

List of documents/information provided

Background information

- (Paper 1)** 12 November 2007 – Letter from Cabinet Secretary to Brian Beacom (copy attached) re Actions from 2007 Annual Review.
- (Paper 2)** February 2008 – remit of Independent Review of Scottish Health Council (attached).
- April/May 2008 – Commissioning process undertaken by the Scottish Health Council.
- 29 May 2008 – Meeting with tenderers

Recorded information contained in correspondence between the Patients and Quality Division of the Scottish Government and staff of the Scottish Health Council since 1st August 2008 concerning the discharge of the functions of the Scottish Health Council, in relation to the independent review of the Council.

1 September 2008 - The Patient Focus Public Involvement Designated Directors were informed that the independent review of the Scottish Health Council would be undertaken by the Scottish Council Foundation and McCormick.McDowell. They were informed that a Steering Group (which included representation from the SHC and SGHD) had been established and that initial findings from the review would be presented at the Designated Directors meeting on 12 September. They were also reminded that the SHC would host events on 3 and 5 Sept which would include focus group discussion in relation to the review.

- (Paper 3)** 21 November 2008 - Shona Robison's letter to the SHC with action points following the SHC 2008 Annual Review (copy attached)
- (Paper 4)** 27 November 2008 – draft letter for issue to SHC staff (attached)
- (Paper 5)** 4 December 2008 – Letter from Cabinet Secretary to Health and Sport Committee (attached)
- (Paper 6)** 4 December 2008 – Letter from Cabinet Secretary to Mary Scanlon MSP (attached)
- (Paper 7)** 9 December 2008 – internal e-mail re report of Independent review (attached)

(Paper 8) 14 January 2009 – Letter from Kevin Woods to Richard Norris re Action Plan (attached)

11 and 20 March 2009 – exchange in relation to draft work plan. Copy of item relating to independent review is reproduced below.

Aim 4: Endeavour to have appropriate systems, processes and infrastructure in place to support the delivery of our key functions, and to operate in an efficient and effective manner

| Objective | Action | Action plan | Timescale |
|---|--|-------------|-----------------|
| 12. Review and improve internal policies, systems and processes, taking account of any relevant recommendations from the independent review | 12. Develop and implement an action plan that also takes account of the establishment of the new scrutiny body to ensure that any necessary changes are progressed | Action plan | Q 1 and ongoing |

(Paper 9) 20 April 2009 – Agenda for meeting with SHC (attached)

(Paper 10) 1 June 2009 – Letter from Fiona Montgomery to Brian Beacom giving guidance for SHC 2009 Annual review (attached)

(Paper 11) 1 July 2009 – SHC Action Plan (attached)

(Paper 12) 25 August 2009 – A form to Fit Function implementation Timescales (attached)

(Paper 13) 7 September 2009 – Letter from Shona Robison, Minister for Public Health and Sport to Brian Beacom, SHC (attached)

(Paper 14) 9 September 2009 – Letter from Andrew Macleod to Graham Teasdale, Chief Executive, NHS Quality Improvement Scotland (attached)