

NHS Board
9 January 2020

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**SUBJECT: Monklands Replacement Oversight Board
Formal scoring event, 10 March 2020
Proposed process for participant nomination and selection**

1. Introduction

NHS Lanarkshire has developed plans through the Monklands Replacement Project (MRP) to determine a preferred site option for the relocation of the new University Hospital Monklands (UHM). This process will be completed by April 2020 and will be undertaken in partnership with the Lanarkshire patient population.

A key feature of the process is an event at which the public, NHS Lanarkshire service providers and other stakeholders will score each of the shortlisted site options using a set of pre-agreed benefits criteria. The proposed methods for participant nomination and selection for the scoring event are set out in this paper to ensure that the individual elements and actions are clearly identified.

2. Scoring event

The formal scoring event will be held on 10 March 2020. The event will be attended by a representative cross-section of public representatives, clinical and operational staff, staff-side representatives and other stakeholders. Participants will be presented with a summary of the detailed information already issued for each site and will assess each shortlisted site option against the agreed benefits criteria. Scoring will be carried out by each participant and will be anonymous. This will be captured in an electronic format.

The event will be preceded by the issue of supporting information to all participants and pre-briefing sessions for participants. Participants will require to attend one pre-briefing session. This process will be facilitated by an independent engagement organisation to ensure impartiality.

2.1 Proposed participant numbers by category

It is proposed to invite 100 participants, 51 of whom will be public representatives. Please refer to the table at the end of this document, which details the proposed number of public representatives by hospital catchment area, calculated on the basis of UHM patient activity - for example, 13 participants from Airdrie and 11 from Cumbernauld/Kilsyth. The table also includes the proposed number of service provider/staff-side/stakeholder participants.

2.2 Process for public participant nomination

It is proposed that the public and community groups will be invited, via media, social media, and offline methods such as leaflets/posters, to nominate individuals to be scoring event participants.

This process will run from 31 January 2020 until 14 February 2020. It will be emphasised in publicity material that potential participants will be required to familiarise themselves in advance with scoring event supporting information and to commit to attending both a pre-briefing session and the scoring event.

Excluded as potential participants will be local elected representatives, as they may have a future decision-making role with regard to the MRP, and public members of the Monklands Replacement Oversight Board and the MRP Stakeholder Engagement Group, to avoid any potential conflict of interest.

A nomination form will be available to complete online and paper copies will be available on request from the MRP office to complete and return by Freepost. The form will capture relevant information about nominated individuals.

2.3 Process for public participant selection

NHS Lanarkshire will assess (with advice from CI) all public nominations by postcode to ensure the required number of participants is available to represent each hospital catchment area. Should there be too many nominations from any area, names will be drawn randomly from all the nominations from that area to provide the required number of participants. Should there be too few nominations from any area, assistance to source additional nominations will be sought from: North Lanarkshire Public Partnership Forum; South Lanarkshire Health & Social Care Forum; Health & Social Care North Lanarkshire; South Lanarkshire Health & Social Care Partnership.

Should any of the public participants fail to attend the scoring event on the day, there will be a reserve panel of service provider/staff-side/stakeholder participants to ensure adequate numbers of participants and that public representatives remain in the majority.

It may be necessary to review this proposed process when nominations are received should the numbers of nominees be insufficient or attendance numbers are at risk for any reason.
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2.4 Process for service provider/staff-side/stakeholder nomination

Hospital sites, health and social care partnerships, staff-side colleagues and the Scottish Ambulance Service will be asked to nominate the relevant number of participants per category as listed in the table at the end of this document that is medical, nursing, allied health professions and operational lead. MROB members will not take part in the scoring process.

2.5 Independent oversight of process

These proposed methods of participant nomination and selection have been agreed with the Consultation Institute, which is providing independent advice to NHS Lanarkshire on the MRP engagement process. Nominations received will be reviewed in conjunction with the Consultation Institute prior to agreement of the final list of 100 participants.

Scoring event – proposed participant numbers by catchment area/category			
Category	Area	Description	Proposed number of participants
Patients/Patient Representatives/Carers	University Hospital Monklands catchment area	Airdrie – ML6	12
		Coatbridge – ML5	11
		Bellshill – ML4	3
		Cumbernauld/Kilsyth – G65, 67, 68 & 69	11
		Viewpark/Uddingston – G71	3
	University Hospital Wishaw catchment area	All	7
	University Hospital Hairmyres catchment area	All	4
	Sub-total		51
Staff side representatives	Staff side Representatives	Acute Division	5
		Health & Social Care Partnerships	2
Stakeholders/Service providers	University Hospital Monklands	Site Operational Lead	1
		Medical	6
		Nursing	6
		AHP (allied health professions)	3
	University Hospital Hairmyres	Site Operational Lead	1
		Medical	3
		Nursing	2
	AHP	1	
University Hospital Wishaw	Site Operational Lead	1	
	Medical	3	
	Nursing	2	
	AHP	1	
Health & Social Care Partnerships		North - Clinicians	5
		South - Clinicians	5
		Scottish Ambulance Service	2
	Sub-total		49
	Total		100