

New Children's Hospital

Project Steering Group

Notes of Meeting of 20th July 2006

At 10.30am in the Conference Room – Project Offices, Hillington

Attending:

Fiona Mercer (Chair)	Rose Byrne	Jim Beattie
Linda de Caestecker	Dorothy Cafferty	
Morgan Jamieson	Heather Griffin	
Rosslyn Crocket	Tom Holmes	
Iain Wallace	Jamie Redfern	
Ally McLaws	Shona Cardle	
Kate Munro	Brian Simmers	

Apologies:

Alan Seabourne	Eleanor Stenhouse
Kate McKay	Jane Peutrell
Isabel McCallum	Deirdre Evans
Jonathan Coutts	
Helen Byrne	
John Currie	

1. Welcome and Introductions

Fiona Mercer welcomed those attending the meeting in particular Shona Cardle and Brian Simmers from the Yorkhill Foundation and Elsbeth Campbell from the Communications Team at the Health Board. It was noted that although Helen Byrne remains a member of this group and will receive papers she will not be attending the meetings.

2. Minutes of the Previous Meeting

The notes of the meeting held on the 2nd June were approved as a correct record with the following amendment :-

The meeting agreed that Action for Sick Children should be invited to future meetings and this was not recorded in the minute. Fiona Mercer has written to Action for Sick Children asking for a nomination for future meetings.

3. Matters Arising

3.1 Membership

Jonathan Coutts as Clinical Director for Neonatology will attend future meetings. The University representative will be Mike Connor and Brian Simmers or Shona Cardle will represent the Foundation. There was some discussion about CHP representation and it was felt that this needs to be strengthened. Fiona Mercer will liaise directly with David Leese on behalf of East Renfrewshire, Renfrewshire and West Dunbartonshire CH(C)Ps and Mark Feinmann on behalf of the

Glasgow CH(C)Ps to seek appropriate representation. Fiona Mercer and Morgan Jamieson will attend a meeting with the Heads of Children's Services for the Glasgow CHCPs and will raise the issue of better liaison at that meeting.

Action – FM/MJ

It was agreed that the Scottish Health Council would be updated on the progress with the project by the Board's Communication Team.

3.2 Consultation

The Board Paper was distributed with the papers for members' information.

3.3 Partnership Representation

Under the previous arrangements the partnership had nominated three or four people to take part in the planning process for the new children's hospital. Tom Holmes was nominated as the representative for the Project Steering Group and the others were to advise as to which groups they wished to join. Fiona Mercer agreed to check that the partnership representation previously agreed was acceptable in the light of the new partnership arrangements. Advice will be sought from Anne Macpherson.

There was some discussion about wider representation at the Clinical Sub-Groups and it was noted that the Clinical Sub-Groups had the responsibility to ensure that operational issues and the views of all staff were reflected in their work and that this was not the sole responsibility of partnership representatives.

Action – FM

3.4 Public Engagement

A draft report of the pre consultation period is now available and Kate Munroe will circulate this to the group. The final report will be launched in September through Youth Voices and this will be available for the project Steering Group's next meeting on the 31st August.

Action –KM

3.5 Yorkhill Foundation

The Foundation has an AGM at the end of September where there is potential to change their constitution if this is required. A meeting has been arranged to discuss the roles that the Foundation can have in more detail.

Action – FM/MJ

A number of major charities are beginning to express interest in investing in the new children's hospital.

4. Project Update

A project update had been distributed with the papers for information. The detailed project plan was tabled at the meeting and Fiona Mercer highlighted some of the key dates and tasks which have to be completed to submit the Outline Business Case in December 2007. These key tasks include :-

Agreeing a bed model by the end of August
Scoping out a high level brief for the beginning of August
Site option scoring session at the beginning of October to inform the campus plan

Members will be updated on progress with this work at the next meeting.

Action - FM

5. Community Engagement

Kate Munroe described the proposed engagement structure and spoke to the papers previously circulated. It was agreed that the Community Engagement Advisory Panel should report to the Project Steering Group and be informed by the work of the Family Advisory Panel and Youth Advisory Panel. Kate spoke about the need to involve children and families before the submission of the Outline Business Case. This will be done by setting up focus groups for children of different age groups, parents and young people. The group agreed that this could be done in parallel with the development of the Outline Business Case over September and October. Kate hopes to be able to recruit to the Family Advisory Panel and the Youth Advisory Panel through the focus groups.

The group highlighted the need to include parents of children who are not currently ill and who may be service users in the future. We also agreed the need to involve non-Glasgow parents whose children attend Yorkhill. It was suggested that there should be cross-representation between the Family Advisory Panel and the Youth Advisory Panel and the Community Engagement Advisory Panel and it was also suggested that the Community Engagement Advisory Panel should include representation from the Council, Culture and Leisure and Education and from CH(C)Ps to ensure that all engagement work with young people was linked.

Action - KM

The Steering Group supported the establishment of the structure described in Kate's papers with the addition of the points raised during discussion. It was agreed that Kate should chair the Community Engagement Advisory Panel and should set up the first meeting where the remit can be clarified.

Action - KM

The draft report referred to in Matters Arising will be turned into a more user friendly version for children and young people by Youth Voices at an event at Kelvingrove Art Galleries during August.

6. Clinical Advisory Group

A half-day event has now been arranged for the 29th August where the 6 clinical advisory groups will come together. The agenda for this will be discussed at the next Clinical Advisory Group and it is hoped that the event will inform the Outline Business Case.

Adolescents will be discussed at a future Clinical Advisory Group and some initial work has now been done on activity and models of care.

Congenital heart disease in adults is being raised as a clinical issue which will be discussed at the Clinical Advisory Group.

There has been some early discussion about the potential for a GEMs centre at or near the new children's hospital. Discussions on this are being taken forward with Grant Archibald – Director for Medical Services and Norrie Gaw.

Malcolm Wright convened a meeting on some of the national issues with representation from Edinburgh and Glasgow seeking advice on how the national planning process can assist the planning of the two new children's hospitals. On neurosurgery clarity is being sought about the proposal for one centre for adult neurosurgery in Scotland. It appears that this is not an agreed way forward and that more than one centre will be supported. The next question would be to seek the view of paediatric neurosurgeons around the need for some of the more specialist areas of paediatric work to be done in one centre.

Some work has now begun in looking at the impact of the Pan-Glasgow strategies in areas such as Laboratories and Pharmacy and how this will impact on the new children's hospital.

The neonatology sub-group has now been set up to report both through the new children's hospital planning process and through the maternity strategy process. Dorothy Cafferty will circulate the remit of this group.

Action - DC

7. Communications

Ally McLaws and Elsbeth Campbell presented the work that is being done on developing the web site for the new children's hospital. A small informal group has met to consider how the communications plan for the new children's hospital fits with the wider communication plan for the South Glasgow campus. It was agreed that this group should become the communications sub-group of the Project Steering Group. Members will be : Fiona Mercer, Morgan Jamieson, Ally McLaws, Elsbeth Campbell and a representative from community engagement. Other members will be co-opted as required. The first meeting of this group will consider a remit for the group and will draft a communications plan for the project.

Members of the group were invited to add any sections or headlines required to the website and suggestions should come to Elsbeth Campbell. It was noted that the website should provide a link to charities and in particular the Yorkhill Foundation. A link should also be made to the Edinburgh project web site. It was suggested that patients/family feedback on discharge from hospital could be done on-line and there was also a suggestion that the web site should include some high-level health promotion/health improvement messages.

Action – AmcL/EC

8. Edinburgh Project Update

The project team in Edinburgh have now received initial agreement for the project which makes it possible for the project to officially go ahead under the umbrella of Improving Care and Investing in Change. The children and young people's health strategy is out for consultation and members can view this at www.cyp.scot.nhs.uk. A public meeting will be held in September with a stakeholders event in August. Key groups have been set up to develop the Project Initiation Documentation describing the links to other projects, Clinical redesign and patient involvement.

There has been some discussion about a joint meeting for the two project groups it was proposed that this meeting be arranged for early in 2007. It should bring together the two project boards and some additional invitees and representatives from Aberdeen and Dundee and it is likely to be open to

around eighty people. Issues to be discussed include an update on the national work, shared progress on plans, timetables, structures etc, lessons that can be learnt from the developments in Dundee and Aberdeen and the potential for joint work in areas such as communication, adolescents and involvement. This part of the event could be in workshop format. It was suggested that service redesign and some ideas as to what has worked and what hasn't worked in the planning process would be useful. Fiona Mercer and Rose Byrne will develop this proposal for circulation over the next two to three weeks.

Action FM/RB

9. AOCB

There was no further business.

10. Date and Time of Next Meeting

The next meeting is arranged for the **31st August at 10.30am** and a further meeting is organised for the **5th October at 10.30**. Both meetings will be held in the **Project Offices - Hillington**