

**APPROVED MINUTES**

**Scottish Intercollegiate Guidelines Network (SIGN) Council development meeting  
Wednesday 6 October, 2pm – 3.30pm  
Teams**

<b>Present</b>	
Professor Angela Timoney (AT)	SIGN Chair
Professor Lesley Colvin (LC)	Royal College of Anaesthetists – SIGN Vice-Chair
Dr Anthony Byrne (AB)	Royal College of Physicians of Edinburgh
Ms Arlene Coulson (AC)	Royal Pharmaceutical Society
Ms Naomi Gregg (NG)	Scottish Government
Ms Maureen Huggins (MH)	Patient Representative
Dr Nauman Jadoon (NJ)	Early Career Professional
Dr Roberta James (RJ)	SIGN Programme Lead
Dr Alan MacDonald (AMac)	Royal College of Physicians and Surgeons of Glasgow
Mr Kenneth McLean (KM)	Patient Representative
Dr Yann Maidment (YM)	College of General Dentistry
Dr Alan Ogg (AO)	Faculty of Clinical Radiology
Dr Colin Rae (CR)	Royal College of Anaesthetists
Ms Jacqueline Thompson (JT)	Royal College of Nursing
Mr James McTaggart (JM)	British Psychological Society (Scotland)
Dr Safia Qureshi (SQ)	Director of Evidence, HIS
Mr Duncan Service (DS)	Evidence Manager, SIGN
Matthew Smith-Lilley (MSL)	British Association for Counselling and Psychotherapy (BACP)
Dr Jan Stanier (JSt)	Speech and Language Therapy
Dr David Stephens (DSt)	Royal College of General Practitioners
<b>In attendance</b>	
Gaynor Rattray (GR)	Temp Executive Secretary to SIGN Council
Jay Shetty (JS)	Chair of the guideline development group, SIGN guideline on epilepsies in children and young people
<b>Observers</b>	
Lola Adewale	Programme Manager, SIGN
Moray Nairn	Programme Manager, SIGN
Ailsa Stein	Programme Manager, SIGN
<b>Apologies</b>	
Heather Connolly	British Psychological Society
Ann Gow (AGo)	Director of NMAHP, HIS
Dr Chu Chin Lim (CCL)	Royal College of Obstetricians and Gynaecologists
Professor Gregory Lip (GL)	Royal College of Physicians of Edinburgh– SIGN Vice-Chair
Michelle Kennedy	AHP, Physiotherapy
Ms Maureen McSherry (MMcS)	Royal College of Midwives
Mr Steve Mannion (SM)	Royal College of Physicians and Surgeons of Glasgow

Dr Marie Mathers (MM)	Royal College of Pathologists
Professor Phyo Myint (PM)	Royal College of Physicians of London
Sarah Ramsay (SR)	Royal College of Anaesthetists
Matthias Rohe (MR)	Early Career Professional
Professor Steve Turner (ST)	Academy of Colleges
Dr Hester Ward (HW)	Faculty of Public Health Medicine
Mrs Pauline Warsop (PW)	Lay Representative
Dr Simon Watson (SW)	Healthcare Improvement Scotland
Professor David Wilson (DW)	Royal College of Paediatrics and Child Health

<b>1.</b>	<b>Welcome and apologies</b>	
	<p>The Chair (AT) welcomed Council and new members, along with the SIGN observers to the meeting.</p> <p>AT went through the agenda, introducing each section and laying out expectations for the meeting.</p>	<b>AT</b>
<b>2.</b>	<b>Register of Interests</b>	
	<p>AT explained the importance of completing and returning these forms and encouraged everyone to return these to GR as a matter of urgency. These will be presented at the SMT meeting in November.</p> <p>There were no new declarations of interest.</p>	<b>DOI attached and to be returned within 2 week deadline – Monday 8 November.</b>
<b>3.</b>	<b>Strategic business</b>	
	<p><u>Report on the draft letter to be issued by the CMO</u></p> <p>Naomi Gregg, Strategic Liaison and Policy Team Leader, Scottish Government introduced herself to discuss report on the draft letter to be issued by the CMO. Naomi advised Council that due to the current situation/climate the draft letter promoting SIGN hadn't been sent to NHS boards at the moment. Concern was raised regarding the wording in the letter so this will be amended accordingly (highlight the current guidance SIGN have produced, the releasing of staff to include roles/responsibilities for SIGN, SIGN taking priority over NICE work). A letter will be sent in the interim for awareness with the CMO letter being issued in Spring 2022. Naomi and Angela will meet to discuss this.</p> <p><u>Presentation to Quality and Performance Committee</u></p> <p>AT briefed on what the Quality and Performance Committee is and how it relates to HIS. AT will be presenting to them in November. AT gave a presentation to the Care and Clinical forum in advance of this, which was well received and had lots of engagement.</p>	<p><b>Adjustments to the wording in the letter will be made and circulated to Council before sending to the Boards.</b></p> <p><b>Also send to area drugs and therapeutics committees.</b></p>

	<p>We're setting the Strategic direction to let the Committee see what SIGN are working on and getting assurance on this.</p> <p><u>SIGN strategy</u></p> <p>AT presented on the above and talked through the background for this, SIGN objectives and the 8 shared goals we hope to achieve across HIS/Evidence.</p> <p>Also included are the aligned strategic objectives for SIGN and SIGN Council.</p> <p>There was a lot of discussion around this so we ask if comments can be sent to us before 8 November.</p> <p>SQ raised the issue of implementation and it was agreed we arrange a separate Council development day to discuss this.</p> <p>RJ reminded Council that we are updating our terms of reference and SIGN 50 (equality and diversity).</p> <p>Main points from the discussion:</p> <p>Cochrane collaboration to be included.          More explicit on diversity and inclusion (revision of SIGN 50)          What we say or don't say in terms of workforce implications for our guidelines – how we phrase this          Possibly another development session regarding implementation.</p>	<p><b>Copy of presentation attached.</b></p> <p><b>Copy of presentation attached. Please send comments on this before Monday 8 November.</b></p>
<p><b>4.</b></p>	<p><b>PRESENTATION:</b>  <i>Epilepsies in children and young people: investigative procedures and management</i>  <b>Dr Jay Shetty, Chair of the guideline development group</b>  <i>Involvement of young people in SIGN guideline on epilepsies in children and young people</i>  <b>Karen Graham, SIGN Patient and Public Involvement Advisor</b></p>	
	<p>JS presented first, followed on by Roberta James, presenting on behalf of Karen Graham.</p> <p>There were several topics discussed following the presentations (JS):</p> <ul style="list-style-type: none"> <li>• Qualitative evidence</li> <li>• SUDEP</li> <li>• Guidance on sudden death</li> <li>• Wider AHP groups</li> <li>• Speech and Language recommendations</li> <li>• Evidence for children with epilepsy and anti-epileptics</li> </ul> <p>(KG/RJ)</p> <ul style="list-style-type: none"> <li>• Definition of a young person – define age range</li> </ul>	<p><b>JS presentation to follow.</b></p> <p><b>SIGN Patient Involvement presentation attached.</b></p>

	<ul style="list-style-type: none"> <li>Young people involvement and lessons learned for older persons involved in a guideline</li> </ul> <p>Both were thanked by Council for their brilliant presentations, hard work and 'landmark' guideline.</p>	
<b>5.</b>	<b>MINUTES</b>	<b>All</b>
	<p>Minutes from the previous Council business meeting in June were agreed with no issues.</p> <p>Action point register:</p> <p>New approach to recruitment of SIGN Council members – AT has been in touch with Academy and Colleges when they have a vacancy.</p> <p>Membership – AT still working on this issue re. primary care.</p> <p>GRADE – Duncan will update early next year.</p>	<p><b>AT has meeting with RCGP in next couple of weeks.</b></p> <p><b>DS to give update early 2022.</b></p>
<b>6.</b>	<b>DATES AND FORMAT OF FUTURE MEETINGS</b>	
	<p>AT would like a face-to-face Council meeting at some point next year but will continue with Teams for the foreseeable.</p> <p>Dates for meetings in 2022 will be circulated soon.</p>	<b>All</b>
<b>11.</b>	<b>AOCB</b>	
	There was no AOCB raised.	
<b>12.</b>	<b>DATES OF FUTURE MEETINGS</b>	
	Next meeting will be a business meeting on 6 December (11am – 12.30pm).	<b>All</b>