

MINUTES OF A MEETING OF THE SCOTTISH HEALTH COUNCIL
HELD ON 19 APRIL, 2007
IN MEETING ROOM 1, DELTA HOUSE, GLASGOW

Present:	Brian Beacom MBE	Chairman
	Kate Alexander	Council Member
	Alex Baird	Council Member
	Anne Brown	Council Member
	Neil Galbraith	Council Member
	Irene Garden	Council Member
	Jacquie Malcolm	Council Member
	Agnes Robson	Council Member
	Lesley Stewart	Council Member

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

1 APOLOGIES

There were no apologies.

2 WELCOME AND INTRODUCTIONS

The Chairman welcomed everyone to the meeting and outlined the procedure for evacuation in the event of fire. The Chairman tabled a letter that has been received from the Minister summarising the main points and actions at the Scottish Health Council's first Annual Review. The letter is reassuring and positive and highlights the following:

- Meeting with Representatives of Patients and NHS Staff
- Annual Review Meeting
- Assessment Function
- Feedback Function
- Development Function
- Significant Service Change
- Resources Workforce and Finance
- Conclusions
- Action Points

It is important that the action points are met for next year including the new approach to the Assessment Function. Members enquired if the action points will be picked up in the Scottish Health Council Corporate Plan. The

ACTION

Director advised these issues are addressed but the points will be specifically picked up in the Action Plan and will be updated within future Director's Report to Council meetings.

The Chairman took the opportunity to thank members again for their participation and a letter of thanks will be sent out to members and staff.

**Brian
Beacom**

3 MINUTES

The minutes of the meeting held on 08 February, 2007 were approved by Council as an accurate record subject to one amendment regarding Fabio Villani's current job title.

4 MATTERS ARISING FROM PREVIOUS MEETING

Scottish Ambulance Service

The Director has received further information from the Regional Officer regarding the background to this consultation and the Director will discuss this further with the Chairman.

Risk Register

The Risk Register document will be updated and discussed at the Policy and Strategy meeting on 13 June, 2007.

Council noted

5 DIRECTOR'S REPORT

The Director updated Council on the written report previously circulated (Paper No 1).

Annual Assessment of Board's performance in relation to Patient Focus and Public Involvement

The Director advised that final agreement for annual assessment should be at local level. On the whole there is a constructive relationship with NHS Boards who have signed up to actions for patient focus and public involvement which will form the basis for evidencing year on year progress. So far the new process seems to have gone well. An appendix to the Director's paper shows an example of one of the first set of Boards to be 'signed off' on agreed PFPI actions and what has been achieved so far.

Members asked how effectiveness is measured with these reports. The Director advised part of the assessment process will be asking Boards to provide quarterly updates evidencing progress they are making.

“Let’s Get Together” Meeting at the Beardmore

The Chairman updated Council members that the feedback received from the staff regarding this event had been very good.

Informing Engaging and Consulting Guidance

The Director informed Council that the Scottish Executive have held meetings with Designated Directors of NHS Boards to consult further on guidelines on the above subject. The view is that guidance will probably be shorter. Members discussed and agreed that there is a need to be absolutely clear that:

- Guidelines are fit for purpose
- Ownership is clear

The Director responded to a question on patient experience and advised that he and the Chairman have attended a Closing the Loop - Patient Experience meeting recently, which is part of the initiative on Patient Experience that the Scottish Health Department are pursuing to ensure effective and co-ordinated evidence of patient experience across Scotland.

6 FINANCE REPORT

Council agreed that the new headings on Finance Report are helpful and sought clarification on the points below:

- The Chairman advised members that it was agreed at the QIS Feb Board meeting that the Scottish Health Council would utilise £50k underspend from Quality Improvement Scotland
- Members enquired about the full year budget for 2007/08 which is £2.7m but does not reflect an increase to SHC especially with the new Patient Focus Unit still to be established. The Director advised that a separate funding allocation is to be provided from the SEHD for this unit.
- Members asked if we require to repay accommodation costs to NHS Boards. The Director said that NHS Boards require to provide accommodation to Scottish Health Council Local Offices at no cost to the Scottish Health Council. Quality Improvement Scotland provide National Office accommodation.
- The Director will provide further clarification on the 7 new posts identified under staffing. In answer to a question on the timescale on recruiting staff the Director advised this was an ongoing process that posts will be filled at various stages

**Richard
Norris**

- The Director will supply more information on the funding to Inverclyde Community Care Forum to undertake a training programme

**Richard
Norris**

7 CORPORATE PLAN

The Director stated there have been no significant changes resulting from comments on the Corporate Plan. Council agreed this document subject to the following amendments:

- P 7 – item 3.2 – Add more information on Local Advisory Councils and the members role what they do, how they fit etc
- P 11 (par 3) – Delete sentence “Our plans for taking forward these functions are outlined below together with open questions seeking your views”
- P 13 – item 7.4 – Delete quote as information now obsolete “the Scottish Health Councilaccount of their advice.
- In response to a question asking could the 5 year plan have action points detailed in an appendix, the Director clarified that action points will be detailed in the Work Plan where the actions will be taken forward for year one
- The Section with comments/responses to the consultation should be a separate document as opposed to a part of the Plan.

Richard Norris to amend document with changes and the consultation responses to become a separate document to the plan.

**Richard
Norris**

8 CONFIDENTIALITY POLICY

The Director advised this is an early draft with the aim for Council to see this document and to ask for comments at this stage. This is draft guidance is for Scottish Health Council staff and there will be opportunity to update this document. This paper will be approved at a future Council meeting.

Members agreed this is a practical paper and suggested the following comments:

- Page 1 - Title should read “Getting the right balance between confidentiality & transparency Draft Guidance for Staff”
- Page 1 - Introduction (par 1, line 2) amend Scottish Health Council to read *Scottish Health Council staff*

- Page 3 – (last par, line 2) amend Scottish Association of Mental health to read *Scottish Association for Mental Health*
- Are there examples of this type of document? The Chairman suggested looking at Scotland's Health at Work
- Members requested that staff training opportunities be provided

It was agreed this paper would go out to consultation and return at a later date.

9 DATE OF NEXT MEETING

Thursday 14 June, 2007

Owing to the confidential nature of the business to be discussed a motion was approved to exclude press and public from the remainder of the meeting. The Chairman thanked those members of the public for their attendance.

Signed by:

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Date