

**Health Governance Committee Meeting  
Thursday 7 December 2017  
Boardroom 2, Gyle Square, Edinburgh**

Present: Dr Paul Stollard (Chair)  
Mr Paul McColgan  
Ms Michele McCoy

In attendance: Mr David Crichton  
Mr Gerry McLaughlin  
Dr Andrew Fraser  
Mr George Dodds  
Ms Della Thomas  
Ms Wilma Reid (item 6)  
Ms Lorna Renwick (item 6)  
Ms Alana Atkinson (item 6)  
Ms Marie Kerrigan (minutes)  
Ms Catherine Combe and Ms Alba Gonzalez (shadowing  
role minutes)

The Chair welcomed everyone to the meeting and introductions were made.

**1. Apologies**

Apologies were noted for Ms Jane-Claire Judson, Mr Tim Andrew, Mr Steve Bell and Ms Cath Denholm.

**2. Declaration of Committee Members' Interests**

Mr David Crichton declared that he is a member of the Scottish Committee of the Equality and Human Rights Commission.

**3. Minute**

The minutes of the previous meeting held on 14 September 2017 were accepted as accurate by those present.

**4. Matters Arising – Action Note**

- Strategic priority – Complete.

- Licensing or copyright of the Place Standard – Mr Gerry McLaughlin explained that it has not been thought practical or possible to licence the standards. However copyright will be used as normal practice. The group agreed the importance of an open access approach and it was anticipated that integrity would be maintained by making technical input and expertise available.
- Governance of Risk – Complete.
- Significant Adverse Events Report 2017 – Ms Della Thomas confirmed that it has been discussed and agreed that although report from Sir Harry Burns only pertains to the NHS it will form part of the public health priority work. However further clarity about the task is required. Mr Paul Stollard confirmed that this item should be taken as closed as this is now in the public domain.

#### 5. **Strategic Priority Improvement / Learning**

Mr George Dodds advised that this item for follow-up of specific points had been proposed and agreed as a standing agenda item to enable feedback to be brought to the group as appropriate.

#### 6. **Strategic Priority 5: Transform how public services improve health and wellbeing**

(HGC Paper No 13/17)

The Health Governance Committee was asked to comment on quality, improvement and effectiveness of Strategic Priority 5, particularly focusing on the two illustrations of:-

- i. Community Planning Partnership (CPP) Support and
- ii. The NHS British Sign Language (BSL) Improvement Plan.

Ms Wilma Reid provided an overview of the previously circulated paper and power point presentation. She explained the six outcomes, clarifying that these were directed to public services generally and would cross cut across several teams. It is anticipated that this will work well with transformation aims.

It was noted that NHS Health Scotland has been asked to comment on the Improvement plans being developed by some of the Health and Social Care Partnerships. The mid-term report for the national BSL action plan is scheduled for 2020, although this will only be for NHS.

The Chair said on behalf of the Committee that he felt reassured and acknowledged the difficulties and challenges which have been encountered within this crowded and complex environment.

**7. Governance of Risk**  
(HGC Paper 14/17)

The Health Governance Committee was requested to consider risk:-

- 17-1 Capitalise fully on the policy direction laid out in the Scottish Government's Health and Social Care Delivery Plan and other national policy developments;
- 17-2 Management of our relationships with key national partners in supporting the development of the new public health body;
- 17-4 Management of our stakeholder relationships;

on the Corporate Risk Register to ensure they are sufficiently assured by the actions taken or proposed to mitigate these risks.

The Committee agreed that there were no concerns regarding the level of risk and were content with how these are being handled.

**8. Equality Outcomes Report**  
(HGC Paper 15/17)

The Health Governance Committee was asked to note progress towards the Board's outward facing equality outcome as set out in Appendix 1 (progress towards our equality outcomes).

Mr George Dodds explained that in order to make more effective use of time, it has been proposed that a proportional approach should be adopted for impact screening assessment with the focus being on helping and supporting others to carry out assessments rather than undertaking them on their behalf.

The Chair confirmed on behalf of the Committee that they were content with this.

**9. Any Other Business**

Nil.

**10. Date and venue of next meeting**

Thursday 8 March 2017 at 10.30 a.m. in Room 17, Gyle Square.

At next Health Governance Committee meeting on 8 March, the full hour of Committee time normally given over to the SP item needs to be offered up in its' entirety to the HWLs agenda item.

The Chair expects to see the following included in this future focused paper:

- Award scheme;
- Advice Line;
- Relationship with Fit for Work and;
- The relationship and delivery with the local boards too.

It was agreed that 15 minutes should be allocated to discuss Minimum Unit Pricing for Alcohol monitoring and evaluation, MESAS, Governance and Assurance.