

# Community Engagement Advisory Panel Meeting of 7<sup>th</sup> May 2009

## Minutes

### Present:

Kate Munro	Community Engagement, New Children's Hospital (Chair)
Alison Cloudsley	Youth Panel
Joe McSherry	Youth Panel
Jacque Little	Family Panel
Maureen McClure	Family Panel
Mary Garvey	Family Panel
Frances McGuinness	Family Support and Information Service
Mark McAllister	Community Engagement, South Glasgow Campus
Iain Wallace	Associate Medical Director

### Apologies:

Elaine Love,	Head of Nursing for Neonatal, Children and Young People's Services
Morgan Jamieson	Project Medical Director, New Children's Hospital
Mairi Macleod	Project Manager, New Children's Hospital
Sarah Brady	Health Promotion Officer, Child & Youth Health Improvement
Linda Morris	SHPO (Schools), Child & Youth Specialist HI Team
Daniel Connolly	Community Engagement Manager
Marjorie Gillies	Senior Nurse (Patient Services)
Chris Cameron	Nurse Specialist, Young People
Jane Colville	ENABLE

### 1. Minutes of Meeting of 5<sup>th</sup> February 2009

Accepted as a true record

### 2. Matters Arising

There were no matters arising

### 3. Planning Update

The Project Team for the new adult and children's hospitals has been preparing a document known as the Employer's Requirements. This details the clinical, technical, and engineering specifications for the new hospitals and is the bid documentation that is sent to interested bidders. The Project Team worked with a number of colleagues in order to complete the Employers Requirements: design work was undertaken with User Groups to develop the Clinical Output Specifications and Exemplar Designs and liaison with Facilities Management completed the FM specification. A series of design workshops have also been held with patients, families and children. Patient, family and children's recommendations were presented in a report that has now been included in the Employer's Requirements.

This means that potential bidders will need to address these recommendations in their proposals for the design of the new hospitals

## **4. Community Engagement Update**

### **4.1 Community Engagement Advisory Group (CEAG)**

Mark gave feedback on the progress of the CEAG for the adult hospital. This group is made up of patients, carers and volunteers from the Southern General Hospital, local community groups and staff from the acute sector. Mark reported that the group has looked at a number of issues for the design of the new adult hospital. These included infection control and security. The Family Panel members reported that they would also be interested in presentations on these issues. Kate will organise these.

This group has a newsletter and site within the NHS Greater Glasgow and Clyde website. When possible, the newsletter will report on both the adult and the children's hospitals and it can be used to raise awareness of the work of the Family and Youth Panels.

### **4.2 Design Workshops**

Sixteen design workshops for the Employer's Requirements were carried out in February 2009. These covered 10 key areas identified by patients and families in the Outline Business Case for the new hospitals and addressed the specific concerns of different patient groups, geographic communities, age groups and family/support interests.

- Ward areas and single rooms
- Family and Carer Facilities
- Play Areas
- Adolescent Areas
- The Bereavement Pathway
- Out patients clinics
- A&E
- Access & Way finding
- External Areas
- Main entrance

Some groups were specifically for the adult hospital and some, such as play facilities, for the children's. However, other groups were mixed in order to encourage users to share experiences, thus generating new and innovative ideas for the design of the new facilities.

The full schedule of workshops involved over 175 patients, family members and carers. These were aged between 8 and 83 years; had recent experience of using the areas and facilities under discussion; represented a number of the ethnic communities within NHS Greater Glasgow and Clyde; represented people with mobility, sensory and learning difficulties and finally, came from Greater Glasgow, Inverclyde, Renfrewshire Lanarkshire, Ayrshire, East and West Dunbartonshire, East Renfrewshire and Argyll

The workshops were observed by Architecture and Design Scotland, the Scottish Health Council and the NHSGGC Involving People Committee.

Participants had been sent a copy of the draft report of the findings from the workshops and further copies will be distributed once this draft has been agreed. A copy has been incorporated

into the Employer's Requirements and issues raised concerning policy or practice implications will be shared with the relevant departments. Copies of the report will be available from Kate.

### **4.3 Service Redesign**

Kate reported that the consultation on behalf of the Surgical Short Stay Service Re-design Group had come to an end and that feedback reports on evening & weekend appointments, family facilities, pre-admission services, day surgery and 23 hour admission were now being written. These will be available on the website and will be distributed to Family and Youth Panel members. Please contact Kate if you would like to receive a copy.

Kate reported that the priorities for the Community Engagement Team over the summer and early autumn would be the opening of the new ACHs at Stobhill and the Victoria, and the tender process for the new children's and adult hospitals. This would mean that while the team would continue to offer advice and guidance to colleagues at the RHSC, the capacity for practical assistance in service re-design would be limited.

## **5. Youth Panel Update**

### **5.1 Recent Activities**

Joe reported back on efforts to promote and market the Youth Panel and the work they do. He told the group that Jackie has been in contact with Radio Lollipop and has written articles for various teenage newsletters. The Youth Panel recently attended a reception on the work of the SCCTP Health Forum at the Scottish Parliament.

### **5.2 Study Trip to Canada**

Kate reported that the plane tickets for the trip to Canada had been booked for the 16<sup>th</sup> - 21<sup>st</sup> August 2009. Wendy Taylor, Haematology/Oncology Research Sister, Schiehallion Unit will accompany the Youth Panel to Toronto. Kate and Sarah Brady are visiting Toronto on the 18<sup>th</sup> – 21<sup>st</sup> May to conduct a risk assessment for the trip and to finalise arrangements with the Sick Kids and Bloorview Rehabilitation Hospitals.

### **5.3 Fundraising**

Kate reported on fundraising for the Youth Panel Trip to Canada. The panel have received grants for travel, accommodation and subsistence. These have come from the NHS, Arts Council, Glasgow City Council Area Committees and the National Lottery. However, the Youth Panel still want to raise some money for social activities with the Youth Councils in the Sick Kids and Bloorview Rehabilitation.

They have submitted an application form to the Yorkhill Children's Foundation for a grant and are running fundraising events. Joe took part in the 10km Great Edinburgh Run on Sunday 3<sup>rd</sup> May 2009 and Lizzie has been doing cake sales with friends and family. The Youth Panel will report back at the next CEAP meeting on how much has been raised.

## **6. Family Panel Update**

Members of the Family Panel took part in the Design Workshops in February 2009. Other small group meetings have been held with PAMIS and SENSE Scotland to allow a wider participation.

More family meetings are planned for the summer. Kate reminded the meeting that the Community Engagement Team was happy to meet with groups of patients or parents at any time.

## **7. Any Other Business**

### **7.1 Govan Fair**

Mark reported that this year's Govan Fair is Friday 5<sup>th</sup> June 2009. Members of the Youth Panel have taken part in the fair for the last two years and are very good ambassadors for the new hospital project. The Govan Football Tournament takes place on Thursday 4<sup>th</sup> June 2009. Members of the Youth Panel usually attend to present the cup and medals to the winning teams. Anyone who is interested in taking part in these events should contact Kate.

### **7.2 Evening Times**

Mary Garvey asked about a recent article in the Evening Times that reported the New Children's Hospital would be delayed. It was confirmed that there was currently no delay and that the planning process was proceeding on schedule.

## **8. Date of Next Meeting**

The date of the next meeting is:

2pm Thursday 10<sup>th</sup> September 2009

Future meetings are:

2pm Thursday 5<sup>th</sup> of November 2009

All meetings will be held in the Conference Room, Queen Mother's Hospital