

**Minutes of the Scottish Health Council Meeting**  
**Held on Thursday 15 April 2010**  
**in Meeting Room 1, 4<sup>th</sup> Floor, Delta House, Glasgow**

<b>Present:</b>	Brian Beacom MBE	Chairman
	Agnes Robson	Council Member
	David Weatherill	Council Member
	Steve Graham	Council Member
	Lorna Hutcheson	Council Member
	Jacquie Malcolm	Council Member
<b>In Attendance:</b>	Dr Frances Elliot	Chief Executive NHSQIS
	Richard Norris	Director
	Sandra McDougall	Head of Policy
	Elaine Anderson	Administrator
<b>Apologies:</b>	Anne Brown	Council Member
	Irene Garden	Council Member
	Pauline Hamilton	Council Member
	Elizabeth Craig	Council Member
	Jacki Smart	Head of Operations

**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 Meeting**

The Chairman attended this meeting on 4th March 2010.

**2.2 Audit Committee Meeting**

The Chairman attended this meeting on 11<sup>th</sup> March 2010.

**2.3 Parliamentary Reception**

The Chairman attended a Parliamentary Reception on 24 March 2010 hosted by Helen Eadie MSP. The keynote speaker was Nicola Sturgeon, Cabinet Secretary. The focus of this event was on assisting people with long-term illness back into employment. Scottish Power is a very supportive participant in this scheme. It was an informative and interesting event.

## **2.4** NHS Boards Chairs Private Meeting

Feedback to the Chairman from some of the NHS Board Chairs on support received from our local offices was very positive.

## **2.5** 'Investing in Volunteers' Quality Standard

The Chairman reported that he had recently written to Local Advisory Council Members to ask if they would be willing to take part in the assessment process of the Investing in Volunteers standard which is currently underway. Volunteer Development Scotland will co-ordinate this and will be contacting a random selection of Local Advisory Council members to conduct a telephone interview.

David Weatherill expressed concern that with Local Advisory Council members' role in abeyance we may not get positive feedback.

The Chairman reported that Volunteer Development Scotland will be speaking to Local Advisory Council members about our self assessment and not about the role of the volunteer.

## **3. Minute of the Previous Meeting held on 11 February 2010**

The minute of the meeting held on 11 February 2010 was approved by Council as an accurate record.

## **4. Matters Arising from Previous Meeting**

### **4.1** International Conference

Agnes Robson commented that the International Conference held in February this year was excellent with high calibre speakers but questioned the inclusion of the patient view. The Chairman advised that the patient view was particularly well received and feedback on patient stories had been exceptionally good.

Agnes also mentioned the numbers of attendees and would have liked to have seen a more senior audience representation which may have had greater impact. The Chairman advised that the number of attendees are restricted by the venue and workshops planned and although the conference was notably oversubscribed a significant number either did not attend or could only attend part of the event which meant the attendance was not at full capacity. Frances Elliot advised that Quality Improvement Scotland are starting to think about non-attendance for events or training and are considering charging a nominal fee which is refundable on attendance.

Steve Graham stated that he was extremely impressed with the conference and the networking opportunity it provided. Although he could only attend on the first day he found this a worthwhile event

## 5. Finance Update

The Director provided an update on finance and advised that this was not the final budget for the year and an underspend of £10k - £15k was currently estimated.

Agnes Robson queried research not being included in the budget and the Director advised that there is no funding available to be allocated to research and there is no commissioned research planned for this year.

There was a discussion around video conferencing and the benefits and costs involved. Council agreed that it is cost effective for local office staff, particularly from the islands, to video conference as travel is expensive and time consuming. The equipment installed in local offices can be moved if required.

The Director advised that video conference usage will be monitored and we will be looking to make savings on travel.

Jacque Malcolm thanked the Director for notes provided.

## 6. Director's Report

The Director's report covered the following issues:

### Participation Standard

A letter has gone to all Boards advising them of the process for the coming year and setting out the areas which will be the main focus.

### Informing, Engaging, Consulting

The guidance and auxiliary papers can be accessed from our website as well as the Scottish Government website.

### Implementation of Form Fit to Function

The two remaining Area Manager posts have been filled. The presentation on our new structure and functional approach delivered to Patient Focus and Public Involvement Designated Directors and Scottish Government Patients and Quality staff in Edinburgh on 16<sup>th</sup> March was well received.

## 7. Workplan 2009/10

Sandra McDougall went through the workplan identifying changes in the workplan status and updated Council Members.

**8. Workplan 2010/11**

The Director reported that he and Sandra McDougall have a meeting with John Davidson tomorrow (16<sup>th</sup> April 2010). Members were advised that the draft workplan is a 'work in progress' and were asked to email any observations to the Director. The Chairman confirmed that the draft workplan is based on the action plan.

**All**

**9. Risk Register**

The Chairman reported that a workshop with senior managers and Chris Brown, Auditor, took place where risks were identified and the Register updated. The Director advised that the updated Register would be submitted to Council members for approval when Jacki Smart, Head of Operations returns from annual leave.

**JS/RN**

**10. Public Services Reform Bill**

The Chairman raised the issue of appointment of the Chairman and Council Members of the Scottish Health Council and aired his concerns of everyone stepping down at the same time risking loss of continuity, knowledge and skills. A need for clarity around the process is required.

Frances Elliot clarified that the Scottish Health Council is to be established at the same time as the new shadow Health Improvement Scotland Board and agreed to share the Board paper on Health Improvement Scotland timescales with Council Members.

**FE**

**11. Date of Next Meeting**

The next scheduled meeting date is Thursday 27 May 2010

Frances Elliott gave her apologies for the next meeting.

The meeting was then closed.

Signed by:



Chairman of the Scottish Health Council  
Date: 27th May 2010