Advisory Group Meeting

Meeting Minutes

Bridgeside House, Edinburgh and MS Teams
16 March 2026 13:00-15:00

Status: Approved

Attendees:
Karen Tichener (KT)
Moira Manson (MM) - Chair
Dawn Saunders (DS)
Tom Steele (TS)
Gordon Shepherd (GS)
Jason Leitch (JL)
Laura Jones (LJ)

Apologies: Margaret McCartney (MMc)

1. MM welcomed everyone to the first meeting of the Advisory Group and thanked everyone for agreeing to become members.

2. **Introductions** were made by all attendees along with a brief summary of their respective backgrounds and experience.

3. **Terms of Reference (ToR,) of the Advisory Group -** (shared in advance of the meeting,) were discussed and agreed. Point of note that these should be revisited and revised if necessary, following the next few meetings rather than the 1-year review period that was suggested as the Commissioner's office is new and evolving. There was also a discussion of the requirements of the Advisory Board members. KT responded by requesting that any relevant patient safety information from members knowledge and engagement with their communities would be helpful and to contact the office at any time. LJ offered some support from her **experience in her organisation.**

   Action 1 – MM to bring ToR to meeting in September 2026 for review.

4. **The Scottish Patient Safety Commissioners Statutory Powers and Provisions: Principles and Charter for the Office (Draft) -**

   The draft Principles and Charter had been shared in advance of the meeting. GS indicated that consideration should be given to a shortened version, in particular for members of the public. Following some suggestions, some of the language was changed in the document and agreed unanimously. MM advised that next steps were sharing with the Public Service Corporate Body, (PSCB) for comment and agreement.

   Action 2: MM to create shortened version of Principles and Charter for Website/members of the public and share with PSCB.

5. **Patient Safety – Early Emerging Themes** – KT discussed the recurring themes that are emerging from conversations with patients and other organisations, namely, emergency services, Maternity and neonatal care, access to healthcare in rural settings and mental health services. Further updates will be brought to future meetings.

6. **AOB** – GB shared some insights from his experiences of maternity services in Dumfries and Galloway, particularly Stranraer. He updated the group on his ongoing work to obtain data for further research. MM committed to follow up and meet with GS for further detail on this.

   Action 3 : MM to meet with GB out with meeting to discuss his insights in more detail.

7. MM thanked members for attending and advised date will be arranged for next meeting in June 2026.

Advisory Board Meeting Actions

Action	Update	Status
1 - MM to bring ToR to meeting in September 2026 for review.	Scheduled for review in September 2026	Open
2 - MM to create shortened version for Website/members of the public and share with PSCB	Approved by SPCB on 20 April 2026. Also available on website	Closed
3 - MM to meet with GB out with meeting to discuss his insights in more detail.	Meeting took place on 23 April 2026 and ongoing discussions scheduled	Closed