



APPROVED MINUTES

**Scottish Intercollegiate Guidelines Network (SIGN) Council meeting
Wednesday 13 February 2019, 10.30 am -1.00 pm
Healthcare Improvement Scotland, Edinburgh**

Present	
Professor John Kinsella (JK)	SIGN Chair
Mr Mohammed Asif (MA)	Royal College of Surgeons of Edinburgh
Dr Emilia Crichton (EC)	Faculty of Public Health Medicine (by telephone)
Dr Mary Anne Burrows (MAB)	Scottish General Practice Committee
Mr Euan Dickson (ED)	Royal College of Physicians and Surgeons of Glasgow
Dr George Fernie (GF)	Healthcare Improvement Scotland
Ms Alison Gray (AG)	Allied Health Professionals
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
Mr Michael Macmillan (MM)	Public Partner
Mr Kenneth McLean (KM)	Lay representative
Mr Steve Mulligan (SM)	British Association for Counselling and Psychotherapy (by telephone)
Professor Phyo Kyaw Myint (PM)	Royal College of Physicians of London (by telephone)
Professor Ronan O'Carroll (RO)	British Psychological Society (by telephone)
Ms Caroline Rapu (CR)	Royal College of Nursing
Ms Margaret Ryan (MR)	Royal Pharmaceutical Society (by telephone)
Mr Duncan Service (DS)	Evidence Manager, SIGN
Dr Lydia Simpson (LS)	Junior Representative
Mr Matthew Smith-Lilley (MSL)	British Association for Counselling and Psychotherapy – deputy (by telephone)
Dr David Stephens (DSt)	Royal College of General Practitioners
Mr Alan Timmins (AT)	Royal Pharmaceutical Society (deputy)
Dr Sara Twaddle (ST)	Healthcare Improvement Scotland
Eileen Wallace (EW)	Lay representative (by telephone)
In attendance	
Ms Aimie Little (AL)	Executive Secretary to SIGN Council (Minutes)
Observers	
Mrs Carole Wilkinson (CW)	Chair, Healthcare Improvement Scotland

Apologies	
Dr Jenny Bennison	Royal College of General Practitioners – SIGN Vice-Chair
Dr Grant Baxter	Faculty of Clinical Radiology
Suzanne Clark	Lay representative
Ms Iris Clarke	Allied Health Professionals
Professor Lesley Colvin	Royal College of Anaesthetists
Mr Mike Gavin	Royal College of Ophthalmologists
Dr Sara Davies	Scottish Government
Mr Mike Gavin	Royal College of Ophthalmologists
Ms Karen Graham	Public Involvement Advisor, SIGN
Professor Gregory Lip	Royal College of Physicians of Edinburgh
Dr Donald MacGregor	Academy of Colleges
Dr Vivienne MacLaren	Faculty of Clinical Oncology
Michael Macmillan	Public partner
Dr Rajan Madhok	Royal College of Physicians and Surgeons Glasgow
Dr Jane Morris	Royal College of Psychiatrists
Dr John O'Dowd	Faculty of Public Health Medicine
Dr Brian Robson	Healthcare Improvement Scotland
Ms Mary Ross Davie	Royal College of Midwives
Ms Jacqueline Thompson	Royal College of Nursing

1.	Welcome and apologies	
	<p>The Chair welcomed Council members and observers to the meeting. JK welcomed new members Mohammed Asif (Royal College of Surgeons Edinburgh) and Euan Dickson (Royal College of Physicians and Surgeons of Glasgow) to the meeting.</p> <p>A very warm welcome to Carole Wilkinson, the new Chair of Healthcare Improvement Scotland.</p> <p>Apologies were noted as above.</p>	
2.	Register of Interests	
	<p>The Register of Interests was circulated to members during the meeting. JK reminded all members to complete the new Declaration of Interest by 20 February 2019. If anyone who had any changes to be made or has not completed a Declaration of Interests to do so before leaving the meeting today; Named forms were made available.</p> <p>JK provided an update on the Scottish Government Short Life Working Group on Declaration of Interests. The group had two more meetings to be held. A decision was made by the group that to make recording easier it would recommend adapting the Declaration of Interest form currently being used by NHS England for Scotland. By adapting the form, the group hopes to standardise the form for the whole of the NHS within the UK.</p>	

3.	Minutes of the previous meeting	
	<p>The minutes of the previous meeting were accepted as accurate, subject to the following amendment:</p> <ul style="list-style-type: none"> • <i>Page 1</i> – Amend the spelling of Jacqueline Thompson’s first name which was spelt incorrectly • <i>Page 1</i> – Correct Kenneth McLean’s surname from McLaren • <i>Page 2</i> – Change Michael Macmillan’s title to Public Partner • <i>Page 2</i> – Remove Caroline Rapu from Apologies as she attended by teleconference • <i>Page 3</i> – Remove paragraph “ST reminded that any proposal to the Standards and Indicators Team that was received from the Scottish Government must be completed” as requested by Sara Twaddle • <i>Page 6</i> – Correct Early Career membership to 1 member + 2 deputies <p>These minutes will be available on the SIGN Council and SIGN website.</p>	AL
4.	Action Point Register	
	<p>JK noted attached Action Point Register for information. Standards and Indicators Programme to be discussed under Item 8.</p> <p>JK provided an update on number 4. No date has been set to date for JK and RJ to attend the Medical Royal Colleges. Action to be completed by Summer 2019.</p>	JK/RJ
5.	Strategic Business	
5.1	Strategy group update	
	<p>RJ updated members in Jenny Bennison’s absence.</p> <p>RJ highlighted some of the issues discussed at recent meetings including:</p> <ul style="list-style-type: none"> • Looking at the role of SIGN Council • Terms of reference and the role of Strategy group • Action plan project prioritisation <p>There was discussion around point 1: role of SIGN council. The question was addressed of where SIGN Council fits with the HIS Board and other groups. CW confirmed that a reworking of HIS groups was underway.</p> <p>JK spoke on point 2: Terms of reference and the role of the Strategy group. After discussion JK put 2 questions to the group:</p> <p>Question 1: can the period of three years each member serves for be extended? All members agreed for the period to be extended.</p> <p>Question 2: What length of time should the extended period be for? All members agreed three years but that this must be flexible for when each member starts so that not all step down at the same time.</p> <p>The terms of reference will be updated.</p>	RJ/JB

6	SIGN EXECUTIVE BUSINESS	
6.1	Guideline development programme	
	MM asked if the timelines for publication of patient booklets could be added to the end of the report. There was also discussion around awareness raising of SIGN, for example on televisions in surgeries and hospital waiting rooms. MM also informed council of the Foundation course at University of Highlands and Islands as a potential source for awareness raising. RJ agreed to discuss these opportunities with KG.	RJ
6.2	Project report	
	There was no discussion of the circulated paper.	
6.3	Public partner involvement	
	RJ updated members in Karen Graham's absence. RJ informed members that this was Eileen Wallace's (EW) last SIGN Council as she was stepping down. ST thanked EW for all of her hard work and how she would be missed by everyone. EW thanked ST for her kind comments.	
6.4	Methodology	
	SIGN 50: DS provided an update on SIGN 50. Half of the guideline has now been completed. The team are in the process of preparing to send the completed chapters to the Strategy Group for editorial. Cost Conscious Care: DS updated that work was proceeding on Cost Conscious Care and that RJ, DS and Karen Ritchie, Healthcare Improvement Scotland, are meeting with the consortium partners in Brussels in May. G-I-N Conference 2019: DS informed the meeting that the next G-I-N Conference shall be jointly held with the Joanna Briggs Institute in Adelaide and that abstract submission has now opened. Asthma Living Guideline: DS noted that a meeting has now been arranged and JK, RJ and DS are to meet with BTS and NICE on 28 February to discuss a possible collaboration on the BTS/SIGN asthma living guideline. JM asked what the logical outcome would be for the collaborated guideline and could it be done as a pilot and taken to G-I-N. RJ confirmed that SIGN and NICE have never collaborated to develop a joint guidelines as SIGN's methodology is very different to NICE. KM asked if SIGN have assessed the risk and what the concerns are that each party has regarding methodology. Are there any risks to BTS if one document is produced? MM suggested that co-production with an agreed contract or SLA could be a way forward and CP acknowledged that it could provide an opportunity in terms of funding the project.	

	DSt commented that he has worked on both SIGN and NICE guidelines and that this is an opportunity for all to move forward collaboratively. Council supported taking the discussions forward with NICE.	
6.5	Programme Lead report	
	There was no discussion of the circulated paper.	
7	GUIDELINE PROGRAMME ADVISORY GROUP	
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"> • Preventing type 2 diabetes. • Prophylactic antibiotics in surgery <p>JK updated the group on the meeting held on 30 October to discuss the remit of the proposals received for ADHD in adults and in children. It was agreed not to take the guidelines forward as good evidence is available in guidelines from NICE and the challenge is implementing recommendations and provision of services.</p>	
7.2	Future programme	
	<p>RJ provided an update on the attached paper.</p> <p>JK commented that was grateful to SIGN Council for their support on withdrawing guidelines after ten years. RJ informed the meeting that when a guideline is withdrawn all Distribution Co-ordinators are informed and asked to pass to their colleagues. Anyone who feels that a withdrawn guideline is still needed is welcome to submit a new proposal.</p>	
8.	Update from Healthcare Improvement Scotland	
	<p>ST informed members that Dr Jacqui Sneddon, Principal Pharmacist of the Scottish Antimicrobial Prescribing Group (SAPG) has been awarded a grant through the Fleming Fund to work with hospitals to improve their antimicrobial stewardship in Ghana.</p> <p>ST updated members on the following:</p> <p>Standards and Indicators Programme: It has been agreed that SIGN Council shall be involved in the procedure of prioritising Standards and Indicators. A pack is currently being produced and shall be presented to GPAG at their next meeting in May. Once presented to GPAG the pack and recommendations shall then be brought to SIGN Council.</p> <p>Healthcare Improvement Scotland Board report: ST informed that Healthcare Improvement Scotland is currently recruiting two Directors and applications for the posts closed at the end of the week commencing 8 February. It is hoped that appointments shall be made to the posts in March. Should no new Director of Evidence be appointed by the next SIGN Council, Karen Ritchie shall attend. ST will send the Board</p>	

	<p>summary to SIGN Council members following the next Board meeting on 20 March.</p> <p>JK informed members that this was STs last SIGN Council and thanked ST on behalf of the members for all of her hard work.</p>	
9.	SIGN Council Business	
9.1	Membership	
	<p>JK reminded Council that members and deputies are required for the following:</p> <p>Academy – member + 2 deputies SGPC – deputy Early career – 2 members AHP – deputy RCOG – deputy RCPE – deputy RCPSG – deputy (surgery) RCPSyc – deputy RCOP – member and deputy</p> <p>An email shall be sent out to all appropriate bodies for new members</p>	
9.2	Events and awareness raising	
	<p>JK reminded all members of helping to raise aware of SIGN and to please share if any events are known that SIGN could present at or attend.</p>	
10	AOB	
	<p>RO raised the matter of the SIGN Council newsletter which had not been produced recently. RJ informed that the newsletter had stalled due to a resources issue but that RJ and AL had an action plan and were working on producing a new newsletter. AL has different ideas on formats and once produced the newsletter shall be sent on to colleagues.</p> <p>JK made Council aware that he would be stepping down at the end of June and the post would be advertised shortly by HIS.</p>	
11	Next Steps and Actions	
	<ul style="list-style-type: none"> • JK and RJ to provide an update following the meeting with BTS and NICE on 28 February. • ST to update on Standards and Indicators Programme • SIGN Chair 	
12	Date of next meeting	
	<p>05 June 2019, Room 6.4 & 6.5, Delta House, Glasgow</p> <p>13 November 2019, Boardroom, Gyle Square, Edinburgh</p>	