



Health & Transport Action Plan Programme Implementation Group (HTAP PIG)

4 February 2009

Woodhill House

2.00pm until 4.00pm

Note of Meeting

Present:

Rab Dickson	Nestrans
John Gallagher	NHS Grampian
Rachel Sharp	Aberdeen City Council
Joanna Stewart	Aberdeenshire Council
Tim Steiner	JMP
Russell Page	Scottish Ambulance Service
Steve Homer	HTAP Programme Manager

1 Introductions & Apologies

Apologies were made on behalf of Don Kent and Phillip McKay. Rab Dickson contributed on behalf of Don and Joanna Stewart on behalf of Phillip. Each attendee introduced themselves, provided an update from their perspective and stated what they wanted to achieve from the meeting.

It was recognised that significant pieces of work were being taken forward, with access to healthcare being the single biggest theme, the Charter for which is nearing its final draft. Stakeholders will need to be engaged with concerning the Charter, including operational people. Such consultation would constitute a lengthy process with attendant implications on the timescale required to launch the finished article. Thus a launch this year would seem challenging.

Progress of four pilot projects relevant to access to healthcare was described, in which a community based approach has been developed within a context of iterative development in Buckie, Huntly, Turriff and South Aberdeenshire. Opportunities to enhance efficiency through more information on transport and to identify community transport options, difficulties in engaging busy people, and wider transport implications were highlighted. Once the pilots near their initial conclusion it is anticipated that business cases will need to be prepared in consideration of rolling them out more widely as appropriate. Key performance indicators will need to be considered within the wider context of developing the business case for further investment in the HTAP as a whole.

The Scottish Government has tasked the Scottish Ambulance Service to look at ways of sharing services with partners. A project in Lanarkshire constitutes one starting block in this venture and has identified issues particularly around human resources. Small pilot projects in Orkney are progressing well. It was noted that general practitioners do not book ambulances anywhere else in Scotland other than Grampian, where they do so for initial appointments.

It was noted that Don Kent had recently been appointed to support the theme of promoting active travel and a workshop had been undertaken. There is a current aim to develop a brand. Software packages are in design with a specific package 'I Trace' likely to be used to help monitor travel plans.

It was considered that the transport and public health actions are appropriate but could be in more depth. This might be an area of review within the next iteration of the plan in conjunction with a validation of the relevance of the actions.

Aberdeen City has identified two new air quality management areas.

It was agreed that Steve should lead on the development of a new draft of the plan, using the HTAP PIG to review any new draft. The last major review of the plan was undertaken in February 2008, the next review is targeted for April 2009.

2 Minute to last Meeting

No issues were raised over the the minute from the last meeting on 3 October 2009.

3 Actions from last meeting

Action reference	Summary description	Suggested Project Manager
All Action Plans		
All1*	Develop performance indicators and targets	Programme manager
	The HTAP PIG members agreed to meet 1:1 with the Programme Manager in order to: initiate a refresh of the HTAP; gain more shared understanding of specific aims, objectives, opportunities and challenges and how they might be addressed; begin to flesh out potential key performance indicators and what information is available to inform them and progress generally; discuss arrangement of effective planning and review mechanisms that best meet everyone's needs without becoming bureaucratic.	
All2	Progress monitoring	Programme manager
	The Programme manager takes responsibility for monitoring progress on an at least annual basis leading to a review/update of the HTAP, in conjunction with a brief progress report. This process has been initiated as indicated against action All1. The recruitment of a Project Support Officer is in hand, closing date 20 February, and it is anticipated that this position will play a key supporting role in direct programme and project management.	
All3*	Gain NESJPSG approval for HTAP	David Sullivan (NHSG Planning)
	The NESJPSG has incorporated the HTAP into its programmer of work and agreed to the commitment of one day per week of the time of its Programme Manager, as Programme Manager for the HTAP. This commitment is provided for one year from 1 January 2009 subject to review.	
Promoting Active Travel		
PAT1*	Develop Active Travel Working Group	Don Kent (Travel Plan Executive [Nestrans])
	The Travel Plan Executive post has been filled and a workshop has been undertaken.	
PAT2	Expand/improve active travel networks	Don Kent (Travel Plan Executive [Nestrans])
	The Nestrans Travel Plan Executive will help improve co-ordination.	
PAT3	Recognise synergies with climate change and obesity	Rab Dickson (Nestrans)

Action reference	Summary description	Suggested Project Manager
	No specific action on this to date, though remains an on-going task as and when appropriate.	
PAT4*	Learn lessons from Health Promotion	Rab Dickson (Nestrans)
	No progress on this action to date. JG will be introductory contact point in NHSG for links to Health Promotion.	
PAT5	Promote active travel through Health Promotion	Neil Buchanan (NHSG Health Promotion)
	No progress on this action to date. Peterhead cycling town proposals provides opportunity for Health Promotion input. Action: PM and JG to agree on whether this is appropriate and take forward if so.	
PAT6*	Investigate active travel brand	Don Kent (Travel Plan Executive [Nestrans])
	Active consideration of a brand is in place and significant progress is expected.	
PAT7	Raise awareness of Nestrans STSG	Travel Plan Executive (Nestrans) - post currently vacant
	The post has been filled. Two bikes and four lockers have been supported. It is expected that their use will be monitored and awareness raised in the magazine.	
PAT8	Active travel a core part of development planning	LA development planners
	Action: RS and PM to continue to apply pressure to planners re. active travel improvements.	
PAT9	Continue to roll out effective travel plans and lead by example	Jim Ferguson (NHSG Estates)
	An accession model has been developed. An officer in Aberdeen City has been trained up on when to use the model on green field sites.	
PAT10*	Recognise health benefits of public transport use	Rab Dickson (Nestrans)
	Nestrans has recently received a first draft of its Bus Action Plan. Action: RD to review this draft for recognition of health effects.	
Transport & Public Health		
TPH1	Encourage/assist other parties to overcome transport/health problems	Neil Buchanan (NHSG Health Promotion)
	No progress on this action to date. JG to take forward with Health Promotion colleagues.	
TPH2	Ensure planning process considers transport/health impacts	?? LA development planners
	John Gallagher and Steve Homer are to meet to further this action. Software packages are in design with a specific package 'I Trace' likely to be used to help monitor travel plans.	
	Action: RS and PM to continue to apply pressure to planners re. active travel improvements.	
TPH3	Recognise synergies with climate change, health and obesity	Rab Dickson (Nestrans)
	See PAT4 above.	
TPH4*	Raise awareness of Nestrans STSG	Travel Plan Executive (Nestrans) - post currently vacant
	See PAT7 above.	
TPH5	Review other transport/public health impacts	Neil Buchanan (NHSG Health Promotion)
	No progress on this action to date. JG to take forward with Health Promotion colleagues.	

Action reference	Summary description	Suggested Project Manager
Access to Healthcare		
AtH1*	Define Access to Healthcare Charter	David Sullivan (NHSG Planning)
	A working group is to be set up to develop an early draft of the Charter, and that this would need to be subject to extensive consultation.	
AtH2*	Improve transport and healthcare service integration	David Sullivan (NHSG Planning)
	A small number of pilot projects, led by JG and TS, have been taken forward in the region in order to try to provide valuable lessons for wider roll-out.	
AtH3*	Help ensure SAS criteria are adhered to	Mike Ogg (Aberdeenshire CHP)
	This action will be considered as part of the pilot projects outlined in AtH2.	
AtH4*	Improve potential for active/sustainable access to health	Jim Ferguson (NHSG Estates)
	See PAT9 above	
AtH5*	Increase public transport access to health	Rab Dickson (Nestrans)
	See PAT10 above.	
AtH6	Audit access for relocating services	John Gallagher (NHSG Planning)
	JG continues to work with NHS colleagues to identify how transport factors can best influence future decisions, including individuals who have GIS responsibilities and those who have a cross partner role. Premises redesign and its impact on transport arrangements is a consideration within this process.	
AtH7	NHSG consultee in development planning	John Gallagher (NHSG Planning)
	Under the latest planning process this is now an identified requirement.	
	All planning applications are published on line, but it is unlikely that this is an efficient or appropriate way to ensure effective NHSG input. Action: JG to identify with local authority planning teams most effective NHSG involvement.	
AtH8	Robust transport assessment for all new healthcare facilities	Jim Ferguson (NHSG Estates)
	See PAT9 above. This is not an identified requirement of NHS Grampian.	
AtH9	<i>Increased telemedicine and self care</i>	??? CHPs
	No specific new action on this as a result of the HTAP. Action: JG to identify who project manager within NHSG should be.	
AtH10	NHSG promotes sustainable transport	John Gallagher (NHSG Planning)
	See PAT9 above. It was noted that loss of revenue to NHS Grampian from car parking poses a risk in financial terms. Steve Homer will look into arranging a risk workshop, either through existing contacts or in conjunction with the seconded Programme Support Officer as appropriate.	

On-going HTAP delivery/co-ordination:

It continues to be desirable that the HTAP is delivered through channels identifiable as 'business as usual' activity. **Action: programme manager to consider this in next HTAP update.**

The next meeting of the HTAP PIG will be early in April 2009.

Steve Homer

HTAP Programme Manager

24 February 2009