Notes of a Meeting of the MSISG held on Wednesday 8 November 2007 at 2:00 pm
In the Conference Room, Dalian House, NHS Greater Glasgow & Clyde

Present:
Helen Byrne, Director Acute Services Strategy, Implementation and Planning (Chair)
Jonathan Coutts, Clinical Director Neonatology
Alan Mathers, Clinical Director Obstetrics & Gynaecology
Stewart Pringle, Chair Antenatal Sub-Group
Anne Davidson, Staff Partnership, RCM Steward, Queen Mother’s Hospital
Ann Holmes, Consultant Midwife
Mairi MacLeod, Planning Manager for New Children’s Hospital Project
Iain Wallace, Associate Medical Director, Women and Children’s Directorate
Tony Curran, Head of Capital Planning and Procurement
Cathy MacGillivray, Head of Nursing - Clyde
Lesley McIlrath, General Manager Obstetrics, Gynaecology & Neonates
Eleanor Stenhouse, Head of Midwifery
Dorothy Cafferty, Planning Manager, Women’s and Children’s Services
Kate Munro, Community Engagement Manager
Ann Crumley, Head of Organisational Development - Acute
John Scott, Capital Project Manager
Jacqui McGeoch, Human Resources – Women & Children’s Directorate
Noreen Shields, Planning & Development Manager Women’s Health
Gerry Hope, Organisational Development – Women & Children’s Directorate
Pauline Cameron, PFPI/Communications Officer-Maternity
Iain Adams, Capital Finance

1 Apologies

Apologies were received from Rosslyn Crocket, Stein Bjornsson, Charles Skeoch, Douglas Colville, Anne MacPherson, Anne Mitchell, Willie Frame Sue Forsyth and Pat Bryson.

2 Notes of the MSISG Meeting held on 3 October 2007

It was noted that Ann Crumley had attended the meeting on 3rd October. The notes will be amended accordingly.

3 Matters Arising

3.1 West Glasgow Antenatal Accommodation: Lesley McIlrath informed the group that accommodation had recently become available at the old Beatson, Western Infirmary, and is being explored as a potential option for an interim accommodation solution. Stewart Pringle along with Lesley and others had an initial tour of the premises. While the Gartnavel option continues to be explored, it was felt that the opportunity to explore the Beatson as a potential site should not be missed. Lesley advised that she would update Rosslyn Crocket on progress. Robert Calderwood and Alex McIntyre would also be kept informed.

Action: LMcl

3.2 Draft Maternity Strategy 2006 – 2011: Dorothy Cafferty reported that she had received comments from a variety of contributors and that the document is now held as draft status pending the outcomes of the Pregnancy Pathway proposals for redesign, and the Scottish Government’s Independent Scrutiny processes to the review of community midwifery units (CMUs) in Clyde. Once the outcomes of these two exercises are known, these will be incorporated into the strategy.

Action: LMcl
Helen Byrne advised that she anticipated that the Review of Clyde’s Acute services would be completed by the end of November and presented as 4 streams of work, including the CMUs, to the NHS Board in December.

It was agreed that the Maternity Strategy should cross-reference all aspects of the work currently being carried out. Dorothy also advised that in discussion with Sue Lachlan, the strategy would be reviewed to ensure that it appropriately reflects the Equality Agenda. Noreen Shields added that scoping work from the outcome of the recent Equality Impact Assessment including an action plan would be brought to the December MSISG meeting.

3.3 **Full Business Case Submission:** Dorothy reported that an informal meeting has been arranged for representatives of the Capital Project Board to meet with Mike Baxter of the Capital Investment Group, to discuss the C.I.G. processes and desired FBC. There were challenges in completing the FBC for consideration of approval within the C.I.G. timetable of formal meetings, which could potentially impact on the timing of the build and commissioning of the new facility. A report from the meeting is to be considered at the next Capital Project Board meeting, and thereafter a report will be given to the MSISG in December.

**Action: DC / Capital Project Board**

3.4 **Project Manager:** Lesley informed that Audrey Taggart has been appointed as a service project manager who will link with the capital project manager to implement the capital project from a service perspective. It was noted that Audrey takes up post on 19 November 2007.

4 **Performance Framework**

4.1 **Progress Monitoring Reports**

a) **Pregnancy Pathway / Obstetrics Group:** Ann Holmes reported that the Pregnancy Pathway redesign proposals paper was currently being finalised to incorporate financial and staffing issues, and that the final draft will be discussed at a Pregnancy Pathway Group meeting scheduled week commencing 26 November. A meeting is also planned with Robert Calderwood on 3 December, and a presentation to the MSISG will take place thereafter on 10 December. Helen requested a copy of the final document prior to the MSISG meeting on 10 December. It was noted that Carol Scott is to present the proposals to the December meeting.

Kate Munro highlighted the need to review the contents of the proposals for impacts on current services to patients and staff. Dorothy added that a meeting to discuss the breadth of communications needed would be taking place in December, involving a representative from the corporate communications team. The meeting would also explore what, if any, wider consultation would be needed. Ann Holmes informed the group that all changes are in line with current National policy. Helen highlighted that the Pregnancy Pathway work may be further impacted by the outcome of the Independent Scrutiny process currently taking place in Clyde. Alan Mathers emphasised the need to broaden communications, and any user engagement, that is undertaken, to cover the whole of the Glasgow area, including Clyde where appropriate, to ensure that diversity of views are obtained.

**Action: AH/KM/DC**

b) **Neonatal Sub-Group:** Jonathan Coutts reported that the sub group is continuing to progress its workplan. There are fewer numbers attending the informal weekly meetings, and this is appropriate now that the drawings and layouts have been signed-off. Jonathan added that rotas are currently being examined for potential service provision for beds required by the West of Scotland, to ensure there is a plan to allow the unit to be fully staffed once the new build is completed. Helen reported that the outcome of the national work on neonatal service provision for the West of Scotland, led by Phil Booth and Paul Martin who is leading for MSAG, has not yet reported. Jonathan is linked into this work through his national role and will update a future MSISG meeting.
Jonathan also informed the group that additional nursing staff for 2B have been advertised (16-18 posts) with a closing date of next week. Transfer letters to staff are in the pipeline to be issued, further staff training will be available for existing staff.

Action: JC

c) **Project Board Capital and Finance:** John Scott reported that work is progressing to achieve tenders within the timescale allocated. The formal approval of the FBC was noted, as described in section 3.3 above. Plans for planning consents have been submitted to the Local Authority to be considered by the Council’s Planning processes.

Action: TC / Project Board

d) **HR & Staff Communications Sub Group:** Jackie McGeough reported on behalf of Anne Macpherson. A workforce planning group has been established within the Women & Children’s Directorate. Neil Wilson is working on a workforce-planning group. Medical staff have held a workforce planning event, and a further event to involve the wider group of staff affected by the changes is scheduled to take place in February 2008.

Action: AMacP

e) **Maternity Strategy OD Plan:** Ann Crumley advised that Gerry Hope is linking both the human resources and learning and education plans into the work of each of the sub groups for continuity. Clarification about the timescales and numbers of staff involved in change has still to be agreed. In addition, capacity issues are still being considered and outcomes will be reported to the MSISG. It was noted that Carol Scott, Clinical Services Manager, is leading on providing the detailed information. Helen emphasized the need for all areas to have a common link as an essential part of the ongoing work.

Action: AC/GH

4.2 Updates

a) **Clyde Maternity Review:** Cathy MacGillivrary reported that work is still ongoing to provide information for the Independent Scrutiny Group. Visits have already taken place to each of the locations. Kate Munro had attended one of the public events; approximately 36 people attended, many of who were thought to be politicians. The Scrutiny Group’s line of enquiry appeared to focus on finding out why the CMU was not widely used. The end of November 2007 deadline for the Scrutiny Group’s findings was noted.

b) **Community Engagement:** Kate Munro introduced Pauline Cameron to the Group. Pauline is the new Patient Focus Public Involvement/Communications Officer (Maternity) currently based at the Royal Hospital for Sick Children, Yorkhill, and who will support the work that Kate leads on behalf of the MSISG, including the Capital FBC, West and South Glasgow, and the pregnancy pathway proposals. Pauline’s role also incorporates communications officer duties and this part of her role is directed by the Head of Midwifery.

Action: KM/PC

c) **New Children’s Hospital:** Mairi Macleod reported that it remains the intention to submit the OBC to the NHS Board meeting in January 2008, followed by a special meeting of the Capital Investment Group. A Gateway Review is to be carried out in January to ensure that the programme is being progress within the targets deadlines. This involves a 4-day review with key people and documents, and which will result in recommendations of what should be addressed for the next stage. This is the first project in Scotland to be reviewed in this way. Mairi will confirm members of the group when known. A joint meeting with colleagues from Edinburgh is taking place to ensure there is consistency of approach.

Action: MMcL
5 **Key Messages:** Helen suggested key messages for the November MSISG bulletin should include, the ongoing work of the Pregnancy Pathway Redesign which will come to the December MSISG meeting, Progress on the neonatal vacancies recently advertised, information on the Capital Project Plan currently remaining on track, and a reminder about the appointment of Audrey Taggart the new service project manager. The possible alternative accommodation site for West Glasgow Antenatal Services might also be included. Dorothy will prepare the bulletin and disseminate to staff.

**Action:** DC

6 **Any Other Business:**

6.1 Lesley informed, for information, that a West of Scotland Gynaecology Oncology group had recently been set up to consider proposals from the West of Scotland MCN and to make recommendations on a preferred model of service for ovarian cancer. Rosslyn Crocket is Chair of the group, and Dorothy Cafferty is the Planning Manager supporting the Group. A first meeting was held on 3rd October, and a further meeting was held on 31st October. The Group is targeted with completing its work by end December and to prepare a report to the Chief Executives’ Group. Dorothy advised that she would be developing benefits and risk criteria for a benefits evaluation by the group, and working with service leads to finalise the proposals and recommendations paper.

**Action:** LMcI/DC

6.2 Alan Mathers enquired whether MSP liaison meetings continue to take place. Helen reported that no specific meetings had taken place to date during the current Parliament. However, individual MSPS continue to take an interest in a variety of ongoing NHS work in their constituency areas, and are kept informed and advised as necessary.

7 **Date and Time of Next Meeting:** The next meeting of the MSISG will be held on Monday 10th December 2007 between 2.30pm – 4.30pm in the Conference Room, Dalian House Glasgow.