

**Sir Lewis Ritchie Recommendations
Workstream 2 – Community Beds**

**Monday 24th June 2019 – 15:30 to 17:00
VC Venues Portree, Broadford, Dingwall**

DRAFT NOTES

Present :

Ross Cowie (RC)	Lucky2BHere
Kate Earnshaw (KS)	District Manager, Skye, Lochalsh & Wester Ross, NHS Highland
Caroline Gould (CG) By TC	Access Panel Representative
Sophie Isaacson (SI)	Portree & Braes Community Trust Project Officer
Tracy Ligema (TL)	Head of Community Services, North & West Division, NHS Highland
Catriona MacDonald (CMacD)	Chair, Save our Services (SOS) – from 1:00pm
Ronald MacDonald (RMacD)	Councillor, Highland Council
Ruraidh MacKinnon (RMacK3)	Skye & Lochalsh Housing Association
Dr Hannah Macleod (HM)	GP, Portree Medical Practice
Myra Macleod (MMacL)	SOS NHS
Lisa Madigan (LM)	
Pat Matheson	Integrated DN Caseload Holder – Community Nursing Representative
Fiona McGeachan (FMcG)	Senior Quality Improvement Lead, NHS Highland
Neilian Murray (NM)	Kilmuir Community Council
Fay Thomson	SOSNHS (Chair)

Apologies:

Ross Mackenzie (RMacK1)	Area Manager West, North & West Division, NHS Highland
Maggie Cunningham	External Facilitator
Charles Crichton	Highland Hospice / Skye Cancer Care

1. WELCOME & INTRODUCTIONS:

Introductions were made around the table and VC venues.

2. NOTES OF PREVIOUS MEETING:

The amendments to the notes of 20 May 2019 have been finalised.

3. MATTERS ARISING

Portree Rapid Assessment Clinic will open 25 July 2019 and will run as a pilot for 12 months.

4. ACTION TRACKER

Actions complete with the exception of the work around the Options Appraisal.

5. RECRUITMENT & TIMELINE UPDATE - Update

NHS Highland has now recruited to the Senior Charge Nurse role for Portree Hospital. The applicant will commence in post at the end of October 2019.

It was confirmed that the aim is to open the beds in Glamaig Ward on 1 July 2019, with a phased approach to admissions to ensure the beds are open in a safe and controlled way. GPs in Portree have an agreed admission protocol and will triage as appropriate.

It was confirmed that the only outstanding vacancies are 1.4wte staff nurses and that NHS Highland is in the process of recruiting to these. In the interim any vacant shifts are being covered by bank or agency in preparation for 1 July 2019. It was agreed that communication about the beds opening will not go out until after confirmation that the beds have been able to open in case of any last minute problems with staffing.

6. NEEDS ASSESSMENT - Update

Work has been commissioned around the Needs Assessment; the first 3 of 5 chapters of Needs Assessment have been completed:

- Demography
- Deprivation

- Seasonal variation
- Mortality
- Morbidity

This feeds into the wider Option Appraisal work. All members of the steering group will see this and it will also be published on the Ritchie website.

Action: FMG to send this information to members of Workstream 2.

Post Meeting Note (26.06.19): papers submitted with this note.

Target date to have the chapters completed is the end of June 2019. Aim to start Options Appraisal process in September 2019. The Needs Assessment gives a picture of data and this will help to inform the wider view of what is required to meet the needs in the Options Appraisal. Additional data requirements relating to meeting access needs was discussed.

Actions: TL will contact Cameron Stark to ask if they could find out how many blue badge holders there are locally and numbers of wheelchair users.

The Options Appraisal will commence in September 2019. TL advised that she was convening a small planning group to coordinate the work to deliver the Options Appraisal. Agreed that this group will include Ronald MacDonald and Fay Thomson.

Actions: TL to contact Third Sector to get a representative for this group. **TL/FMG** will pass names of community representatives to Estates who are coordinating the meetings. **TL** to ask the meeting request is issued in the next week.

Post Meeting Note (26.06.19): the Options Appraisal Meeting is scheduled for Tuesday 2 July at 1:00pm in the Ante Room, Assynt House. Linda Plenty has advised Fay and Ronald of this and also the organiser of the meeting to ensure they are included.

The scope and remit of the Options Appraisal needs to be clear.

Eric Green has names of people to provide information and scene setting for the Options Appraisal and NHS Highland will advise of proposed dates of the workshops. The group are keen to keep momentum on this.

7. AOCB

Actions: FMG to check if the Ritchie website is closed, if so put the Ritchie Project on the Board website including the Needs Assessment. **FMG** to advise the group of the outcome.

8. DATES OF FUTURE MEETINGS

Date & Time	Venues	VC and Telephone Dial-in
Monday 22 July 2019 3:30pm to 5:00pm	First Floor Meeting Room, Portree Hospital, Portree Board Room, Larachan House, Dingwall Broadford Hospital Meeting Room, Broadford	VC Dial In: 510668091 Telephone Dial In: 01463 668091
Monday 19 August 2019 2:00pm to 3:30pm	First Floor Meeting Room, Portree Hospital, Portree Board Room, Larachan House, Dingwall Broadford Hospital Meeting Room, Broadford	VC Dial In: 510668091 Telephone Dial In: 01463 668091
Monday 23 September 2019 2:00pm to 3:30pm	First Floor Meeting Room, Portree Hospital, Portree Board Room, Larachan House, Dingwall Broadford Hospital Meeting Room, Broadford	VC Dial In: 510668087 Telephone Dial In: 01463 668087
Monday 28 October 2019 2:30pm to 4:00pm	First Floor Meeting Room, Portree Hospital, Portree Board Room, Larachan House, Dingwall Broadford Hospital Meeting Room, Broadford	VC Dial In: 510668087 Telephone Dial In: 01463 668087
Monday 25 November 2019 12:30pm to 2:00pm	First Floor Meeting Room, Portree Hospital, Portree Board Room, Larachan House, Dingwall Broadford Hospital Meeting Room, Broadford	VC Dial In: 510668091 Telephone Dial In: 01463 668091