

# GREATER GLASGOW AND CLYDE NHS BOARD

IPC (M) 09/02

## INVOLVING PEOPLE COMMITTEE

Minutes of the meeting of the Involving People Committee  
Board Room 2, Dalian House  
At 10.00 pm on Monday, 20<sup>th</sup> April 2009

### PRESENT

Peter Hamilton (Chair)  
Scott Bryson            Pat Bryson    Jessica Murray  
                                 Ally McLaws

### IN ATTENDANCE

Jim Whyteside            Head of Public Affairs  
Louise Wheeler            Scottish Health Council  
Linda Davidson            Events Co-ordinator  
Gillian Kinstry            Scottish Health Council

#### 1. APOLOGIES & WELCOME

Apologies were received on behalf of, John Bannon, Grant Carson, Helen MacNeil, Ravinder Kaur Nijjar, Amanda Coulthard and Joe McIlwee.

Peter Hamilton welcomed everyone in attendance stating that this meeting had been rescheduled from the abortive meeting of 6<sup>th</sup> April; this earlier meeting could not proceed as the committee were not quorate.

#### 2. MINUTE OF MEETING OF 2 FEBRUARY 2009

Approved.

#### 3. MATTERS ARISING

##### Inequalities Event

Ally McLaws briefed the committee on the progress of the Inequalities Event; this is due to take place on 18<sup>th</sup> June in the Glasgow Royal Concert Hall. He went on to say that the Communications Team are taking a support role at this event and it is being led by Linda De Caestecker, Director of Public Health and the Inequalities Directorate via Jac Ross and John Crawford.

Proposed speakers include Mikey Hughes, a well known contestant on Channel Four's Big Brother, who is also a radio presenter and has a visual impairment.

Ally went on to say that the target audience for the event would be GPs, healthcare providers and clinical staff - groups that were hard to engage in the PFPI agenda.

Ally stated that he would keep the Committee up to date on the progress with the event.

### New Hospitals

Ally informed the committee that the full programme of public communication in relation to the New Stobhill and Victoria hospitals was underway.

Guided tours for the public were being arranged at both sites where members of the public were invited to register in advance for one of a number of 45 minutes slots throughout the 25<sup>th</sup> April at Stobhill and 16<sup>th</sup> May at the Victoria.

Ally then presented 'Z cards' for both sites - pocket sized guides that explain how and when you should use the Minor Injuries Units on one side and a map/guide of the new hospitals on the other.

In advance of the open days an 'Essential Guide' has been published. This will provide a profile of the new hospitals: the guide was being delivered directly to every household in hospitals' catchments.

Ally also said that a special edition of Health News themed on the new hospitals would be coming out in June. Also, for the first time, Staff News had been produced with two different covers featuring the new hospitals, although both had the same content.

He commented that one of the big issues had been about transport and Niall McGrogan and the Community Engagement Team had been working on this. When appointment cards are sent out, travel information leaflets would also be enclosed. This information is also on the NHSGGC website and posters have been placed in GP surgeries.

Peter requested that the Z cards, essential guides and Health News be handed out to the board members at the forthcoming NHS Board Meeting.

### Patient Information Points

Ally stated that Alex McIntyre, Director of Facilities has embraced the whole concept of the Info Points. He went on to say that the PIPs would be installed and up and running for the opening of the new

Stobhill and Victoria hospitals.

PIPs are also being placed within the main outpatients and maternity buildings of the Southern General Hospital, the Queen Elizabeth building at Glasgow Royal Infirmary and Springburn Health Centre. As the project expands Alex has said that the Facilities staff will take ownership of the care and maintenance of PIPs.

Peter asked if the PIPs design would fit in with the design of the new hospitals, Ally said that they have been adapted to suit.

#### **4. HI HUBS**

Peter added Anna Baxendale has agreed come to the next committee meeting to talk about the intended new 'Hi Hubs'.

#### **5. INVOLVING PEOPLE FRAMEWORK**

Jim Whyteside updated the committee on the progress of the Framework stating that he had hopes that the eighth draft would be the final version.

The Framework had not been updated since 2003 and an update was needed because of reorganisation of the NHS and new legislation and priorities.

The Framework only covers the year 2009/10. A new Framework document is to be produced by April 2010 to cover 2010 to 2013. The reason for this is to ensure that the Framework ties into all other NHSGGC policies and plans and to fit this in with the Corporate planning cycle. This version is not a public document but a managerial version only.

Jim then went on to run through the content of the document picking up on some relevant points and making comment.

Peter asked if Catriona Renfrew's comments were incorporated into the document and Jim told him that they were.

Ally asked the Committee if it would formerly adopt the Framework on behalf of the NHS Board.

Peter asked the committee members if they would agree to this.

The Committee agreed that the changes were appropriate, that this version of the Framework be adopted and then the succeeding 3-year version should be taken to the full NHS Board for approval.

## **6. CANCER PRESCRIBING DRUGS**

Scott Bryson handed out a paper that detailed the stages for addition of a new cancer medicine to the drug formulary in NHSGGC.

Scott went on to say that this is a very specific issue and that this arises from a previous public petition submitted to the Scottish Parliament.

Peter asked Scott if the lay representatives have ever been called upon to which he confirmed not so far. Scott also added that there have only ever been two panel meetings in two years.

## **7. PFPI ASSESSMENT AND REVIEW PROCESS**

Jim explained that as part of the review and reporting arrangements for PFPI Self Assessment 08/09, a number of patient representatives and Public Partnership Forum members will be invited along to an event at the Thistle Hotel, Cambridge Street on Monday 11<sup>th</sup> May 2009.

Presentations would be given by the Scottish Health Council and the NHSGGC's Head of Policy. The purpose of the morning session was to gain feedback on NHSGGC's self assessment portfolio.

The afternoon session workshops were aimed to develop NHSGGC's PFPI activity and future via the current Framework document. The attendees would also be asked to highlight key objectives for 09/10, which is a requirement of the SHC self-assessment process.

Jim also commented that this year's Annual Review is to take place on Monday 19<sup>th</sup> October (also in the Thistle Hotel) and will be coordinated by Jo Quinn, Head of Planning and Corporate Reporting. The event format will be similar to last year, where the Cabinet Secretary will meet stakeholder representatives to discuss the case studies and the assessment of NHSGGC's performance.

## **8. PPF STRUCTURES**

Peter stated that an event was held on the morning of Friday 27<sup>th</sup> February 09 here in Dalian House where representatives from each of the PPFs were brought together to discuss as a collective the many challenges they face.

He went on to say that some of the issues raised were

- Raising awareness of the role of the PPFs

- Training for members
- Expenses
- Better communication with their CHP/CHCP

Peter also mentioned that one of the suggestions made by the members was to raise awareness through articles in Health News in letting the public know what role they play in their community.

Ally noted that CH(C)Ps did have a responsibility to coordinate local communications and therefore would have different priorities.

## 9. AOB

Peter reminded the committee of a previous email sent out about the National Sikh Chaplaincy Day run in co-ordination with the UK Sikh Healthcare Chaplaincy Group (20<sup>th</sup> to 26<sup>th</sup> April) and encouraged committee members to attend.

Jim handed out to the committee a policy document issued by the Scottish Government on guidance for reimbursement of out of pocket expenses for volunteers within NHS Scotland. The NHSGGC Board are being encouraged to adopt a standard approach for all expenses .

## 10. DATE OF NEXT MEETING

It was agreed that Committee would meet again on **Monday, 1 June 2009**. The meeting would commence at **10.00 am**. The venue will be **Meeting Room, 3<sup>rd</sup> Floor Centre** (opposite lifts), Dalian House, 350 St Vincent Street, Glasgow.

Linda Davidson  
May 2009