

**Meeting of the Scottish Health Council at
29 February 2024, 10.00-12.30, MS Teams**

Present	In Attendance
Suzanne Dawson, Chair (SD)	Clare Morrison, Director of Community Engagement & System Redesign (CM)
Nicola Hanssen, (Vice Chair) (NH)	Tony McGowan, Associate Director Community Engagement (TM)
Michelle Rogers, HIS Non-Executive Director, Member (MR)	Derek Blues, Head of Assurance of Engagement (DB)
Dave Bertin, Member (DB)	Christine Johnstone, Head of Evidence of Engagement (CJ)
Gina Alexander, Member (GA)	Robbie Pearson, Chief Executive of Healthcare Improvement Scotland (RP)
Nicola McCardle, Member (NMC)	Richard Kennedy McCrea, Operations Manager (RKM)
Emma Cooper, Member	Rosie Tyler Greig, Equality & Diversity Advisor (RTG)
	Angela Moodie, Director of Finance, Planning and Governance. (Item 2.2)
	Lisa McCartney, Strategic Engagement Lead, North (LMC)
Observer	
Charles Vincent, NHS Greater Glasgow & Clyde NXD	
Board/Committee Support	Apologies
Susan Ferguson PA (SF)	Jamie Mallan, Member (JM)

1.	Opening Business
1.1	Chair's Welcome, Introductions and Apologies
	<p>The Chair (SD) welcomed everyone to the meeting, extending a warm welcome to Christine Johnstone, Head of Evidence of Engagement, (CJ) and Lisa McCartney, Strategic Engagement Lead, (LMC) who was attending her first Scottish Health Council (SHC) meeting.</p> <p>An introduction was made to Charles Vincent, (participant on the Aspiring Chairs Programme and Non-Executive Director with NHS Greater Glasgow & Clyde) who was in attendance as an observer.</p> <p>Apologies were noted as above.</p> <p>The following points were shared with the SHC for information.</p> <ol style="list-style-type: none"> The successful presentation to the Board Chairs Group on 26th February by the Director of Community Engagement & System Redesign (CM) Dates for noting, 13 June 2024 for the SHC development day and 29 May 2024, HIS Board Seminar which will be focussed on Community Engagement. It was noted that both were face to face events. A date of 19 March 2024 was also highlighted to give the SHC members an opportunity to attend the hybrid Public Partners event. The current financial pressures and the impact this is likely to have on service provision across health and care.
1.2	Draft Minutes of Meeting

	<p>The draft minutes of the meeting held on 29 November 2023 were accepted as an accurate record. There were no matters arising.</p> <p>Decision: The SHC approved the minutes from 29 November 2023.</p>
1.3	Review of Action Point Register
	<p>The SHC reviewed the Action Point Register with updates being provided for each action point for assurance.</p> <p>It was proposed to close action 3.2 from 19/05/2022, as plans to develop a series of workshops for non-execs would be brought forward after the NHS Board Chairs Group meeting on 26 February 2024.</p> <p>Decision: The SHC agreed to close action 3.2 and gained assurance from the progress with the remaining action points.</p> <p>Action(s): Close action 3.2 from the Action Point Register - SF</p>
2.	SHC GOVERNANCE
2.1	Proposed Business Planning Schedule 2024/25 Draft Annual Report 2023/24 & Committee's Terms of Reference
	<p>The Chair presented the proposed Business Planning Schedule for 2024/25, the draft SHC Annual report and the SHC Terms of Reference (ToR) for comment and approval.</p> <p>The following points were highlighted by the SHC</p> <ol style="list-style-type: none"> a) For the ToR, under the heading <i>Remit</i>, suggested an additional bullet point was to be added around support for the Directorate Leadership Team (DLT) b) For the draft SHC Annual Report <ul style="list-style-type: none"> -Section E- Advised that a risks overhaul is due to happen organisation wide -Section F- Under the heading <i>Priorities</i>, bullet point one. Suggested a change of wording to 'We will assess and prioritise.' <p>Decision: The SHC gained assurance from the content of the draft SHC Annual report, the ToR and the Proposed Business Planning Schedule and approved subject to the additional amendments being made to the ToR and Draft Annual report. Once changes are made, SHC members will be sent the full Annual report with appendices included.</p> <p>Action(s):</p> <ol style="list-style-type: none"> 1. Additional Bullet to be added to ToR around support for the Directorate's DLT – CM 2. Amendment to be made in Section F (Priorities) bullet point one. Wording to be change to 'We will assess and prioritise.' - SF 3. SHC Annual report and ToR to be sent to all SHC members with appendices once changes are made. - SF
2.2	Finance update
	<p>The Director of Finance, Planning and Governance (AM) provided the SHC with an update on the Annual Delivery Plan (ADP) for HIS and highlighted the following;</p> <ol style="list-style-type: none"> a) Advised that there is a commitment to remain focussed on safety, quality and statutory functions, and being responsive to changing pressures and risks in the system. b) Advised that to accommodate these commitments within a more challenging financial climate, some of the existing work within HIS has had to be stopped, paused or repurposed to deliver this plan. c) Provided a summary on the key points from the paper and highlighted the priorities which will be the new areas of focus for 2024/25. d) Highlighted that additional allocations would be scaled back with some being self-funded

	<p>from the relevant directorate's budget.</p> <p>e) Noted that further changes to the ADP would be likely and agility would be needed to deliver this.</p> <p>The SHC raised the following points;</p> <ul style="list-style-type: none"> a) The update provided a stark reminder on the financial pressures for HIS. b) Asked for information on the reference to HIS One Team to gain a better understanding of its function and impact. c) Sought assurance on what self-funding of the Volunteering System and Citizens' Panel meant. <p>In response to the points raised AM provided the following assurance;</p> <ul style="list-style-type: none"> a) Information on One Team will be sent to the new members of the SHC. b) Provided an explanation of what self-funding would entail for both Volunteering and Citizens' Panel <p>To provide further assurance to the SHC, it was highlighted that the new community engagement structure was nearing completion, and additional posts have been put in place to support both Citizens' Panel and Volunteering Systems work which should help with the shortfall of allocations.</p> <p>Decision: The SHC noted the update of the ADP Action(s): AM to source information on One Team which will be sent to the new members of the SHC</p>
2.3	Director's Update and updated strategic vision
	<p>CM provided an update to the SHC and highlighted the following points;</p> <ul style="list-style-type: none"> a) Advised that due to the current financial pressures, a more urgent timeline for creating a new directorate structure was necessary. To provide assurance to the SHC, it was highlighted that in doing this it will unify both halves of the directorate, providing clarity and focus and the much needed stability for staff. b) Asked the SHC for their thoughts and comments on the updated directorate vision. c) Considering the financial pressures across health and care and the implications for a significant volume of service change, views were sought from the SHC to review the process for major service change, including potentially shortening the timeline. Assurance was provided that this proposal would involve engagement with the Boards and Scottish Government (SG). It was noted that once a proposal was agreed with the Boards and SG a formalised paper would be brought to the SHC meeting for approval. <p>The following points were raised by the SHC;</p> <ul style="list-style-type: none"> a) Felt assured that both the directorate structure and the updated vision were heading in the right direction. b) After discussion on the timeline for major service change the SHC agreed to the following; <ul style="list-style-type: none"> a. Review internal processes for assuring engagement on major service change to shorten timelines b. Consider with Scottish Government whether any other changes to the major service change engagement process are possible c. Launch a new process for assuring engagement on service change that does not meet the major threshold d. Work with Scottish Government to finalise guidance on engagement on nationally determined service changes. <p>Decision: The SHC were assured with the Director's update and agreed to hold an extraordinary meeting in the next month to discuss a more formalised proposal on any changes to the major service change process. Action(s):</p>
2.4	Risk Register

	<p>CM presented the directorate’s Risk Register to the SHC and highlighted that due to the increased volume of service change resulting from financial and workforce pressures Boards are experiencing, the level of service change risk 1163 has been increased. It was also highlighted that a slight change to wording was made to reflect that of the Strategic Risk Register for continuity.</p> <p>A point was raised by the SHC on what volume of service change would be happening.</p> <p>It was noted that the expectation is, there will be a high volume but at this moment cannot quantify how high the increase would be.</p> <p>Decision: The SHC noted the content of the Risk Register and agreed to the increased level of Risk 1163. Actions:</p>
2.5	Operational Plan Progress Report
	<p>The Operations Manager (RKM) presented the Operational Plan for Q3 which provided the SHC with an update on the previous quarter’s activity within the directorate and provided some highlights from the report;</p> <ul style="list-style-type: none"> a) Continued work with Boards and more building on the learning with new tools and practical resources that can be downloaded from the website. b) Positive feedback received on the impact of the Citizens’ Panel and Gathering Views work. <p>Decision: The SHC noted the content of the Operational Plan Progress report. Actions:</p>
2.6	Equality Mainstreaming Report Update
	<p>The Equality and Diversity Advisor (RTG) provided the SHC with an update to the Equality and Mainstreaming Report for 2021-25 which is due to be published in April 2025.</p> <p>The SHC discussed the anticipated areas this will cover to support the planning of the report’s production. This will include support for the HIS workforce, training, use of equality impact assessments and priorities for protected characteristic groups. The equality outcomes reported will be aligned with the priorities in the HIS strategy.</p> <p>Decision: The SHC noted the Equality Mainstreaming Report update. Actions:</p>
3.	STRATEGIC BUSINESS
3.1	Evidence of Engagement Programme overview
	<p>The Head of Evidence of Engagement (CJ) provided the SHC with an update on the current activities in the Evidence of Engagement programme;</p> <ul style="list-style-type: none"> a) Recruitment going well for the new Evidence team which provides additional capacity to pick up on new ideas going forward. b) Citizen Panel (CP), confirmation now received that National Conversation will be part of CP 14. c) Gathering Views, changes to publication dates. National Care Service Charter aiming for publication around 18 April 2024 and Implantation of Medical Devices will be published late April. <p>SD invited the SHC for comments on the formatting of three reports for Evidence, Improvement and Assurance.</p> <p>Decision: The SHC noted the update with no further comments.</p>

	Action(s): SHC Members to provide any comments re formatting of the reports which they feel would improve it.
3.2	Improvement of Engagement Programme overview
	<p>The Associate Director of Community Engagement (TMG) provided the SHC with an update from the Improvement of Engagement programme noting that the Equalities, Inclusion and Human Rights programme would move to the Assurance Overview from 1st April 2024.</p> <p>The following highlights were shared;</p> <ol style="list-style-type: none"> Involvement with the working groups relating to the Humans Rights Bill. Volunteering- disappointment around the current position of a lack of funding for the new volunteering management system but will maximise the old system for now and focus on providing wider quality improvement support. Positive feedback from the What Matters to You event on 17 Jan with a lot of potential new case studies that can be used in future. <p>Decision: The SHC noted the update with no further comments. Action(s):</p>
3.3	Assurance of Engagement Programme overview
	<p>The Head of Assurance of Engagement (DB) provided the SHC with an update from the Assurance of Engagement programme.</p> <p>The following highlights were shared;</p> <ol style="list-style-type: none"> Continue to work with Public Partners who have been supporting Service Change. Providing support to the lead of Public Partners to help recruit for those whose term ends in March. Engagement Practitioner Network continues to meet, this will be moved to the Improvement programme on completion of the Organisational change. A paper setting out the plans to develop an expectations paper for engaging on nationally determined service changes was presented at the last Service Change sub-committee. NHS Greater Glasgow & Clyde (GGC) GP Out of Hours -Response from HIS has been sent on the GGC report and the completed report will be presented at the next GGC Board meeting in April 2024. <p>Decision: The SHC noted the update, welcoming the completion the work on the GGC GP Out of hours. Action(s):</p>
3.4	New process for assessing engagement on service change (that does not meet the major threshold)
	<p>DB presented a paper for approval and provided the rationale for seeking the new assurance process.</p> <p>After discussion, the SHC approved a new assurance process for engagement on service changes which do not meet the “major” threshold. The process was developed in partnership with six NHS boards and two Health and Social Care Partnerships (HSCPs), and live tested with one NHS board. The new process comprises three key components: HIS assuring the board’s proposed engagement plan; the board self-assuring the engagement activities undertaken through its own corporate governance structure; and HIS undertaking a proportionate review of the process.</p> <p>Decision: The SHC were content to approve the paper and thanks was extended to all who were involved. Action(s):</p>

3.5	Governance for Engagement – conclusion of Cycle 3 proposal
	<p>TMG presented a proposal to conclude the Governance for Engagement Cycle 3, noting that due to the delay in the directorate’s organisational change, there had not been the capacity to deliver to timeline as originally set out.</p> <p>The proposal set out was for the Cycle 3 process to be concluded in March, April, and May 2024, with the report of the testing process being presented to the convened Governance for Engagement Sub Committee in June 2024.</p> <p>Decision: The SHC were content to approve the proposal. Action(s):</p>
4.	RESERVED BUSINESS
4.1	Service Change Sub-Committee Draft Minutes of Meeting 08/02/2024
	<p>DB presented the Service Change Sub-Committee draft minutes for noting.</p> <p>Decision: The SHC noted the Service Change sub-committee draft minutes. Action(s):</p>
5.0	ADDITIONAL ITEMS of GOVERNANCE
5.1	Key Points for HIS Board
	<p>The below key points were suggested to take forward to the HIS Board meeting;</p> <ul style="list-style-type: none"> a) Service Change concerns and how to take forward b) Approval of a new assurance process for engagement on service change c) Equality Mainstreaming Report <p>Decision: Key points were agreed by the SHC to report to the HIS Board Action(s):</p>
6.	CLOSING BUSINESS
6.1	AOB
	No other business was discussed.

Approved by  Suzanne Dawson, Committee Chair

Date: 23 May 2024

Next meeting: 12 September 2024 10.00-12.30 Via MS Teams