

SLWR District Communications Group

Wednesday 7th May 2025

From 10.00 to 11.00

MS Teams

Present:

Name	Representing
Karen-Anne Wilson (KAW)	NHSH (Chair)
Christopher Birt (CB)	Councillor WR, Strathpeffer & Lochalsh
Harry Tedstone (HT)	Highland Hospice
Jean MacRae (JMcR)	NHSH
Keegan Murray (KM)	Highland Hospice
Kevin O'Leary (KOL)	Lochbroom Community Council
Neil Campbell (NC)	NHS SOS/P&B Community Council
Pamela Scally (PS)	NHSH
Ruairidh MacKinnon (RMcK)	Lochalsh & Skye Housing Association
Susan Walker (SW) - AI notes	Kyle & Lochalsh Community Trust
Ian Downie (ID)	NHSH
Lynn Garret (LG)	NHSH

Apologies

Name	Representing
Dawn Pridham	NHSH

No	Discussion notes
1. Welcome & Apologies	<p>The Chair welcomed all to the meeting and apologies were noted.</p> <p>Restructure within Community Services ongoing. This may mean boundary changes for the area but as yet only at proposal stage. We will report back when this is complete. This will also move us from a lead agency model for Adult Social Care to the equivalent of an Integrated Joint Board which will align us with Boards and Councils in rest of Scotland.</p>
2. Terms of Reference and Governance	<ul style="list-style-type: none">• Terms of Reference

	<p>There are no terms of reference for this group as it is a first meeting. KAW will put generic terms in a document and share for comment and discussion at next meeting.</p> <ul style="list-style-type: none"> • Governance <p>Minutes from this meeting will go to District Planning Group.</p>
3. Communication and Engagement Plan	<ul style="list-style-type: none"> • Require a consistent, persistent and comprehensive community engagement strategy. • CB mentioned the new document from SG which establishes a framework for population health across Scotland. Published in May 2025. • HT queried the purpose of the meeting and that is to engineer a comms and engagement plan with the community. HT mentioned a meeting in Skye on 14th May around SDS and brokerage. This is a discussion meeting to gather views and engagement from community groups on how support is provided. • KAW provided summary of District Planning Group, Comms and Engagement Group (this group), Recruitment Group and Urgent Care Group. These all report to DPG and are separate to the Sir Lewis Ritchie meetings but will continue some of the work to completion. This also broadens work from North Skye only to all of Skye, Lochalsh and Wester Ross. • KAW asked about what the community wanted, how did they want to receive the information, where should it be published, and how often. What did they want to know and could we use the internet for all info if we signpost to it? This was supported and we will start by making sure the minutes from all these meetings are on the internet and will share the link. Draft minutes can be put on initially. • Invitations should be checked to ensure elected members and community councils are all invited. • Discussion on staff at Portree being aware that they are operating an urgent care service during the day. PS and KAW to ensure staff are fully aware of the service. • NHS 24 leaflet and comms from North Skye mentioned as a way forward for sharing info about what is available and when and where it can be provided. • CB brought up discussion of health inequalities and public health and where that was discussed. Probably sits at DPG and KAW to ensure public health are invited to DPG. • How do reports by Public Health get to wider communities and how can they be discussed? KAW to bring to DPG. • HT discussed data at other DPG groups and KAW will find out what was provided and for what purpose. DPG may be the better place for this. • Discussion on dental provision in Ullapool as it is only children currently. To be raised to DPG. • Minutes from the internet could be put on to Facebook etc if we are timely about providing them on line.

	<ul style="list-style-type: none"> • Two way communications between this group and DPG and the community to ensure messages are passed and info is shared. • LG asked for a flow chart to see how these groups interact. KAW to provide. • HT mentioned Sandra MacAllister's team and the community directly coming out later this month. Links will be provided to 3rd sector interface who will host the service. • Not clear to everyone what services we have in SLWR. KAW to look at a list of these provided locally.
4. Summary and key messages for update	<p>Looking for participation and welcome any suggestions on who should join this group – need to extend this further in the community.</p> <p>Invites to be extended to as many community groups as possible and elected members.</p> <p>Ideas to be sent as to what comms are wanted, how often and in what format.</p>
5. Dates and time of future meetings	<p>Further meetings for 2025:</p> <p>3 July 2025 25 Sep 2025 18 Dec 2025</p>

Escalations

[illegible]

Action Log

Date	Action	Owner	Progress
7/5/2025	Significant info from Communities restructure to this group	KAW	
7/5/2025	KAW to draft terms of reference for this group for discussion by next meeting.	KAW	
7/5/2025	KAW to ensure draft minutes from these community meetings go on internet and members provided with links so they can share these widely.		
7/5/2025	KAW to provide flow chart for community meetings and how they feed into DPG.	KAW	
7/5/2025	Invite list checked to ensure councillors and community councils are invited	GMcK	
7/5/2025	Staff at Portree to be reminded about Urgent Care cover as anecdotal info is that some do not know.	PS	
7/5/2025	NHS 24 leaflet and North Skye leaflet to be shared	KAW/PS	
7/5/2025	Third sector/NHS communities directory links to be shared once published (est 20/5/25).	KAW/G McK	
7/5/2025	List of services provided in Skye provided for next meeting	KAW/PS /DP	
7/5/2025	Invitation list to be checked and shared as widely as possible	GMcK	

Completed Action Log Actions (for info and audit only)

[illegible]