

**MINUTES OF A MEETING OF THE SCOTTISH HEALTH COUNCIL
HELD ON 06 DECEMBER, 2007
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 Fiskien Council Member

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

Apologies: Irene Garden

1 WELCOME AND APOLOGIES

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

2 CHAIRMAN’S REPORT

The Chairman suggested that although the Annual Review is not an agenda item, he felt there would be value in picking up on the highlights and the actions points in the Cabinet Secretary’s letter, which had been attached with the Council papers for information. The Chairman felt that the action points contained in the letter were self explanatory, and that it was very clear that the development function will need to be given greater priority within the organisation. The Chairman proposed that this item should be discussed at the strategy meeting. A copy of the letter has been sent to staff and to Local Advisory Council members from the Chairman expressing his thanks for their work and contribution to the Scottish Health Council.

Council members enquired about publicity for the Annual Review. The Chairman advised the Council members that protocols around publicity meant that until such time that the letter from the Cabinet Secretary was received it was not possible for the Scottish Health Council to make public comment on the Annual Review. The Cabinet Secretary’s letter will be publicised through our website and our annual report, and will also be copied to NHS Quality Improvement Scotland.

ACTION

The Chairman has had discussion with the Press Officer and advised that the Scottish Health Council newsletter is being revamped with the aim of targeting GP surgeries, libraries etc to promote the patient focus and public involvement agenda. The Council were in agreement with this approach, and were advised that the newsletter would be distributed early in the New Year.

**Press
Officer**

The Chairman updated Council on his attendance at the following meetings:

- Meeting with Limehouse software company – the Chairman attended a presentation on how this specialist software assists with report writing and advised that it is very worthwhile, especially as all offices will be able to tap into this facility.
- QIS Board Meeting
- Event - Strategic Vision for the Scottish National Blood Transfusion Service
- Event - West PFPI
- Meeting - NHS 60th Anniversary Steering Group
- Meeting - Sir Graham Teesdale
- “Hearty Voices” Event – the Chairman attended this event and chaired the afternoon session. Council Members who attended this event agreed it was a very good platform for patient focus and public involvement, with a considerable number of members of the public and patients in attendance.
- Event - Scottish Health Awards - the Chairman and Director attended this event which was very enjoyable particularly for those receiving an award.
- Conference – Technologies for Participation and Citizens’ Panels – the Chairman and Director attended these ‘back to back’ conferences in Birmingham
- Meeting – Hospital Car Parking Charges Review Team
- Meeting – NHS Chairs with Cabinet Secretary
- Meeting – Sir Graham Teesdale
- Meeting – the Scottish Government team producing the consultation document on Local Healthcare Services
- Question time and Debate event – Topic Better Health Better Care

The minutes of the meeting held on 11 October, 2007 were approved by Council as an accurate record subject to a minor amendment on page 2 to remove slightly from 2nd sentence "It was felt this was slightly intrusive." to read "*It was felt this was intrusive.*"

4**MATTERS ARISING FROM PREVIOUS MEETING****Research Projects**

The Director has produced an information paper on the Scottish Health Council research projects. Council agreed this paper was very helpful in setting out project information and comparative costs. This information can be updated accordingly.

5**DIRECTOR'S REPORT**

The Director stated he had nothing to add to his written report but was happy to answer any questions.

Assessment Process

Council sought more information on the Assessment Process and the Director explained that the organisation was currently in the process of developing the format for the forthcoming 'end of year' reports, and the process for agreeing actions with Boards for 2008/9. A 'working group' had been established to take this work forward.

The aim of our assessment process is to check and report that Boards are integrating patient focus and public involvement in their governance process, and that regular reports are made to their own boards detailing progress.

6**BUDGETS**

The Chairman advised that as of end November there is a potential for underspend in the Scottish Health Council budget.

Council agreed that paper no 4 proposing funding for small grants to be available to Public Partnership Forums and other small organisations in carrying out patient focus and public involvement activity is an excellent idea. Recipients would require to demonstrate that funds had been effectively used for this purpose.

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.

There was also discussion about having some projects on the shelf for future use and Council agreed this would be advantageous.

The Director advised that the slippage in staff recruitment had impacted

on the budget however the situation appears to be improving.

7 CONSULTATION: INDEPENDENT SCRUTINY

The Director advised the Council members that the deadline for comments on this paper is 25th January, 2008. The Director asked members to e-mail any views or comments as soon as possible.

Council agreed that it is essential any Panel should have members with technical expertise and members who can represent the public view, and if the right balance is achieved this may improve public confidence in health service decisions.

The Chairman thanked the Director for his initial draft response to the Consultation and that once comments have been received from members the document will be updated and submitted.

The Director

8 SMALL GRANTS TO PUBLIC PARTNERSHIP FORUMS AND VOLUNTARY ORGANISATIONS

The Chairman presented this paper which is to invite applications from Public Partnership Forums (with the agreement of the relevant Community Health Partnerships) and voluntary/community organisations for funding towards promoting partnership working within the NHS. Council agreed that there would have to be a short listing panel to include:

- The Chairman
- Rosemary Hill, Development Manager
- Two National Members (to be decided)

The Council agreed that successful applicants would be required to submit a final report by the end of October, 2008.

The following amendments were agreed within this paper and will be updated:

- Page 1 – par 3 to replace would with *could* demonstrate inclusion
- Page 1 – add additional number (5) – to show experience and demonstrate previous experience in this area
- Page 2- to delete interim report and read final report submitted by end of October, 2008

**Chairman
National
Members
Development
Manager**

9 DATE OF NEXT MEETING

Thursday 07 February, 2008

Signed by:

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Date