

notes & actions

NATIONAL HEATING & VENTILATION ADVISORY GROUP

Tuesday 9th July 2024 @ 14.00 am on MS TEAMS

Present:

| | | |
|------------|------------|-------------------------|
| [REDACTED] | [REDACTED] | NHS Lanarkshire |
| [REDACTED] | [REDACTED] | NHS Scotland Assure |
| [REDACTED] | [REDACTED] | NHS NSS BST |
| [REDACTED] | [REDACTED] | NHS Scotland Assure |
| [REDACTED] | [REDACTED] | NHS Scotland Assure |
| [REDACTED] | [REDACTED] | NHS Lanarkshire |
| [REDACTED] | [REDACTED] | NHS Scotland Assure |
| [REDACTED] | [REDACTED] | NHS Dumfries & Galloway |
| [REDACTED] | [REDACTED] | NHS Scotland Assure |
| [REDACTED] | [REDACTED] | NHS Tayside |
| [REDACTED] | [REDACTED] | NHS Scotland Assure |

Apologies:

| | | |
|------------|--------------------|-----------------------------|
| [REDACTED] | [REDACTED] (Chair) | NHS Dumfries & Galloway |
| [REDACTED] | [REDACTED] | NHS Greater Glasgow & Clyde |
| [REDACTED] | [REDACTED] | NHS Highland |
| [REDACTED] | [REDACTED] | NHS Scotland Assure |
| [REDACTED] | [REDACTED] | NHS Grampian |
| [REDACTED] | [REDACTED] | NHS Forth Valley |

1. Welcome/Apologies

| | |
|------------|------------|
| [REDACTED] | [REDACTED] |
| [REDACTED] | [REDACTED] |

2. Discussion on updates to SHTM 03-01

- The comments tracker was shared and summarised.



Chair
Chief Executive
Director

Keith Redpath
Mary Morgan
Julie Critchley

NHS National Services Scotland is the common name of the Common Services Agency for the Scottish Health Service

notes & actions

- noted that if updates are carried out on SHTM 03-01, there may be clauses which don't match the SCART question sets, as in some cases the questions are out of date. It was noted that the updates to guidance would come first then followed by updates to the question sets. It was queried whether the updates to SCART question sets form part of the Terms of Reference for the group. ■ / ■ to confirm.
- A review will be required for the reference documents section at the end of the SHTM 03-01, ■ volunteered to review this section of the document.
- Review to then be circulated for the notes.
- The importance of clinical input for the document was also noted. ■ noted that there may be an opportunity to bring in clinical colleagues from NHS LA, depending on their availability.



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action log

| ACTION NO | ACTION | OWNER | AGENDA ITEM NO | DATE OF MEETING | Next Update Due | Progress |
|-----------------|---|------------|----------------|-----------------|-----------------|--|
| 2024-07-09/2 | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | |
| 2024-06-11/2 | Wording to be amended/developed/added to for the chapters; section A: General – line 48; tables 2 & 5/app2; table 3. Section B: 1.51; 4.7 | [REDACTED] | 2 | 11/06/2024 | TBC | |
| 2024-06-11/2 | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | |
| 2024-06-11/2 | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |
| 2024-05-14/3 | Wording to be amended/developed to the chapters; 5.1, 5.25, 8.35, 8.154, 9.8, 9.131, 9.241, 9.212/9.223 & 11.6. | [REDACTED] | 3 | 14/05/2024 | 12/06/2024 | |
| 2023-07-18/8.1 | Comments on implementing a risk-based approach to SHTM 03-01 to be circulated with the meeting notes | [REDACTED] | 8 | 18/07/2023 | 17/10/2023 | 17/10/2023 – Discussion was had as part of agenda. This can be taken off the action log. |
| 2023-07-18/11.1 | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |
| 2023-07-18/12.1 | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |
| 2023-04-25/5.1 | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |

