



ST JOHN'S HOSPITAL STAKEHOLDER GROUP MEETING

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

15 September 2016

A meeting of the **St John's Hospital Stakeholder Group** of West Lothian Council will be held within the **Board Room 1, St John's Hospital, Livingston** on **Wednesday 21 September 2016 at 2:30pm**.

For Chief Executive

BUSINESS

Public Session

1. Apologies for Absence
2. Order of Business, including notice of urgent business
3. Declarations of Interest - Members should declare any financial and non-financial interests they have in the items of business for consideration at the meeting, identifying the relevant agenda item and the nature of their interest.
4. Confirm Draft Minutes of Meeting of St John's Hospital Stakeholder Group held on Wednesday 24 August 2016 (herewith).
5. Paediatric Services Update - update by Jim Crombie, Chief Officer, NHS Lothian
6. Timetable of Meetings 2017 (herewith)
7. Workplan (herewith)

DATA LABEL: Public

NOTE **For further information please contact Val Johnston on 01506 281604 - email val.johnston@westlothian.gov.uk or Chris Graham on 0131-465-5677 - chris.graham@nhslothian.scot.nhs.uk**

MINUTE of the MEETING of ST JOHN'S HOSPITAL STAKEHOLDER GROUP held within BOARD ROOM 1, ST JOHN'S HOSPITAL, LIVINGSTON (AND BY VIDEO CONFERENCE CALL FROM WAVERLEY GATE) on 24 AUGUST 2016.

Present:

Councillor John McGinty, Leader West Lothian Council (Chair)
Councillor Dave King, Appointed Representative, West Lothian Council
Councillor Anne McMillan, Appointed Representative, West Lothian Council
Mr Brian Houston, Chairman, Non-Executive Lay Member NHS Lothian
Mr Alex Joyce, Employee Director, Non-Executive Member NHS Lothian
Ms Lynsay Williams, Non-Executive Member, NHS Lothian (Teleconference)
Mr Andrew Jackson, Associate Director: Information Services, Strategic Planning NHS Lothian
Ms Fiona Mitchell, Director of Women's and Children's Services, NHS Lothian

Apologies:

Ms Caroline McDowall, Partnership Lead, St John's Hospital
Mrs Maureen Anderson, Patient Representative
Ms Jacquie Campbell, St John's Hospital Site Director, NHS Lothian
Mr Jim Crombie, Chief Officer, University Hospitals and Support Services
Ms Shirley Douglas Keough, Head of Communications & Public Affairs, NHS Lothian
Mr Jim Forrest, Director, West Lothian CHCP
Ms Carol Harris, Head of Communications and Public Affairs, NHS Lothian
Mr Alex McMahon, Deputy Director, Strategic Planning & Modernisation, NHS Lothian
Ms Agnes Ritchie, St John's Hospital Site Chief Nurse, NHS Lothian
Ms Anne Smith, General Manager, St John's Hospital Site, NHS Lothian

In attendance:

Elaine Dow, Committee Officer, West Lothian Council

3 Members of the Public.

1. OPENING COMMENTS

The Chair welcomed members to the meeting. He advised that Councillor Frank Toner had stepped down from being the council appointed representative on St John's Hospital Stakeholder Group. Councillor Dave King, East Livingston and East Calder Ward Member, had now been appointed as the third council representative with immediate effect. The Chair recorded a note of thanks to Councillor Toner for his services and contribution to the Stakeholder Group over the past few years.

2. DECLARATIONS OF FINANCIAL AND NON FINANCIAL INTEREST

There were no declarations made.

3. MINUTE

The Minute of the previous meeting held on 27 July 2016 was approved as a correct record.

Matters Arising from the Minutes

Paediatric Services

Ms Mitchell provided an update on the progress made within the Paediatric Service following the Paediatric review carried out by the Royal College of Paediatrics and Child Health (RCPCH).

Work was carried out within the existing team and consideration was given to ways of working that would allow the implementation of the recommended resident consultant staffing model (Option 1).

It was noted that a recruitment process was underway for Pan Lothian positions. The following posts were advertised:

- Eight Consultant Paediatric posts working between the Sick Children's Hospital in Edinburgh and St John's Hospital with a closing date of 5th September. It was hopeful that interviews would be carried out by the end of September/first week in October 2016.
- Trained Advanced Paediatric Practitioner's post.

Two Paediatric Nurses had also been appointed to study for their Advanced Paediatric Nursing Course starting in the Autumn. One Consultant was off sick at the moment and an advertisement would be issued for a locum to cover this position.

The Paediatric Programme Board have met regularly to oversee the recruitment drive and to establish the interim model while progressing the implementation of the longer term resident model (Option 1).

Ms Mitchell advised that consideration had been given to implement Option 2 as a potential interim position from the end of August 2016. However, after due consideration, the team at St John's Hospital felt that this was not the best option and an alternative position was put forward for consideration. A Paediatric rota was put in place which staff felt was manageable to cover the Paediatric Services for a period of five months while the recruitment process was underway. The Paediatric Programme Board considered the rota to be robust and commended staff for their hard work and commitment. The rota was being discussed further and risk assessed prior to implementation. However, it was noted that this would have an impact on Paediatric Out Patient activity with the loss of a number of paediatric out-patient clinics at St John's Hospital. This arrangement would run till the end of January 2017 and be reviewed monthly by the Paediatric Programme Board.

In response to a question from Councillor McMillan in relation to the

impact on paediatric out-patient clinics at St John's Hospital, Ms Mitchell advised that waiting times for out-patient paediatric clinic appointments would be affected for a short period of time, however, staff would monitor the situation closely to minimise any disruption this may cause.

The Chair thanked Ms Mitchell for the update and suggested that an update on Paediatric Services be included as a standing item on the workplan to ensure regular updates be provided in the lead up to a more permanent solution.

Decision

1. Noted the update from Ms Mitchell; and
2. Agreed that an update on Paediatric Services be included as a standing item on the workplan.

4. ACTIVITY AND PERFORMANCE UPDATE

The Stakeholder Group considered a presentation by Andrew Jackson (copies of the presentation slides were tabled) reviewing St John's Hospital Activity to May 2016.

Mr Jackson reported that the performance levels in the areas of Inpatient and Daycases were similar to the same period the previous year. There was some movement in the level of 7 day medical readmissions however, these were still within the boundaries of Health Improvement Scotland.

The performance levels of new and return Outpatient appointments were very similar to the previous year with a slight improvement downwards in New DNA rates. This situation would continue to be monitored.

The performance in the number of Inpatients waiting over 12 weeks for an appointment had reduced slightly with the number of Outpatients waiting over 12 weeks increasing. A breakdown was then given on the number of Inpatient and Outpatient waits by Speciality. There were a range of areas where people were waiting beyond 12 weeks for an appointment however the main areas were within Orthopaedic and General Surgery. It was noted that both areas were reliant upon support from the independent sector.

In response to a question from Councillor MacMillan regarding Inpatient and Outpatient waits over 12 weeks. Mr Jackson undertook to provide a breakdown into time bands for the next meeting, which would provide a clearer picture of waiting times in these areas.

The Chair then asked if there were any contributing factors leading to DNA appointments and what could be done to improve the situation. Mr Jackson agreed to forward this enquiry on to the relevant Officer within NHS Lothian to provide a report to a future meeting on the trends and patterns of missed appointments at St John's Hospital and the work being done to address this issue.

The Chair thanked Mr Jackson for his presentation.

Decision

1. Noted the activity and performance presentation and update from Mr Jackson;
2. Agreed that further information would be submitted to the next meeting on Inpatient and Outpatient waits over 12 weeks; and
3. Agreed that Mr Jackson would forward the request to the relevant Officer for a report on DNA appointments to be submitted to a future meeting of the Stakeholder Group.

5. WORKPLAN

The Group noted the contents of the workplan.

The Chair recommended that the Clerk contact Officers with items scheduled on the workplan to confirm a date when these items could be considered.

It was agreed that the workplan should also include the following items:

- Paediatric Services to be included as a standing item;
- Update on Inpatient and Outpatient waits over 12 weeks broken down into time bands; and
- Report to be submitted to a future meeting on Outpatient DNA appointments.

Decision

Noted the workplan subject to the amendments being included as highlighted above.

6. ANY OTHER COMPETENT BUSINESS

Brian Houston advised that at the last meeting of St John's Hospital Stakeholder Group he had intimated that he might have to step down from being a member of the Stakeholder Group. He stated that he would confirm his position within the next two weeks.

Decision

Noted the update from Mr Houston.

7. DATES OF FUTURE MEETINGS:

21 September 2016

19 October 2016

30 November 2016

21 December 2016

ST JOHN'S HOSPITAL STAKEHOLDER'S MEETING 21 SEPTEMBER 2016

UPDATE ON PAEDIATRIC SERVICES

NEW CONSULTANT POSTS

There has been an excellent response to our recent advertisements for 8 new Consultant Paediatrician posts, with 8 applications received. Informal feedback has indicated that advertising this significant number of posts in one go has underlined NHS Lothian's commitment to the service at St John's as well as at RHSC and has encouraged people to apply.

The Interviews are now scheduled to take place on 5 October.

CURRENT ROTA

The current interim Resident rota has now been in operation since the beginning of September, with no significant issues. A new Clinical Fellow is expected to take up post with the St John's team shortly and will join this rota.

PAEDIATRIC PROGRAMME BOARD

The recently established Paediatric Programme Board, chaired by Mr George Walker, Non Executive Director, NHS Lothian Board, is continuing to meet to oversee progress with establishing a new workforce model for St John's, as well as progressing the other recommendations in the Royal College of Paediatrics and Child Health report.

F. Mitchell

Women's and Children's Services

14/09/16

St John's Hospital Stakeholder Group Timetable for 2017		
Agenda Distributed	Meeting Date	Venue
11 Jan 2017	Wednesday 18 Jan 2017	Boardroom 1, St John's Hospital
8 Feb 2017	Wednesday 15 Feb 2017	Boardroom 1, St John's Hospital
8 Mar 2017	Wednesday 15 Mar 2017	Boardroom 1, St John's Hospital
12 Apr 2017	Wednesday 19 Apr 2017	Boardroom 1, St John's Hospital
10 May 2017	Wednesday 17 May 2017	Boardroom 1, St John's Hospital
14 June 2017	Wednesday 21 Jun 2017	Boardroom 1, St John's Hospital

All meetings will commence at 2.30 p.m.

ST JOHN'S HOSPITAL STAKEHOLDER GROUP
Work Plan 21 September 2016

SUBJECT	OFFICER
2016	
21 September Meeting	
St. John's Hospital Quality Dashboard	Agnes Ritchie
Paediatric Services Update	Fiona Mitchell
Inpatient and Outpatient Waiting Times Over 12 Weeks Update	Andrew Jackson
19 October Meeting	
Paediatric Services Update	Fiona Mitchell
Hospital Car Parking	Jacque Campbell & Margaret Christie
Outpatient DNA Appointments Update	Joan Donnelly
30 November Meeting	
Paediatric Services Update	Fiona Mitchell
Activity and Performance Update	Andy Jackson
21 December Meeting	
Paediatric Services Update	Fiona Mitchell
St. John's Hospital Quality Dashboard	Agnes Ritchie

Items to be scheduled	
Hospital services in relation to treating and managing diabetes	Jim Crombie & Jacque Campbell
Delivery of services for stroke patients	Jim Crombie
Cleaning Policies for the St Johns Site	Jacque Campbell & Margaret Christie
Hospital Weekend Working and Staffing Requirements	Jacque Campbell
Cardiology Services	Jim Crombie & Jacque Campbell
Nursing staff/bank staff requirement/A&E Performance Boarding	Jim Crombie & Agnes Ritchie
West Lothian Childhood Obesity Project Update	Rajeeb Rashid