

# New Children's Hospital

## Project Steering Group

### Notes of Meeting of 2<sup>nd</sup> June 2006

**At 10am in the Conference Room – Project Offices, Hillington**

Attending

Fiona Mercer (Chair)	Tom Holmes	Ally McLaws
Linda de Caestecker	Dorothy Cafferty	Kate Munro
Morgan Jamieson	Heather Griffin	Isabelle Cullen
John Currie	Rosslyn Crocket	Jim Beattie
Rose Byrne	Jamie Redfern	Alan Seabourne
Isabel McCallum	Iain Wallace	Kathie Collins
Kate McKay	Eleanor Stenhouse	

1. Welcome and Introductions

Fiona Mercer welcomed those attending to the first meeting of the Project Steering Group for the new children's hospital in Glasgow. Apologies from Helen Byrne and Jane Peutrell were noted.

A list of group members is attached.

**Action - FM**

2. Project Framework

Fiona presented the planning framework for the project which had been previously circulated. Issues raised in the following discussion included :-

- i) **Interface Issues** – Jim Beattie raised the need to keep close to the maternity strategy, in particular the upgrade at the Southern General and the new neonatal unit. The CD for Neonatology will be invited to join this group when the appointment is finalised.

**Action - FM**

There is significant cross representation between the Maternity Strategy Group and this group so the work strands should be well connected.

A meeting was held in May with clinicians from paediatrics, neonatal services and adult specialities to identify the key clinical links required between the new hospitals and the retained estate. The notes of this meeting are attached for information.

**Action - FM**

It was confirmed that this group has a clear role in influencing the site configuration.

- ii) **Communications** – the communications plan for the new children’s hospital must be written in the context of the wider communications strategy for the South Glasgow Campus. Within the plan we need to agree protocols for issuing information and agreeing with whom it should be shared. Ally McLaws agreed to bring a draft plan to the next meeting for discussion.

**Action – AmcL**

- iii) **Membership** – Kate McKay represents specialist children’s services delivered in the community. She agreed to communicate information from this group to the wider CHP population through her management structure. Kate will confirm the need for wider CHP representation to ensure the integration agenda is part of this group’s work.

**Action - KMckK**

Isabelle Cullen agreed to represent the Clinical Forum (existing group of primary and secondary care clinicians and managers which focuses on service redesign). Isabelle will also act as a link into the LMC and the GP Sub Committee, briefing them on progress with the new children’s hospital.

Linda de Caestecker will continue to attend the group as the Director for Public Health and also in her role as chair of the West of Scotland Regional Paediatric Planning Group. It was agreed that she would seek additional representation from that group from a neighbouring health board.

**Action - LdeC**

The Scottish Ambulance Service is represented on both the Project Executive Group and the ASR Programme Board, so it was agreed that there was no immediate need for representation on this group. They may be able to contribute to the work of some of the clinical sub-groups.

There was some discussion about the role of the Scottish Health Council in the planning structure and it was agreed that it may be more appropriate to include them in the Project executive Group. Fiona will raise this with Helen Byrne.

**Action - FM**

- iv) **National Links** – it was noted that there was significant cross representation between this group and the national group led by Malcolm Wright looking at specialist children’s services. Morgan Jamieson, in his role as National Clinical Lead for Children and Young People’s Health, will also be important in linking with national work.

- v) **University** – The Project Executive Group is leading two strands of work with the University :

1. Review of need for academic centre on site and discussion about how this would be funded .
2. Review of existing “embedded” University accommodation and need for this to be provided in the new hospitals.

Information from this will be brought back to this group.

**Action – FM**

- vi) **Frequency of Meetings** – it was agreed that the next three meetings should be held at six weekly intervals. This can then be reviewed. Fiona will set dates.

**Action - FM**

### 3. Project Update

A brief note of project progress was circulated and discussed. Key points were:

- i) Bed Modelling – CHKS have been commissioned to do some high level benchmarking work. Kathie Collins expressed a view that NSD should be able to inform this process where beds are part of a nationally commissioned services.
- ii) OBC Progress – The technical advisors for the adult hospital project are finalising negotiations to work with the children's hospital team. A detailed timetable is being prepared for submission of the OBC to the Scottish Executive in December for consideration at the January Capital Investment Group. The OBC will define schedules of accommodation and clinical adjacencies. Procurement method will not be finalised until autumn, when it can be informed by the service design.

### 4. Consultation

The consultation period has now ended, with approximately 30 written responses. A public meeting and four staff meetings have been held. A paper will be taken to the June meeting of the Health Board.

**Action – FM**

### 5. Public Involvement

Kate Munro briefed the meeting on the public engagement process. The team are currently listening to the views of patients and patient groups and organisations associated with Yorkhill to inform an engagement plan/strategy. This was built on some existing networks in Yorkhill. A report will be written in the next 3 weeks describing the elements of engagement and how this can be led and implemented. The report will come to the next meeting of this group.

**Action KM**

It is likely that a sub group will be formed to bring together the strands of engagement work.

**Action – FM/KM**

It was noted that joint work with the Edinburgh Reprovision Project may be useful, particularly around information sharing and commissioning additional work.

### 6. Charitable/Voluntary Sector

Yorkhill has enjoyed a strong relationship with Yorkhill Children's Foundation over the years, and has benefited from significant financial contributions. The

Yorkhill Children's Foundation is keen to contribute to the planning of the new hospital and to raise funds for this. It was agreed that the Foundation be invited to join the Steering Group.

**Action – MJ**

Alan Seabourne agreed to look into the formal relationship the project team can have with the Foundation. It was suggested that the Foundation be the formal fundraising arm of the project. A meeting will be arranged with the Foundation to discuss governance arrangements and review their constitution.

**Action – MJ/AS**

It was noted that the name of "Yorkhill" was felt to be an important lever in fundraising. It was also recognised that there are a number of charities with a particular focus (eg teenage cancer, kidney disease etc) which may be interested in supporting relevant elements of the project.

7. Adult Hospital

Heather Griffin described progress with the adult hospital and highlighted the potential for synergies between two major builds on one campus. The two project teams will overlap and work together, to develop complementing OBC by December. The adult process has an established clinical advisory structure and has drafted schedules of accommodation.

8. AOCB

i) Partnership – Tom Holmes will represent the Partnership Forum at the Steering Group, and a number of other representatives will feed into the Clinical Advisory Structure. Tom will provide names to populate the planning structure.

**Action – TH**

ii) Edinburgh – The Initial Agreement document for the Edinburgh Project has been submitted to the Scottish Executive with a proposed date for submission of OBC for December 2007. It was proposed that there be a joint event for the Steering Group and the Project Board (Edinburgh). This will be explored by Rose Byrne and Fiona Mercer and a proposal brought to the next meeting.

**Action – FM/RB**

Update from the Edinburgh Project will be a standing agenda item.

9. Future Meetings

Three Future meetings have been arranged for :-

20 <sup>th</sup> July at 10.30	Project Offices – Hillington
31 <sup>st</sup> August at 10.30	Project Offices – Hillington
5 <sup>th</sup> October at 10.30	Project Offices – Hillington