

## APPROVED MINUTES

**Scottish Intercollegiate Guidelines Network (SIGN) Council meeting  
Wednesday 10 October 2018, 10.30 am -1.00 pm  
Healthcare Improvement Scotland, Glasgow**

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| <b>Present</b>                 |  |
| Professor John Kinsella (JK)   | SIGN Chair   |
| Mr Andrew de Beaux (AdB)       | Royal College of Surgeons of Edinburgh (deputy)          |
| Dr Jenny Bennison (JB)         | Royal College of General Practitioners – SIGN Vice-Chair |
| Ms Iris Clarke (IC)            | Allied Health Professionals                              |
| Mr Mike Gavin (MG)             | Royal College of Ophthalmologists                        |
| Ms Alison Gray (AG)            | Allied Health Professionals                              |
| Dr Richard Herriot (RH)        | Royal College of Pathologists                            |
| Mr David Hewitson (DH)         | Scottish Association of Social Workers (by telephone)    |
| Dr Roberta James (RJ)          | SIGN Programme Lead                                      |
| Dr Scott Jamieson (SJ)         | Royal College of General Practitioners (by telephone)    |
| Dr Chu Lim (CL)                | Royal College of Obstetricians and Gynaecologists        |
| Professor Gregory Lip (GL)     | Royal College of Physicians of Edinburgh (by telephone)  |
| Mr Kenneth McLean              | Lay representative                                       |
| Mr Steve Mulligan (SM)         | British Association for Counselling and Psychotherapy    |
| Professor Ronan O'Carroll (RO) | British Psychological Society (by telephone)             |
| Ms Caroline Rapu               | Royal College of Nursing (by telephone)                  |
| Dr Karen Ritchie (KR)          | Healthcare Improvement Scotland                          |
| Dr Brian Robson (BR)           | Healthcare Improvement Scotland                          |
| Ms Margaret Ryan (MR)          | Royal Pharmaceutical Society                             |
| Mr Duncan Service (DS)         | Evidence Manager, SIGN                                   |
| Dr Lydia Simpson               | Junior Representative                                    |
| Dr David Stephens (DSt)        | Royal College of General Practitioners                   |
| Ms Jacqueline Thompson (JT)    | Royal College of Nursing (deputy)                        |
| Mr Alan Timmins (AT)           | Royal Pharmaceutical Society (deputy)                    |
| Dr Sara Twaddle (ST)           | Healthcare Improvement Scotland                          |
| <b>In attendance</b>           |  |
| Ms Aimie Little                | Executive Secretary to SIGN Council (Minutes)            |
| <b>Observers</b>               |  |
| Dr Bryan Anderson (BA)         | Board Member, Healthcare Improvement Scotland            |
| Ms Karen Graham (KG)           | Public Involvement Advisor, SIGN                         |
| Ms Megan Lanigan (ML)          | Change Programme Manager, SIGN                           |
| Mr Robbie Pearson (RP)         | Chief Executive, Healthcare Improvement Scotland         |

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| <b>Apologies</b>          |  |
| Mr Mohammed Asif          | Royal College of Surgeons of Edinburgh           |
| Grant Baxter              | Faculty of Clinical Radiology                    |
| Suzanne Clark             | Lay representative                               |
| Professor Lesley Colvin   | Royal College of Anaesthetists                   |
| Dr Emilia Crighton        | Faculty of Public Health Medicine                |
| Dr Sara Davies            | Scottish Government                              |
| Dr Vivienne MacLaren      | Faculty of Clinical Oncology                     |
| Michael Macmillan         | Public partner                                   |
| Dr Rajan Madhok           | Royal College of Physicians and Surgeons Glasgow |
| Ms Jane Morris            | Royal College of Psychiatrists                   |
| Professor Phyo Kyaw Myint | Royal College of Physicians of London            |
| Eileen Wallace            | Lay representative                               |

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| <b>1.</b> | <b>Welcome and apologies</b>  |           |
|           | The Chair welcomed Council members and observers to the meeting. JK welcomed new members Chu Lim (Royal College of Obstetricians and Gynaecologists), Margaret Ryan (Royal Pharmaceutical Society) and Jacqueline Thompson (Royal College of Nursing) to the meeting. Apologies were noted as above.  |           |
| <b>2.</b> | <b>Register of Interests</b>  |           |
|           | The Register of Interests was circulated to members during the meeting. JK asked anyone who had any changes to be made or have not completed a Declaration of Interests to do so before leaving the meeting today; Named forms were made available.<br><br>JK provided an update on the Scottish Government Short Life Working Group on Declaration of Interests. The group had previously stalled but a meeting has now been held, with JK, as Chair with three further meetings to take place. JK will report back in due course.                               | <b>JK</b> |
| <b>3.</b> | <b>Minutes of the previous meeting</b>  |           |
|           | The minutes of the previous meeting were accepted as accurate, subject to the following amendment: <ul style="list-style-type: none"> <li>Page 2 – Add Lydia Simpson to list of Apologies</li> </ul> These minutes will be available on the SIGN Council and SIGN website.  | <b>AL</b> |
| <b>4.</b> | <b>Action Point Register</b>  |           |
|           | ST provided an update on the attached paper on Standards and Indicators Programme – reference number 10 on the Action Point Register. ST put two questions to members:<br><br>Question 1: Would SIGN Council or one of its subgroups be willing to undertake review of the relevance and relative importance of proposals for new sets of standards in a manner similar to approaches for new guidelines?<br><br>Question 2: Would SIGN Council support the development of indicators associated with new guidelines by providing advice and practical input to a |           |

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|           | <p>trial of integrating the development of such indicators with the guideline process?</p> <p>AdB asked if a smaller group was to be formed rather than full SIGN Council. ST replied that a subcommittee could be formed, for example GPAG Group and recommend proposals to Healthcare Improvement Scotland.</p> <p>JB commented that would be happy to be involved as it is a great idea.</p> <p>AT commented that as a member of the GPAG Group it already has a full agenda and struggled with attendance.</p> <p>Members endorsed:</p> <p>Question 1: All agreed and recommended it be a matter to be handled by GPAG</p> <p>Question 2: JK noted that a process should be drafted and brought back to next SIGN Council for discussion. Agreed to pilot for 12-18 months and a review of the process to then be completed and to be brought back to SIGN Council.</p> <p>JK noted attached Action Point Register for information and advised that three matters have now been completed. Stakeholder feedback action plan to be discussed under Item 5.3.</p> <p>BR asked if any discussion was to be had on reference number 11.4 as SIGN had not recently attended the Academy of Medical Royal Colleges to formally report. BR recommended approaching Derek Bell for invite. Agreed JK and RK to attend future meetings.</p> | <p>ST</p> <p>JK/RJ</p> |
| <b>5.</b> | <b>Strategic Business</b>  |                        |
| 5.1       | Strategy group update  |                        |
|           | <p>JB highlighted some of the issues discussed at recent meetings including:</p> <ul style="list-style-type: none"> <li>• Focus on improving communication about what we do</li> <li>• Rapid reviews to meet the needs of chief executives</li> <li>• Implementing the stakeholder feedback action plan</li> </ul>   |                        |
| 5.2       | Strategy group terms of reference  |                        |
|           | There was no discussion of the circulated paper. JB commented that it was important that members of the SIGN team continue to attend Strategy meetings.  |                        |
| 5.3       | Stakeholder feedback action plan   |                        |
|           | <p>JK informed members that this was Megan Lanigan's (ML) last SIGN Council and thanked ML for all of her hard work.</p> <p>ML thanked all again for contributing to the questions and outcomes of 'You said... we will do: SIGN stakeholder feedback report' and reminded Council that this was just the beginning and we are now moving forward. DSt commented that the report was a wonderful piece of work and had two questions on access to SIGN guidelines and outcomes. ML replied that</p>  |                        |

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|          | <p>work on access had started and that work on outcomes would begin in due course.</p> <p>JK commented on how well the report reflects on SIGN and other members of the team and how professional a piece of work that it was.</p> <p>JK thanked ML and all who were involved.</p>   |  |
| 5.4      | Contribution analysis and understanding impact: Do your guidelines make a difference?  |  |
|          | <p>ML gave her presentation on Contribution analysis and understanding impact: Do your guidelines make a difference? which was recently presented at G-I-N 2018. ML updated members on the lessons that have been learned, the importance of reporting on interim goals not just long term goals and the contribution that is required to support SIGN going forward.</p> <p>MG commented how it may not always be the best idea to include the original group when producing a guideline impact report as that may lead to a positive bias in reporting. In reference to the glaucoma impact report, commented that only three health boards were looked at and that the result did not reflect his understanding of the situation from colleagues. Also secondary care wasn't looked at in analysis. ML replied that all reported outcomes were positive and wasn't aware of any negative outcomes.</p> <p>BR commented on how great a piece of work that ML had produced.</p> <p>JK commented on how important the one page summary document was as not everyone will read the full report.</p> |  |
| <b>6</b> | <b>SIGN EXECUTIVE BUSINESS</b>   |  |
| 6.1      | Guideline development programme  |  |
|          | There was no discussion of the circulated paper.   |  |
| 6.2      | Project report   |  |
|          | There was no discussion of the circulated paper.   |  |
| 6.3      | Public partner involvement   |  |
|          | <p>Karen Graham (KG) gave a presentation to members on the overview of public partner involvement (PPI). There are 500 groups currently involved in the SIGN Patient Network. KG and AL are currently working on contacting new groups.</p> <p><i>Patient booklets –</i></p> <ul style="list-style-type: none"> <li>• Management of stable angina booklet completed 10 October 2018</li> <li>• SIGN 100 should be published in November 2018</li> </ul> <p>KG informed that, in a first for the PPI unit, we were working with Scotland's Youth Project and that there were two young people working as part of the Epilepsy group.</p>  |  |

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|           | <p>ST congratulated KG on her work on patient guidelines as SIGN 'punches above its weight'.</p> <p>BR informed of work taking place in Montreal and would be happy to provide contacts to KG.</p>  |  |
| 6.4       | Methodology   |  |
|           | There was no discussion of the circulated paper.  |  |
| 6.5       | Programme Lead report   |  |
|           | <p><i>Staffing</i> – RJ notified that further to Nicola Nelson leaving SIGN on 8 June, Aimie Little was appointed in July on a fixed term, until end March 2019.</p> <p><i>SIGN 25</i> - RJ provided an update on the attached paper on the SIGN 25<sup>th</sup> Anniversary. A timeline is being created by Domenico Romano, SIGN Publication Officer with the support of the HIS Comms team and there would be a social media campaign in November.</p>   |  |
| 7.1       | GPAG Update   |  |
|           | <p>RJ updated members in Rajan Madhok's absence.</p> <p>RJ summarised actions from the circulated minutes.</p> <p>Members endorsed the decision to approve the following proposals with caveats:</p> <ul style="list-style-type: none"> <li>• Preventing type 2 diabetes. Members of GPAG group to meet with proposer to refine the proposal. There was discussion around the definition of prediabetes and concern over the need to avoid overdiagnosing. Scoping is required.</li> <li>• Optimising glycaemic control in type 1 diabetes mellitus. Scoping is required.</li> <li>• Diabetes in pregnancy. There was discussion about the recent NICE guideline and how use could be made of it during development. Scoping is required.</li> <li>• Eating disorders with slight revisions. There was discussion around the Cabinet Secretary's priority of mental health. Scoping is required.</li> <li>• Dementia with focus on interventions</li> <li>• Lymphoedema care as a consensus guideline but as a low priority.</li> </ul> |  |
| 7.2       | Future programme  |  |
|           | <p>RJ provided an update on the attached paper.</p> <p>JB commented that she was welcoming the proposal to look at the Management of ADHD in Young People. JK and RJ to meet with the proposers on 30 October to discuss remit.</p> <p>DSt commented that, given the priority on mental health, should there not come a time when guidelines on eating disorders/ADHD and dementia should be financed by the Scottish Government. ST replied that we would initially resource from the Evidence Directorate.</p>  |  |
| <b>8.</b> | <b>Update from Healthcare Improvement Scotland</b>  |  |
|           | ST noted that Carole Wilkinson has been appointed as the new Chair of Healthcare Improvement Scotland and welcomes Carole to the role. ST   |  |

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|           | informed that she would arrange to invite the new Chair to the next SIGN Council.  |  |
| <b>9.</b> | <b>SIGN Council Business</b>   |  |
| 9.1       | Membership   |  |
|           | <p>JK reminded Council that members and deputies are required for the following:</p> <p>Academy – Member + 2 deputies<br/> SGPC – deputy<br/> Early career – 1 member + 2 deputies<br/> AHP – deputy<br/> RCOG – deputy<br/> RCPE – deputy<br/> RCPSG – deputy (surgery)<br/> RCPsyc – deputy</p> <p>HIS clinical directorate – deputy</p> <p>The need for new members for Strategy and GPAG was discussed earlier in the meeting.</p>   |  |
| 9.2       | Events and awareness raising   |  |
|           | <p>BK informed of the BMJ IHI International form for Quality and Safety being held in Glasgow on 27-29 March 2019. BK advised should anyone be interested in attending that a discount is available to Scottish attendees. Further information on the event can be found <a href="#">here</a>.</p> <p>BK informed of the next QI Connect session via WebEx with Fiona Goodlee on 'Too much medicine...winding back the harms of medical excess' on 31 October 2018 from 4.00pm to 5.00pm.</p> <p>MG informed of the Royal College of Ophthalmologist Annual Congress 2019 being held at the SEC Glasgow on 20-23 May 2019. Further information on the event can be found <a href="#">here</a>.</p> |  |
| <b>10</b> | <b>AOB</b>   |  |
|           | No items were raised.  |  |
| <b>13</b> | <b>Next Steps and Actions</b>  |  |
|           | <ul style="list-style-type: none"> <li>• ST to draft process on Prioritisation and links with Guideline Programmes and bring to Council</li> <li>• JK and RJ to attend Academy of Medical Royal Colleges</li> <li>• JK to keep Council apprised on Scottish Government Short Life Working Group on Declarations of Interest.</li> </ul>  | <b>ST</b><br><br><b>JK/RJ</b><br><b>JK</b> |
| <b>14</b> | <b>Date of next meeting</b>  |  |
|           | <p>13 February 2019, Edinburgh<br/> 05 June 2019, Glasgow<br/> 13 November 2019, Edinburgh</p> <p><b>Venues for the above meetings shall be confirmed in due course.</b></p>   |  |