

**DRAFT MINUTE of MEETING**

**Microsoft Teams Meeting**

**Monday 8<sup>th</sup> February 2021, 11.00 – 12.00**

<b>PRESENT:</b>	Deborah Jones <b>(DJ)</b>	Director of Strategic Commissioning, Planning and Performance ( <i>Chair</i> )
	Caroline Gould <b>(CG)</b>	Locality Representative (SLSWR)
	Eric Green <b>(EG)</b>	Head of Estates
	Hamish Fraser <b>(HF)</b>	Locality Representative (SLSWR)
	Heather Cameron <b>(HC)</b>	Senior Project Manager, Estates
	John Grierson <b>(JG)</b>	Locality Representative (B&S)
	Kenny Rodgers <b>(KR)</b>	District Manager, Mid Ross District, Project Director B&S
	Marie McIlwraith	Project Manager Community Engagement
	Ross MacKenzie <b>(RM)</b>	Area Manager North & West SLSWR
	Tracy Ligema <b>(TL)</b>	Head of Community Services, North & West Division, Project Director SLSWR
	Wil Nel <b>(WN)</b>	Clinical Director SLSWR
<b>IN ATTENDANCE:</b>	Mairi Simpson-Taylor <b>(MST)</b>	Project Administrator, Estates ( <i>Minute</i> )
<b>APOLOGIES:</b>	Linda Coe <b>(LC)</b>	Locality Representative (B&S)

ITEM		ACTION
<b>1.</b>	<b>WELCOME AND APOLOGIES</b>	
1.1	DJ welcomed the meeting. The above apologies were noted.	
<b>2.</b>	<b>NOTE OF LAST MEETING AND MATTERS ARISING</b> ( <i>paper circulated</i> )	
2.1	Draft note from meeting of 8 <sup>th</sup> December 2020 was approved as an accurate record.	
2.2	CG requested for the current status on Stage 6 Building Warrant for Skye – Architectural Layout / Building Envelope / Fit Out. HC advised this has not been submitted. Stages 1 to 4 have been granted and Stage 5 External Works / Landscaping was submitted in January 2021.	
2.3	Update was provided on the following actions from the last minute: <ul style="list-style-type: none"> <li>i. <b>Item 2.2.iii – Skye Staffing Model and North Skye Option Appraisal.</b> DJ has raised this with Deputy Chief Executive David Park and is awaiting response. RM advised that the option appraisal is still ongoing. The workforce plan is currently being updated and</li> </ul>	

ITEM		ACTION
2.4	<p>advised the intention to move some staff from north to south of the island looks unlikely and will now look at recruiting new staff.</p> <p>HF raised concern that staffing / recruitment has been a long-standing issue on Skye and voiced frustration at the North Skye Option Appraisal and problems this is causing and potential delay of services that is required on Skye. RM advised recruitment has been a problem in the past which is why it is being raised now rather than later.</p> <p>ii. <b>Item 2.2.iv – Distribution of Newsletters in Skye by Balfour Beatty</b> HC has received response from Balfour Beatty and will forward this to CG/HF.</p> <p>iii. <b>Item 2.2.vi - Broadford Helipad</b> Discussed under agenda Item 4.</p> <p>iv. <b>Item 3.i.vii – Repeatable Room Design / Independent Wheelchair Use.</b> DJ has raised CG concerns with David Park, Deputy Chief Executive. A detailed report has also been received from Architects Oberlanders which sets out clarification on concerns raised by CG. HC understands CG has a copy of this via building control but CG to advise if not and a copy can be provided.</p> <p>v. <b>Item 3.i.ix – Key Project Risks – Sir Lewis Ritchie External View / North Skye Option Appraisal.</b> HF requested any outcomes from the above that the whole of SLSWR is involved in this process. MM advised that the option appraisal is still in its early stage but will be engaging with the wider community before any decisions are made.</p> <p>HF praised all concerned who were involved in the temporary renal facility opening in Broadford – this is very much welcomed by community members.</p>	<p>HC</p> <p>CG</p>
3.	<p><b>HIGHLIGHT REPORT</b> (<i>paper circulated</i>)</p>	
3.i	<p>HC talked through the circulated highlight report.</p> <p><u>Project Status - RAG</u></p> <p>i. Timeline - Potential 6 weeks delay in construction completion for Aviemore, this is due to a new interpretation of the building regulations in relation to fire compartmentation which will require additional works to be carried out. Mechanical &amp; Electrical installation is also taking longer than expected.</p> <p><u>Project Programme</u></p> <p>ii. Broadford Health Centre – RAG status is at Amber due to resource constraint within Estates to progress planning application (resource diverted to Covid works) but expected to pull this back.</p>	

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	<p>Portree Spoke Refurbishment and Service Change Complete for SLSWR – RAG status both at Amber awaiting outcome of Sir Lewis Ritchie External View and North Skye Option Appraisal.</p> <p><u>Key Project Bundle Deliverables to be Completed</u></p> <ul style="list-style-type: none"> <li>iii. Travel Plans – RAG status Amber, Watermans Engineers who have prepared the travel and transport planning for both hospital sites, have been asked to assist with travel plans and is awaiting response on this.</li> <li>iv. SLSWR Workforce Plan – RAG status Red. Work is now progressing on this, RAG status to be changed to Amber.</li> </ul> <p><u>Key Project Risks</u></p> <ul style="list-style-type: none"> <li>v. Issues 3.1.2, 3.1.5, 3.3.1 and 3.3.3 around the Sir Lewis Ritchie External View and North Skye Option Appraisal have been escalated to Deputy Chief Executive, David Park</li> <li>vi. Risk 1.3.6 – Supply chain restrictions, this has been decreased, and comfort provided by hNSL and Balfour Beatty that these are being mitigated.</li> <li>vii. New red risk added “Outcome of building control dispute resolution requires additional work at both sites delaying completion date” As discussed under item 3.i. and following the decision from the Building Control Dispute Resolution Service, once revised details are approved and Balfour Beatty are able to qualify impact on programme, HC will relay this information. It is expected this will impact more on Aviemore and less on Skye.</li> </ul>	<p>HC</p> <p>HC</p>
3.1	<p>HF requested if any progress has been made to involve local primary schools in Skye to contribute to the Art strategy. HC advised there has been little movement on this due to resource pulled elsewhere but will be approached for their involvement as this moves forward.</p>	
3.2	<p>HF raised concern at Broadford Health Centre, advising that COVID 19 measures have outpatients waiting outside with no shelter before being admitted to the surgery and requested that the comfort of patients be looked at. CG reiterated HF concerns and was unreasonable to expect patients to stand outside in winter conditions. CG also raised concern regarding intercoms at Portree Hospital and Broadford HC, advising these are inaccessible for those with disabilities and unsuitable for those with hearing and visual impairments.</p>	
3.3	<p>EG will take this up with the appropriate building users to improve on issues raised and will revert back to HF/CG.</p>	<p>EG/TL</p>
3.4	<p>KR highlighted that risk 3.1.6. Impact of COVID 19 on Operational Teams – RAG status Red, that this risk continues to give problems but is being mitigated by putting in place additional admin support to support the B&amp;S Project Team to develop the transition plan and draw on other operational</p>	

ITEM		ACTION
	managers to ensure this risk is covered. RAG status to be changed to Amber and will remain closely monitored.	HC
<b>4.</b>	<b>BROADFORD HELIPAD</b>	
4.1	EG advised due to capacity and substantial ongoing COVID-19 works to support services, that work on the helipad will not commence this financial year. A meeting is scheduled in diaries for end of March with NHSH/Scottish Ambulance Service to progress this.	
4.2	HF highlighted the helipad has been a standing issue for many years and expressed disappointment that this has not moved on, highlighting the helipad is an important part in the redesign of health services and the transportation of patients from Skye.	
4.3	EG explained funding is in place for the helipad but is not a straightforward solution, that there are complex design issues around the hospital that require resolved and making sure new set of standards for hospital helipad sites are met.	
4.4	DJ stated she understood the community frustrations and recognised we are all working in unusual and challenging times, the timescale provided to progress the helipad is not unreasonable given the circumstances we are in and is content with this from a governance perspective. The helipad is a standing agenda item for this meeting where progress can be monitored.	
<b>5.</b>	<b>ANY OTHER COMPETENT BUSINESS</b>	
5.1	HC advised the name of the new hospital for Aviemore has been agreed by the Project Team and Development Group as “Badenoch & Strathspey Community Hospital”. (Post Meeting Note – Name needs to be ratified by NHSH Board)	
5.2	Naming of the hospital in Broadford has not yet been decided and will be put to the community for naming suggestions, this will then be agreed by a local community panel once set up. CG requested that community input is not just online but also to be made accessible in other forums to participate e.g. address to write into. HC advised all forums will be discussed and is also engaging with HealthCare Improvement Scotland Community Engagement Officer to work on this.	
5.3	WN requested that the use of “community” is not used in the name of the new hospital in Broadford as this puts the hospital in a specific bracket, Broadford will be delivering a different type of service and not just a community hospital. HC advised this will not affect Badenoch and Strathspey as this is very much a community hospital but suggested for Skye which will cross over with acute services that a member of the clinical team is part of the panel when decision is being made on the hospital name.	

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5.4	HC advised for the overall access audit strategy a proposal has been received from the Centre of Assessable Environments to carry out a desktop assessment for both new hospitals in Skye and Aviemore, this is to ensure NHSH are covering the standards that are required to be covered and independent assurance is being sought, the proposal will also allow for engagement from access panels.	
5.4	HC advised no formal date has been set for mock-up review of inpatient rooms due to the current Covid-19 pandemic and asking vulnerable / shielding people to travel. It is proposed that appointed Independent Access Auditor to attend this in person once date has been set, local access panels will also be contacted if appropriate to send a representative, in addition the mock up review will also be delivered online in real time. HC/CG to discuss further offline how to manage the mock-up testing.	<b>HC/CG</b>
<b>5.</b>	<b>DATE OF NEXT MEETING</b>	
5.1	Monday 5th April 2021 – 11.00-12.00, Microsoft Teams Meeting	

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