions by the end of this year but we will have a better idea of the position by end of March. These timescale changes were to allow us to look at the new function and revised structure.

- 7.1 Action 10.1 - Implement Public Partnership Forum Development Strategy.

Sandra explained that we feel this is a good time to reflect on what is the vision for Public Partnership Forums, Community Health Partnerships and ourselves. There is a need to discuss this further with other stakeholders to ensure we incorporate the change in focus around the new organisation. We are currently in discussions with the Scottish Government on how to take this forward.

- 7.2 Action 12.1 - Advocacy Plans.

The Advocacy post has been filled and is now looking at the first part of this section. Some work will need to be carried forward into next year.

- 7.3 Action 17.2 - Consult with Local Advisory Council Members on a revised role to fit within the new organisational structure and revised functions.

The Chairman summarised that we should take more time to look at proposals for the revised role as there was a need to bed in the new structure first then take this forward.

The Chairman thanked Sandra for her update on the Work Plan.

Anne Brown commented that it was good to have an "at a glance" version and asked if there was a chart showing who the new senior managers were.

The Chairman advised that there were still some gaps at the moment but a new chart would be issued once positions are finalised.

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8. HIS Transition Paper

This paper is a draft for discussion only and is a summary of issues we will need an awareness of.

Frances Elliot informed the Council that QIS Senior Managers, Richard Norris and Managers from the Care Commission had met as part of the HIS Transition Group to look at areas of work which would need to be considered to take the tentative business model forward and understand what the changes will mean for the organisation. The tentative business model sets out what functions need to be supported and will inform further discussion. The Tentative Business Model Paper will be circulated to Council Members once it is ready.

9. Business Continuity Plan

The Chairman explained concerns on some of the wording. In the section on Premises it is stated "Agreement will be reached with each Health Board as to the minimum amount of time before suitable alternative premises are provided..." "Should minimum amount of time say maximum? It is important that we have business as usual and contingency plans appear to be robust although common sense would need to prevail. All agreed that it is important we have this plan in place and approved its circulation subject to minor amendments.

10. Date of Next Meeting

The next scheduled meeting date is Thursday 8th April 2010
(Subsequently changed to Thursday 15th April 2010)

The Chairman informed Council that QIS had recently received a Freedom of Information request for Board Minutes and Council Minutes both public and private. We had agreed to release these papers after redacting some sections containing personal information.

For future meetings the Chairman suggested that in order to streamline Council documentation we incorporate any private discussion session into the end of the public meeting therefore keeping one formal minute only. All agreed that this would be a sensible approach in future.

Signed by:



Chairman of the Scottish Health Council

Date: 15th April 2010