

Scottish Infected Blood Support Scheme

Guidance on Appeals

Introduction

The Scottish Infected Blood Support Scheme (SIBSS) will consider a range of applications for support for those who are infected or affected by Hepatitis C or HIV, or both, as a result of infected NHS blood or blood products.

While we will hopefully be able to approve the majority of applications, if your application is refused, you can appeal against SIBSS' decision and it will be reconsidered.

What steps should I take if I wish to appeal?

If your application relates to one of the following types of application and it is refused:

- an application to join the SIBSS scheme from someone who is infected or their estate in cases where the infected person has died;
- an application to progress to advanced hepatitis C payments (formerly known as Stage 2) in order to receive an increased lump sum and also regular payments;
- an application from the widow, widower, civil partner or long-term partner of an infected person who has died to receive an annual payment;
- an application for a one-off grant;
- an application for income top-up support or the living costs supplement;

then you will receive information about the reasons why your application was refused. If you do not agree with the conclusions reached by SIBSS staff, you can let them know that you wish to appeal against their decision. If you do wish to appeal, you should let them know **within three months** of the date of the letter notifying you that your application had been refused. SIBSS may consider appeals received more than three months after you were notified of their decision, but only where you provide a good reason why you could not let them know earlier.

If you wish to appeal you should provide a letter or email stating why you wish to appeal against SIBSS' decision. In this letter or email you should refer to the reasons your application was rejected and try to:

- give SIBSS more information about those specific points and why you disagree with them;
- if possible, include more evidence that covers these points.

You do not have to provide any additional information, but if there is any additional information or evidence which you feel is relevant to your case, then you should provide it.

What will the appeals panel consider?

Your case will be passed to the appeals panel. While SIBSS will provide secretariat support and arrange for the appeals panel to meet, the panel are completely independent of SIBSS staff and they are impartial – so they do not have any financial or other interest which might bias their opinion in favour of either SIBSS or the applicant.

The role of the panel is to reach a judgement on whether or not your application meets the criteria set out for the relevant aspect of the Scottish Infected Blood Support Scheme which you are applying for. You may wish to refer to [Scottish Infected Blood Support scheme](#) eligibility criteria, as set out by the Scottish Government, along with other guidance documents on the website, which explain the eligibility criteria for particular grants. For example, the panel may reconsider whether or not, on the balance of probabilities, your Hepatitis C or HIV infection was caused by infected NHS blood or blood products.

The panel will primarily rely on the information provided in the application form, any supporting statements from clinicians and any additional information you supply at the appeal stage. However, if relevant, the panel may also request further background information, such as from the clinician or another medical professional who has been involved in treating you (or the infected person if they have since died) either now or at the time when you/the infected person was thought to have been infected. In some circumstances, they may also seek an independent view from a medical professional to help advise the panel on the latest evidence relating to Hepatitis C or HIV infection impacts.

An appeal will only be considered where it is made on the basis that you feel either:

- a) that SIBSS has incorrectly reached a view that you are not eligible for a payment in accordance with the scheme eligibility criteria or
- b) that their decision regarding a Support and Assistance grant application is not justified when taking account of the guidance provided on this website.

An appeal would not be considered in cases where you acknowledge that you are not eligible under the current eligibility criteria, but you disagree with those criteria (in such cases, your application could only be reconsidered if the Scottish Government agreed to amend the eligibility criteria). Also, you can only appeal **once** in relation to any individual application to SIBSS, although you can appeal again for example if you have submitted two different applications for different types of payments, which were both refused.

Information about the current appeals panel members is provided in the **Annex**. Each of the members has relevant clinical or other experience to enable them to consider appeals of this type. For each case, three of the panel members will be asked to meet to review the evidence and reach a view on whether or not the original decision made by SIBSS was correct.

Can I attend the appeals panel?

You do not have to attend, but if you would like to attend the panel's meeting to provide evidence in person then you can do. Please let SIBSS know if you would like to do this – and, if so, also let them know any particular dates you could not attend and any particular requirements you may have, such as due to mobility issues, to ensure they can arrange a suitable venue for the meeting.

If you wish, you can also bring one person with you to the panel's meeting. This could be either a family member, a friend, a carer or someone who works for or with an organisation which supports people affected by infected blood and/or by Hepatitis C or HIV.

At the panel's meeting, you will get an opportunity to make a statement if you wish and the panel members may also ask you some questions. If you have difficulties with communicating then, if you prefer, you can ask the person you bring with you to speak on your behalf if they know you well and understand the details of your application. You should always let SIBSS know who that person is in advance of the panel meeting, so they can make the appropriate arrangements. We understand that this can be a stressful and emotive experience for those affected – applicants will always be treated with sensitivity and courtesy by the panel, with the atmosphere as informal as possible. Although you can only bring one representative to attend the panel meeting in person, you can of course ask other people to assist you in preparing your statement. All the information you provide – both in your application and to the panel members – will be treated in confidence.

What happens next?

Following the panel's meeting, the panel will consider the evidence provided to them and make their decision. Once they have agreed their decision, they will inform SIBSS of this. The panel will write to you as soon as is possible to let you know of the panel's decision and provide you with information on the reasons the panel gave for its decision.

If your appeal was successful, then SIBSS will process your application as soon as possible and arrange for any payments that are due to you. Where your application was for a regular payment (either annual payments or regular income top-up support) then your payments will be backdated to the date when you first submitted your original application to SIBSS.

Contact details

If you have any queries about this or you can call SIBSS on 0131 275 6754 or email NSS.SIBSS@nhs.net. There is also further information about the scheme on the website at <https://nhsnss.org/SIBSS>.

ANNEX – Appeals Panel Members

<p>Professor Graeme Laurie (Chair)</p>	<p>Graeme Laurie is Professor of Medical Jurisprudence in the School of Law at the University of Edinburgh and Founding Director of the JK Mason Institute for Medicine, Life Sciences and the Law.</p> <p>Graeme was the Chair of the UK Biobank Ethics and Governance Council from 2006-2010 and Chair of the Privacy Advisory Committee in Scotland from 2005-2013. He served as the Founding President of the European Association of Health Law from 2008-2013.</p> <p>He has also held a membership of a number of external professional and policy bodies including the Nuffield Council on Bioethics and the British Medical Association's Medical Ethics Committee, both from 2009-2015. He served as a member of the Royal Society Working Group on Science as an Open Enterprise (2011-12), and the Canadian Academies' Expert Panel on Timely Access to Health and Social Data for Health Research and Health System Innovation (2014-2015).</p> <p>Most recently, he was the UK representative on the Council of Europe Expert Group on the revision of Recommendation 2006(4) on research on biological materials of human origin (2012-2016), which led to the adoption of a new Recommendation in May 2016.</p> <p>Currently, he is a member of the Scottish Government Data Management Board and was appointed to the Health Research Authority's National Research and Ethics Advisors' Panel in 2017.</p>
<p>Professor Peter Mills</p>	<p>Professor Peter Mills has just retired as Consultant Physician and Hepatologist at the Queen Elizabeth University Hospital, Western Infirmary and Gartnavel General Hospital in Glasgow. He has held this post since 1988 and currently works part-time for NHS Fife.</p> <p>He is also an Honorary Professor in Medicine at the University of Glasgow. He has been an advisor to the Greater Glasgow and Clyde Health Board, Chair of the Advisory Group in Gastroenterology, President of the Scottish Society of Gastroenterology, Director of Medical Examinations for the Royal College of Physicians and Surgeons of Glasgow and Chair of the Specialty Certificate Examination Board in Gastroenterology.</p> <p>He also serves on the Appeals Panel for the General Medical Council, Skipton Fund and the Social Security and Child Support Tribunal.</p>

<p>Dr Henry Watson</p>	<p>Henry Watson Consultant Haematologist Aberdeen Royal Infirmary Haemophilia Centre Director, NHS Grampian</p> <p>Over 25 years of experience dealing with the consequences of transfusion transmitted infection. Previous member of the UKHCDO working group on transfusion transmitted infection, author of guidelines on the management of HCV infection for the UKHCDO and for SIGN. Several publications on transfusion transmitted infection and an MD on hepatitis virus infection in persons with bleeding disorders</p>
<p>Dr Ewen Stewart</p>	<p>Ewen Stewart is a general practitioner working in Lothian and has had an interest in blood borne viruses since 1989. He has worked for NHS Lothian as Clinical Lead for the Viral Hepatitis Managed Care Network since 2009. He was Chair of the Royal College of General Practitioners' Sex, Drugs and BBV Group and a member of EAGA, the Expert Advisory Group on AIDS for the UK chief medical officers.</p>
<p>Dr Susan Siegel (Lay Representative)</p>	<p>NHS Public Partner actively participating in strategic inspections, review of Public Health Programmes, Quality of Care consolidation activities , Palliative Care Guidelines , Adverse Event Reviews, Board Member of Monitoring and Measurement of Safety Programme.</p> <p>Member of Healthcare Improvement Scotland Quality Committee, member of Marie Curie National Expert Voices, manager of Employed Carers' Forum Project.</p> <p>Retired Senior Leader in international Manufacturing and Banking organisations responsible for ensuring worldwide adherence to Quality (ISO) guidelines.</p> <p>PhD in Business Management from State University of New York at Buffalo.</p>