



West Lothian Civic Centre  
Howden Road South  
Livingston  
EH54 6FF

Waverley Gate  
2-4 Waterloo Place  
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EH1 3EG

## ST JOHN'S HOSPITAL STAKEHOLDER GROUP MEETING

**DATE: WEDNESDAY 17 DECEMBER 2014**

**TIME: 2:30 P.M.**

**VENUE: BOARDROOM 1, ST. JOHN'S HOSPITAL, HOWDEN ROAD WEST,  
LIVINGSTON, WEST LOTHIAN EH54 6PP.  
(And by video conference call from Waverley Gate)**

*Members are reminded that they should declare any financial and non-financial interests they have in the items of business for consideration, identifying the relevant agenda item and the nature of their interest.*

| <u>Item</u>   | <u>Lead</u> |
|---|-------------|
| Apologies for Absence   |             |
| 1. Minutes of the Meeting held on 22 October 2014             | <b>BH *</b> |
| 2. Matters Arising  | <b>BH v</b> |
| 3. Paediatric Services Update                                 | <b>JC v</b> |
| 4. Work Plan  | <b>BH *</b> |
| 5. Key Quality Indicators Quarterly Update                    | <b>AR #</b> |
| 6. Any Other Competent Business                               |             |
| 7. Date of Next Meeting:                      21 January 2015 |             |
| 8. 2015 Dates   |             |
| • 21 January                      • 22 July                   |             |
| • 18 February                     • 26 August                 |             |
| • 25 March                         • 23 September             |             |
| • 29 April                         • 21 October               |             |
| • 27 May                         • 25 November                |             |
| • 24 June                         • 16 December               |             |

*Merry Christmas & Happy New Year*

\* = paper attached

# = to follow

v = verbal report

p = presentation

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**DRAFT**

## **ST JOHN'S HOSPITAL STAKEHOLDER GROUP**

Minutes of the Meeting held on Wednesday 22 October 2014 at 2.30pm in Board Room 1, St John's Hospital, Howden South Road, Livingston, West Lothian EH54 6PP (and by video conference call from Waverley Gate)

### **Present:**

|                          |  |
|--------------------------|--|
| Mr Brian Houston (Chair) | Non-Executive Lay Member of NHS Lothian            |
| Professor John Iredale   | Non-Executive Stakeholder Member, NHS Lothian      |
| Councillor John McGinty  | Leader West Lothian Council                        |
| Councillor Anne McMillan | West Lothian Council Livingston North Ward         |
| Councillor Frank Toner   | West Lothian Council East Livingston & East Calder |
| Mr Jim Forrest           | Director of West Lothian CHCP                      |
| Mrs Maureen Anderson     | Patient Representative                             |

### **In Attendance:**

|                        |  |
|------------------------|--|
| Ms Libby Tait          | Associate Director, Strategic Planning, NHS Lothian                  |
| Professor Alex McMahon | Director of Strategic Planning Performance Reporting and Information |
| Ms Agnes Ritchie       | St John's Hospital Site Chief Nurse, NHS Lothian                     |
| Mr Jim Crombie         | Director of Scheduled Care, NHS Lothian                              |
| Mr Chris Stirling      | St John's Hospital Site Manager, NHS Lothian                         |
| Ms Anne Jepson         | Parliamentary Liaising Officer, NHS Lothian                          |
| Ms Julie Cassidy       | Public Involvement Co-ordinator, West Lothian CHCP                   |
| Mr Chris Graham        | Committee Administrator  |

### **Apologies:**

|                           |  |
|---------------------------|--|
| Professor Alison McCallum | Director of Public Health and Health Policy, NHS Lothian |
| Mr Alex Joyce             | Employee Director, Non-Executive Member NHS Lothian      |

## **Declaration of Financial and Non-Financial Interest**

The Chair reminded members they should declare any financial and non-financial interests they had in the items of business for consideration, identifying the relevant agenda item and the nature of their interest. There were no declarations of interest.

Councillor Frank Toner declared a non-financial interest as a non-Executive Director of Lothian Health Board and as Chair of the West Lothian Community Health and Care Partnership.

## **Opening Remarks**

Mr Houston welcomed members and those present to the meeting.

**1. Notes of Previous Meeting**

1.1 The Notes of the previous inquorate meeting held on 24 September 2014 were homologated subject to the addition of Professor Iredale’s apologies for the meeting.

**2. Matters Arising**

2.1 NHS in Scotland £400m funding gap 2015-17 - Cllr McGinty asked for an update in relation to plans for assessing and dealing with budget cuts. Professor McMahon outlined that the November Board Development Session will be addressing some of these areas and also looking at the process of councils and the health board linking into the planning cycle. The budgets will also form a major part of the Integration discussions going forward.

**3. Strategic Plan Update**

3.1 Ms Tait gave an update on the ‘Our Health, Our Care, Our Future’ Consultation Feedback. The presentation covered details of the Engagement process and it was noted that there had been 918 responses received to the consultation between May and July 2014. There had been a number of consultation events to a variety of audiences including the Stakeholder Group. The presentation also looked at response rates to certain questions in the Strategic Plan for example 71% believed the plan addresses the most important issues whereas 51% believed that significant GP issues were being missed.

3.2 The Group also noted the criteria comparison rankings between NHS Staff and Non NHS Staff:

| <b>NHS Staff Rankings</b> | <b>Non NHS Staff Rankings</b> |
|---------------------------|-------------------------------|
| 1. Safe                   | 1. Patient Centred            |
| 2. Effective              | 2. Safe                       |
| 3. Patient Centred        | 3. Effective                  |
| 4. Timely                 | 4. Timely                     |
| 5. Efficient              | 5. Efficient                  |
| 6. Equitable              | 6. Equitable                  |

3.3 The summary of topics raised was discussed with the top topics being ‘Access to Primary Care’ and ‘IT Innovation’. The specific issues relating to West Lothian were also covered, these issues included:

- Support of integration, seamless care, involving 3<sup>rd</sup> sector
- Support of patient pathways- providing care to meet people’s needs
- Primary care need for more capacity – premises and staff
- Local communities should all have a GP practice
- Bangour Village- potential as a 'care village' vs sell for profit
- Improve care for older people – community nursing, care homes/at home
- More specialist services to be provided at SJH

- 3.4 Ms Tait outlined that the next steps for the consultation would be to:
- consider the implications of feedback
    - Primary care access a big issue for public
    - Pathways supported as driver of joined up local care
    - Technology potential to increase efficiency, reduce travel
    - Transport and access needs to be considered alongside any changes to services
  - revise plan and priorities to shift care to communities – integrated, local, team based
  - consider acute vs community conundrum
  - engage through Integrated Joint Boards strategic plan consultation on new models of care, especially for older people's
  - target - revised proposals to February 2015 Board; linking to the 15/16 Local Delivery Plan and Integrated Joint Boards.
- 3.5 Mr Houston reminded the Group that strategic planning sat centrally with the integration agenda which would significantly alter the process of strategic planning. Between now and March 2015 the plans for each IJB need to be built taking into account what NHS Lothian and Council Partners have to do. There would be an increase in the amount of detail, analysing options going forward with challenging funding and resources.
- 3.6 Professor McMahon stated that the integration process going forward needs to be inclusive of what is happening within acute services as well as primary and community care. The process the board and four councils are undertaking to deliver four integration schemes requires delegation of aspects of acute services to IJBs. The targets were to have the draft scheme by the end of the year and the draft strategic commissioning plan by end of March 2015.
- 3.7 Cllr McGinty asked how the IJBs work would tie in with the single outcome agreement and the community planning process. There was also a concern that the timescales may be too tight. Professor McMahon explained that processes would be developed over the next few months. It was important not to set up IJBs to fail and that there had to be planning alignment. Mr Houston added that there was a role for community planning to be the interface. Professor McMahon stated that it was clear that the IJBs as legal entities would be responsible for the development of community empowerment and also compelled to work closer at local community level as well to tie into the timelines everyone is working with.

*Ms Tait and Professor McMahon left the meeting.*

#### **4. Paediatric Services Update**

- 4.1 Mr Crombie reported that the staffing situation for October remaining stable; the November rota has been populated and discussions for the December rota are underway with particular focus over the festive period.
- 4.2 Cllr Toner asked for an update on hospital recruitment. Mr Crombie stated that the hyperlink consistently demonstrating vacancies at St. John's was now available and there were ongoing discussions around an additional recruitment for the early part of November.
- 4.3 Cllr McGinty asked about the current gaps in staffing compliment. Mr Crombie stated that he did not have the figures to hand but these remained the same as previously reported and agreed to confirm these levels for inclusion with the meeting minute.

**JC**

#### **5. Site Master Planning Work Update**

- 5.1 Mr Stirling reminded the Group that the Site Master Planning Work process was established under sponsorship from the Director of Finance, Susan Goldsmith. This gave each site a strategic framework for developing its campus. Options would then be provided to the Board in order to support the strategic planning process, with particular focus on additional beds and theatre capacity. It was noted that there had been a lot of development work recently on the St John's site, e.g. SCBU; MRI and Dental Decontamination.
- 5.2 The proposals for the St John's site were to increase additional bed and theatre capacity within head and neck to reduce the amount of activity currently being sent out to the private sector. It had originally been hoped to present options to the Board in October, however this had now been deferred to the new year as there was a significant range of options. Planning work was continuing along with work on the preferred option of developing a theatre with critical capacity to the rear of the hospital. Feedback for this had been supportive; however advice had also been received that a programme of developments for the site would be preferred over individual developments. The more comprehensive, longer term view and package of work will continue to be work on over the next couple of months. Parking and travel issues also continue to be looked at in conjunction with capital planning colleagues and council planning officers.

#### **6. St John's HEI Unannounced Inspection Report & Improvement Action Plan**

- 6.1 The circulated full report was noted. Mr Stirling reported on the August visits. The inspection team had visited seven different clinical areas including the emergency department and had also spoken to over seventy patients. It was noted that overall most areas were being complied with; however the inspection had picked up concerns over the A&E standard of cleanliness and the area of dress code.

- 6.2 Cllr Toner asked about the cleanliness issue raised in media in relation to six contaminated beds and whether this was an ongoing problem. Mr Stirling stated that given the A&E environment there was a high patient turnover and there needed to be a system to respond quickly and reliably. It was fair to say that the report highlighted areas where the system was not up to standard and this was being addressed. It was noted that scale of blood found on trolleys was described as 'microscopic'.
- 6.3 Ms Ritchie added that there were systems in place to ensure trolleys were as clean as they could be and that blood had been found on the wheels and undercarriage of the trolleys. There is and always had been a cleaning schedule in place however this had now been amended, taking cognisance of the report, and trolleys are now receiving a deep clean every 24 hours. The trolleys are always cleaned between patients and new trolleys have been procured to ensure there is always a rotation of clean trolleys when the department is busy.
- 6.4 The report had also highlighted dust on high rails/high level cables some of these being within an x-ray room within the department. This had been addressed as part of an area deep cleaning once a week and was now monitored by the emergency department and x-ray department staff.
- 6.5 Mr Houston stated that he and the Chief Executive had visited the highlighted areas and were satisfied with the additions to processes to address the problems, along with the nursing staff's high motivation to tackle the issues. Mr Stirling added that the number of domestic colleagues had also been increased within the department, which was now seeing more and more patients and faced a challenge to maintain throughput.
- 6.6 Cllr McGinty stated that it was useful to see the full report; however it was not clear if staff were not doing what they should be doing or if there were expectations that staff had not released were there. Ms Ritchie replied that within the emergency department it was probably a bit of both, whereby staff were cleaning trolleys but did not realise they had to turn trolleys to the side and upside down to clean also. Mr Houston added that the trolley design was perhaps not the most conducive to easy cleaning. Cllr McGinty asked about staff training and management moving forward. Ms Ritchie was satisfied that nursing staff and other colleagues were now clear what is expected and what needs to be done going forward.
- 6.7. Cllr McGinty also asked about staff complying with the dress code and the national uniform standard. Ms Ritchie stated that staff should be aware of the uniform policy and adherence to this was part of the heads of department role. It was noted that since the report all staff had been reminded of the uniform policy as had all department leads. This was also covered in basic training and was part of the policies all staff acknowledged as being read and received. Mr Stirling added that the expectation would be that individual charge nurse would approach anyone entering their ward dressed unsuitably and there was also a responsibility for senior staff, consultants and clinical directors to set a good example for junior staff. If there was an issue that the charge nurse could not deal with then this would come to either Mr Stirling or Ms Ritchie to address.

**7. Work Plan**

7.1 The Work Plan was noted.

**8. Any Other Competent Business**

8.1 There was no other business.

**9. Date of Next Meeting**

9.1 It was noted that the next meeting of the Stakeholder Group would be held on Wednesday, 19 November at 2.30pm (*subsequently cancelled*)

Remaining 2014 Date:

17 December 2014

**10. Proposed 2015 Dates**

The dates for 2015 were noted as:

21 January

18 February

25 March

29 April

27 May

24 June

22 July

26 August

23 September

21 October

25 November

16 December

**ST JOHN'S HOSPITAL STAKEHOLDER  
GROUP**

**4.**

**Work Plan as at 17 December 2014**

|   | <b>SUBJECT</b>   | <b>OFFICER</b>                | <b>MEETING DATE</b>   |
|---|--|-------------------------------|---|
| 1 | Paediatric Services<br><i>Updates – Standing Item</i>                                      | Jim Crombie                   | <b>Standing item</b>  |
| 2 | Key Quality Indicators<br><i>Quarterly Updates</i>   | Agnes Ritchie                 | <b>17 December<br/>29 April<br/>26 August<br/>16 December</b> |
| 3 | Activity and Performance<br><i>Regular Updates</i>   | Jim Crombie<br>Andrew Jackson | <b>Q3 – February 2015</b>                                     |
| 4 | Hospital Working at Weekends<br><i>Medical &amp; Nursing Staff<br/>Appointments Update</i> | Chris Stirling                | <b>25 March 2015</b>  |
| 5 | MRI Scanner<br><i>Progress Update</i>  | Jim Crombie                   | <b>29 April 2015</b>  |