

SCOTTISH HEALTH COUNCIL

Minutes of the meeting of the Scottish Health Council held on Thursday 20 April, 2006

Present: Brian Beacom, Chairman

Kate Alexander
Irene Garden
Sue Kinsey
Agnes Robson

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

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Jacquie Malcolm and Anne Brown.

2 CHAIRMAN'S REPORT

The Chairman stated that there wasn't much to add to the Director's report which covered most of the information on recent activities and meetings that have been attended. The Director and Chairman met with the Chairman and Chief Executive of NHS Education Scotland (NES) as part of the round of meetings with all NHS Boards and stated that this was a very good visit. A visit was also made to the Golden Jubilee Hospital with the Chairman, Chief Executive and Senior Staff. A tour was given of the facilities and it was very positive that the team are aware of Patient Focus and Public Involvement.

3 MINUTES

The minutes of the meeting held on 09 February, 2006 were approved by Council as an accurate record.

4 MATTERS ARISING FROM PREVIOUS MEETING

Letter of Understanding

The Chairman advised Council that the Letter of Understanding has now been signed off by Norman Sharp, Interim Chairman of Quality Improvement Scotland.

Scottish Health Council DVD

The Chairman, along with Agnes Robson and Irene Garden attended a presentation of this project. They agreed this was a worthwhile exercise and a decision has now been made for the production of the DVD.

Communication with MSPs

Members enquired if any progress had been made on communication with MSPs. The Director advised this is still ongoing and will keep Council updated.

5 DIRECTOR'S REPORT

- 1 Highlighted in Paper No 1 is the Director's Report on the Scottish Health Council Activities.
- 2 Conference on Patient Feedback Methods

The Director informed members the attendance at the Scottish Health Council conference on Patient Feedback Methods which took place on 29 March, 2006 was over 180. The feedback received has been positive. Unfortunately Kevin Woods was ill and had to submit apologies to Chair this event however Andrew MacLeod, Head of Patients and Quality Division at the Scottish Executive Health Department stepped in to chair the conference at short notice. The morning session was busy and people seemed to enjoy the mix of speakers.

- 3 Argyll & Clyde Staff

The Local Office in Argyll & Clyde is now closed and staff are now relocated. Elaine Anderson has joined the National Office as Administrator in Delta House and the other two members of staff have joined Quality Improvement Scotland in Delta House.

- 4 Research

Agnes Robson asked if a strategy and process had been developed for deciding on research and what research areas to pursue. The Director advised the priority in the first year had been to research into issues around 'hard to reach' or 'seldom heard' groups and explore ways to assist health services engage with them. The research projects listed in the report were

all in partnership with other agencies, and to some extent the research areas had been dictated by the opportunities that were available for collaborative working. The five year corporate plan that was being developed would present an opportunity to develop a research strategy to govern future decisions on research priorities. Agnes Robson stated it would be useful to highlight research figures in the Scottish Health Council Annual Report.

6 LETTER FROM ANDREW MacLEOD

The Scottish Health Council has been copied in to a letter from Andrew MacLeod to David Steel setting out the reporting arrangements for the Scottish Health Council, clearly stating that the Scottish Health Council have a separate planning process to that of Quality Improvement Scotland, and that the Council's plans are approved directly by the Health Department, rather than by NHS QIS. The Director informed Council that the Draft 5 year Corporate & Business Plan is to be submitted by end of June, 2006 and members agreed this would be very tight timescale. The Director will discuss with the Scottish Executive the timescale with the proposal to submit a draft plan in the summer with the final plan at the end of the year.

Action: Richard Norris to discuss timescale for Draft Plan with the Scottish Executive.

Council agreed there is a need to tease out the date for when the plan would start for example 2007/12 rather than 2006/11. It is proposed an event take place for Council members, Senior Management Team and Regional Officers to discuss this in more detail. The Chairman suggested a suitable venue for this event is the Beardmore Hotel, Clydebank which is fully accessible and is an NHS facility.

Action: Catherine Tait to circulate dates for this event.

Agnes Robson asked will there be an equivalent to an Accountability Review? The Chairman confirmed that there will be and that the Chairman and Director will discuss this with the Scottish Executive and will be requesting a meeting with the Health Minister, on an Annual Basis

Council agreed this letter is very positive and clear on the role of the Scottish Health Council and what the Scottish Executive expect from the Scottish Health Council.

7 **SIGNIFICANT SERVICE CHANGE**

The Director updated Council on significant service change taking place in Ayrshire & Arran, Grampian, Borders and Lanarkshire.

Ayrshire & Arran A&E Services

Ayrshire and Arran have been engaging in a major consultation exercise over the provision of emergency and unscheduled care. This has aroused considerable opposition in particular to their proposal to centralise Accident and Emergency Services in Crosshouse Hospital.

Staff from the Scottish Health Council, including the Director, Assessment and Feedback Manager and Regional Manager, have held a number of meetings with officials from Ayrshire and Arran to discuss the consultation and made suggestions for taking the process forward. The Chairman has also discussed the issues with the Chairman of Ayrshire and Arran. Following these discussions, NHS Ayrshire and Arran decided to delay making a decision at their Board meeting on 19th April and to consult further, including consultation on options around elective care.

The Chairman and Director have a meeting with the Chairman and Chief Executive of Ayrshire & Arran on Friday 05 May, 2006 in an effort to move this consultation forward.

Grampian

Grampian NHS Board have been working closely with the Scottish Health Council Local Office on Maternity Services Consultation. The Community Health Partnership has been consulting with communities on future provision of maternity services. Scottish Health Council staff are meeting with the Board next week to review progress so far and what further consultation needs to take place.

Borders

NHS Borders are consulting on the closure of two Community Hospitals. The Scottish Health Council are currently compiling a report on the consultation and whether it meets the guidance.

Lanarkshire

Lanarkshire NHS Board have been in regular contact with the Scottish Health Council local office on the consultation on the reduction of three A&E Centres to two. The Director and other staff met yesterday with officials from NHS Lanarkshire to discuss progress so far.

Agnes Robson asked for clarification on the process to be followed for reports to be approved by the Council. The Chairman advised that the Director will send reports out prior to the Council meetings to enable time to look at

concerns and recommendations. It is very important for the governance process that all reports and assessments are approved by Council, prior to the Board submitting their proposal to the Minister for Health for approval. The timescale for this needs to be factored in by Boards into their process, and Boards need to be aware of the dates of Council meetings so they can take this into account when planning their own submission dates.

Members agreed to this process

8 BUDGET REPORT

At the last Council meeting members requested that the budget report contain more detail. The Chairman asked if any members had questions or comments on this report.

Irene Garden asked about the item for 'blackberries'. The Chairman advised these are hand held computers and mobile phones which have been proven to be very practical and efficient. Agnes Robson asked if there are any "pinch points".? The Director advised that a freeze had been put on recruiting for posts that had been identified as necessary but were not in the original structure. This was still an indicative budget as this would be the first year that the Scottish Health Council would be fully functioning and therefore the budget would be subject to review.

9 ACCOMMODATION POLICY

The Chairman advised members that David Elder, Temporary Facilities Manager has worked with NHS Boards, and Adrian Masson of NHS Quality Improvement Scotland, to agree on the content of this document.

Sue Kinsey asked what would happen if the accommodation was unsatisfactory. The Chairman informed Council that the host Board ultimately has responsibility for Health & Safety.

The Director stated there is currently negotiation with Orkney regarding suitable premises.

Irene Garden asked what percentage of disabled staff work for the Scottish Health Council and is there any support to staff for example with mental health issues? The Director stated he did not have the figures about disabled staff to hand but would advise these figures, and that NHS QIS should have trained staff available should any support be needed for staff.

Action: Richard Norris will advise the Council in due course the numbers of disabled people working for the Scottish Health Council and of the arrangements in place for providing support to staff.

Members agreed this policy document.

10 LETTER FROM PUBLIC PETITIONS COMMITTEE

Circulated at the meeting is a response on views on Petition PE939 for the Public Petitions Committee of the Scottish Parliament from the Scottish Consumer Council. The Scottish Health Council will also respond to this letter.

Action: Richard Norris will respond to this letter.

11 HDL (2006) 13

Agnes Robson raised a concern on Section 3 of the HDL letter concerning the broad nature of the support envisaged and whether the Scottish Health Council was monitoring assistance on complaints only, or also on the broader features including advice on benefits and health promotion. The Director thanked Agnes for raising this point and stated he would seek clarification.

Sue Kinsey raised the point that there may be a potential conflict of interest as she is involved in a group who may use the Citizens Advice Bureaux based in Aberdeen. The Chairman advised if this group becomes involved to inform the Council of this.

The Director and other Scottish Health Council staff will be meeting with Citizens Advice Scotland to discuss the monitoring arrangements for the new framework.

12 REGIONAL HEALTH COUNCIL VACANCIES

It was agreed that Invitations should be sent to Local Advisory Council members to invite them to apply for National Council membership, to fill the three regional vacancies. It is hoped that interviews will be held by September, 2006 and these positions filled in time for the October Council meeting. A paper to indicate the process will be presented at the next Council meeting.

The Chairman stated that once Council is fully in place we will arrange that public meetings will be held in various locations around Scotland

13 DATE OF NEXT MEETING

Thursday 08 June, 2006
Delta House, Glasgow

Signed:

Brian Beacom
Chairman Scottish Health Council

Date:

CAT - Scottish Health Council Meeting on – 20 April, 2006