

**Centre of Excellence Working Group
Meeting Notes
31st August 2021
1.00pm to 2.30pm**

Participants: -

Pam Nicoll (PN) (Chair)	Programme Director, RRHEAL
Ronald MacDonald (RMacD)	Community Lead
Catriona MacDonald (CM)	Community Member
Sara Twaddle (SW)	Community Member
Ros MacDonald (RM)	RRHEAL Administrative Officer
Cathy Shaw (CSH)	Lead Unscheduled Care Practitioner NHS Highland
Trish Gray (TG)	Senior Project Lead, RRHEAL
Claire Savage (CS)	Project Lead, RRHEAL

Apologies: -

Brenda Wilson (BW)	NHS Orkney/NHS Scotland Academy (<i>arriving late due to previous meeting</i>)
Fiona Skinner (FS)	UHI
Alan Knox (AK)	SAS

Agenda Item	Action No.
1. Introductions	
Pam welcomed everyone to the meeting.	
2. Previous meeting notes – 6th July 2021	
Agreed by the group.	
Ongoing actions from last meeting: -	
1. Action for TG to liaise with digital innovation, social accountability and recruitment and retention groups and identify what input they can provide for Festival of Learning	1.
2. Action for Sophie to circulate list of key questions to CoE working group for feedback	2.
3. Action for TG to take forward idea of at distance training and education for remote and rural placements into Training & Education Subgroup to set key objectives. TG Spoke with Fiona Grant and taking forward idea for careers pathways for FoL, will remain ongoing.	3.

	<p>4. Action for PN to invite Kevin Kelman, Director of NHS Scotland Academy to a future meeting to give overview. Ideal to submit proposal first, to enable discussion around this.</p> <p>5. Action for PN to contact Scottish Government with questions. PN will send with proposal.</p> <p>6. Action for FS to check with UHI re. reason for withdrawing funding bid and feedback to working group.</p>	<p>4.</p> <p>5.</p> <p>6.</p>
3.	CoE Subgroups:	
i.	Update from Education & Training Subgroup	
	<p>TG - Large part of discussion at last meeting was on developing the festival of learning. First SLWG took place this morning with good attendance. NES events team are on board and they will develop a web page, which will be accessible for everyone including community members. They will also help with branding/ flyers and documents etc. Sheila Macaloney attended today and can also support with registration and sending out 'save the date' flyer and taking on notes of interest. Fruitful discussions around specific resources, to support with FOL. MSU bus booked and Cathy Shaw will liaise with Ali Simpson to enquire what training is required in the area. Discussion on other types of training that can be involved re. frailty, eating and drinking dementia, living with dying, care home, care at home. SSSC have many resources they can share. Working with SSSC, Highland council, West Highland College to develop a training resource around careers pathway for high school children. Also looking at risk aversion, resilience and relationships for care home/care at home. Also discussed the importance of involving community members, carers, volunteers, staff etc. and looking at ways we can do this. List of actions to take forward and TG will do a short video to highlight to other NES departments how to get involved. Everyone is very keen to get involved.</p> <p>PN – asking group to think of anything else that might be of interest at the festival. Suggesting Media package for promoting festival of learning and action for TG to take forward.</p> <p>Action for TG to take forward suggestions of media package for promoting FoL.</p> <p>CM – asking is there anything more we can do in run up to festival to get some short-term resource to get things moving i.e. funding of any kind? Difficult to give as much time from community perspective now that people are back to work as there is not much time to spend on it. Suggesting piloting something in advance.</p> <p>PN – suggesting we use the current subgroups and go through education and training group where we can go to partners and look at resources and see what accommodation is available. Action for TG to take forward with SSSC and NESH who also have responsibility for education, suggesting Jaime Smith.</p> <p>Action for TG to liaise with SSSC and Jaime Smith to look at resources available for training purposes.</p> <p>TG – highlighting resources within SSSC and how we target the community on the ground and suggesting bringing them together for a digital session on the</p>	<p>1.</p> <p>2.</p>

	<p>links available. PN adding there may be scope for a face to face session and suggesting TG take forward through education and training subgroup.</p> <p>Action for TG to take forward suggestion of face to face training session highlighting links available and how to access them.</p> <p>ST – it’s worth having a stream of work through Working Group to see what is available.</p> <p>Action for Ronald and Trish to take forward through respective subgroups how we can look for small grants applicable to our work.</p> <p>CM highlighting the need for a person resource to take forward funding application for small grants meantime and PN suggesting discussing further under the proposal.</p>	<p>3.</p> <p>4.</p>
ii.	Update from Digital Technology & Innovation Subgroup	
	<p>RMacD – Skyelab progress slow, Stuart Macpherson has committed funding but not come through yet. Conversation with Adam Giangreco and wife Beth and advised of number of projects which might be relevant to Skye i.e. palliative care aspect. Submitted joint bid for palliative care network involving Frances Hines. This funding would help the research aspect of the Skyelab.</p> <p>Met with NHS 24 Louise Bennie and have persuaded her to use Skyelab facility. Adam Giangreco happy to help with evaluation of project and waiting for Mark Grindle to come back with contact for DHI so meeting can be set up.</p> <p>PN – asking re. palliative care network i.e. knowledge network/education and training/research focussed on palliative care? Ronald advised he didn’t attend but to ask Charles Crichton for more information as he attended meeting.</p>	
iii.	Update from Social Accountability Subgroup	
	<p>Action for PN to contact Sophie to ask for any developments she might like to share.</p> <p>CM - adding Sophie is taking forward a health and development subgroup on Skye and meeting tomorrow to discuss how this can be taken forward. Also highlighting that this work will feed into the CoE working group.</p> <p>PN asking CM or SI to update working group on the progress of the health and development subgroup.</p> <p>Action CM to update group on health & development subgroup.</p>	<p>5.</p> <p>6.</p>
iv.	Update on Recruitment & Retention Subgroup	
	<p>CS – Had meetings with Catriona and taking forward a partnership approach. Catriona identifying community members relevant for group and discussion on organisational and professional members. Catriona has been sending out draft ToR when meeting with folks, as has Claire. Meeting arranged with community members and Catriona, Claire, Cathy on 15th September face to face.</p> <p>CS – asking re. role of the Recruitment & Retention subgroup, what is expected of subgroup, is it a decision-making subgroup, is it working group/action group?</p>	

	<p>PN – adding subgroups are working groups and if work can be done without additional funding then to move forward on this and Ronald agreeing.</p> <p>TG – asking if HR representative on R&R group? Claire adding workforce representative.</p> <p>PN – adding we need to be mindful of how much can be taken on in each group and can only do what capacity allows.</p> <p>CS - highlighting that some members sit on a few of the subgroups and there may be pressures on them and CM highlighting issues such as pay and conditions will not be able to be impacted on locally until we have the resources to help with these.</p>	
4.	COE Proposal Update	
	<p>PN - Committed to starting work on updating proposal. Keen to have Scottish Government support in way of finance and learned from last proposal that we need to make some elements more apparent. Aim to be more succinct and provide an executive summary and then highlight what we aim to do.</p> <p>RMacD – proposal to make case for CoE and Mapplethorpe we were involved in highlighted we need business help to put proposal together.</p> <p>PN asking should we submit current proposal or are we asking for financial support from detailed bodies?</p> <p>ST – need another section to highlight resources we need for investment plan and suggesting should have project manager, consultant and admin support.</p> <p>PN asking group if happy to add in request for support for Project Manager? RMacD agreeing with this and asking ST if this is normal practice and ST advising that we should be asking for more.</p> <p>TG – asking if costings for years 1, 2, 3 is still required or is it more long-term funding? PN adding this detail should be in the investment plan. Briefly discussed relevance of tender and whether this might be the way forward but felt as requesting specific roles this was not appropriate.</p> <p>CS – highlighting long term funding. Learning from COVID identified importance of community resilience and if this is strong enough in proposal in relation to public health and this being a long-term effect. Suggesting strengthening detail around public health and community resilience.</p> <p>CM – would it strengthen bid having someone from Council on proposal and PN asking Ronald and Catriona if they have a contact in mind and CM suggesting asking Counsellor Munro if he could identify someone in a more official role rather than a counsellor.</p> <p>Action for CM to liaise with Counsellor Munro to discuss Council member further.</p>	7.

5.	Scottish Government Update	
	Discussed above.	
6.	Research Project update	
	<p>RMacD - Waiting to hear back on proposal to chief scientist's office. ST adding this wouldn't be until later in September. UHI would now like to be part of the bid again. Adam and Mark may have other funding ideas if we are not successful. If we are unsuccessful to get funding for evaluation project in September, we may well have heard back about funding for the CoE and could submit an overall funding application.</p> <p>PN – asking if we add in funding request within investment plan for evaluation and ST suggesting not to do this and to wait until next round.</p> <p>Action for Ronald and Pam to add in additional items to proposal and rephrase narrative and submit to Scottish Government then add to Teams for group to view.</p>	8.
7.	AOCB	
	PN – suggesting coming back to discussion on Fringe Festival from community and discuss at next meeting.	
8.	Date of next Meeting	
	Tuesday 26 th October 1.00pm to 2.30pm	

Actions Summary from Today's meeting

Action no.	Action	Person responsible	Status
1.	Action for TG to take forward suggestions of media package for promoting FoL.	TG	
2.	Action for TG to liaise with SSSC and Jaime Smith to look at resources available for training purposes.	TG	
3.	Action for TG to take forward suggestion of face to face training session highlighting links available and how to access them.	TG	
4.	Action for Ronald and Trish to take forward through respective subgroups how we can look for small grants applicable to our work.	RMacD/TG	
5.	Action for PN to contact Sophie to ask for any developments she might like to share.	PN	
6.	Action CM to update group on health & development subgroup.	CM	
7.	Action for CM to liaise with Counsellor Munro to discuss Council member further.	CM	
8.	Action for Ronald and Pam to add in additional items to proposal and rephrase narrative and submit to Scottish Government then add to Teams for group to view.	PN+RMacD	

Future Meeting Dates:

Tuesday 26th October 1.00pm to 2.30pm

Tuesday 21st December 1.00pm to 2.30pm