

APPROVED MINUTE of MEETING

Assynt House Boardroom, Beechwood Business Park, Inverness

Thursday 30th January 2020, 14.00 – 16.00

PRESENT:	Deborah Jones (DJ)	Director of Strategic Commissioning, Planning and Performance (Chair)
	Caroline Gould (CG)	Locality Representative (SLSWR) – <i>Weblink from Home</i>
	Hamish Fraser (HF)	Locality Representative (SLSWR) - <i>By VC Lochalsh HC</i>
	Heather Cameron (HC)	Senior Project Manager, Estates
	John Grierson (JG)	Locality Representative (B&S)
	Kenny Rodgers (KR)	Interim District Manager, Mid Ross District, Project Director B&S
	Tracy Ligema (TL)	Head of Community Services, North & West Division, Project Director SLSWR – <i>By VC Larachan House</i>
	Wil Nel (WN)	Clinical Director SLSWR - <i>By Telephone at 2.20pm</i>
IN ATTENDANCE:	Mairi Simpson-Taylor (MST)	Project Administrator, Estates (<i>Minute</i>)
	Imogen Storm (IS)	Project Manager, Estates
APOLOGIES:	Eric Green (EG)	Head of Estates
	Linda Coe (LC)	Locality Representative (B&S)

ITEM		ACTION
1.	WELCOME AND APOLOGIES	
1.1	DJ welcomed the meeting and noted the above apologies.	
2.	NOTE OF LAST MEETING AND MATTERS ARISING (<i>paper circulated</i>)	
2.1	Draft note from meeting of 10 th October 2019 was agreed as an accurate record.	
2.2	Update on following items from the last minute were raised: <ul style="list-style-type: none"> a. (Item 2.7) HF request for progress report on social care element of the redesign for SLSWR and its future for the care of the elderly. TL has setup a meeting with HF and District Manager for Skye to discuss this further and follow up with report. If wider 	

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2.3	<p>discussions are required from this meeting, invites will be sent out accordingly.</p> <p>b. (Item 2.2a) issues raised around positioning of dropped kerbs at the new hospital in Broadford. HC advised the detail of this is not yet available but will issue this once available.</p> <p>c. (Item 2.2b) Voluntary Expenses Policy for Community Representatives. CG advised details of the policy and how to claim has not been explained to Community Representatives. JG advised for B&S they have been made aware of the policy.</p> <p>TL to pick up for SLSWR and ensure representatives are aware of policy and procedure to follow. DJ will also raise with NHH Board Secretary on policy procedures and relay any information at the next Programme Board meeting.</p> <p>d. (Item 2.2d) CG requested update on Disability Awareness Training. This will happen at the commissioning period of building completion (Spring 2021). HC has been in contact with Learning & Development to discuss training for staff and will follow this up again.</p> <p>e. (Item 2.3) Contractor Balfour Beatty is now on site in Broadford and has issued leaflets to neighbouring properties, IS confirmed that leaflets have also been shared with Steering Groups.</p> <p>f. (Item 2.4) CG advised that she has not seen revised plans/room layouts in respect of the Emergency Department at Broadford. HC confirmed that these were shared at December Stakeholder event in Broadford. IS will issue PDF copy to CG.</p> <p>g. (Item 2.6) CG raised concern that bedroom sizes at Broadford Hospital are not compliant for inpatients that are independent wheelchair users. HC advised that the repeatable room design being used for both hospitals prioritises assisted use where there is a conflict, however they have been access audited and are suitable for independent wheelchair use. Two larger ensuite rooms have been incorporated at each site which will accommodate larger wheelchair users. DJ advised she is content with the advice from Technical Advisors regarding the design, and highlighted access audits that will be carried out will also raise any access concerns. JG queried whether any concerns had been raised by the B&S access representative and HC confirmed they had not.</p> <p>DJ highlighted the role and purpose of this Programme Board is to oversee the governance of these projects and to ensure that we are delivering the build to quality, scale and cost. Any queries with regards to redesign issues should be addressed to Project Teams.</p>	<p>HC</p> <p>TL DJ</p> <p>HC</p> <p>IS (Completed)</p>

ITEM		ACTION
2.i	<u>Equality Impact Assessment</u>	
2.i.1	Item has been moved to next Programme Board in April. The Equality Impact Assessment will be updated at next SLSWR Project Team meeting in March. HC advised anyone wishing to note any comments for consideration should forward comments to herself.	
3.	HIGHLIGHT REPORT (<i>paper circulated</i>)	
3.1	HC talked through the circulated highlight report.	
3.2	HC raised that some aspects of the Electronic Patient Records will not be complete prior to the new hospitals opening. Forms that require to be digitised for nursing documentation will not be in place and will require paper storage area in the new hospitals until this is set up (two cupboards per site). Currently advised by ehealth that scanning will be complete in time. Timescale for this aspect of works to be provided at next Programme Board meeting in April.	HC
3.3	Under change control it was raised why “handing” of ensuites for the B&S hospital site are at 70/30 split of right hand/left hand facilities. The change was required as almost all ensuites were right hand transfer which was not picked up at design stage and is now being rectified. For B&S there is a 70/30 split due to the layout of the build and drainage works having already being started on site, on Skye the split will be 50/50. CG raised the most common side of use for wheelchair users is right handed facilities and asked if this would be the case for the 70 split. <i>Post meeting note: confirmed there are more right-hand transfers at B&S than left.</i>	
3.4	Risk registers circulated for both projects have been updated by Project Teams. DJ requested for next Programme Board in April, that these are gone through and discussed in more detail.	HC
4.	STAKEHOLDER ENGAGEMENT AND COMMUNICATION (<i>paper circulated</i>)	
4.1	There has been a lack of communication & engagement support for both projects due to Comms Team being depleted and staff sickness. DJ has raised concern previously and will escalate again to Chief Executive and at Senior Leadership Team. Item has been added to Risk Register.	DJ
4.2	Paper circulated highlights community engagement activities carried out/planned by main contractor Balfour Beatty, this is with schools and local community groups.	

ITEM		ACTION
5.	ANY OTHER COMPETENT BUSINESS	
5.1	TL/KR advised that both B&S and SLSWR Project Teams, focus is very much now in the detail of transition planning and everything that needs to happen for when the new hospitals open.	
5.2	CG requested update on changes to Renal/Infusion suite at Broadford new hospital. This is still in the process of design and is working with MacMillan Cancer for fit out of that room and amendments to accommodate Renal. HC to provide update at next Programme Board.	HC
6.	DATE OF NEXT MEETING	
6.1	Thursday 23 rd April 2020 – 14:00 – 16:00, Boardroom, Assynt House, Inverness / Lochalsh Health Centre (VC facilities available)	