

Attending a Scottish Intercollegiate Guidelines Network (SIGN) Council meeting

Information for members of the public

This factsheet is for members of the public who wish to observe a SIGN Council meeting. SIGN welcomes your attendance at these meetings. We hope it will help you understand how SIGN works to improve the quality of healthcare for patients in Scotland. We aim to do this by reducing variation in practice and outcomes through the development and dissemination of national clinical guidelines.

About SIGN Council

SIGN Council is the decision-making body for SIGN with overall responsibility for strategy and policy. Members of SIGN Council determine the overall direction of SIGN's development and play a key role in shaping the SIGN guideline programme.

Members of SIGN Council are nominated by Royal Colleges or other professional organisations or committees. They also represent their specialty or discipline in a wider sense and consult with other specialist societies in their field. Members are selected to ensure that diversity and inclusion are addressed across SIGN Council. The members of guideline development groups can also be nominated to become members of SIGN Council. Public partners are identified from an open call for interested individuals followed by a selection process.

All members of SIGN Council make yearly declarations of interest, according to our [Policy on Declaration of Competing Interests](#), which can be found in the [Register of Interests](#). Updates are recorded after each SIGN Council meeting.

Attending a SIGN Council meeting

SIGN Council meets four times a year and the minutes from the previous meeting are made available on the [SIGN website](#) after each meeting. Meetings are in-person and online to ensure good attendance and engagement. To support SIGN's commitment to openness and transparency SIGN Council meetings are open to anyone interested in observing. We hope that it will help people understand how we determine the direction of SIGN's development and shape the SIGN guideline programme.

If you are interested in observing a meeting please contact Gaynor Rattray, SIGN Guideline Co-ordinator at gaynor.rattray@nhs.scot or sign@sign.ac.uk

Confidentiality

Meeting discussions are confidential until the minutes are published on the SIGN website. Attendees are expected to respect this confidentiality and not share any details until the official minutes are released. This ensures that all information is accurately represented and prevents any potential miscommunication.

When and where are the meetings currently held?

Future SIGN meeting dates are available on the [SIGN website](#). They will either be held virtually through Microsoft Teams, in-person or a combination of the two. In-person meetings will be held in the Glasgow office of Healthcare Improvement Scotland, Delta House, 50 West Nile Street, Glasgow G1 2NP. If a meeting is cancelled or the time or location of the meeting changes, we will let you know as quickly as possible.

What time should I arrive and do I need to stay for the entire meeting?

If attending the meeting, please join or arrive promptly at the time highlighted on the invite. If you are not present for the start of the in-person meeting, you should wait for an appropriate break to enter the meeting room. You are expected to stay until the meeting ends. However, if it is necessary to leave the meeting early, please do so quietly.

What will happen when I arrive at the meeting?

On arrival, you will be welcomed by a member of the SIGN team, who will explain how the meeting will work. They will be your point of contact throughout the meeting. They will deal with any queries you may have.

Will papers be provided for public observers to follow the meeting?

You will be given an information pack containing an agenda and copies of the papers. Papers will be sent by email before the meeting. You can request printed copies if emailed papers are not suitable for you.

Will refreshments be provided?

Tea, coffee and water will be provided within the meeting room.

The following must be followed during the meeting:

- mobile phones must be switched off for the duration of the meeting
- audio and video recording, photography and the use of social media during the meeting are discouraged
- members of the public cannot speak or ask questions during the meeting, unless invited by the Chair
- you should always keep your belongings with you in case of an emergency.

Who will be at the meeting?

In addition to SIGN Council members, members of staff involved in running and supporting the meeting will attend the meeting. Invited observers may also be present.

What information is discussed at the meeting?

Development of new SIGN guidelines for health and social care professionals, cross-organisational working within Healthcare Improvement Scotland, strategic business and general Council business, such as co-opting new members.

How long will the meeting last?

The Chair will outline the agenda for the day at the start of the meeting. SIGN meetings are scheduled to run for 2 hours. Depending on the number of agenda items and length of discussions, meetings may finish slightly earlier or later.

Will I be able to listen to all the discussions?

SIGN is fully committed to holding its meetings in public and we would like as much of the meeting as possible to take place with the public present.

Can I take notes at the meeting?

You may take notes. Minutes of the meeting will be published on the website once approved by the Council. Until that time, meeting discussions are confidential.

Can I quote or report what is said at a meeting?

This is a public meeting and what members say can be quoted after the meeting. We rely on a full and frank exchange of views to carry out our work and members of SIGN Council will debate issues thoroughly. We ask the public to respect that it is important that members can speak freely without concern that they may be misquoted or that what they have said is taken and reported out of context.

Can I use social media during the meeting?

Live reporting of meeting proceedings is discouraged.

Can I conduct a research study on the meeting or SIGN (or both)?

If you have registered to attend a meeting and wish to conduct a study on the meeting or SIGN processes, please contact sign@sign.ac.uk. You will need to provide details of the purpose and context of your study and the information you plan to gather during the meeting. This will then be passed to SIGN Council for consent. You will be informed of SIGN's decision by email. If it is not possible for you to conduct your research study, you will still be able to observe the meeting. If you no longer wish to attend the meeting, please contact sign@sign.ac.uk as soon as possible.

What facilities are there to accommodate people with disabilities?

Wheelchair users have direct access to the venue from the street. However, because of the venue's building regulations set by the fire service, there are limits on the number of people with mobility issues we can accommodate at meetings. If you are a wheelchair user or have walking difficulties, please contact sign@sign.ac.uk so we can ensure appropriate support is in place. The meeting room is fitted with an induction loop for people with hearing impairment. Please let us know in advance if you need to use it.

Are there regulations for members of the media registering to attend a meeting?

A member of the Healthcare Improvement Scotland communications team will attend meetings when members of the media are present and provide an appropriate briefing. For media enquiries, contact sign@sign.ac.uk

Are there any other categories of observers?

Healthcare Improvement Scotland staff, external representatives (eg from NHS boards) or invited guests may attend meetings with the permission of the SIGN Chair.

Do I need to let you know if I am no longer able to attend a meeting I have registered to observe?

Please contact sign@sign.ac.uk as soon as possible if you are unable to attend the meeting. There are a limited number of public places available to attend meetings, and by sending your apologies with as much notice as possible, your place can be given to someone else.

Feedback and evaluation

We encourage you to provide honest feedback via sign@sign.ac.uk to help us review and improve the experience for observers.

Observer confidentiality statement

As an observer of a SIGN Council meeting, I will maintain confidentiality in respect of all information shared with me, except when published in minutes of the relevant meeting on the SIGN website. I acknowledge that information shared with me may include meeting papers, notes from meetings, discussions/comments observed at meetings, and any advice related to meetings, which I attend as an observer.

Signed:

Print name:

Date:

If you have any questions regarding attending the SIGN Council meeting, please don't hesitate to get in touch at sign@sign.ac.uk