

APPROVED MINUTE of MEETING

Microsoft Teams Meeting

Thursday 8th October 2020, 14.00 – 16.00

PRESENT:

Eric Green (EG)	Head of Estates (<i>Chair</i>)
Caroline Gould (CG)	Locality Representative (SLSWR)
Hamish Fraser (HF)	Locality Representative (SLSWR)
Heather Cameron (HC)	Senior Project Manager, Estates
John Grierson (JG)	Locality Representative (B&S)
Kenny Rodgers (KR)	District Manager, Mid Ross District, Project Director B&S
Tracy Ligema (TL)	Head of Community Services, North & West Division, Project Director SLSWR
Wil Nel (WN)	Clinical Director SLSWR
Sharon Hammell (SH)	Head of Strategic Change and Engagement
Marie McIlwraith (MM)	Project Manager Community Engagement

IN ATTENDANCE: Mairi Simpson-Taylor **(MST)** Project Administrator, Estates (*Minute*)

APOLOGIES:

Alister McNicoll (AM)	Deputy Head of eHealth
Linda Coe (LC)	Locality Representative (B&S)
Deborah Jones (DJ)	Director of Strategic Commissioning, Planning and Performance

ITEM		ACTION
1.	WELCOME AND APOLOGIES	
1.1	EG welcomed the meeting and advised he was chairing on behalf of Deborah Jones. The above apologies were noted.	
2.	NOTE OF LAST MEETING AND MATTERS ARISING (<i>paper circulated</i>)	
2.1	Draft note from meeting of 23 rd July 2020 was approved as an accurate record.	
2.2	HF requested update on item 4.3 of the minute around the SLSWR Option Appraisal. TL advised the following update: <ul style="list-style-type: none"> ▪ Throughout the Covid period communications have been maintained with the North Skye Group, from these conversations a position paper has been written and shared with Steering Group around the operational impact of Covid. ▪ Proposal has been provided from Norman Sutherland as to how the Option Appraisal can be taken forward without face to face events. It is hoped to resume the Option Appraisal in November this year. 	

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2.3	<ul style="list-style-type: none"> ▪ Position paper has also been shared with community group members/leads and Steering Group for consideration/discussion. ▪ An Option Appraisal oversight group made up of NHSH and Community Members is to be set up to keep the Option Appraisal work on track. Meeting of this group is scheduled mid-October prior to scheduled visit of Sir Lewis Ritchie on 26th October. <p>MM advised she is the new Project Manager for Community Engagement for NHSH and will touch base with TL around the SLSWR Option Appraisal and other engagement work.</p>	MM/TL
3.	HIGHLIGHT REPORT (<i>paper circulated</i>)	
3.1	HC talked through the circulated highlight report.	
3.2	HC advised the impact of Covid on construction works has resulted in a 12-week delay in completion for B&S and 13 weeks for SLSWR.	
3.3	KR commended the Technical Team for works they have achieved during the Covid pandemic outbreak and has been significant in keeping the construction works going and mitigating the delay.	
3.4	KR advised that construction works for Heather beds at Grant House is complete. Staffing of the Heather beds will be in place once St Vincent's and Ian Charles Hospitals close, this will release funding and invest in the staff element of this. RAG status is showing as red in the current Highlight report. HC advised this was reported on the old programme date and will be updated to reflect the changes above.	HC
3.5	CG queried if building warrant was submitted for Skye for the internal works, as she understood this was still awaiting approval. HC confirmed the building warrant was submitted in Oct 2019, HC to confirm this has been approved.	HC
3.6	CG asked for further clarification on Risk item 3.3.3: "Required staffing model may not be in place when the new service commences due to Portree hospital remaining open, staff cannot transfer, New hospital may not be able to open fully"	
3.7	HC advised this was previously a risk which has now been escalated as an issue	
3.8	HC explained the staffing model for the new hospital relied on staff that would have previously worked in the inpatient section of Portree hospital which was to close, if Portree hospital is to remain operational it could impact on the number of staff available to work in the new hospital. HC advised at this stage it is difficult to predict the full impact on the staffing model until we know what the model for North Skye is.	

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3.9	CG raised further concern around the North Skye Option appraisal in terms of Transport and Access data which has not been provided and how this may affect the option appraisal if based on lack of information.	
3.10	<p>TL provided further detail on points raised above:</p> <ol style="list-style-type: none"> 1. The provision of data is a risk that requires to be escalated as this impacts on the transport workstream. Prioritising work is something NHSH will need to consider alongside it's impact on our ability to deliver the Sir Lewis Ritchie recommendations. 2. Further internal discussions are required around staffing of the new hospital if a model comes from the option appraisal that requires staffing in North Skye, that would have previously been transferred to the new hospital. TL to ensure workforce plan is reviewed to quantify impact. 	TL
3.11	HF echoed concerns raised in relation to the North Skye options appraisal, and added the Sir Lewis Richie report has not helped in adding pressure to the progress that should have been made around the redesign of services and the delay to progress is now becoming unacceptable.	
3.12	EG has taken all concerns on board and will escalate these to DJ and executive decision-making group.	EG
3.13	WN requested if an estimated opening date has been set for the Skye new hospital. HC advised there are ongoing workstreams around migration of services that require to confirm the period between construction completion and services 'going live', but it is estimated that the opening will be by the last quarter of 2021.	
4.	STAKEHOLDER ENGAGEMENT AND COMMUNICATION	
4.1	EG highlighted that there has been a lack of Communications support in both projects but is now delighted to welcome MM on board to take some of these Coms forward.	
4.2	For SLSWR a Steering Group meeting was recently held on Skye. Balfour Beatty have also been sending out regular communication newsletters.	
4.3	KR raised for B&S there are opportunities for some positive communication opportunities being missed through the usual forum of the Strathy Newspaper. KR is working with NHSH Communications Manager to progress communications.	
4.4	KR raised that Balfour Beatty are not engaging in the way they could to support positive engagement and asked if there was a forum where this could be escalated to move forward. HC to raise with Balfour Beatty	HC
4.5	Discussion was had around the distribution of newsletters by Balfour Beatty and appeared that these are not being distributed through doors of local	

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4.6	<p>households to the hospital sites. HC advised she has received regular newsletters by email but will raise with Balfour Beatty how these are disseminated locally.</p> <p>MM raised as she becomes familiar with both projects, sharing of information is something she will look at and that it is accessible to everyone.</p>	HC
5.	ANY OTHER COMPETENT BUSINESS	
5.i	<p><u>Broadford Helipad</u></p> <p>5.i.1 Work on the helipad has not progressed further since last update. The current situation is that helicopters are landing at airfield and will continue until works can be progressed. EG explained that resource working on the project was moved to Covid related work and has contributed to the delay in progress.</p> <p>5.i.2 CG requested a target date to re-start discussions and a permanent agenda item for this meeting. CG highlighted the helipad has now been ongoing for three years and not moved forward. EG advised this remains important for NHSH and will come back for next meeting with a programme for resolution.</p> <p>5.i.3 HF raised the helipad is an important element of the redesign of services on Skye and requested clarification on who was responsible in taking the project forward and importance that this was being progressed. HC clarified that the helipad is not technically in scope as it does not feature in the business case for this project but understood that this is linked and will progress way forward to resolve this.</p> <p>5.2 WN raised what accommodation was available for staff, students and visitors and how this can be accessed. Leased properties are available through the Skye & Lochalsh Housing Association (SLHA). TL to advise WM on available staff accommodation and the process for accessing/booking.</p> <p>5.3 EG advised if there is a requirement for more staff accommodations that NHSH have a good working relationship with SLHA and maintain regular communication with them and can be approach for further assistance.</p> <p>5.4 HF highlighted the importance to maintain close relations with SLHA for the redesign of services and staff for the new hospital.</p> <p>5.5 HC shared visual walkthroughs of the new hospitals. KR requested if there was a forum where these could be shared more widely. HC to confirm with Balfour Beatty they are happy for these to be shared in their current format, noting that these are currently in draft format. The Access Panel requested for copy to be shared.</p>	EG
6.	DATE OF NEXT MEETING	

ITEM		ACTION
6.1	Frequency for future meetings to be agreed (previously held quarterly). SLSWR locality members requested given the important issues discussed around the Skye Option Appraisal that more regular updates are held so members are appraised of situations and able to feedback. EG to relay to DJ for decision on frequency of future meetings.	EG