



# Attending a SHTG Council Meeting

## Information for participating patient organisations

### SHTG Council meetings

The SHTG Council role is to advise on and support best use of health technology interventions within NHS Scotland. It is made up of representatives from NHS boards, clinical and professional networks, academia, National Procurement and Scottish Government. It also includes two volunteer public partners, who represent a public view.

### What information is assessed at the meeting?

When we look at health technologies, we consider:

- How well the technology works compared to currently used treatments.
- What difference the health technology makes to the lives of patients and carers.
- The number of patients likely to benefit from the technology.
- How safe the technology is.
- How much the technology costs compared to other treatment options.

The SHTG Council takes decisions by consensus following discussion of the evidence. Our advice is published on our website as soon as possible after each meeting. The status of recommendations is “required to consider”. This means that when NHS planners and decision makers are considering a technology for use in their area, they should take into account the advice we publish.

## **What is my role as a participating patient organisation representative?**

Your role is to present your patient organisation submission to the SHTG Council and answer any questions which members may have about it. PowerPoint templates are available for presentations.

## **Who from my patient organisation can participate?**

Two representatives per submitting patient organisation are able to participate at the meeting for the technology the submission was provided for.

For joint patient organisation submissions, the number of representatives per patient organisation should be discussed with the SHTG Public Involvement Advisor.

## **What is expected of me during the meeting?**

The Public Involvement Advisor will discuss with you in the weeks leading up to the meeting how you plan to present your patient organisation submission, give you advice on the best way to do this and provide any assistance that you need with your presentation.

At the start of the meeting you will be in the physical or virtual public gallery depending on the format of the meeting. At the beginning of discussions about the technology for which you provided a submission for, the Chair will invite you to join the table for the discussion about the technology and ask you to introduce yourself.

When it is your turn to present, it will be your role to give an overview of your patient organisation submission in the time allocated. If a council member has a question regarding your submission, they will ask permission from the Chair for the question to be asked. If the question is appropriate, the Chair will invite you to answer.

The only part of the meeting which you will not be able to take part in, is during any closed sessions.

## **What if I am unable to attend the meeting?**

We understand that it is not always possible for patient organisations to send a representative to attend the meeting. If you are unable to attend in person, your submission will still be included in the members' meeting papers and form part of the presentation about the technology to ensure it is still a key part of the decision making process.

## **Do I need to stay for the entire meeting?**

You are welcome to stay for the entire meeting but can leave after the technology you have made a submission for has been discussed.

## **What will happen when I arrive at the meeting?**

If the meeting is being held in a physical location, you will be welcomed by the Public Involvement

Advisor who will explain how the meeting will work. They will be your point of contact throughout the meeting and will deal with any queries you may have. A public attendees' space within the meeting venue is provided for you to use before the meeting and during the break.

If the meeting is held virtually, then full details of how to access the meeting will be sent to you in advance by the Public Involvement Advisor.

### **Will committee papers be provided for the council meeting?**

You will be supplied with an information pack around a week before the meeting containing an agenda and copies of the draft advice for each technology. If this has been emailed to you, it should be deleted after the meeting or appropriately disposed of if a hard copy was sent out to you in the post. This is because there may be confidential information contained in the paperwork and the detail within them may be subject to revision following the meeting.

### **Who will be at the meeting?**

In addition to the SHTG Council members, staff involved in running and supporting the meeting will be in attendance. Invited observers may also be present, along with members of the public who have registered for a place in the public gallery.

### **How long will the meeting last?**

The Chair will outline the agenda at the start of the meeting. The presentations and discussions usually take around 60 minutes for each technology. Depending on the volume of business and discussions, meetings may finish slightly earlier or later than billed on the agenda.

### **Will the final advice be announced at the meeting?**

The SHTG Council aims to finalise its advice during the meeting but the advice will not be considered final until it is published on our website, as changes to it can be made after the meeting.

### **When will the final advice be published?**

Advice is published on the website as soon as possible after the meeting it was discussed at.

### **Can I talk to members of the council?**

The role of members is to make an independent assessment of the evidence. It is very important that no one tries to influence an individual member during breaks or outside the meeting.

### **Can I take notes at the meeting?**

You may take notes but should ensure that confidential information is not shared, such as information available in the paperwork. Meeting minutes will be published on the SHTG website around four weeks after the meeting.

## Can I use social media during the meeting?

The use of mobile phones, and recording or live reporting of committee meeting proceedings is not permitted during the committee meeting.

## What facilities are there to accommodate people with disabilities if the meeting is held in a physical location?

Wheelchair users have direct access to the venue from the street. However, due to the venue's building regulations set by the fire service, there are limits on the number of people with mobility problems we can accommodate at meetings. If you are a wheelchair user or have walking difficulties, please contact the Public Involvement Advisor so we can ensure appropriate support is in place.

The committee meeting room is fitted with an induction loop for people with a hearing impairment. Please let us know in advance if you need to use it.

## Will I be able to claim expenses to attend if meeting in a physical location?

You are able to claim reasonable standard class travel to attend the meeting. If you are planning to claim for any travel, this must be agreed with the Public Involvement Advisor in advance of the meeting. For further details about claiming expenses, please speak to the Public Involvement Advisor.

## Feedback & evaluation

The Public Involvement Advisor will send you an online survey link following the meeting, asking for your opinions on the experience of participating in the meeting and the run up to it. We encourage you to provide honest feedback to help us review and develop our processes.

**If you have any questions, please contact our Public Involvement Advisor:**

**Email: [his.shtg@nhs.scot](mailto:his.shtg@nhs.scot)**

**Telephone: 07929 026658**