

**Monklands Replacement  
Oversight Board**

NHSL Headquarters  
Fallside Road  
Bothwell  
G71 8BB  
[www.nhslanarkshire.scot.nhs.uk](http://www.nhslanarkshire.scot.nhs.uk)



**Note of the Monklands  
Replacement Oversight Board  
Held on 22 June 2020  
At 14.00 by teleconference**

- CHAIR:** Dr L Thomson QC, Non Executive Director
- PRESENT:** Mr B Moore, Non Executive Director  
Dr M Higgins, Independent Medical Advisor  
Mr J Wilson, North Public Partnership Forum  
Mr D Masterson, North Public Partnership Forum  
Mr A Boyle, Non Executive Director  
Ms T Mullen, North Lanarkshire Tenants Association  
Mr R O'Hara, Kirkwood Community Council  
Mr R Craig, Deputy Chair South Lanarkshire Health and Social Care Forum
- IN ATTENDANCE:** Mr C Lauder, Director of Planning, Property and Performance  
Mr N Duffin, the Consultation Institute  
Mr A Morrison, Health Finance Directorate, ScotGov  
Mr G Reid, MRP Director  
Mrs L Elliott, MRP Business Manager/ MROB Board Secretary  
Mr C Brown, Director of Communications  
Dr R MacKenzie, Chief of Medical Services UHM  
Mr S Brown, Principal Estates Director, Health Facilities Scotland  
Mrs M Meek, Director of Hospital Services UHM  
Mr G Johnston, Head of Planning and Development  
Mr C Cunningham, Head of Commissioning and Performance South H&SCP  
Mrs L Ace, Director of Finance  
Mrs Judith Park, Interim Director of Acute Services
- APOLOGIES:** Prof. Sir H Burns, Professor of Global Health  
Mrs M Dendy, Interim Head of Planning Performance and Quality Assurance  
NLC  
Dr J Burns, Medical Director  
Mr D Wilson, Director of Information and Digital Technology  
Mrs K Goudie, Chief of Nursing Services UHM  
Mrs S Craig, North Calder Community Council  
Mrs M Moncrieff, South Lanarkshire Health & Social Care Forum  
Mrs L Macer, Employee Director

14.00 **WELCOME**

Dr Thomson welcomed colleagues to the meeting and confirmed apologies. Dr Thomson clarified members had reviewed the papers ahead of discussion today and thanked everyone for joining the teleconference at this current time.

14.05 **DECLARATIONS OF INTEREST AND CONFIDENTIALITY OF PROCEEDINGS**

There were no declarations of interest and Mr Lauder confirmed there will be no items of a confidential nature discussed at today's meeting. All papers will be in the public domain in due course.

14.10 **NOTE OF FEBRUARY 2020 MEETING**

The minute of 19 February 2020 was approved.

14.15 **MRP OPTION APPRAISAL – POSTAL SCORING EXERCISE**

Dr Thomson advised the group today's meeting would be a single item agenda and thanked board members for submitting questions in advance of the meeting. Dr Thomson then invited Mr Lauder to give board members a brief update on the timeline to date.

Mr Lauder advised that the communication and engagement plan for the option appraisal process took place in January - March 2020 with community events, a peoples hearing and a scoring event taking place during this period. It was confirmed that although the weighting and scoring event took place on 10<sup>th</sup> March 2020, it was not concluded successfully due to an electronic scoring system failure and failure to achieve the required level of public participation. Mr Lauder briefed the Chief Executive the next day and recommended the outcome of the scoring exercise be disregarded.

He advised that NHS Lanarkshire has engaged the Consultation Institute to design a process enabling the option appraisal to move forward safely during the COVID-19 pandemic which we will discuss today. Mr Lauder introduced Mr Duffin from the Consultation Institute and invited him to explain the process developed to the board members.

Mr Duffin confirmed he was asked to look at ways to continue with site scoring engagement process during COVID-19 and recommend to NHS Lanarkshire a postal scoring process would support all participants including those shielding or with limited IT equipment.

**Stage One**

Mr Duffin explained that the first stage would be an introductory letter to participants which would explain the whole process and detail the support available to participants. This will also detail the option to withdraw from the process should anyone wish to do so.

### **Stage Two**

Mr Duffin explained that the second stage would be a weighting exercise with an information pack to assist participants. He also noted that each participant would have a unique identifying number which would ensure security. The information pack will set out the options available for participants to submit their weighting scores including post, email and text.

### **Stage Three**

Mr Duffin explained that in stage three participants will undertake the site scoring again with an information pack to assist participants. The options for returning scores would be as stage Two.

Following completion of the scoring exercise the Consultation Institute will provide NHS Lanarkshire with a detailed report which provide an overview of the scores and will include sensitivity analysis by area. The consultation Institute will ensure that all scores are accounted for and are allocated in line with the agreed proportions.

Board members discussed the recent MSP/MP briefing as detailed in document 12 and Dr Thomson assured the board members that NHS Lanarkshire welcome any feedback and that it is important this is taken on board. She advised that the Consultation Institute had now reviewed the scoring proportions and have recommended some adjustments to the participant levels in some staff groups.

Mr Masterson requested that the minute of today's meeting take note that he is unhappy with the levels apportioned to Cumbernauld/ Northern Corridor group. Dr Thomson confirmed this will be included within the minute, however, asked the board members to note that the participant levels reflected the level of usage of UHM and were previously agreed at the meeting in January 2020.

Mr Johnston advised the board members the participant levels allocated to each geographical area are based on actual hospital activity and apportioned to reflect this. He noted that this approach has been validated by the Consultation Institute and Health Improvement Scotland – Community Engagement.

Dr Thomson then invited Mr Lauder to nominate respondents to answer the pre-submitted questions by board members. (Appendix One)

Dr Thomson summarised the discussions and thanked the team for bringing forward a process which supports best practice. Dr Thomson reiterated that a number of experts had reviewed this process including the Electoral Commission which is why it has taken time to be able to bring this back to board members today. Mr Johnston also noted the important role of Healthcare Improvement Scotland – Community Engagement in the development of the suite of documents and confirmed that they have formally ratified our proposed approach. Dr Thomson then asked the board members if they were happy to proceed with the postal scoring exercise and welcomed feedback.

Members agreed the proposal is robust, transparent and can be carried out safely. They confirmed that they feel assured by this. It was also noted the

board members have great confidence in the NHS Lanarkshire team and the Consultation Institute.

The board agreed that the exercise on the 10<sup>th</sup> March had a number of positive outcomes and that lessons can be learned for future exercises. It was also noted that lessons from the Queen Elizabeth University Hospital independent review report should be taken on board when progressing with the development of the project.

**THE BOARD:**

1. Endorsed the proposals for the completion of the options appraisal scoring process;
2. Agreed to recommend to the NHS Board that this be as early as practicable; and
3. Agreed to receive further reports on the options appraisal process.

15:13

**RISK UPDATE**

The board members agreed there were no new risks highlighted today. The Risk Register will be shared with the minute of today's meeting.

15:15

**CLOSING REMARKS**

Dr Thomson thanked the group for joining the call today.

15:16

**DATE OF NEXT MEETING**

To be confirmed

Meeting concluded 15:16