

West Lothian House
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Livingston
EH54 6QG

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12 September 2008

A meeting of the **St John's Hospital Stakeholder Group** will be held within **Strathbrock Partnership Centre, 189(a) West Main Street, Broxburn, EH52 5LH** on **Friday, 19 September 2008** at **13.00pm**.



for Chief Executive

1. Apologies.
2. Order of 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. Minute of Group Meeting held on 12 August 2008 (herewith).
5. St John's Hospital Vision for the Future - Strategic Planning Considerations and Outline Proposals for the Future - Presentation by John Jack, Director of Facilities, St John's Hospital and Dr. Patrick Armstrong, Consultant.
6. Secretariat and Operational Arrangements.
 - (a) Arrangements for Servicing Group Meetings; and
 - (b) Protocol for Substitution of the Chair.
7. Arrangements for Appointment of Patient Representative.
8. Draft Workplan (herewith).
9. Proposed Schedule of Meetings (herewith).
10. AOCB

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MINUTE of MEETING of the ST JOHN'S HOSPITAL STAKEHOLDER GROUP held within the COUNCIL EMERGENCY CENTRE, WEST LOTHIAN HOUSE, LIVINGSTON, on TUESDAY 12TH AUGUST 2008.

Present - Councillors Peter Johnston (Chair), Gordon Beurskens and Ellen Glass; and Bob Anderson, Theresa Douglas, Derek Thomson and Charles Winstanley.

In Attendance - Alex Linkston (Chief Executive, WLC)

1. DECLARATIONS OF INTEREST

The Group members discussed the merits of retaining a specific item on the agenda for Declarations of Interest.

Decision -

To agree that a standing item would appear on each agenda for Declarations of Interest, in accordance with that featuring on the first agenda.

2. ORDER OF BUSINESS

It was agreed that agenda item 7, 'Arrangements for the Appointment of Patient and Staff Representatives', would be taken immediately following agenda item 3, 'Declarations of Interest'.

3. ARRANGEMENTS FOR THE APPOINTMENT OF PATIENT AND STAFF REPRESENTATIVES

The Chair noted that Derek Thomson had been nominated by the Lothian Partnership Forum and invited members of the Group to approve this nomination.

Members approved the nomination of Derek Thomson as the Staff Representative and Mr Thomson was welcomed to the Group. It was noted that the Patient Representative had still to be appointed. It was suggested that Diane Laughland at St John's Hospital would be contacted to progress this.

Decisions -

1. To approve the appointment of Derek Thomson as Staff Representative; and
2. To agree that Diane Laughland, St John's Hospital, be contacted with a view to progressing the appointment of a Patient Representative.

4. CHAIR'S WELCOME AND INTRODUCTIONS

The Chair welcomed all members to the Group and stated that the Group provided a unique opportunity to shape services at St John's Hospital and to further develop and strengthen the relationship with NHS Lothian on a pan-Lothian basis.

He expressed the view that a very good relationship existed between West Lothian Council and NHS Lothian, in particular with the Community Health and Care Partnership being seen as an exemplar for partnership working. He also wanted the very best to be delivered for those seeking health services in West Lothian and on a pan-Lothian basis.

Charles Winstanley commented that that NHS Lothian welcomed the new body and saw

this as a body which could do important work to help identify demand, or demand changes, and ensure that local demands were reflected. He further stated that it was important that this Group complimented the work of the Community Health and Care Partnership and that there was no risk of confusion in relation to responsibilities.

Decision -

To note the Chair's welcome and introductions and the comments of Charles Winstanley.

5. GROUP REMIT

The Chair advised the Group that NHS Lothian and West Lothian Council had agreed its remit. Bob Anderson commented that it was important to bear in mind in the future the wider pan-Lothian public and how their interest in the future of St John's was represented.

The Chair suggested that officers from West Lothian Council and NHS Lothian should prepare and bring a report to the Group examining how best to tackle the remit, to identify, for example, resources which may be required and to identify any areas where it would be appropriate to instruct external agents.

There followed discussion on the merits of such a report. Charles Winstanley advised that NHS Lothian had a dedicated officer for St John's Hospital, John Jack, and would not envisage requiring any additional resources or employing any external agents. He also expressed the view that prior to preparation of such a paper, it would be more appropriate for NHS Lothian to brief the Group on where NHS Lothian are on the various issues to be addressed by the Group. This view was supported by Theresa Douglas and Derek Thomson.

The Chair stated that it was essential that the Group obtained the best advice and that it was his view that it may be appropriate in some circumstances for this advice to be given independently by someone who potentially had a new way of looking at things. This view was supported by Councillors Glass and Beurskens.

The Chair suggested that the paper should be a collaboration between West Lothian Council and NHS Lothian, to examine the bullet points which had been identified in the Group's remit and to look at how best to take these forward, including assessing the requirement for external agents.

Charles Winstanley agreed that John Jack would be made available to facilitate an examination of how the Group would take forward the bullet points identified in the Group remit. Charles Winstanley further commented that were the point reached where it was agreed that there was an issue worthy of a fresh view, NHS Lothian would consider the position, although not agreeing at the outset to the involvement of a third party to look at where NHS Lothian were at present.

Decisions -

1. To agree that a joint report be prepared, to be a collaboration between West Lothian Council and NHS Lothian, examining the process through which the Group could deliver the agreed remit and to look at the option of bringing in external help where required;
2. To agree that the report:
 - Be brought to the Group for consideration;

- Would identify the pros and cons of the involvement of third parties; and
- Should articulate the current NHS Board vision for the future of St John's.

6. SECRETARIAT AND OPERATIONAL ARRANGEMENTS -

(a) Secretariat

The Chair proposed that West Lothian Council should provide the secretariat for the period during which West Lothian Council hold the Chair and thereafter that this would revert to NHS Lothian.

Charles Winstanley stated that NHS Lothian did not support this position. NHS Lothian was concerned that there was total equity and was very firmly of the view that alternate meetings were the way forward. This view was supported by Derek Thomson.

Peter Johnston expressed the view that it is necessary to have continuity, consistency, efficiency and effectiveness.

Councillor Beurskens supported the Chair's proposal but indicated that he would be prepared to look at a shorter period.

Charles Winstanley expressed the view again that, for the sake of demonstrating that this body was truly collegiate and transparent, the secretariat should alternate.

Peter Johnston proposed a trial period whereby West Lothian Council would provide the secretariat for a period of six months and for this to be reviewed after the six month period.

Charles Winstanley stated that he was happy to have a trial period but proposed trialling the alternating arrangements.

Derek Thomson advised that he would require to take the proposals back to the Partnership Forum for their views.

As no agreement could be reached on the permanent secretariat arrangements, a consensus emerged that in the meantime West Lothian Council would continue to provide the secretariat and that this issue would be continued to the next meeting.

Decision -

To agree that West Lothian Council would provide the secretariat in the meantime and that this item would be continued to the next meeting.

(b) Method and Timescale for Agenda Issue

The Chair proposed that the agenda be issued by email, seven days in advance of the meetings.

Decision -

To agree that the agenda be issued by email, seven days in advance of the meetings.

(c) Style of Minute/Action Note, Including the Level of Detail

The Chair proposed that following meetings of the Group, an action note be issued, with a minute to follow.

Theresa Douglas expressed concern that the standard West Lothian Council minute may not provide a sufficient level of detail. Charles Winstanley stated that whilst he did not want to see a record of every observation and challenge made at the meeting, he would like to see any measure of discontent recorded.

Decisions -

1. To agree that following meetings of the Group, an action note be issued, with a minute to follow; and
2. To agree that the minute should be more detailed than the standard West Lothian Council minute and would include details of the discussion and would record minority views.

(d) Public Access to Group Meetings, Agendas, Reports and Minutes

The Chair proposed that the public should have access to observe meetings of the group except where the Group proposed to consider an item in private. He further proposed that agendas and minutes would be published on the West Lothian Council website and he would encourage NHS Lothian colleagues to do likewise.

Charles Winstanley advised that it may be possible to find a place on the NHS Lothian website for the agendas and minutes.

Decisions -

1. To agree that agendas and minutes be published on the Council and NHS Lothian websites.
2. To agree that the public would have access to observe meetings of the Group except where the Group proposed to consider an item in private.

(e) Arrangements for Follow-on Reporting of the Group's Discussion

The Chair proposed that a draft minute be presented to the Group for consideration and approval. He advised that, once approved, this minute would be reported to the Council Executive for noting. He invited thoughts on how follow-on reporting of the Group's discussion would be dealt with by NHS Lothian.

Charles Winstanley advised that he submitted a regular Chair's report to Lothian NHS Board and that he would include in that report the key features of the discussions at the Group. He advised that there would also be a more formal mechanism for Group referrals to the Board.

Decisions -

1. To agree that draft minutes of Group meetings would be presented to the next meeting of the Group for approval;

2. To note that, once approved, these minutes would be reported to the Council Executive for noting;
3. To note that key features of the Group's discussion would be reported to Lothian NHS Board as part of the Chair's report; and
4. To note that there would also be a more formal mechanism for Group referrals to Lothian NHS Board.

(f) Arrangements for Raising Future Items of Business and Work Planning

The Chair proposed using the model used by the Council's Policy Development and Scrutiny Panels whereby any member had an opportunity to have an item put onto a workplan and this would be circulated to the group for the group to prioritise items. He advised that he would be happy items to be submitted to the secretariat for inclusion on the workplan.

Charles Winstanley was minded that if the workplan described the process whereby agendas and priorities for agendas were identified, he had no problem with that, however he would not agree to this if the workplan proposed to task anyone with undertaking specific pieces of work.

Peter Johnston clarified that the workplan was an opportunity for people to have items submitted for consideration by the Group and thereafter the Group itself would prioritise and consider how the items would be dealt with.

Decisions -

1. To agree that the workplan model used by the Council's Policy Development and Scrutiny Panels would be adopted;
2. To agree that any member of the Group could submit an item to the secretariat for inclusion on the workplan; and
3. To agree that the workplan would be submitted to the Group for to allow it to prioritise and consider how items would be dealt with.

(g) Designation of Lead Officer(s)

Charles Winstanley advised that John Jack, Director of Facilities, St John's Hospital, would be the Lead Officer for NHS Lothian. Alex Linkston, Chief Executive, West Lothian Council, advised that the Director of the CHCP would be the Lead Officer for West Lothian Council.

Decisions -

1. To agree that John Jack, Director of Facilities, St John's Hospital, and the Director of the CHCP would be the Lead Officers.
2. To agree that the Lead Officers would liaise to report to and provide supporting information to the Group.

(h) AOCB

The Chair suggested that AOCB be added as a standing item to the end of all future

agendas.

Decision -

To agree that AOCB be added as a standing item to the end of all future agendas.

(i) Appointment of Substitutes by Group Members

The Chair advised that it was standard practice in West Lothian Council that substitutes, with full voting rights, could be appointed. He was minded that this maintained a healthy discussion and debate and ensured that the quorum could always be met.

Charles Winstanley agreed that members should be able to appointment a substitute. He questioned what would happen if the Chair was unavailable and whether he would substitute for the Chair.

The Chair was minded that his substitute should be a member from the Council side.

As no agreement could be reached on the matter of who would undertake the role of Chair were the current Chair unavailable, a consensus emerged that this matter be continued to the next meeting for further discussion.

Decisions -

1. To agree the appointment of substitutes by group members; and
2. To continue discussion on the matter of who would undertake the role of Chair were the current Chair unavailable, to the next meeting.

(j) Convention for Dealing with Matters on which there was No Clear Consensus

The Chair advised the Group that minutes of the Council's Policy Development and Scrutiny Panels clearly identified issues in the minutes where there had been agreement, and gave equal status to views in the minutes where there was not agreement. He proposed a similar approach for the Group.

Decision -

To agree that the minutes would identify those issues on which there was agreement, and would give equal status to views on issues where agreement had not been reached.

(k) Future Communications

Charles Winstanley was minded that it would essential for the Group to be seen to speak with a unanimous voice and that it was therefore important that any media statements be jointly agreed, and that individuals did not seek to speak on behalf of the Group outside of those agreed statements.

The Chair agreed that this was desirable but perhaps but not always deliverable. He agreed with the proposal in principle and that it was important that members of the Group accepted their collective responsibilities. However, he highlighted that sometimes elected members would need to compartmentalise their separate roles.

Gordon Beurskens reminded the Group that the meetings would be open to the public and that any discussions which took place during Group meetings may be reported on from the public gallery.

Decisions -

1. To agree that any media or other statements issued by members of the group should present the agreed views of the group wherever possible;
2. To note that any discussions which took place during Group meetings may be reported on from the public gallery.

(l) Quorum

Charles Winstanley proposed that the quorum should consist of at least two elected members of West Lothian Council and at least two non-executive members Lothian NHS Board.

Decision -

To agree that the quorum for Group meeting be four, to be made up of at least two elected members of West Lothian Council and at least two non-executive members Lothian NHS Board

(m) Location of Meetings

Charles Winstanley proposed that Group meetings should take place in the Strathbrock Partnership Centre. Gordon Beurskens highlighted that St John's Hospital may also be an appropriate venue depending on the items to be discussed at the meeting. Charles Winstanley was minded that it may be appropriate to hold meetings at St John's where there was an opportunity for a briefing.

Decision -

To agree that Group meetings be held in Strathbrock Partnership Centre but that meetings should take place at St John's Hospital where there was an opportunity to have a briefing.

7. PROPOSED ITEMS FOR FUTURE CONSIDERATION

A paper was tabled by Councillor Beurskens headed 'Stakeholder Group Workplan'. This paper proposed the following items for inclusion in the Group workplan:

- Colorectal Surgery at SJH;
- Elective Orthopaedics & theatre utilisation;
- Clinical Governance issues-Dermatology;
- E.W.T.D: impact of junior doctor training/ rota compliance;
- Cardiology provision in respect of SJH;
- Acute emergency status of SJH;

- Car Parking;
- SJH re-design/visioning & general infrastructure issues;
- Re-zoning WEC 2-impact on Divisional funding; and
- Burns Unit - including current unit infrastructure; shared intakes outwith NHS Lothian; and details of unit plans for next 4/5 years.

Bob Anderson further proposed that an item on 'Accessibility and Transport for Patients Outwith West Lothian' be included in the workplan.

Charles Winstanley highlighted that it would be appropriate to consider forward planning were, for example, briefings to be arranged on particular issues.

Decision -

To agree that the items proposed by Councillor Beurskens and Bob Anderson be populated in the workplan, which would be brought back to the Group to allow for the items to be prioritised and consideration given to how they should be dealt with.

8. SCHEDULE OF MEETINGS

It was agreed that Group meetings should take place monthly, to be arranged by the secretariat.

It was agreed that the next meeting would take place on Friday, 19 September 2008 at 1.00pm.

9. CHAIR'S REMARKS

The Chair closed the meeting with thanks and congratulations to Bob Anderson for his work in the CHCP and stated that he looked forward to working with Theresa Douglas, the new Chair of West Lothian CHCP Board.

St John's Hospital Stakeholder Group

19 September 2008

Item 8

Group Workplan

It is recommended that the Group considers the appended draft workplan.

St John's Hospital Stakeholder Group – Draft Workplan

Area	Rank	Action	Progress
Acute Emergency Status of SJH		<p>NHS Lothian Annual Review on Monday 8th Sept Chair confirmed the status of SJH</p> <p>Cabinet Secretary re-confirmed the status of SJH at Annual Review</p>	
Car Parking		<p>Scottish Government announcement on 2 September08 will mean the abolition of car parking charges for patients and visitors effective from 1 January 2009.</p> <p>NHSL Partnership discussion is ongoing in respect of the operational application of the revised policy.</p>	Effective from 1.1.09
SJH re-design. visioning & general infrastructure issues		<p>A presentation of strategic planning considerations, both ongoing and proposals for the future.</p> <p>Tour of the hospital campus, encompassing each of the main specialities</p>	<p>19 September Stakeholder meeting at Strathbrock</p> <p>October Stakeholder Group meeting</p>
Re-zoning WEC 2-impact on Divisional funding: and		<p>2 public meetings have taken place with the catchment areas involved.</p> <p>Meeting of WLC and ECC has to be arranged to resolve the Social Work issues.</p> <p>Transport issues require further examination and discussion at the Better Acute in Lothian Rezoning subgroup.</p> <p>www.nhslothian.scot.nhs.uk publicises services provided on 3 acute sites.</p>	

St John's Hospital Stakeholder Group – Draft Workplan

Area	Rank	Action	Progress
		<p>Consideration needs to be given on how to publicise services using other communications.</p> <p>Current model of service delivery for unscheduled care should not change as a result of this proposal.</p>	
Burns Unit – including current unit infrastructure; shared intakes outwith NHS Lothian; and details of unit plans for the next 4/5 years		Potential discussions in this respect will be likely as part of the range of specialty presentations over the next number of meetings.	Ongoing
Accessibility and Transport for Patients Outwith West Lothian be included in the workplan		Specific detail in this regard requires to be identified and appropriate agencies engaged.	
E.W.T.D: Impact of junior doctor training/rota compliance		Further discussion in this regard would be appropriate to identify who best could speak to this item. Are there specific issues or is it a general update?	
Cardiology provision in respect of SJH		Addressed at the Annual Review by the Cabinet Secretary and NHSL Medical Director.	
Colorectal Surgery at SJH		As per the Minister's letter detailing the Government's position.	
Elective Orthopaedics & Theatre Utilisation		As per the discussion at the Annual Review position re-stated by the Cabinet Secretary.	

St John's Hospital Stakeholder Group – Draft Workplan

Area

Rank

Action

Progress

Clinical Governance Issues - Dermatology

Clarity required from the group on the specifics.

St John's Hospital Stakeholder Group

19 September 2008

Item 9

Proposed Meetings Schedule

It is recommended that the Group consider and agree a meetings schedule.

Proposed dates and times for the next 8 meetings are as follows:

- Monday, 20 October @ 9am
- Friday, 28 November @ 2pm
- Monday, 12 January @ 2pm
- Monday, 9 February @ 2pm
- Friday, 13 March @ 2pm
- Monday, 6 April @ 2pm
- Friday, 8 May @ 2pm
- Monday, 8 June @ 2pm