

Minutes of the Maternity Services Liaison Committee held on 7 February 2019 at 10 am in Blackford Room, Postgraduate Education Centre, Little France Crescent, Edinburgh, EH16 4SB.

**In Attendance:**

<b>Mathilde Peace</b>	(Chair) Lay Representative
<b>Ruth Stevenson</b>	Lay Member
<b>Nicola Welsh</b>	Sands Lothians
<b>Sau Mei Fong</b>	Chinese Link Worker, MEHIS
<b>Karla Napier</b>	La Leche League
<b>Chris Ridley (for Sally Egan)</b>	Programme Manager
<b>Moyra Burns</b>	Health Promotion Service Manager
<b>Carolyn Warlock</b>	Health Visiting Team Manager Edinburgh
<b>Sue Shade</b>	Clinical Midwifery Manager, SJH
<b>Lynn Rose</b>	Clinical Midwifery Manager, RIE
<b>Ros Burns</b>	Consultant Anaesthetist
<b>Catriona Grainger</b>	Charge Midwife – Ward 211
<b>Emily McLean Lobban</b>	Duty Charge Midwife – Ward 211
<b>Pamela Murray (for Jenni Bonnar)</b>	Family Nurse Partnership Supervisor
<b>Kate Cheesborough</b>	Community Midwife Team Lead SE
<b>Ailsa Hamilton</b>	Community Midwife Rowan Team SE
<b>Maureen Brownlee</b>	Midwife
<b>Toyra Hughes</b>	Student Midwife 3 <sup>rd</sup> year
<b>Cat MacEachen</b>	1 <sup>st</sup> Year Student Midwife Napier

**Apologies:**

Gail Norris, Donna Swinney, Melissa Kallat, Helen McGregor, Andie Hewitt, Liz Foster, Gail Sharp, Chris Kissack, Daisy Dinwoodie.

**Welcome and Introductions**

The Chair welcomed the Committee to the February meeting of the Maternity Services Liaison Committee. Members introduced themselves for the benefit of new members present.

The Chair announced some changes in the membership with Sarah Archibald moving to a new post and Graham Mackenzie re-training as GP. Diane Waugh had left BLISS and given a new contact person. The Chair wanted to record her thanks for the support they gave to the MSLC and their valued input through the years.

The Chair noted that she wished to re-order the agenda and discuss the re-appointment of the Chair and Vice-Chair and the use of Admincontrol in the first instance.

**1. Minutes of the Previous Meeting**

1.1 The Minutes of 13 December 2018 Meeting were accepted as an accurate record.

## **2 Appointment of Chair and Vice Chair**

- 2.1 The Chair noted that there had been no interest from Members in taking over the position of Chair. She was content to remain in the post for another 2 years.
- 2.2 MP noted that she anticipated that Maternity Services Liaison Committees would change in Scotland in the future and would take on the format of the Maternity Voices Partnerships in England.
- 2.3 MP would contact Ms Egan and invite her to extend her term as Vice-Chair for another 2 years. Members agreed that the position was a good fit with her role as Women and Children Health Commissioner.
- 2.4 Members agreed to support the reappointment of both the Chair and the Vice-Chair.

MP

## **3. Admincontrol**

- 3.1 The Committee Administrator advised the Committee that Admincontrol was the new secure system that NHS Lothian will be using to disseminate papers. It was the Board's intention to phase out paper and email distribution of papers in the next 6 months. She noted that it would be helpful if all Members could respond to the invitation email and register to use the app/ website to ensure that they will receive papers in future. **ALL**
- 3.2 It was noted that if necessary a training session could be organised for Members if there was sufficient interest, otherwise there was handy user guides available online.

## **4. Membership**

- 4.1 The Chair noted that the following members had left the Committee:  
Sarah Archibald, Senior Health Promotion Officer  
Diane Waugh from BLISS  
Graham Mackenzie, CPHM

The Committee acknowledged their hard work and wished them well for the future and their new roles.

## **5. Running Action Note**

- 5.1 Maternity QIT and LIG – Members noted that there were no dates at present for the Maternity QIT meetings. LR took an action to speak to FMcG and EM.
- 5.1.1 Members noted the intention to have Lothian-wide LIG meetings. It would be worthwhile for the Chair to attend these dates.

LR

5.2 Maternity Services Website – MP would pick up bringing the figures on activity to come to MSLC when available.

**MP/JM**

5.2.1 MP noted that the tile for other languages/formats was underway but it would take time to translate each pdf detailing the essential information and contact details for maternity services.

5.2.2 Members noted that the NHS.UK link to the dads and partners information was now active on the website. Rather than have a separate tile for dads and partners this information would be found under “Getting ready to be a parent” tile.

5.3 Induction of Labour Leaflet – Members noted that the leaflet was finalised and being disseminated to women.

5.4 St. John’s Hospital UNICEF Accreditation – The Committee acknowledged the extensive work that lead to re-accreditation at St John’s Hospital. Members acknowledged the hard work of the team at St John’s Hospital and the ongoing work to increase the profile of Breastfeeding in West Lothian.

5.5. NHS Lothian Breastfeeding Support Services – MP advised that a Task Group had been established to discuss how to collect women’s views on the service and how to improve communication. The meeting would take place on Friday 8<sup>th</sup> March 2019 at Waverley Gate.

5.5.1 MB noted that the leaflet listing Breastfeeding support was at the printer, she had opted to present support available by day. This had identified some gaps in services surrounding the weekend and her team would work to encourage future support groups to utilise those days when setting up new groups.

5.5.2 There was some confusion surrounding the cycle of revision for the breastfeeding support leaflet. MB agreed to check and advised the Committee of deadline dates for inclusion of new groups.

**MB**

5.5.3 MB was also looking to map where support was geographically as a visual representation that could identify gaps and assist with improvement in areas lacking support. Work to date had identified a gap of services in Midlothian, MB and her team would work to support improve the network of support within the area. MB noted that they would regularly be mapping service as part of continuous improvement; she anticipated that updates to the Committee would come on an annual basis.

5.6 EROSS – Members were advised that filming had taken place the previous week at St John’s Hospital and the video was anticipated in the near future.

5.7 Any Other Matters arising – there were no other matters arising.

## 6. Under MSLC Watch

6.1 Triage – MP took an action to speak to Annette Barwick and bring back and update for the next meeting.

MP

6.2 Caesarean Section – MP noted that there was no update on caesarean sections at this time. Members agreed to await progress from the intrapartum group.

6.3 Induction of Labour – covered under 5.3

6.4 Better Birth – MP noted that the Better Birth group met regularly and she had circulated the minutes to Members out with the meeting for their information. MSLC members were welcome to attend.

6.5 Breastfeeding Support Services – Members noted the developments with the leaflet and the mapping of services previously discussed.

6.5.1 MB updated the Committee on the work from the SG funding stream. The programme of work in West Lothian to evaluate the interface between the transfer of care from Midwife to Health Visitor and work to prepare the job descriptions was underway. It was hoped that funding would provide 1 band 6 role that would report directly to Melissa Kallat and a further 2 or 3 Band 4 posts to support the lead role. Funding had been assigned for a period of 18 months and negotiations to ensure that funding ran the length of employment were ongoing.

6.5.2 The programme of work related to antenatal expressing was underway. The job description was finalised and had gone to advert.

6.5.3 MB tabled an updated model of the support services structure after some further consideration on how it was visually presented; noting that the key message was to ensure that women received the right care at the right time and in the right place.

6.5.4 MB commented on the impact of seeking full accreditation and the need to seek clarity on the continuity of funding as the service moves forward. She noted that she would engage with Professor McCallum, Ms Mitchell, Professor McMahon on how the Board can create a secure structure with an attractive programme for development and career progression, setting competencies across a range of skills that were clearly communicated. However this was extremely challenging given the uncertainty surrounding funding.

6.5.5 Funding had been allocated to the NCT and they were keen to work jointly on peer support for women in Lothian; work to ensure that the governance and essential processes were in place were underway.

6.6 Thrush Guidelines – MB took an action to address the issues with the GP who now works with Health promotion Services (one session a week), Dr Barbara Stewart and bring an update back to the Committee.

**MB**

## **7. MSLC Annual Report**

7.1 The Chair advised that the Committee had previously moved away from producing annual reports however she felt it was time to revisit the format to promote the good work happening in NHS Lothian. She had produced a full report for the Maternity QIT and MSLC website and a summary report to share and disseminate widely online and paper copies placed in clinics, triage, DAU, etc ...

7.2 Members agreed that the letter from the Chair was a good introduction to the report. One improvement to make it more personal would be a photo of the Chair.

7.3 Members felt that adding testimonials from members would add to the report. RS agreed to provide a brief testimonial for the report as a lay member. MP agreed to approach other members possibly a Midwife or Ms Egan as Child Health Commissioner and in her role as Vice-Chair.

7.4 Members noted the draft reports as work in progress and agreed to provide any comments on the contents out with the meeting.

**ALL**

7.5 MP drew the Committee's attention to the priorities for 2019 detailed within the report, and invited the member to comments on each item individually.

7.6 Members noted the challenges associated with the control of online parent forums and the potential of it opening the Board up to exposure when inappropriate comments were not moderated. MP agreed to contact the Director of Communications and explore the possibilities of having an online parent forum.

**MP**

7.7 MP would like to look at having MSLC ambassadors within the membership who go out to existing support groups in their area and provide direct feedback and areas to investigate to the Committee. The MSLC should consider recruiting more ambassadors from people who cannot attend the meetings but would be happy to collect feedback.

**MP**

7.8 Another initiative would look to have a permanent online survey to collect regular feedback and how this could be facilitated on the new website and what data could be pulled from it.

## 8. Working Group on Consent

- 8.1 The Chair noted that the working group on consent would commence immediately after the main meeting.

## 9. Any Other Competent Business

- 9.1 There were no other items of competent business.

## 10. Date of the Next Meeting

- 10.1 The next meeting of the Maternity Services Liaison Committee is scheduled for 28 March 2019 at 10am in Seminar Room 1, Chancellor's Building, Little France, Edinburgh.

### RUNNING ACTION NOTE

<b>ACTION NO.</b>	<b>DESCRIPTION</b>	<b>LEAD</b>
<b>2.3</b>	MP would contact Ms Egan and invite her to extend her term as Vice-Chair for another 2 years. Members agreed that the position was a good fit with her role as Women & Children Health Commissioner.	<b>MP</b>
<b>5.1</b>	Members noted that there were no dates at present for the Maternity QIT meetings. LR took an action to speak to FMcG and EM.	<b>LR</b>
<b>5.2</b>	MP to check for figures on website activity to come to MSLC when available.	<b>MP/JM</b>
<b>5.5.2</b>	There was some confusion surrounding the cycle of revision for the breastfeeding support leaflet. MB agreed to check and advise the Committee of deadline dates for inclusion of new groups.	<b>MB</b>
<b>6.1</b>	MP took an action to speak to Annette Barwick and bring back an update on triage for the next meeting.	<b>MP</b>
<b>6.6</b>	Thrush Guidelines for GPs. MB to check with Barbara Jessop and bring an update back to the Committee.	<b>MB</b>
<b>7.4</b>	Members noted the draft MSLC annual reports as work in progress and agreed to provide any comments on the contents out with the meeting. Members to provide short testimonial of their experience on the MSLC.	<b>ALL</b>
<b>7.6</b>	MP agreed to contact the Director of Communications and explore the possibilities of having an online parent forum.	<b>MP</b>
<b>7.7</b>	Recruitment of MSLC ambassadors	<b>MP</b>

