

GROUP NAME:	Keith and East Locality Board Meeting
CHAIRPERSON:	Pam Dudek
DATE OF MEETING:	Wednesday, 18 September 2019
LOCATION:	Meeting Room 1, Southfield
ATTENDING:	Pam Dudek, Chief Officer (PG) Steven Lindsay, (SL) Staff Rep NHSG – via VC Leon Stelmach (LS), Chair PPG Stan Matheson, Project Director – via VC George McLean, Infrastructure Programme Manager Dr Liam O’Loughlin, GP, Community Hospitals Superintendents Group – via VC Susan Pellegrom, Project Manager, Infrastructure, Premises and Digital. (SP) Dr Daivd Rathband, GP, Keith (DR) Duncan Munro, IT Project Manager, Aberdeen (DM) Garry Kidd, Assistant, Director Finance NHSG Nicola Rochester, Personal Assistant (Minute) (NR)
APOLOGIES:	Dr Lewis Walker, IJB Clinical Lead (LW) Sean Coady, Head of Service (SC) Bruce Cruickshank, Third Sector Liaisor, Moray Wellbeing Hub (BC) Avril Purvis (AP), Operational Workforce Manager Gerry Donald, (GD) Head of Planning .

Final

1	<u>Welcome/Apologies</u> The Chair welcomed everyone to the meeting and apologies of absence were recorded for Lewis Walker, Sean Coady, Avril Purvis, Gerry Donald and Bruce Cruickshank.	
2	<u>Minutes of the last meeting</u> It was agreed that the minutes of the last meeting could be regarded as final. Action: NR to circulate minutes as final.	NR
3	<u>Matters arising/actions from the last meeting</u> These were as follows:- <u>Scheme of delegation</u> – Done and circulated and accepted for the Keith project. <u>Moray Council – Investment possibilities.</u> PD has raised this point through Council colleagues but it was decided that an official meeting is necessary. PD asked NR to arrange a meeting with the Chief Executive of the Council, herself and Gerry Donald. Action: NR. <u>Private industry involvement</u> – it was reported that a meeting had been held with the Police Estate. Keith Rotary Club, Keith Builder’s Yard and an engineering company had been approached but to date no replies had been received. Pharmacists had also been contacted and they are considering whether to be	NR

	<p>involved as a cash sponsor. Distilleries and a brewery may wish to be involved via community shares (although they could have a right to ask for their money back at a later date).</p> <p><u>Communication and Engagement</u> – Good progress had been made so far. There had been limited staff involvement at the staff briefings in Aberlour and Buckie. However, with the forthcoming Workshops starting later this month and into October, it was felt that staff would attend those. PD had recently done a film associated with her work on the Strategic Plan. Colleagues might like to consider something similar like running a podcast after the Workshops had concluded. The trade union side said they would feedback any concerns through to SP direct. Action: SP.</p> <p><u>Keith Show</u> – Was generally well received. A Patient Aspiration Survey was conducted. Of those approached, not everyone was keen on making use of IT for medical consultations. The community preferred traditional face to face contact with doctors and other medical practitioners. The Group noted that it would take time for everyone to accept how IT could be to the patients' advantage - particularly saving on time and travelling costs. LS was thanked for his contribution to the survey and preparing of the results paper. The survey would be repeated at the forthcoming Flu Day which would hopefully capture a different cohort of people.</p> <p><u>Digital Transformation – Social Security Scotland</u> – SP reported that she had been in touch with them and a meeting had been arranged for this Friday to get them involved and test their interest level. Action: SP</p>	<p>SP</p> <p>SP</p>
4	<p><u>Care in Between Project – GSA</u></p> <p>It was noted that some members of the Group had not seen much progress from GSA in recent months.</p> <p>However, SP reported that she has been in fairly regular contact with them and could inform the Group that work was being done in stages (albeit slowly).</p> <p>First, GSA were looking at the discharge element at DGH. This would then be followed up with a study of community hospitals. There would then be a 'data pulling together' stage which would take on points arising from the service modelling workshops (starting soon). From this a landscape would be created where it was envisaged that a joint workshop would be held on 5 December which would be an 'options appraisal day' that would ultimately feed into the national plan proposals.</p> <p>There was a query about the GSA's original brief. In response it was stated that the GSA was brought into look at how community hospitals are used now; whilst seeking professional views; seeking the views and experiences of users and to then assess options for the future service model. GSA was hired on a one year contract. Their funding runs out at the end of the financial year. Their facilitation at workshops would help to visualise things collectively and is seen as worthwhile. In November, an assessment would be made to see if their contribution still justifies value for money.</p>	
5	<p><u>Risks</u></p> <p>No particular risks identified at this point. As they do arise, they need to be recorded and reviewed regularly.</p>	

6	<p><u>Service Modelling Workshops</u> It was reported that the running of these Workshops were essential to sense check and to ensure everything is on track. They would also assist in the preparation of the options appraisal process later on.</p> <p>More data would be available at the Workshops. They would be open to the public and they have been widely advertised including on social media. There is still time for colleagues to make changes to the overall objectives of the project if they wished. Comments from the Workshops would be collected on flipcharts so a paper could be prepared. Attendees would be asked to complete a feedback form so an assessment could be made to see if the Workshops have been delivered correctly and achieved the right aims. Overall, current recruitment issues should improve once the new facility in Keith goes live. PD to attend one of the Workshops next week.</p>	
7	<p><u>Elective Care Community Hubs</u></p> <p>A good meeting was held recently where it was decided to develop two community hubs. One in Moray at DGH; the other in Keith. A follow up meeting to discuss this further would be held on 4 October.</p> <p>The Chair mentioned that Adam Coldwells, Graeme Smith's replacement needed to be sighted on this.</p> <p>Action: SP, PD</p>	SP, PD
8	<p><u>Correspondence</u></p> <p>None.</p>	
9	<p><u>AOCB</u></p> <p><u>Publishing of papers</u> – A query was raised as to what and where papers from meetings and workshops etc are to be published bearing in mind FOI requests. It was decided that papers should be published on the HSCM website. A special page had been set up for this purpose. However, papers needed to be checked prior to publication to ensure that patient data and sensitive financial information had been removed.</p> <p><u>Keith Interim Solution</u> – It was reported that work had nearly completed on refurbishing/upgrading one room recently at a cost of £50 k. A new PC had yet to be installed. Action: GMcL to follow up.</p> <p><u>Meeting Room for the next meeting</u> – NR to check exact meeting room location for next meeting at Southfield as there was the potential for a double booking if it meant using room 1. Action: NR.</p> <p>Action: GMcL, SP</p>	GMcL NR
10	<p><u>Date of next meeting</u></p> <p>Wednesday, 13 November 2019 at 1 pm.</p>	