NHS Fife
Queen Margaret Hospital Development Project Board
Friday 8th March February at 14:30 in Room HH2, Hayfield House, VHK

Present:
George Cunningham, Acting Director of Acute Services (GC) – Chair
Margaret Henderson, Divisional General Manager, Ambulatory Care (MH)
Jim Leiper, Director of Estates, Facilities & Capital Services (JL)
Jim Stewart, Commercial Manager (JS)
Wilma Brown, Employee Director (WB)
Chris Bowring, Director of Finance (CB)
Brian Montgomery, Medical Director, NHS Fife (BM)
Annie Buchanan – Nurse Director, NHS Fife (AB)
Alan Briggs, Assistant Director of Finance (Capital and Planning) (ABr)
Ann Hatton, Head of Clinical Governance (AHa) – on behalf of Susan Manion
Moira Adams, Non Executive Director of NHS Fife Board & Chairperson of DWF CHP Committee (MA)

Apologies received from:
Susan Manion, General Manager, D&WF CHP (SM)
Ann McCarlie – PMO Lead (AMcC)

In Attendance:
Stephanie Green, GH&MS Secretarial Support Assistant (SG)
John Winton, Board Member (JW)

Meeting Minutes

1.0 Minutes of the last meeting – 1st February 2013

CB noted that point 4.2.2 would be better referenced to the works associated with phone upgrades. SG is to update the previous minutes.

Other than this comment the previous minutes were accepted as an accurate record.
2.0 Matters Arising

2.1 Public Representatives

MH advised interviews had taken place with four short listed candidates. Three of the four candidates were considered to be suitable, with two preferred.

MH outlined that letters inviting the two preferred candidates to sit on the Project Board were being formulated and as soon as acceptance is obtained the names would be circulated to the Board via email.

2.2 Agreed Statement of Purpose

The agreed statement of purpose was included for information. The Board concurred that this version is agreed and accepted as final version.

2.3 Updated Project Organisational Structure Chart

SG updated the Project Organisational chart as per the February meeting minutes. The updated Project Organisational Structure Chart was agreed by the Board.

3.0 Project Team Update Report

MH tabled the Project Team Update Report to the Board and highlighted two areas in detail:

Health Records

A meeting had taken place between PCRC leads and Valerie Anderson on 4th March which outlined 3 key areas for consideration in connection with the QMH redevelopment:

- Archiving of old records – either storage for paper records or scanning in old records
- Storage for active paper health records
- Aspiration for an active electronic record as opposed to paper based

CB commented that an active electronic record could not be implemented quickly and should not be considered as part of the QMH redevelopment plan.

AHa explained that inventories were being circulated to establish the total number of health records involved. JS suggested that space is an issue on the QMH site and queried whether holding records off site could be an option.
CB highlighted the cost implications associated with this but also suggested that contacting Fife Council/Fife Police force might be useful as they have holding space available.

**Wards 5 & 6**

MH explained that a meeting had taken place with representatives from Older Peoples Services and that there had been a good understanding and acceptance of the remedial works proposed in relation to the damp issues in Wards 5 & 6. MH emphasised that the representatives at the meeting were fully aware that a complete redesign was not a possibility under the QMH redevelopment remit.

JS indicated that the damp problems in the wards were not structural and more likely to be as a result of internal pipes and appliances. JS assured the Board that the area would be suitable for medical accommodation following remedial works.

JS informed the Board that Brian Gillespie, Head of Estates (NHS Fife), had given approval for roof works to be carried out in Wards 5, 6, 7 & 8 and that other minimal works including installation of sanitary appliances and repainting were envisaged.

JS outlined that in order to undertake remedial works a decant of Wards 5, 6, 7 and possibly 8 would be required for approximately six months and that level 3 at QMH (Wards 17, 18, 19 & 20) would be a possible location to decant into. CB queried whether the proposed decant would affect the bed plan. MH explained that 78 beds in total were available in Wards 17, 18 and 19 with office space available in Ward 20. MH advised 84 beds are currently in use (in Wards 5, 6, 7 & 8), 4 of which are due to the winter increase in bed numbers which in reality will reduce the bed compliment on the QMH site by 2.

MH also explained that Scott Baillie had been in contact with Estates at QMH to establish whether Sexual Health’s planned move into CCU in Ward 8 would affect proposed remedial works; this was not deemed to be an issue and the moves will be taking place as planned in April 2013.

MH concluded by outlining that all other areas on the Project Update Report were on target as per details provided.
4.0 A.O.C.B

**Fife Council Public Transport Arrangements**

JW suggested that William Dove should liaise with Fife Council regarding imminent changes to bus services in Fife as these could have an impact on routes currently serving QMH.

**Regional Endoscopy Services**

CB asked for an update regarding the possibility of housing Regional Endoscopy Services on the QMH site. MH explained that there had been some difficulty in arranging a date with the Scottish Government but this was in hand. MH continued, currently we had been asked to consider putting arrangements in place to assist with the backlog of endoscopy surveillance patients only but would be able to report back at the next meeting more details.

CB commented that NHS Fife would be left with a liability should the Endoscopy unit not be an ongoing service.

BM summarised that several reasons including, an immediate backlog problem and the Detect Cancer Early imitative had resulted in Endoscopy Services looking to locate regional services on the QMH site but indicated that the reasoning behind the initiative may not be temporary. CB concurred advocating that the Scottish Government were unlikely to provide funding for equipment to be used for just one year and noted that the location of Regional Endoscopy Services on the site would have a longer term impact.

ABu commented that the QMH Project Board was not the forum to make decisions on Regional Endoscopy Services and that instead the Strategic Management Team should be considering proposals.

GC will feedback to SMT once the meeting with John Little from the Scottish Government has taken place.

**Project Team Workshop Minutes**

CB noted some queries with regard to the Project Team Workshop Minutes but indicated that she would take this up with the individuals concerned.
**ANITT**

Following a GH&MS Project Team meeting, JS queried whether ANITT formed part of the QMH Redevelopment Project. GC commented that in terms of this project ANITT falls into the ‘aspirations’ category rather than the ‘core’ group of services to be considered as it was not detailed in Right For Fife. AHa disagreed with this labeling and added that the ANITT service sits within the Primary Care Resource Centre services proposed to relocate to QMH. AHa also noted the benefits of collocating PCRC services on one site.

CB and ABr highlighted the danger of project creep. JS added that the proposed works in relation to ANITT do not look particularly expensive. JL suggested that JS get the works costed with mark ups but no commitment as yet for consideration by the Board. This was agreed.

**6.0 Date of Next Meeting**

Friday 5th April – 10:00-12:00, HH2 Meeting Room, Hayfield House, Victoria Hospital