

Introduction

- 1 Management and strategy, 1964 – 2005
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Introduction

Dr Helen Zealley was the Director of Public Health (DPH) - previously known as the Chief Administrative Medical Officer (CAMO) - of Lothian Health Board (LHB), which later became NHS Lothian. Her papers were collected or created throughout her role as CAMO/DPH, from the 1970s until she retired in 2000. The collection covers an extended period of time and describes a varied range of LHB top-level management functions. The papers mainly relate to business operations of management, strategy and finance, providing an overview of the running of LHB. Helen Zealley was CAMO/DPH throughout many challenging periods for LHB, reflected in the papers relating to LHB's financial crisis in the early 1990s and the resulting implementation of cost-cutting measures.

A significant part of the collection is related to HIV/AIDS issues. The threat posed to public health by HIV/AIDS in 1980s' and 1990s' Edinburgh was overwhelming: over 40% of those diagnosed with HIV and/or AIDS in the UK came from Edinburgh. As DPH, Helen Zealley was involved in all aspects of the responses to HIV/AIDS within Lothian. This collection is significant for its overview responses to HIV and AIDS within public health policy and practice across the whole region.

The collection was donated to LHSA in three parts (2000, 2001 and 2014), previously being in the custody of Helen Zealley. An item-level box list was created which was then used to re-order the collection. Helen Zealley was involved in this re-ordering, offering advice and guidance. When contextually appropriate, series have been split into sub-series and then catalogued to file level. From this point, papers have been kept in their original intellectual order and arranged as chronologically as possible. Where no title was given for an item or file, one has been estimated (in square brackets).

Acc00/049
Acc01/052
Acc14/026

KW/2014
CM/2015
LW/2016

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1 Management and strategy, 1964 – 2005

These papers reflect the main functions of LHB at senior management level. They cover administrative, strategic and policy activities in which Helen Zealley had been directly or indirectly involved. Many of the papers such as reports, research papers and newspaper clippings have been used as consultation documents, to which much of the correspondence and meeting minutes refer. These relate to: routine issues (such as staffing, resources management and press relations); long-term strategic planning stemming from services reviews; unforeseen threats to public health; and developments in health promotion.

1 Service management, 1968 – 2005

1 Reports, 1968 – 2005

Reports have been arranged chronologically. Many have been created by LHB to inform strategy and policy or to address specific service issues. Some of the reports are accompanied by associated papers.

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| 1 | 1968 – 1974 | South-Eastern Regional Hospital Board Scotland Year Books. Years 1968 – 69; 1971 – 72; 1972 – 73; and 1973 – 74. |
| 2 | 1977 – 1989 | <i>LHB Smoking Policy</i> . Includes health promotional material, policy documentation and correspondence relating to smoking policy in health premises. |
| 3 | 27 Sep 1982 | <i>A Beginners Guide to Lothian Health Board Headquarters</i> . Single report. |
| 4 | 1982 | <i>The Effect of Industrial Action in South Lothian District Admissions and Waiting List, 1977 – 1982</i> . Report by Anne Maree Wallace, Registrar in Community Medicine South Lothian District. Includes associated covering letter. |
| 5 | 1983 | [Strategy reports.] Two LHB reports: <i>Draft Strategy – A Framework for Development</i> and <i>The Strategic Planning Process</i> . |
| 6 | 1985 – 1986 | [LHB General Management.] Various reports, including a report from the General Manager, correspondence and a newsletter relating to management structure. Also includes <i>Griffiths Report on the General Management Function in the NHS in Scotland</i> , with associated correspondence and notes. |

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- 7 1985 – 1986 *A Strategy for the Elderly, Programme Development Group 1985 - 1986.* LHB report including associated covering letter.
- 8 Mar 1986 *Report of the Joint Working Party for Services to Elderly People - Partners in Care.* LHB report.
- 9 Mar 1986 *Lothian Joint Working Party on Physical Handicap – First Report.* LHB report.
- 10 1986 – 1990 *Acute Medical Admissions in Lothian – An Agenda for Action – Second Report of the Acute Medical Admissions Working Group.* Report including associated correspondence, notes and research papers with explanatory annotation.
- 11 Jan 1987 *Programme Development Group Report - Orthotic Services.* LHB report.
- 12 Feb 1987 *Development Issues (Draft 2).* LHB report.
- 13 Mar 1987 *Programme Development Group for Dental Services.* LHB report.
- 14 April 1987 *Programme Development Group for Primary Care General Practitioner and Community Services.* LHB report.
- 15 May 1987 *Programme Development Group for Pharmaceutical Services (Hospital and Community).* LHB report with associated covering letter.
- 16 Aug 1987 *Outline of Draft Strategy Volume II Containing Part III.* LHB report.
- 17 1988 *Social Indicator Analysis for Lothian: Births Data 1974 – 1986.* Includes associated correspondence. Lothian Regional Council Health Committee report.
- 18 14 Mar 1989 *Strategy Day 14 March 1989 Feedback.* Report from LHB General Managers Workshop.
- 19 27 Apr 1989 *Scottish Home and Health Department Workshop on Medical Audit.* Scottish Health Service Training Centre report documenting initial steps towards clinical audit in the NHS in Scotland.

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- 20 1989 *Provision of Commercial Health Screening*. LHB report for Scottish Health Management Efficiency Group (SCOTMEG) with associated correspondence on a proposal to set up commercial well-person screening.
- 21 1989 *Health in Lothian 1974 – 1989*. Report by LHB DPH.
- 22 1989 – 1990 [Chief Officers' meetings.] Reports, summaries, agendas and correspondence related to various Chief Officers' meetings. Topics include: contracts for hospital services; accountability; finance; health promotion; computing services; operations and health management.
- 23 1989 – 1992 White Paper – General Responses. Newspaper clippings, correspondence, articles, guidelines, reports, white papers and presentation slides. These relate to effective funding, policy predictions; strengths and weaknesses, and working for patients.
- 24 1989 – 1992 *Operation Plan 1989 – 1992*. LHB report with associated correspondence, operational plan seminar report, progress report and reviews.
- 25 16 Jul 1990 *Strategic Planning for Health Board Senior Officers*. Report by Management Development Group on behalf of Scottish Home and Health Department with associated correspondence, notes and case study.
- 26 1990 *National Health Service and Community Care Bill*. NHS document.
- 27 1990 [Don Cruickshank material.] Report and presentation by Don Cruickshank, Chief Executive of NHS in Scotland, including *Health Board Strategic Planning And Central Management of the NHS in Scotland*.
- 28 1990 LHB Health Service Profile. Major report providing in-depth analysis of the medical services provided in correlation with statistical information of the health of the population. Includes associated correspondence, notes and explanatory annotation by Helen Zealley.
- 29 1990 *Health in Lothian 1990 – The Annual Report of the Director of Public Health Lothian Health Board*. LHB report.

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| 30 | 1990 – 1991 | <i>Operation Plan 1990/91</i> . Includes correspondence, service statements and strategy reports relating to each medical service and the development of their operational plans. |
| 31 | 1990 | <i>Identification of the Scope for Efficiency Savings - Appendices</i> . LHB draft report. |
| 32 | 11 Jan 1991 | <i>The Functions and Structure of Health Boards</i> . NHS circular report with associated correspondence. |
| 33 | 1991 | <i>Geographical Representations of Health Status and Health Service Utilisation</i> . Report with associated correspondence. |
| 34 | 1991 | <i>Management of Acute Medical Admissions in Lothian for Area Co-ordinator</i> . LHB report. |
| 35 | 1991 | <i>Management of Acute Medical Admissions in Lothian</i> . LHB report. |
| 36 | 1991 | <i>Edinburgh Regional Cardiac Centre</i> . Report with associated covering letter. |
| 37 | 1991 | <i>Health in Lothian 1991. Annual Report of the DPH LHB</i> . |
| 38 | 1991 | <i>Draft Discussion Document – Strategic Framework</i> . Includes associated correspondence and reports. |
| 39 | 1991 – 1992 | [LHB patient charters.] Reports, promotional materials, correspondence and newspaper clippings relating to the launch of various LHB patient charters. The charters stemmed from a national call for citizens' charters throughout the NHS to document the rights and responsibilities of patients and the standard of service provided by the health board. |
| 40 | 1991 – 1992 | [Public health reports.] <i>Cause Specific Contribution to Excess Mortality Glasgow Males aged 55-64 1979 – 90</i> (Faculty of Public Health Medicine report) and <i>From Robert Owen to HLF 2000, Public Health in Scotland: Past, Present and Future</i> . Includes associated correspondence, notes and an article. |

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- 41 1991 – 1992 Bed Plan. Folder includes LHB report, *Management of Acute Medical Admissions in Lothian 1991* (2 copies). Also includes correspondence, notes, and strategy documents, meeting agendas specifically dealing with bed plans for acute medical services mainly during high winter demand. Bed plan responsibility was passed from Public Health to Placing Direct after 1992.
- 42 Jun 1992 *Operating Theatre Audit Progress Report on the First Year of Audit*. LHB report.
- 43 1992 *Community Care: A Review and Analysis*. Report with associated correspondence.
- 44 1992 *Users Guide to the NHS*. Lothian Health Council report.
- 45 1992 *Information Systems and Information Technology Strategy 1992 – 1993*. LHB report with associated correspondence.
- 46 1992 *Total Admissions and Re-admission Rates to Lothian Hospitals for General Respiratory Medicine*. Report on early use of unique Scottish statistical record linkage. Includes statistical information, associated correspondence and notes.
- 47 1992 *Health in Lothian 1992*. Annual Report of DPH, LHB.
- 48 c1992 *St John's Hospital at Howden*. Booklet.
- 49 c1992 *Local Health Strategy*. LHB report (3 copies).
- 50 c1992 *New Role – New Look*. LHB pamphlet.
- 51 Feb 1993 *NHS in Scotland Management Executive – DIS Progress Report February 1993 – Directorate of Information Services*. NHS report.
- 52 1993 *Lothian Health Homecare Seminar*. Report with associated covering letter and a distribution list.
- 53 1993 *Health in Lothian 1993*. Annual Report of DPH, LHB.

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- 54 1993 – 1994 *Information Systems and Information Technology Strategy*. Report with associated correspondence and report from a Purchasing and Commissioning Team (PACT) meeting: *Pharmacy Computer Based Information Systems*.
- 55 1993 – 1994 *The NHS Reforms – GP Involvement in Lothian Locality Development Progress Report December 1993*. Includes associated correspondence, distribution list and seminar poster.
- 56 1993 – 1996 Establishing Trusts. Applications, reports, correspondence, notes and discussion papers relating to the establishment of NHS Trusts. Includes applications from Royal Infirmary of Edinburgh (RIE), Edinburgh Child Health, Western General Hospital (WGH), East Lothian and Midlothian for NHS Trust status. Also includes correspondence and a report on the appointment of the RIE Trust Medical Director and the establishment of trusts.
- 57 1993 – 1996 Clinical Audit. Reports including annual clinical audit and medical audit with correspondence, budgets, statistical information, various medical services and presentation slides. Also included are policy and strategy documents produced as a result of the audits for Scotland and Lothian.
- 58 Apr 1994 *To the Board of Lothian Health on Health Target Analysis. Lothian Health Monitoring Group Report by Localities*. LHB Report.
- 59 1994 *Information Strategy*. LHB report.
- 60 1994 – 1995 *Health in Lothian 1994 – 1995*. Annual Report of the DPH, LHB.
- 61 1994 – 1996 *The Development of the Nurse Urology Unit Western General Hospital*. Report by Sister CM Harrison.
- 62 May 1995 *Caring for the Future, A Strategy for: Primary Care and Community Health Services – Strategy Document*. LHB report.
- 63 1995 *Health in Lothian 1995*. Annual Report of the DPH, LHB.

- 64 1995 *Scottish Cancer Co-ordinating and Advisory Committee – Commissioning Cancer Services Sub-Committee*. Interim Report to the Chief Medical Officer with associated correspondence, distribution of circulars and meeting report.
- 65 1995 *The Scottish Office Road Safety Plan*.
- 66 1995 *Case Mix Analysis Surgical Specialities Calendar Year 1995 for Top 75% Procedures*. LHB report.
- 67 1995 *Quality Requirement Service Standards*. Report with associated papers relating to clinical quality.
- 68 20 Apr 1996 *Financial Forecast for the period 1995– 2003*. LHB report.
- 69 3 Dec 1996 *A Health Service for a New Century: Labour’s proposals to replace the internal market in the NHS*. Text of speech by Chris Smith MP, Shadow Health Secretary.
- 70 1996 *Health in Lothian 1996*. Annual Report of the DPH, LHB.
- 71 1996 Medical Research Council newsletter.
- 72 1996 *Development of Nurse Urology Unit*.
- 73 1996 *The Royal College of Anaesthetists – The Royal College of Surgeons of England – Report of the Joint Working Party on Graduated Patient Care January 1996*. Report with associated covering letter.
- 74 1996 *Lothian Surgical Audit and South East of Scotland Annual Report*. LHB report.
- 75 1996 *Understanding the shifts between primary and secondary care in Scotland*. Draft report by P Miller with associated correspondence.
- 76 1996 *Minimal Access Therapy and Service Commissioning in Lothian*. Lothian Public Health Intelligence Team report with associated presentation slides.

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- 77 1996 – 1997 *ISD (Information and Statistics Division) Scotland Guide: an A-Z of the work of the Information and Statistics Division.* Report with covering letter.
- 78 1996 – 1997 *East and Midlothian NHS Trust – Strategic Plan 1997 – 2001.* Report with associated correspondence.
- 79 Aug 1997 *Induction Pack for Non-Executive Directors.* LHB information pack.
- 80 1997 *Scottish Health Boards' Dental Epidemiologic Programme, addendum to the 1995/1996 report on 5 year olds Deprivation and Dental Caries.* Report by P Sweeney, Argyll and Clyde Health Board, with associated covering letter and launch poster.
- 81 1997 *Clinical Effectiveness – The Process within Lothian Health.* LHB report with associated correspondence.
- 82 May 1998 *Routine Outpatient Waiting Time Booklet May 1998.* LHB report.
- 83 1998 *Design to Care.* NHS in Lothian report and associated correspondence, presentation slides, articles, notes, newspaper clippings and meeting notes that relate to the report and its impact.
- 84 1998 – 1999 [*Design to Care* implementation.] Reports, correspondence, meeting summaries, presentation slides, notes and reviews from various contributors in relation to the early stages of implementing and changing the role of LHB.
- 85 c1998 *An Evaluation of a Revised Systematic Approach to the Assessment Registration and Monitoring of Children with Special Needs.* Progress report for Scottish Home and Health Department Health Services Research Committee.
- 86 1998 *Priorities and Planning Guidance for the NHS in Scotland 1999/2002.* Report by The Scottish Office Department of Health with associated correspondence.
- 87 1 Jul 1999 *Devolution of Services.* LHB report discussing the devolution of non-Lothian speciality activity to Lothian NHS Trusts.

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- 88 Oct 1999 *Clinical Task Groups - Achieving Change in Partnership - Acute Medicine (Front Door Assessment)*. NHS in Lothian report.
- 89 1999 [LHB green office action plan.] Report and associated correspondence.
- 90 1990 – 2000 *Lothian Health Corporate Objectives*. Two reports covering 1999 – 2000, and 2000 – 2001 with covering letter.
- 91 2000 – 2005 [Improvement and strategy plans.] Various improvement and strategy plans, including: *Health Improvement Programme 2000 – 2005*; *Health Investment Plan 2000 – 2001*; *Lothian University Hospitals NHS Trust Operational Plan*; *Lothian Primary Care NHS Trust Implementation Plan 2000 – 2001*; *West Lothian Healthcare NHS Trust Implementation Plan 2000 – 2001*; and *NHS Lothian Integrated Health Care Plan 2000 – 2005*.
- 92 c2000 *Health Care Building Division*. Report with contextual annotation.

2 Training, 1989 – 1992

Papers relate to various senior management training courses and seminars attended by Helen Zealley, including courses and workshops providing management training for clinicians.

- 1 1989 – 1991 [NHS higher level management training.] Correspondence, reports, programmes and leaflets relating to the development of management training for clinicians.
- 2 March 1991 MEC (Management Education for Clinicians) courses newsletter. Includes Management Education for Clinicians course booking form.
- 3 1990 – 1991 [Training programmes.] Workshop/conference/events programmes, associated correspondence, reports, notes and articles related to events organised by NHS Scotland. These include: Strategic Framework Workshop, LHB Operational and Business Planning Seminars, NHS in Scotland Workshop on the Management of Change, and The Scottish Health Service Management Development Group.

- 4 1992 [Training workshops and club events.] Correspondence, event programmes, attendee lists, publicity material and notes relating to various training and club events attended by Helen Zealley, including: Royal College of Physicians of Edinburgh Senior Fellows' Club; Health for All in the UK, Local Services, Women's Health Seminar. Also includes Lothian Health Education Department Newsletter (Summer 1992).
- 5 1990 – 1992 [MEC file.] Correspondence, promotional material, notes, newsletters, reports, presentation slides and feedback forms.
- 6 1992 *An Evaluation of Management Courses for Clinicians in Scotland – Final Report.* Report and associated correspondence.

3 Committees and working groups, 1986 – 1999

Helen Zealley was involved with, or informed of, the activities of various committees and working groups. Some groups met frequently to discuss specific services whilst others were created to tackle specific problems/issues.

- 1 1990 [Medical Curriculum Review Group.] Reports and subsequent proposals for changes in the clinical phases of the curriculum. Includes associated correspondence and meeting agenda to discuss the proposed changes.
- 2 1992 – 1993 [Lothian Community Care Plan.] Papers relating to the development of a Lothian Community Care Plan, stemming from wider NHS Scotland policy towards a Community Care Act 1990. Includes correspondence, meeting agendas, assessments of Lothian care management, draft *Lothian Community Care Plan*, a proposal for Lothian Elderly Advisory and Placement Service (LEAPS), and explanatory annotation.
- 3 1995 – 1996 [Lothian NHS Forum.] Correspondence and meeting agendas relating to the Lothian NHS Forum. Also includes: notes; presentation slides; reports; and proposals used and discussed in the meetings. Topics cover purchasing for change and strategic matters.

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| 4 | 1990 – 1991 | [Plan for Action Group.] Meeting agendas, correspondence and reports relating to the working group. Includes papers on junior doctors' working hours. |
| 5 | 1999 | [Clinic Task Groups.] Reports from Clinical Task Groups set up to test the practical feasibility of service changes relating to the RIE at Little France and other wider strategic changes. Includes reports from various services including: dermatology; gynaecology; orthopaedics; general surgery; medical sub-speciality; acute medicine; and maternity. |
| 6 | 1991 – 1992 | [Working Party on Laboratory Medicine Group.] Meeting minutes, correspondence and discussion papers relating to the working group. |
| 7 | 1998 | [Administration of Medicines by Ambulance Staff.] Correspondence, notes, and meeting agendas from working group on the administration of medicines by ambulance staff. Includes copy of <i>The Medicines (Products Other Than Veterinary Drugs) (Prescription Only) Order 1993</i> . |
| 8 | 1986 – 1989 | [Advisory Group Genetic Services.] Correspondence, meeting minutes and agendas, list of members, and reports from advisory group set up to advise on services for individuals and families with genetic disorders. |
| 9 | 1990 – 1992 | [Health Board/Faculty of Medicine Liaison Group.] Correspondence, meeting minutes and agendas, reports, notes, University of Edinburgh (UoE) (Medicine) newsletters, and statistical reports from the Liaison Group. These papers, created by the group or used in their work, relate to staffing, student, financial, and legislative issues concerning the UoE medical curriculum. |
| 10 | 1991 | [UoE Working Party on Medicine and Surgery.] Correspondence, reports and minutes relating to the Working Party. |

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11 1989 – 1990 [Douglas House Working Group.] Correspondence, reports, meeting minutes and agendas, and notes relating to the Working Group set up to consider the future of Douglas House (Royal Edinburgh Hospital for Sick Children - REHSC) and the Douglas House Project Team in response to concerns from parents. Includes: information on complaints; future of the unit; replacements; service provision; and policy

4 Correspondence, 1975 – 1999

This correspondence relates to LHB operational procedures and strategies as well as issues faced by specific health/medical services. Some correspondence was found in distinctive files containing papers on particular topics. They have been listed first and arranged in chronological order. Other files contain large amounts of general, unrelated correspondence. They have been left in their original order and described as general correspondence with subjects described.

1 1981 [LHB assistance to local authorities.] Correspondence relating to provision of medical services.

2 1989 [LHB operational service statements.]

3 1989 – 1990 [Genetic counselling facility problems.] Correspondence, proposals, reports and notes relating to the maintenance problems of a genetic counselling facility within Clinical Genetic Services, mainly because of funding and staffing issues.

4 1989 – 1991 [Accident and Emergency service changes.] Correspondence and associated reports relating to service and staffing changes to Accident and Emergency services.

5 1990 [Fife Health Board costs.] Correspondence relating to the costs of providing LHB specialist services to Fife Health Board.

6 1990 [Staff and patient complaints.] Correspondence relating to complaints from staff and patients about particular logistical and service issues, such as waiting times, bed shortages, staffing shortages and hospital/ward closures.

7 1990 [Clinician participation in LHB management.] Correspondence and associated documents relating to the participation of clinicians in LHB management and strategy.

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| 8 | 1990 | [Geriatric service changes.] Correspondence and associated notes relating to clinical changes in geriatric services and staffing. |
| 9 | 1990 | [Clinical service changes.] Correspondence relating to changes in clinical services, specifically breast units. |
| 10 | 1990 | [Roodlands Hospital clinical service changes.] Correspondence and associated notes relating to changes in clinical services at Roodlands Hospital. |
| 11 | 1990 | [RIE staffing.] Correspondence relating to the development of middle grade staffing and House Officer staffing for the redeveloped medical corridor, RIE. |
| 12 | 1990 | [LHB in the media.] Newspaper clippings which feature LHB issues. Includes associated correspondence discussing the media's portrayal. |
| 13 | 1990 – 1991 | [Chalmers Hospital staffing.] Correspondence and associated papers relating to the transfer of medical staff to Chalmers Hospital. |
| 14 | 1990 – 1991 | [Clinical service changes.] Correspondence relating to general changes in clinical services. |
| 15 | 1990 – 1991 | [Staff and patient complaints.] Correspondence relating to staff and patient complaints. Includes associated papers. |
| 16 | 1990 – 1991 | [LHB accommodation.] Correspondence and associated papers relating to various complaints about LHB accommodation. Includes information on LHB HQ move to Deaconess Hospital; and closure of LHB library. Also contains CAMO's office index of files. |
| 17 | 1991 | [Downsizing of LHB board members.] |
| 18 | 1992 | [Bed Bureau.] Correspondence relating to a misunderstanding about the closure of the Bed Bureau. |
| 19 | 1992 | [Patient activated 999 calls.] |

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| 20 | 1992 – 1993 | [Smoking Policy.] Correspondence, reports and promotional material relating to smoking ban in taxis and wider non-smoking policy. |
| 21 | 1993 | [Scottish Office Home and Health Department (SOHHD).] Correspondence and reports relating to LHB's response to SOHHD targets to improve Scotland's health record. Focuses on issues such as smoking policy, diet and alcohol. |
| 22 | 1993 | [Cardiothoracic Surgery at Murrayfield Hospital.] Correspondence relating to registration for Cardiothoracic Surgery at Murrayfield Hospital. |
| 23 | 1995 | [Clinical trials.] Correspondence and associated report relating to Lothian research and an audit of a computerised register for clinical trials. |
| 24 | 1995 | [Safer cycle routes.] Correspondence and promotional material relating to the developments of safer cycle routes around Lothian and the promotion of increasing cycle use. |
| 25 | 1995 | [Contract monitoring systems.] Correspondence and associated reports relating to contract monitoring systems. |
| 26 | 1995 – 1997 | [Health inequalities.] Correspondence and reports relating to inequalities in health in Lothian. |
| 27 | 1996 | [Commissioning and purchasing plans.] Correspondence, associated notes and reports relating to commissioning intentions and purchasing plans for NHS Lothian. |
| 28 | 1996 | [Research priorities.] Correspondence, notes and meeting notes relating to research priorities for LHB. |
| 29 | 1996 | [Epilepsy services.] Correspondence discussing the needs for an epilepsy clinic, relates specifically to the case of an individual epilepsy patient. |
| 30 | 1996 | [Patient case in the media.] Correspondence and newspaper clippings relating to an LHB patient. |
| 31 | 1997 | [Internal market and bureaucracy.] Correspondence and associated reports and notes relating to: replacing the internal market and reducing bureaucracy; and LHB improvement plans. |

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- 32 1998 [White Paper Visioning Group.]
- 33 1998 [Health promotion arrangements.] Correspondence relating to future working arrangements for health promotion.
- 34 1975 – 1993 [General correspondence 1.] Concerns health service provisions.
- 35 1990 – 1991 [General correspondence 2.] Subjects include paediatrics at St John's Hospital, school health service, and Lothian health care profile.
- 36 1990 – 1992 [General correspondence 3.] Subjects include nuclear weapons, air transport, medical services charges and hospital services.
- 37 1990 – 2000 [General correspondence 4.] Subjects include business plans, policy; management, hospitals, PACT, and the World Health Organisation (WHO).
- 38 1995 – 1997 [General correspondence 5.] Subjects include dentistry, C-card, medical conditions, purchasing, clinical services, acute medicine, social work, and immigration.
- 39 1989 – 1990 [General correspondence 6.] Subjects include finance, GP contracts, health surveillance, medical services/facilities/equipment, vaccinations, staff, and postgraduate education.
- 40 1990 [General correspondence 7.] Subjects include immunisation targets, complaints, primary care, postgraduate education, staff/trainees, minor surgery, service fees, child health surveillance, and NHS policy.
- 41 1989 – 1995 [General correspondence 8.] Subjects include computer services; Edenhall; REHSC, clinical/ laboratory services, bed/waiting times, transplants, smoking; child health, and health policy.
- 42 1990 – 1992 [General correspondence 9.] Subjects include press/media, complains procedure; funding, and organisation membership.
- 43 1989 – 1999 [General correspondence 10.] Subjects include resources, staff development, NHS guidelines, and needs assessment.

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- 44 1989 – 1998 [General correspondence 11.] Subjects include human resources, health promotion material, medical service statistics, LHB objectives/profile, Children's Family Charter, and staffing issues.
- 45 1990 – 1993 [General correspondence 12.] Subjects include finance, medical services, Bed Bureau, complaints procedure, training, junior doctors, and computer software.
- 46 1989 – 1993 [General correspondence 13.] Subjects include community medicine, RIE buildings, bed availability, acute services, Elsie Inglis Memorial Maternity Hospital, strategic framework, and press/media.
- 47 1989 – 1996 [General correspondence 14.] Subjects include costs, purchasing, pathology laboratory, staffing, and social work.
- 48 1993 – 1998 [General correspondence 15.] Subjects include drugs, health promotion strategy, staff, patient case, purchaser, and MRI scanning.
- 49 1996 [General correspondence 16.] Subjects include patient complaints, road safety, press/media/carers, staff, policy, acute medicine, surgical services, and cancer services.
- 50 1993 [General correspondence 17.] Subjects include staffing, information systems, consultancy support, media/press, medical services, policy, training, study leave, hospitals, and screening programmes in Scotland.
- 51 1992 [General correspondence 18.] Subjects include study leave, strategy, child services, contracting, Measles, Mumps and Rubella (MMR) vaccine, community care, acute services, emergency planning, LHB committees, staff, and smoking.
- 52 1991 [General correspondence 19.] Subjects include winter beds, environment health, health and safety, and LHB board members.
- 53 1990 [General correspondence 20.] Subjects include staff, press/media/equipment, medical services, patients, health screening, and policy.

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- 54 1988 – 1989 [General correspondence 21.] Subjects include elderly care, general management, staff, service quality, and patients.
- 55 1988 – 1993 [General correspondence 22.] Subjects include LHB General Meeting, elderly screening, handling mail, REHSC, and child abuse.
- 56 1989 – 1994 [General correspondence 23.] Subjects include urology, Children's Charter, Option 2, and Simpson Memorial Maternity Pavilion.
- 57 1992 – 1996 [General correspondence 24.] Subjects include access to records, medical audit, prescription drugs, LHB, HIV/AIDS, palliative care, cycling, food and health, staff, standing orders, Data Protection, child behaviour, and senior management.

2 Service review and evaluation, 1973 – 1999

1 Service Restructure, 1973 – 1999

Since the inception of the NHS in 1948, a number of organisational changes in the structure of the service have taken place. These papers refer mainly to reforms from the 1980s, including the recommendations making up the Griffiths Report in 1983 that proposed a move away from consensus management, where responsibility was shared between doctors, nurses and administrators. In order to devolve responsibility for services to hospital groups of management, General Managers were subsequently employed at unit level to further speed up the administrative process. Clinicians were more closely involved in the management process and units were now responsible for their own budgets. The publication of the White Paper, *Working for Patients*, in January 1989 led to further changes in the health service. In order to provide what was seen as a more efficient service, as much responsibility as possible was devolved to local level with hospitals having the opportunity to apply for self-governing status as NHS Hospital Trusts. From 1992, the units of management were re-structured with the introduction of service units. Hospitals could now "opt out" and become self-governing hospital trusts. The following papers track LHB's response to the implementation of management re-structuring and the establishment of trusts as well as media reaction.

- 1 1975 – 1977 1974 Reorganisation and Medical Advisory Structure. Meeting notes and reports from the University Liaison Committee Standing Working Groups. The groups met to discuss reports from Speciality Advisory Groups. Also includes a review from the SOHHD, *The Medical Advisory Structure within Health Boards in Scotland*.

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- 2 1982 – 1983 [Restructuring of NHS management.] Papers relating to the restructuring of NHS management through doctor participation. Includes correspondence from the British Medical Association – Scottish Committee for Hospital Medical Services, laying out the proposals for medical specialists to be a member of both the Unit Medical Staff Committee and the Unit Speciality Group. Also includes associated correspondence, meeting notes, reports, discussion papers about the development of the proposals, and a list of committee members, with explanatory annotation.

- 3 1983 – 1984 [Restructuring within LHB management.] Papers relating to NHS developments affecting restructuring within LHB management, including the abolition of district level management and the restructuring of administration. Includes correspondence from the SOHHD, associated correspondence, reports, notes and organisational hierarchy charts. Also includes a specific report on the structure and management of pharmaceutical services.

- 4 1985 – 1999 [LHB organisational restructure.] Papers relating to the LHB organisational restructure as part of the strategy outlined in the White Papers *Design to Care* and *Towards a Healthier Scotland*. Includes associated notes, correspondence, LHB newsletters, presentation slides, reports and hierarchical diagrams of staff structures for various services. Also includes correspondence from SOHHD from 1985 on management development before the restructure and an organisational structure from the same year.

- 5 1991 – 1992 [Response to LHB restructure.] Newspaper clippings, articles, correspondence and meeting reports from various hospitals, health services, trade unions and committees in response to the LHB restructure, mainly expressing concerns about the changes. Contains associated LHB report of the approved proposals for the reviewed management structure, further documentation clarifying details of the restructure, correspondence, notes, and a list of contact details for LHB Directors from April 1991.

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| 6 | 1988 – 1989 | [Rationalisation of services.] Correspondence, statistical data, newspaper clippings, reports, notes, and presentation slides relating to an attempt to close the paediatric ward at the WGH and the proposed rationalisation of accident and emergency services. These measures were part of the rationalisation of services throughout Edinburgh as part of Option 2 - financial recovery strategy. |
| 7 | Mar 1990 | [<i>Indicative Prescribing Budgets and Analysis.</i>] SOHHD information papers (2 copies). |
| 8 | 1990s | <i>NHS Trust – Consultation in Lothian.</i> LHB booklet. |
| 9 | 1990s | <i>Future and Developing Role of Health Boards.</i> LHB presentation slides. |
| 10 | 1990 | [Retirement packages.] Correspondence, reports and notes relating to retirement packages on the grounds of organisational change. |
| 11 | 1994 | [Scottish Office, NHS in Scotland Management Executive.] Correspondence and official guidelines. Includes information on corporate governance in the NHS and standards of business conduct for NHS staff. |
| 12 | 1997 | Quality Scotland. Correspondence, workbook, notes, and promotional material relating to a pilot scheme for health boards - <i>Quality Scotland Self-Assessment Approach to Continued Improvement.</i> |
| 13 | 1996 | [Proposals for change, 1997 – 1998.] Includes proposal documentation from various services associated correspondence, a draft of the commissioning intentions to 2003, and purchasing plan for the NHS in Lothian 1997 – 1998. |
| 14 | 1996 – 1997 | [Proposals for change, 1998 – 1999.] Includes proposal documentation from various services, associated correspondence and newsletters. |
| 15 | 1973 – 1986 | [General management structures.] Reports, newsletters, correspondence, proposal documents, meeting minutes and notes relating to the new general management structures in LHB and Scotland. |

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| 16 | 1995 – 1996 | [Integrated Health Care Strategy.] Reports and correspondence relating to Integrated Health Care Strategy plans for service user involvement in health care services in Lothian. Also includes papers relating to a service users consultation about the strategy. |
| 17 | 1993 | [Longer-term strategic framework.] Draft report and associated notes relating to longer-term strategic framework in consideration of service changes, in particular the contracts agreed between LHB and its providers and other purchases of health care. |
| 18 | 1989 – 1991 | [Medical management of clinical services] Correspondence, reports, and newspaper clippings relating to the development of medical management of clinical services. |
| 19 | 1991 | [LHB vision and strategy.] Promotional material and draft reports relating to LHB overall vision and strategy. |
| 20 | 1989 – 1991 | [NHS strategy.] Correspondence, working papers, and reports relating to a strategic framework for the NHS in Scotland and government promotion of changes. |
| 21 | 1989 – 1991 | [Working for Patients.] Correspondence, questionnaires reports and notes relating to LHB action from the <i>Working for Patients</i> White Paper. Includes information on: the introduction of self-governing hospitals and trusts; consultant contracts; and medical audits. |
| 22 | May 1994 | <i>A critical analysis of managing change in Lothian Health Board.</i> Research paper by Sheena McOuat. |
| 23 | 1992 | [Post re-organisation of LHB.] Draft letters and presentation notes relating to changes post re-organisation of LHB into six new units. |

2 Acute Services Strategy, 1980 – 1999

Acute services strategies seem to have been produced annually, outlining challenges, projections, and targets for the following year. The data from annual reports was also used to review acute services and develop long-term strategies for service provision.

- 1 1990 – 1991 *Acute Services Strategy – Professional Consultancy Document*. LHB document, includes associated correspondence, notes, documentation and statistical information on acute services projections and targets. Also includes a strategy document for the Lothian Regional Council Department of Social Work, 1990 – 1994.
- 2 Aug 1995 *Demand and Market Forecasting Scenarios 1994/95 to 2003/4 – Lothian Health – Acute Services Strategy*. LHB strategy document.
- 3 1990 – 1999 [Acute Service Strategy – response.] Correspondence, reports, reviews, newspaper clippings, and meeting reports from various bodies and individuals in response to the Strategy. Includes responses from specific services on the impact to their provisions, such as maternity, obstetrics, gynaecology, paediatrics, clinical haematology, and neurology. Also contains associated statistical projections, newspaper clippings, press release and progress reports relating to the implementation of the strategy.
- 4 1990 – 1994 [Acute Service Strategy – response.] Correspondence, notes, reports and appraisals in response to framework for developing the final version of the Acute Services Strategy. Responses come from SOHHD and the UoE Court outlining their priorities and changes.
- 5 1990 – 1991 [Acute Service Strategy – progress.] Correspondence, draft letter, and proposals relating to the progress, towards approval, of the Strategy. Also includes correspondence, newspaper clippings and *A Response to Needs and not Crisis; Reorganising Acute Hospital Services in the Lothians*, report in connection to the negative response from consultation of LHB plans, with explanatory annotation.

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| 6 | 1987 – 1990 | [Acute Service Strategy proposals.] Correspondence, meeting minutes, reports, and appraisals relating to the Strategy's proposals. Contains a draft copy of the 1987 Strategy and the responses and discussion that came from it, specifically acute bed availability, future service provisions, and a new teaching hospital, with explanatory annotation. |
| 7 | 1991 | [Acute Service Strategy planning.] File containing statistical information in report <i>Health Board Level Output for Acute Services</i> . Includes associated correspondence, notes and reports that discuss strategy options, with explanatory annotation. |
| 8 | 1999 | [Acute Service Strategy developments.] Correspondence, newsletters, reports, and progress reports relating to the development of the Strategy after the proposals had been agreed in principal. Includes documentation focusing on the business case to develop the RIE and re-develop the WGH. |
| 9 | 1993 – 1999 | [Acute services assessment.] Statistical information in presentation form relating to acute cases in Lothian and Scotland, 1980 – 1992, including surgical and medical admissions, workload and length of stay. Includes reports and assessments based on trends and projections from various acute medical services. |
| 10 | 1994 | [Acute service specifications.] Correspondence relating to service specifications, priorities and developments included in the Strategy. Includes a response from Lothian Maternity Services in relation to the recommendations concerning their service. |
| 11 | 1996 – 1997 | [Medical emergencies study.] Correspondence relating to a proposed study into medical emergencies in primary care. |
| 12 | 1992 – 1995 | [Acute services changes.] Correspondence, reports, reviews/appraisals, notes, and presentation slides relating to the movement towards changes in acute services. Includes further clarification of details, options and issues surrounding the Strategy. |

- 13 1991 [Acute Service Strategy – options 5 and 6.] Notes, statistical information, projections, correspondence, reports, and appraisals relating to the Strategy with a focus on option 5 and 6. Also includes *Non-Financial Benefits* report, and a public pamphlet outlining the various options for the strategy.
- 14 1992 [Acute Service Strategy – option 1.] Correspondence, notes, statistical projections, and summaries relating to the Strategy with a focus on financial costs and option 1.
- 15 1992 [RIE and WGH plans.] Correspondence and plans relating to a new RIE; the WGH; and service provision as part of the Strategy.
- 16 1992 [Acute Service Strategy projections.] Notes, presentation slides, newspaper clippings and correspondence in relation to the Strategy. Includes projections of acute bed availability and discussion of a timetable for submission of the Strategy to the Treasury for agreement.
- 17 1992 [Acute Service Strategy impact on UoE.] Correspondence, notes, option appraisals, statistical profiles and projects, and graphs relating to the Strategy with particular focus on its effect on the medical school at UoE.
- 18 1990 – 1992 [Acute bed requirements.] Correspondence, notes, statistical assessment and estimates relating to future acute bed requirements.
- 19 1980 – 1991 [Acute Services Utilisation figures.] Figures for 1980 – 1991.
- 20 1991 – 1992 [Acute Service Strategy – response to option 6 and 7.] Correspondence, discussion papers and strategy improvement documentation containing comments and discussion from various acute services in response to option 6 and option 7 of the Strategy. Includes comments from maternity; renal transplantation; oncology; haematology; plastic surgery; orthopaedics; and dental.

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- 21 1991 – 1992 [Acute Service Strategy- assessments.] Notes, correspondence, meeting notes, option appraisals and costings relating to assessing bed requirements and staffing for Strategy costings.
- 22 1993 [Acute Service Strategy launch.] Correspondence, notes, plans, proposal documents and background information documents relating to preparation for the launch of the Strategy for public consultation. Includes *Lothian Acute Services Strategy – Hospital Services for the Twenty-First Century* (draft and final versions). Also contains further reports and correspondence relating specifically to issues surrounding maternity services in relation to the Strategy.
- 23 1992 – 1993 [Acute Service Strategy proposals.] Correspondence, presentation slides, presentation notes, and consultation documents relating to Strategy proposals.

3 Accountability Review, 1989 – 1997

Part of the White Paper *Working for Patients* indicated that the Government would introduce an annual round of accountability reviews and target setting for the NHS in Scotland. The following papers relate to accountability review preparation, performance and target setting.

- 1 1989 [Accountability Review preparation.] Includes: general correspondence, meeting reports, agendas, and notes in relation to the progress of preparing for the Review; Unit General Manager input reports; correspondence on the performance and assessment of specific health services contributing to the Review; and draft report documents pre- submission of the Review, including *Guidance and Frameworks for carrying out Accountability Reviews, Operational Plans, Performance Reports* and the *Accountability Review 1989 Performance Report*.
- 2 1990 *National Health Service Management Executive Accountability Review 1990 - Performance Report - Lothian Health Board*. LHB report, includes associated correspondence.

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| 3 | 1991 – 1993 | [Accountability Reviews 1991 – 1993.] Includes associated correspondence, priority reports for various services outlining strategy guidelines and objectives to improve service quality and standards. |
| 4 | 1992 – 1993 | [Accountability Reviews 1992 – 1993.] Comprises associated reports, correspondence, meeting agenda and guidelines from the Scottish Office and NHS Scotland. Also includes <i>The Promotion of Health in Lothian 1992 – 1993</i> , LHB report. |
| 5 | 16 Aug 1994 | [LHB PACT meeting reports.] <i>Accountability Review: variation in price for health care activity between Lothian providers; Interim Report Contract Specification Group; Chronic Pain Management Services; and Gastroenterology Services.</i> |
| 6 | 1995 – 1996 | [Accountability Review preparation.] Papers relating to preparation for the Review including correspondence, notes, objectives, forecasts, meeting agendas, and guidelines from the Scottish Office Department of Health. Also includes <i>Corporate Contract 1996 – 1997</i> , LHB final draft and associated correspondence. |
| 7 | 1995 – 1997 | <i>High-Level Corporate Objective 1996 – 1997</i> , LHB report. Includes associated notes, correspondence, meeting summary. Also includes Scottish Office Department of Health Accountability Review 1996 arrangements. |
| 8 | 1996 – 1997 | Accountability Review. Statistical data, targets and action plans in the form of presentation slides, for diseases and health related issues including cardiovascular disease, stroke, cancer, mental health and health promotion. These were the main national priorities. |

4 Service specific evaluation, 1986 – 1997

Papers include evaluations of specific health/medical services, reviewing progress, developments, challenges and needs. Data from the evaluations were often used to inform other annual reviews/evaluations, such as the Accountability Review. There is a particular focus on unsatisfactory performance in patient waiting times for operations and bed availability.

- 1 c1990 [Service evaluation form.] An example of the form to be used by services to provide information for the General Manager. Designed to collate detailed facts about services in order to evaluate their needs.
- 2 1989 – 1990 [Service specific information packages.] Correspondence, meeting agendas and meeting notes relating to creating service specific information packages for the 1989 – 1990 Accountability Review. Specific service reports include: health education and preventative medicine; cervical cytology service; breast cancer screening; mental health services; mental handicap services; child and adolescent psychiatry; geriatric psychiatry; maternity services; general hospital services; and specific prevention programmes.
- 3 1991 [Imaging services review.] Correspondence, notes and a review related to the provision of Computed Tomography ((CT) imaging services at the RIE and the establishment of such services at the WGH. Includes correspondence relating to the replacement of Dr Kean, Senior Lecturer and Consultant Radiologist (RIE), which triggered the service review.
- 4 1991 *Clinical Immunological Services in the Lothian Area.* Working Party in the Lothian Area report and associated correspondence relating to a proposal for a Registrar and HIV/AIDS Lecturer. Also includes correspondence and guidelines from the SOHHD about new projects for health board developments.
- 5 1993 *Community Care in Scotland.* Two Scottish Office reports: *Monitoring/Evaluation of Community Care Policy* and *National Assistance (Assessment of Resources) (Amendment) Regulations 1993: Regulations and Guidance – Amendment 1.* Includes associated distribution of circulars.

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| 6 | 1990 – 1992 | [LHB performance.] Papers relating to LHB poor performance in patient waiting times for operations and bed availability, particularly due to cancelled theatre sessions. Includes reports and statistical analysis of the situation throughout the period, and associated notes and correspondence, as well as the development of waiting list targets and initiatives. Also includes a letter from Vaughan Ruckley, RIE, to the <i>Scotsman</i> (and associated correspondence) about the LHB's financial constraints and the negative impact on hospital plans. |
| 7 | 1987 – 1989 | [Re-designation of beds.] Correspondence, meeting minutes and agendas, reports, and newspaper clippings relating to plans and strategy options for the re-designation of beds from general medicine to geriatrics. This was discussed as a solution for appropriate bed occupancy. |
| 8 | 1990 | [Bed numbers.] Statistical data, meeting minutes, notes and reports relating to bed numbers by hospital and speciality. |
| 9 | 1997 | [Winter bed strategies.] Correspondence and reports relating to bed strategies for the winter, including costings and proposed allocations. |
| 10 | 1987 – 1988 | [Old bed plans.] Correspondence, statistical data, and meeting minutes and agendas relating to the commissioning of old bed plans. Includes information on winter strategies and arrangements for major incidents. |
| 11 | 1988 – 1992 | [Paramedical services.] Correspondence and reports relating to reviews and strategic planning for paramedical services, such as speech therapy, occupational therapy, disability, and mental health, with explanatory annotation. |
| 12 | 1989 | [Princess Alexandra Eye Pavilion.] Report and correspondence relating to the Princess Alexandra Eye Pavilion out-patient services. |
| 13 | 1989 – 1990 | [Resource management.] Correspondence, project reports, meeting agendas, and presentation slides relating to the development of better resource management for better patient care. |

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- 14 1993 [Surgical procedure performance] Correspondence and statistical data relating to surgical procedure performance against 1992 – 1993 day surgery targets.
- 15 1992 [Service data analysis.] Statistical information for data analysis of activity levels by medical units and specialities. Includes associated correspondence.
- 16 1986 – 1989 [Re-development of REHSC.] Reports, notes, proposals, option appraisals, correspondence, plans, meeting minutes and agendas, newspaper clippings, and research papers relating to re-development of the REHSC, including plans for a new wing.

3 Staff, 1973 – 1998**1 Contracts and appraisal, 1973 – 1997**

- 1 1990 – 1992 [GP Contract.] Correspondence and reports relating to the implementation of the new GP Contract which saw GPs gain more responsibility for fundholding and made changes to health promotion clinics, minor surgery and trainees. Includes official guidance, regulations, statements and amendments from the Scottish Office NHS Management Executive. Relates to GD25/1/3/1/2.
- 2 1974 - 1990 GP Regulations. NHS Scotland regulations and the 1990 Contract for GPs which contains Government changes to terms of service and remuneration system. Also includes the *NHS statement of fees and allowances payable to General Medical Practitioners in Scotland* (1990). Relates to GD25/1/3/1/1.
- 3 1993 – 1994 [Staff appraisal.] Papers relating to the early stages of staff appraisal and Helen Zealley's personal objective setting.
- 4 1997 [Staff appraisal.] Guidelines and procedures for staff appraisal and the evaluation and award of performance related pay.
- 5 1973 – 1997 [Senior management.] Reports, correspondence, notes, and presentation slides relating to the senior management team. Includes information on organisational development and appraisal.

2 Newsletters and briefings, 1993 – 1998

- 1 1993 – 1998 [Staff briefing.] News releases and press briefings which were internal memos sent out to staff before news broke nationally. Also contains various issues of LHB newsletters, some which correspond to the press briefings.

3 Staff issues and problems, 1979 – 1998

These files relate to the reduction of junior medical staff working hours and concerns with and developments of policy change. Papers also describe general staffing issues, including individual cases, and papers that relate to the effects on staffing due to the Option 2 finance cuts.

- 1 1985 – 1990 [Plan for Action Group.] Correspondence, meeting minutes and agendas, newspaper articles and reports relating to the Plan for Action Group and their aim of achieving a balance in junior doctor working hours. Also features correspondence relating to the extended clinical role of the nurse.
- 2 1990 [Junior medical staff 1.] Correspondence, newspaper clippings, notes and reports charting initial concerns about the workload of junior medical staff affecting their ability to provide adequate care. Includes specific information about their workloads' impact on intravenous drug administration at the REHSC.
- 3 1990 – 1993 [Junior medical staff 2.] Correspondence, newspaper clippings, discussion papers, reports and NHS policy circulars relating to the issue of reducing junior medical staff hours and extending the clinical role of the nurse. Also includes various contributions to the issue, including student views and papers from the Plan for Action Group.
- 4 1991 – 1992 [Junior medical staff 3.] Correspondence and associated notes, meeting minutes, reports, policy documents, and articles relating to the progress of implementing changes to junior medical staff working conditions. Includes: a questionnaire about working conditions; accommodation papers; Plan for Action papers; information on progress in establishing career register rotations; and terms and conditions of 'The New Deal' targets for working conditions.

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| 5 | 1991 – 1992 | [Junior medical staff 4.] Report of the results of <i>Junior Staff Workload Questionnaire</i> . Includes associated correspondence regarding junior doctors' hours of work. |
| 6 | 1992 | [Junior medical staff 5.] Correspondence relating to the implementation of new regulation for junior doctors' working hours and establishing strategies to help reach new targets. |
| 7 | 1992 – 1993 | [Junior medical staff 6.] Correspondence stimulated by initiatives to reduce junior doctor hours by skill-with nurses. Includes associated reports and newspaper clippings. |
| 8 | 1994 | [Junior medical staff 7.] Correspondence from South-East Scotland Committee for Postgraduate Medical and Dental Education regarding junior doctors' hours of work and bids for Senior House Officer posts. |
| 9 | 1985 – 1988 | [Consultants with administrative responsibility.] Correspondence, reports and discussion papers relating to consultants with administrative responsibility. |
| 10 | 1989 – 1990 | [UoE Medicine staffing.] File containing correspondence, notes, statistical data and reports relating to UoE Faculty of Medicine staffing issues and funding. |
| 11 | 1990 | [Orthopaedics staffing.] Correspondence, notes and reports relating to a frozen Senior Lecturer post in Orthopaedics during a period of financial difficulty for the Board. |
| 12 | 1990 – 1991 | [Anaesthetic staffing.] Correspondence, statistical data, notes and reports relating to anaesthetic staffing issues. Includes issues such as theatre usage; the replacement of a locum Consultant Anaesthetist after retirement; pain clinic services in Lothian; anaesthesia in dentistry; junior anaesthetists; and staffing costs. |
| 13 | 1989 – 1993 | [Anaesthetic staffing.] Correspondence relating to anaesthetic staffing, including: staffing issues at the REHSC; changes to staffing; individual staff concerns and issues; and the increased workload from HIV and AIDS cases. |

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| 14 | 1989 – 1992 | [Medical jobs.] Correspondence, reports, job descriptions and guidelines relating to various medical jobs and career paths. Contains information for postgraduate medical training opportunities. |
| 15 | 1991 | [Junior medical staff.] Correspondence, article clipping, notes and reports related to the implementation of changes to junior doctors/dentists working hours and available posts. |
| 16 | 1990 – 1991 | [Clinical service changes.] Correspondence and notes relating to the implementation of clinical service changes including the closure and transfer of specific units. Includes correspondence relating to changes in various posts and the creation of posts for junior medical staff. |
| 17 | 1989 – 1992 | [Surgical staffing.] Correspondence, reports, notes and meeting minutes relating to surgical staffing issues including: workload; post changes/proposals; reduction in surgical services; and individual staffing issues. Also contains <i>Surgical Audit – Annual Report Lothian</i> (1988 and 1989). |
| 18 | 1992 | [Surgical workloads.] Correspondence, reports, statistical data and notes relating to surgical workloads. |
| 19 | 1989 | [Staffing issues.] Correspondence, notes and CV relating to various staff issues and problems over the period including: contract changes for consultants; appointment of registrars; individual staff cases of sick leave and disciplinary action; emergency communications for consultants; study leave; medical services to local authorities; funding; and the progress of a consultant psychiatrist post responsible for HIV/AIDS patients. |
| 20 | 1989 – 1990 | [Staffing issues.] Correspondence and associated notes, reports, newsletters, and meeting agendas relating to various staff issues and problems including: vacancies; retirement; study leave; training; junior medical staff hours; HIV/AIDS specialist service needs; contracts; and disciplinary procedures. |

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| 21 | 1990 – 1991 | [Staffing issues.] Correspondence relating to various staff issues and problems over the period, including: post appointments; staff reductions; replacements; updates; expenses; salaries; recruitment; retirement; transfers, re-organisation; absence; and funding. |
| 22 | 1991 | [LHB senior personnel database.] Print-out of a database of all LHB senior medical personnel listed by speciality. Includes associated correspondence. |
| 23 | 1979 – 1989 | [Osteoarticular pathology.] Correspondence, reports and notes relating to the development of osteoarticular pathology in Edinburgh and subsequent staffing needs. |
| 24 | 1988 – 1992 | [Medical staffing.] Correspondence regarding medical staffing across all specialities (NHS and universities) at a time of financial difficulty. |
| 25 | 1990 – 1992 | [Diabetes staffing.] Correspondence and reports related to the future of consulting staff requirements in diabetes. |
| 26 | 1993 | [Staffing issue.] Correspondence relating to an issue in the appointment of staff. |
| 27 | 1994 | [Staffing issue.] Correspondence relating to a member of staff dismissed for inappropriate practices. |
| 28 | 1992 | [Performance plan.] Performance plan and draft management plan for Chief Executive, NHS in Scotland 1992 – 1993. |
| 29 | 1995 | Deaconess House Telephone Directory. |
| 30 | 1997 – 1998 | [Senior management team development.] Correspondence, reports and notes relating to organisational development within the LHB senior management team. |
| 31 | 1993 | [Staff study leave.] Correspondence and guidelines relating to study leave arrangements for medical and dental training grade staff. |
| 32 | c1980s | CV for potential member of staff. |
| 33 | 1990 | [Pre-Registration House Officer posts.] Correspondence, notes and job descriptions relating to Pre-Registration House Officer posts. |

- 34 1990 [Junior medical staff.] Correspondence and reports regarding the Plan for Action Group's recommendations for the reduction of junior doctors working hours and the costs/savings associated with changes.
- 35 1990 [Rotation scheme.] Correspondence for the Edinburgh Postgraduate Board for Medicine relating to a rotation scheme for single speciality units.
- 36 1984 – 1991 SOHHD Premature Retirement agreement. Includes associated correspondence.
- 37 1990 [Medical staff budget reduction.] Correspondence and notes relating to solutions to the medical staff budget reduction as part of LHB financial recovery programme.
- 38 1990 [Medical staffing costs.] Correspondence relating to cutting medical staffing costs.
- 39 1990 [Impact of Option 2 on staffing.] Correspondence, notes and reports relating to changes in medical staffing as a result of LHB implementation of Option 2 financial recovery programme.
- 40 1990 [Financial recovery and staffing.] Correspondence, notes and staff lists of those affected by the financial recovery programme. Includes letters sent out to members of staff explaining the potential effects on their jobs.
- 41 1990 [Financial recovery and staffing.] Various correspondence and associated reports relating to staffing issues as a result of the financial recovery programme including the *Manpower Review* and vocational training schemes for general practice.
- 42 1990 [Financial recovery and staffing.] Letters to all Pre-Registration House Officers in LHB regarding the changes to their jobs due to the implementation of the financial recovery programme. Also includes lists of names and addresses.
- 43 1989 – 1990 [Pre-registration appointment matching scheme.] Correspondence and blank application forms relating to the pre-registration appointment matching scheme 1990/91.

- 44 1990 [Re-location of junior medical staff.] Correspondence relating to the re-location of junior medical staff and changes in clinical services.
- 45 1990 [Staffing issues.] Various correspondence relating to: pre-registration house officers; geriatric long stay beds in the Eastern General Hospital; and 'Medical Manpower' budgets.

4 Health Promotion, 1979 – 1999

1 Health Promotion, strategy and planning, 1979 – 1999

Papers relating to developments within the LHB Health Promotion Department, including health promotion strategies and promotional material produced as a result.

- 1 1987 Interact - an Interdisciplinary Forum for the Discussion of Health Care Issues in Scotland. Contains correspondence, programmes, agendas, reports and a list of participants associated with various Interact conferences.
- 2 1990 – 1991 [Primary Care and Community Unit Health and Promotion Clinic Group.] Meeting minutes of Primary Care and Community Unit Health and Promotion Clinic Group. Includes associated correspondence, reports and notes. Also contains documents relating to points for discussion including NHS circulars from the SOHHD.
- 3 1995 *The Health Promotion Department Strategy 1996 – 98.* LHB document. Also includes the accompanying *Resourcing the Strategy 1996 -98* document and associated correspondence.
- 4 1998 – 1999 *A Review of Edinburgh Health Challenge* (2 copies, one with annotations). Includes associated correspondence.
- 5 1995 – 1996 [Health promotion strategy.] Papers relating to the creation of a strategic planning team for health promotion. Includes associated correspondence, reports, contact details of team members and two strategy documents: *Phase 2 – Joint Strategy for the Promotion of Health in Lothian 1995 – 98* and a draft of *Phase 3*.

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| 6 | 1992 – 1997 | <i>The Promotion of Health Gain in Lothian.</i> LHB Senior Management Team report . Includes associated LHB report on <i>The Promotion of Health Gain in Lothian 1992/93.</i> |
| 7 | 1988 – 1990 | [Health education department developments.] Papers relating to early developments towards a health education department as part of LHB health promotion. Includes associated correspondence, reports, planning documents, reviews, discussion papers and staff contracts. |
| 8 | 1987 – 1997 | [Health promotion strategies.] Various health promotion strategies, associated correspondence, and research papers used to inform the strategies. Includes reports on health profiles in Lothian, public health initiatives, and health education. |
| 9 | 1992 – 1993 | Health Profile reports. One for each area in Lothian: East Lothian, Midlothian, West Lothian, and Edinburgh City. |
| 10 | 1992 – 1994 | [Health promotion strategy.] Reports and correspondence relating to strategy developments for health promotion in areas such as: alcohol-related problems; healthy workplaces; creation of health alliances; community care; and health inequality. Also contains reports and research papers that informed the health profile of Lothian. |
| 11 | 1986 – 1992 | <i>What is a Healthy Lifestyle?</i> . Discussion paper. Also contains minutes from various LHB meetings which include health promotion discussions and correspondence relating to a smoking ban in health service premises. |
| 12 | 1991 – 1992 | [Healthy Workplace Strategy.] Correspondence, minutes of meetings, and reports relating to the development of the Healthy Workplace Strategy. |
| 13 | 1994 – 1995 | [Strategic Planning Team (SPT).] Correspondence, posters, notes, reports, meeting agendas and minutes relating to the SPT for health promotion. The SPT focused on: health promotion in mental health; transport; learning disability; housing; recreation; alcohol; drugs; physical disability; older people; HIV/AIDS; and dementia. |

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- 14 1994 – 1996 [Health Promotion Department projects.] Correspondence and reports relating to Health Promotion Department projects and proposals, including: proposals for additional promotional work; health education in schools; and health at work.
- 15 1979 – 1996 [Health promotion strategy and projects.] Correspondence, reports, notes and promotional material relating to a range of projects and health promotion strategies including: a ministerial group on health strategy; the health promotion open day on 24 Jun 1992; a proposal to move the location of the health education department; the promotion of non-smoking; health promotion in general practice; the health and lifestyle survey; health promotion guidelines for the NHS; project evaluations for depression campaigns; health in schools; and a food project in Broomhouse.
- 16 1986 [Healthcare quality control.] Correspondence relating to measuring the quality of healthcare and proposals for a ‘charter for action’.
- 17 1991 – 1992 *Caring Scotland*. Photocopied journal clippings and associated correspondence about developing community care schemes.
- 18 1988 – 1992 [Joint Working Party on Health Promotion.] Correspondence, meeting minutes and agendas, relating to the Joint Working Party on Health Promotion. Includes: associated notes; newspaper clippings; pamphlets; and discussion and research papers with associated reports. The papers cover topics such as: Lothian health profiles; public health activities; community care planning; health education; the Lothian Challenge/Health for All; ‘Networking for Health’; preventable health; deprivation in Lothian; Scotland’s health; food and health policy; community services; and health and safety at work.
- 19 1985 – 1987 Health Promotion: initiatives and health authorities. Correspondence, reports, articles and policy documents from local authorities across the UK relating to their health promotion strategies.

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| 20 | 1982 – 1986 | [Health promotion materials.] Health promotion materials including various editions throughout the period of the LHB newsletter <i>Focus on Health</i> ; LHB leaflets about services and hospitals; and a poster about doctors. |
| 21 | 1996 | [Deprivation Interest Group.] Correspondence, notes, meeting agendas and research data relating to the Deprivation Interest Group. |
| 22 | 1998 | [LHB service promotion.] Various LHB press releases promoting different developments in the health service. |
| 23 | 1981 | <i>Unemployment and health – the Scottish perspective.</i> Leaflet and list of conference participants relating to a conference held on 7 Nov 1981 in Glasgow. |
| 24 | c1980 – 1992 | [Health promotion materials.] Various health promotion materials on an array of subjects. Includes articles and leaflets produced by LHB and also other health-related organisations. |
| 25 | 1992 | [LHB corporate identity.] Correspondence, newsletters and promotional material relating to LHB's new corporate identity. |

2 The Lothian Challenge, 1986 – 1995

In 1977, the World Health Assembly decided that the major social goal of governments and the World Health Organisation (WHO) should be the attainment of a level of health permitting a socially and economically productive life for all people of the world by the year 2000. In 1981, the Assembly unanimously adopted a Global Strategy for Health for All by the Year 2000. This was the birth of the 'Health for All' movement. Simultaneously, in the late 1980s, research showed that health experiences varied widely across Lothian according to socio-economic factors. It was against this background that the Lothian Challenge was initiated. The Challenge brought together statutory bodies and voluntary and community groups to define the problems relating to health and aimed to investigate improvement strategies. *The Issues* forms were used to record health-related issues in specific areas in Lothian and were brought together to identify common challenges, to which these papers refer.

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| 1 | 1986 | <i>Healthy Cities – Action Strategies for Health Promotion.</i> Health For All (HFA) 2000 document. Includes associated correspondence about LHB involvement in the initiative. |
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- 2 1988 HFA 2000 Lothian. Official reports and the *Health for All by the Year 2000 – Charter for Action*. Includes associated correspondence, reports, newspaper clippings, notes, promotional material, articles, and meeting agendas related to LHB's work towards the 'Lothian Challenge'.
- 3 1988 [Lothian Challenge.] Correspondence and meeting reports from public consultation sessions regarding the Lothian Challenge including a summary of the issues raised at the sessions. Also includes correspondence relating to Helen Zealley's participation in Scottish Television's 'Scottish Assembly Specials' focusing on Scotland's strengths and weaknesses.
- 4 1988 – 1989 *The Lothian Challenge Seminar 10/12/1988*. Document which compiles all completed *The Issues* forms. Includes associated correspondence, notes, meeting summaries and reports prior to the Seminar. Also includes associated correspondence, and updated *The Issues* forms, post Seminar, in response to the issues.
- 5 c1989 [Lothian Challenge *The Issues*.] Evaluation forms which documented area-specific issues in Lothian with brief descriptions, actions and comments. These would have formed Issue Packs used to define health-related issues so that appropriate responses could be formulated.
- 6 1989 – 1990 [Early stages of the Lothian Challenge.] Correspondence, reports, meeting agendas and minutes, newsletters and notes relating to developing the Lothian Challenge and its progress. Also includes correspondence specifically relating to Joint Working Party involvement; the establishment of a coordinator post for promoting health initiatives; and reports relating to other health promoting initiatives, specifically HFA by the year 2000 and WHO: Health Cities Project – Belfast.
- 7 1991 [Lothian Challenge Forum and Joint working Party on Health Promotion.] Meeting minutes of the Lothian Challenge Forum and Joint Working Party on Health Promotion. Includes associated correspondence, progress reports and feedback from a previous meeting.

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- 8 1991 [Working Party Meetings.] Papers related to Working Party Meetings discussing the Lothian Challenge. Includes a draft of *The Lothian Challenge – Proposals for Future Development Dec 1991*.
- 9 1991 – 1992 [Lothian Challenge forums and working groups.] Papers in relation to various forums and working groups that met to discuss the Lothian Challenge. Includes associated correspondence, reports and newsletters from: the Lothian Challenge Forum; Joint Working Party for Health Promotion; East Lothian Joint Working Party; Midlothian; and West Lothian.
- 10 1991 [Lothian Challenge Forum.] Papers relating to the Lothian Challenge Forum including meeting agendas and minutes, and feedback and progress reports.
- 11 1989 – 1995 [Lothian Challenge.] Correspondence and reports relating to the Lothian Challenge.

3 Health Education, 1964 – 1994

These papers relate to the evolution of LHB Health Education Department. They comprise administrative documents (mostly related to staffing within the Health Education Department) and accounts of the various projects and strategies developed to expand health education in Lothian. There seems to have been restructuring and developments within the Health Education Department in the early 1990s in an attempt to increase health promotion in the educational setting. There are also papers collected as part of LHB's connection to medical education and LHB influence in the medical curriculum.

- 1 1991 [LHB Health Education Department.] Correspondence, notes, reports, discussion papers, service profiles and business plans relating to the development of the Health Education Department and its aim of improving health education. Also includes some health education material related to HIV/AIDS, smoking and breast screening. Includes explanatory annotation.
- 2 1991 – 1992 [Health Education Officer.] Correspondence relating to the negotiation of re-grading the LHB area Health Education Officer.

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| 3 | 1991 – 1992 | Health Projects. Correspondence, notes, reports, meeting minutes, funding applications and articles relating to various community-based projects for the promotion of better health, including: Ladywell Health Project; Granton Health Project; and Action for Health and Development in Wester Hailes. Also includes a report on the Craigmillar Health Project and associated correspondence about the project's success. |
| 4 | 1991 – 1992 | [Health Education Department – developments.] Correspondence, reports, strategy documents, notes, meeting arrangements and presentation slides related to various developments and initiatives within LHB Health Education Department, including: professionals establishing relationships between health and the education service with the development of formal policy; creation of a post from an Area Health Education Officer; sale of confectionary and soft drinks in schools; and no-smoking policy. |
| 5 | 1990 – 1991 | [Health Education administration] Various administrative documents relating to the Health Education Department. Includes: correspondence related to nurse education; plans for health promotion clinics; proposals for development in health education; and correspondence on the illegal sale of cigarettes to children. |
| 6 | 1990s | Diagram and annotations. Handwritten note. |
| 7 | 1989 | <i>Health Education and Promotion: Sponsorship and Related Matters</i> . Discussion document. Also contains LHB proposal for a certificate in <i>Health Education: Funded Lectureship</i> , and associated correspondence. |
| 8 | 1990 | [Health Education expansion.] Discussion papers, reports and correspondence relating to various projects, proposals and strategies for the expansion of health education, including smoking policy, health promotion and healthy eating. |
| 9 | 1990 | [Staff papers.] Appraisals, correspondence, and reports about an individual member of staff. |
| 10 | 1989 – 1990 | <i>A Review of Health Education in Scotland – Touche Ross Report</i> . SOHHD report. Includes associated correspondence and responses. Also contains correspondence and strategy documentation relating to the promotion of non-smoking. |

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- 11 1989 – 1990 [Health Education Department promotion.] Articles, correspondence, and meeting reports relating to various developments and promotional activity of the LHB Health Education Department. Topics include: health promotion module for undergraduate medical students; the Touche Ross Review of Health Education in Scotland; children and road safety; the restriction on tobacco advertising; and the certificate in Health Education Funded Lectureship.
- 12 1989 – 1990 *Scottish Health Education Group – Current Events: Campaigns and Publicity*. Report. Also contains correspondence, notes and reports about the funding of health education officers; a report and areas for discussion at a ‘Meeting with Helen Zealley’.
- 13 1989 – 1992 [Ethics of Medical Research Committee.] Correspondence, reports and documentation. Includes subsequent correspondence and reports about a medical research proposal for a clinical evaluation of undyed ULA¹ (poliglecaprone 25) structures. Also contains two NHS circulars from the SOHHD relating to issues of medical negligence.
- 14 Jun 1994 *The Chief Medical Officer’s Conference on Continuing Education for Doctors and Dentists*. Royal College of Physicians paper. Includes associated covering letter.
- 15 Dec 1964 *South-Eastern Regional Hospital Board Scotland, University of Edinburgh, Royal Infirmary of Edinburgh and Medical School – Functional Brief and Schedules of Accommodation*, Vol. 1 – 3 (First Edition). December 1964.
- 16 1990 – 1992 [Undergraduate teaching.] Various materials used in teaching undergraduate students about the NHS and decision-making.
- 17 1990 – 1991 [Commercial research.] Correspondence, reports and notes relating to LHB income from commercial research and consultancy.
- 18 1993 World Conference on Medical Education. Papers that relate to Edinburgh conference, 8 – 12 Aug. Includes conference programme, reports and participation list.

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2 Finance, cost and funding, 1989 – 2000

The following papers relate to LHB financial activity.

1 Finance reviews and strategy, 1989 – 1998

- 1 May 1995 *Finance and Activity Plan and Health Care Contracts 1995/96*. LHB report.
- 2 Jul 1995 *Financing the Future – Financial Framework to 2003 – A Discussion Document*. LHB report.
- 3 Jan 1997 *Contractual Commitments for the Five Years to 2000/01 – December 1996 – Finance and Performance Review*. LHB report.
- 4 4 April 1997 *Financial Strategy Return 1997/98 to 2001/02*. LHB report.
- 5 1998 *Year Balances: 1997/98 – Finance and Performance Review*. LHB report.
- 6 1989 – 1990 [Financial issues.] Correspondence, notes, meeting minutes, press releases, newspaper clippings and reports relating to a period of financial difficulty. Includes information and reviews of the financial situation at LHB and details of saving strategies, plans and proposals, such as removal of staff expenses; reduction in staff; the Waiting List Initiative; and funding. Also includes information on the effects of financial cuts to services and concerns about the impact of financial cuts on bed numbers and reduction of medical staff.
- 7 1990 [Planning and Resources Committee – Finance Sub-Committee.] Papers relating to the Planning and Resources Committee – Finance Sub-Committee to discuss the LHB financial situation and strategies for recovery. Contains meeting minutes and agendas, correspondence, and reports holding information on budget control and efficiency, financial guidance, ward closures, effects on patients, staffing costs; and equipment provision.
- 8 1990 *Funding General Practice – The Programme for the Introduction of General Practice Funds – Working for Patients*. SOHHD report. Includes associated correspondence and newspaper clipping.

2 Financial crisis and Option 2, 1989 – 1993

In the early 1990s, LHB faced major financial difficulties due to ill-judged allocation of funds and the health board went into debt. This resulted in an investigation and the creation of plans put together by doctors, who proposed a series of radical changes including the closure of several hospitals and the merging of services. A number of 'Options' were proposed. In the end, 'Option 2' was implemented, which had a profound effect on service provision in terms of proposed cuts to staffing and budgets.

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| 1 | 1989 – 1990 | [Reductions in medical staffing.] Correspondence and associated notes relating to reductions in medical staffing as part of work to achieve major savings. |
| 2 | 1990 | [Response to Option 2.] Correspondence, associated reports and notes relating to the response to the Option 2 consultation document. Includes responses from hospitals, medical services and members of the public. |
| 3 | 1990 | [Impact of Option 2.] Correspondence, reports, notes, newspaper clippings and statistical information relating to the impact of the Option 2 financial recovery programme, service changes and funding cuts. |
| 4 | 1990 | [LHB financial recovery.] Notes, correspondence, reports, newspaper clippings, press releases, and statistical information relating to LHB's financial situation and the movement towards the Option 2 financial recovery programme. Includes information On: the rationale of various recovery options; the making of and plans to move forward with Option 2 proposals; and the expected effects of implementing Option 2. |
| 5 | 1990 - 1993 | [Implementation of Option 2 – service changes.] Correspondence between Helen Zealley and hospitals and medical services discussing the proposed service changes on implementation of Option 2. Also includes associated presentation slides and reports. |
| 6 | 1990 | <i>Underpinning Principals.</i> LHB report relating to service proposals for greater efficiency in resource use. Contains associated correspondence, reports, notes and responses from different services to the report. |
| 7 | 1990 | [Reduction of medical staff.] Report, correspondence and notes relating to the potential reduction of medical staffing. |

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| 8 | 1990 – 1991 | [Option 2 master plan.] Correspondence, notes and statistical data relating to the master plan for implementing the eventually agreed ‘Option 2’ changes. Information on yellow paper refers to new costs and pink paper refers to savings. |
| 9 | 1991 | [Response to Option implementation.] Correspondence, notes and press releases relating to the response of the decision to implement Option 2 – the rationalisation of services to reduce overspend. Much of the response is from services concerned about the changes. |
| 10 | 1990 | [Public reaction to financial change.] Leaflets, posters, presentation slides, meeting minutes and reports produced by LHB to gain feedback from the public about the proposals for financial change. Includes promotional material produced in response to the proposals. Also contains associated correspondence and notes. |
| 11 | 1990 – 1992 | [Impact of Option 2.] Correspondence, reports, meeting minutes and agendas, newspaper clippings, notes and statistical data relating to the proposed changes and impact of the implementation of Option 2. Contains information specific to staffing changes and re-organisation, with explanatory annotation. |
| 12 | 1990 – 1992 | [Staff savings.] Correspondence, statistical data, notes and reports in relation to medical staff savings as part of the implementation of Option 2. |
| 13 | 1990 | [Future provisions of speciality services.] Correspondence, reports, and notes relating to department budgeting and strategy plans for the future provision of various speciality services. These services include: GUM (Genito-Urinary Medicine); Dermatology; Sleep Lab; and Vascular Surgery. |

3 Introduction of purchaser-provider split, 1989 – 2000

The rationale for market-led reform to produce efficiencies in the NHS was laid out by the Conservative Government in the 1989 White Paper, *Working for Patients*. Prior to this, health authorities had determined which services would be provided to patients. However, *Working for Patients* proposed that the NHS be split from a centrally-managed organisation into multiple healthcare purchasers who bought healthcare services from competing providers. These recommendations were brought into law by the NHS and Community Care Act 1990, which came into force in April 1991. District Health Authorities (DHAs) became the main purchasers of healthcare services, and were free to buy these from providers in the public, private or voluntary sectors. Acute hospitals and other NHS providers became Trusts, free from DHA control. Trusts were funded on their ability to win contracts to provide services for DHAs. GPs could also opt to become fund-holders, holding budgets for the non-emergency hospital care of their patients. The following papers relate to the implementation and impact of purchasing on LHB, including documents from PACT.

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| 1 | 1989 – 1990 | [Purchaser-provider administration.] Papers relating to: purchaser-provider agreements; strategy; clinical standards; operation and business plans; and contracts for services. Includes bulletins, correspondence, notes and reports. |
| 2 | 1990 – 1991 | [Consultants contracts.] Correspondence, reports, and notes relating to consultants' contracts. Includes job plans, work programmes and official documentation on conditions of service. |
| 3 | 1990 | [Service contracts.] Correspondence and SOHHD guidance on drawing up contracts for services. |
| 4 | 1996 | [Contract costs.] Correspondence, reports and notes relating to contract costs for provision of services between LHB and Edinburgh Healthcare NHS Trust. |
| 5 | 1994 - 1995 | [Approved purchasing intentions.] Correspondence and statistical reports relating to approved purchasing intentions for 1995 – 1997. |
| 6 | Jun 1994 | <i>Purchasing Issues for Mental Health Services – Executive Summary</i> . LHB report. |
| 7 | 1994 | [Performance and priorities.] Correspondence, reports and articles relating to contracting performance and future purchasing priorities. |
| 8 | 1992 | [Safeguarding personal data.] Correspondence from the Scottish Office NHS in Scotland Management Executive on safeguarding the confidentiality of personal data associated with contracts. |

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- 9 31 Jan 1992 [Patients' Charter commitments.] Correspondence from the Scottish Office NHS in Scotland on the implementation of the Patients Charter commitments concerning guidance on waiting time guarantees and targets.
- 10 1993 [Purchasing prospectus.] Correspondence and associated reports relating to purchasing prospectus for 1995 – 1998.
- 11 1994 [Diabetes care purchasing.] Draft purchasing strategy for the care of people with diabetes. Includes associated correspondence and guidelines.
- 12 1994 *Quarterly Monitoring Report - All Lothian Providers April 1994 – June 1994.* LHB report. Includes associated recommendations.
- 13 1994 [Purchasing proposals 1995 – 1996]. Reports and discussion papers relating to purchasing proposals and intentions for 1995 – 1996.
- 14 1994 [Purchasing proposals 1994 – 1998.] Correspondence and reports relating to purchasing proposals and developments 1994 – 1998.
- 15 1994 *Joint Working Party Group on Purchasing National Clinical Guidelines/Guidance Notes for Purchasers.* Report and associated covering letter.
- 16 1994 [Elderly services.] Report and associated correspondence on possible resource transfer projects for elderly services.
- 17 Oct 1992 *Purchasing Plan 1993/94.* LHB report.
- 18 Sep 1992 *Purchasing for Health Gain.* LHB progress report.
- 19 1994 – 1996 [Purchasing developments.] Correspondence, reports, newspaper clippings and notes relating to the development of purchasing, priorities, proposals and intentions for 1994 – 1997.
- 20 1990 – 1991 Correspondence relating to the impact of financial changes to LHB including creation of NHS Trusts and purchasing.

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- 21 1990 [Finance and management change.] Correspondence and reports relating to various finance and management changes being implemented by LHB and the impact and implications to services. Includes information on: resource management; development of purchaser/provider roles; NHS Scotland policy; and contracts for services.
- 22 1990 – 1991 [Various purchaser-provider business.] Correspondence, reports and notes relating to implementation of NHS Scotland guidance on contracts for hospitals; *Working for Patients* White Paper and business plans.
- 23 1993 *Purchasing and Contracting Prospectus 1994 – 1998*. LHB document. Includes associated summaries and recommendations.
- 24 1992 [Purchasing and contracting.] Correspondence and reports relating to purchasing strategy development and the contracting process.
- 25 Aug 1993 *1993/94 Review of the Contracting Process in Lothian – Surgical Specialities*. LHB report.
- 26 1994 – 1997 *Clinical Quality Outcomes*. Proposal for inclusion in contract specifications. Also includes correspondence relating to contracting within the NHS.
- 27 1997 [Community costs.] Statistical data on community and older people community costs per locality.
- 28 Aug 1996 *Healthcare Contracts 1996/97 – Activity and Prices – Finance and Performance Review*. LHB report.
- 29 Oct 1996 *Commissioning Intentions to 2003 and Purchasing Plan for the NHS in Lothian 1997/98*. LHB report.
- 30 Oct 1992 *Purchasing Plan 1993/94*. LHB draft document.
- 31 1991 – 1992 [Purchasing Team.] Papers relating to the Purchasing Team. Includes correspondence, progress reports, plans and meeting minutes.
- 32 Oct 1992 – May 1994 [LHB Newsletter.] Selection of LHB newsletters.

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- 33 1991 – 1992 [Level 2 services.] Correspondence, meeting notes and reports relating to initial planning of Level 2 services envisaged to complement the acute hospitals. Includes explanatory annotation.
- 34 1994 [Purchasing and contacting prospectus development.] File containing reports, notes and working documents to develop the purchasing and contacting prospectus.
- 35 1994 *Purchaser & Provider Conference, 2 June 1994. Purchasing & Contracting in 1995/96 and beyond...the accompanying overhead projector image.* LHB report. Includes associated correspondence.
- 36 Oct 1996 *Lothian Total Purchasing Pilot Project – A Guide.* LHB document.
- 37 1990 [Lothian contracts with GPs.] Correspondence, reports and notes relating to new Lothian contracts with GPs.
- 38 1992 – 1993 [Purchaser-provider impact on services.] Includes: correspondence; reports; audit records; budget files; papers relating to the devolution of medical staffing; and documents concerning the devolution of responsibility for medical study leave.
- 39 1994 – 1995 [Purchasing proposals 1995 – 1996.] Correspondence, reports, meeting minutes, and notes relating to 1995 – 1996 purchasing proposals and priorities. Includes information on budgets and funding and contracting processes and negotiation.
- 40 1995 [User involvement.] Correspondence and reports relating to user involvement in purchasing.
- 41 1994 – 2000 [PACT and purchasing strategy.] Minutes, agendas and reports relating to: PACT involvement within services; purchasing intentions; business framework; policy; and strategy. Also includes associated correspondence and floppy disk.
- 42 1994 [PACT meetings 1.] Papers from PACT meetings including minutes and agendas, reports, recommendations, correspondence, and policy documentation. Contains information on: improvement, planning and development of services; Budgets; and funding.

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43 1994 – 1995 [PACT meetings 2.] PACT meeting minutes and agendas, including associated correspondence and reports.

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3 Medical Specialisms, 1964 – 2000

These papers relate to specific medical specialisms, mainly when service/health problems have occurred or when they have been the focus of health promotion activity. This part of the collection contains a significant amount of information on HIV/AIDS in the region.

1 HIV/AIDS, 1986 – 2000

The following files document the LHB response to issues around HIV/AIDS. They cover the initial response to HIV, the spread of the virus, and research data reflecting the potential threat to public health. It also contains information on LHB strategies and campaigns that developed to tackle the spread of HIV in Lothian through identification of at-risk groups, health promotion and support services.

1 Policy and Strategy, 1987 – 1998

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| 1 | 1996 – 1997 | [George Bath Memorial Lecture.] Lecture transcript of memorial lecture to George Bath, AIDS Coordinator for LHB. Also contains George Bath Memorial Meeting minutes and associated correspondence on HIV/AIDS strategy. |
| 2 | 1993 – 1996 | [LHB HIV/AIDS Management Team.] Meeting minutes and agendas, correspondence, reports and research papers. |
| 3 | 1994 | [Area Control of Infection Committee.] Meeting agendas, minutes and associated reports. |
| 4 | 1988 – 1991 | [HIV/AIDS Coordinating Group for Management.] Meeting agendas and minutes and associated reports, discussion papers and correspondence. This group developed services for people with HIV/AIDS. |
| 5 | 1991 – 1995 | [HIV Consultative Group.] Correspondence, programmes, reports and notes. |
| 6 | 1989 – 1990 | [Lothian AIDS Advisory Group (LAAG).] Correspondence and reports. Includes guidelines on the management of HIV/AIDS patients. |
| 7 | 1990 – 1991 | [HIV Clinical Policy Group.] Correspondence, meeting minutes, agendas and reports. |
| 8 | 1992 – 1996 | [Purchasing Advisory Group for HIV/AIDS.] Correspondence, reports, notes, meeting minutes and agendas. |

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| 9 | 1992 | <i>Edinburgh Business Initiative on AIDS</i> . Report produced by Karen Dahlstrom. Includes associated correspondence and meeting agenda. |
| 10 | 1987 – 1995 | [AIDS Control Act.] Reports, policy documents, notes and correspondence. Includes policy information on accidental NHS staff exposure to HIV. |
| 11 | 1 Dec 1992 | <i>An HIV/AIDS Strategy for Lothian – A Summary</i> (1 st edition). Lothian Regional Council document. |
| 12 | Feb 1991 | <i>HIV/AIDS and Drug Services Strategic Plan – HIV/AIDS: 1991/9 – A Draft Strategic Framework: Request for Comments</i> . LHB strategy document. Includes associated correspondence. |
| 13 | 1991 – 1992 | [Drug users strategy.] Correspondence and reports relating to a strategy for drug users. |
| 14 | 1992 – 1997 | [HIV/AIDS Needle Stick Policy.] Correspondence meeting minutes, and reports relating to the progress of policy- making, to deal with NHS staff exposure to HIV through infected syringes. |
| 15 | 15 Mar 1996 | <i>HIV/AIDS Management Team Strategic Review</i> . Draft for consultation. |
| 16 | 1997 | [HIV PEP (Post-Exposure Prophylaxis) Policy.] Correspondence, policy documentation, newspaper clippings, reports, and notes relating to the HIV PEP Policy for health care workers, occupationally exposed to HIV. |
| 17 | 1991 – 1992 | [Lothian health needs.] Reports and associated correspondence and reports relating to health needs of the Lothian population. |
| 18 | 1991 – 1994 | [HIV/AIDS strategy.] Various loose correspondence, reports and statistical data relating to HIV/AIDS in Lothian and health service strategy. |
| 19 | 14 Nov 1991 | <i>The Scale and Nature of Lothian's HIV/AIDS Epidemic</i> . Single report. |
| 20 | 1988 – 1993 | [Published Local AIDS Sheets.] Bound document containing Published Local AIDS Sheets. |
| 21 | Jun 1992 | <i>Drug Misuse and Harm Reduction in East Lothian</i> . LHB Report. |

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| 22 | 1991 – 1992 | <i>HIV/AIDS in Lothian: Planning for the Future 1991: A Report in response to the AIDS (Control) Act 1987.</i> LHB report. Includes associated correspondence. |
| 23 | 1989 | <i>Clinical Psychology Services for HIV and AIDS.</i> Single report, includes associated correspondence. |
| 24 | 1993 | <i>Pharmaceutical Drugs and Illicit Drug Use in Lothian Region.</i> Centre for HIV/AIDS and Drug Studies (CHADS) report. |
| 25 | 1993 | <i>HIV/AIDS in Lothian. Changing Times and Shifting Targets.</i> LHB report. |
| 26 | Jun 1994 | <i>HIV & AIDS Services in Lothian – Interim Report on Service Activity April 1993 to March 1994.</i> CHADS report. |
| 27 | 1989 – 1997 | [HIV/AIDS services and campaigns.] Correspondence and reports relating to various services and campaigns for the prevention and monitoring of HIV/AIDS. |
| 28 | 1988 – 1996 | [HIV/AIDS prevention.] Correspondence and reports for Lothian region. |
| 29 | 1988 – 1998 | [HIV/AIDS prevention – injection equipment.] Correspondence, reports and notes relating to the developments in prevention of HIV/AIDS in Lothian through improving services for injection equipment availability. |
| 30 | 1990 – 1993 | [Anonymous HIV testing.] Correspondence, reports, notes and a job advertisement relating to anonymous HIV testing in Lothian. |
| 31 | 1990 – 1992 | [AIDS Immunology Unit.] Correspondence and reports relating to the development of an AIDS Immunology Unit in Edinburgh. |
| 2 | Finance and Funding, 1988 - 1997 | |
| 1 | 1989 - 1993 | [Funding HIV/AIDS services 1.] Correspondence, notes and reports relating to costing and funding analysis and purchaser-provider budgets for HIV/AIDS services. |
| 2 | 1989 – 1997 | [Funding HIV/AIDS services 2.] Correspondence, meeting minutes and agendas, NHS circulars and reports relating to funding and resource allocation for HIV/AIDS related services. |

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- 3 1991 – 1997 [Funding HIV/AIDS services 3.] Report and correspondence relating to costing proposals, costing studies and project funding of HIV/AIDS related services.
- 4 1993 – 1996 [Funding HIV/AIDS services 4.] Correspondence, reports and notes relating to various HIV/AIDS funding issues including: evaluation for funding; strategy; promotion; funding allocation; budgets; and project funding.
- 5 1988 – 1991 [Funding HIV/AIDS services 5.] Correspondence, reports and notes relating to the allocation of HIV/AIDS funding. Includes information on: staffing; education department; health and hygiene initiatives; and studies of HIV and AIDS.

3 HIV/AIDS Infected Healthcare Workers, 1988 - 1996

There was a lot of media attention surrounding concerns over the infection risks of HIV to and from healthcare workers. Information and research was collated to inform LHB policy in order to deal with the issue.

- 1 1988 – 1994 [Workers at risk of HIV infection concerns.] Correspondence, notes, and reports relating to concerns over the need for guidance and policy for health care workers at risk of infection from HIV.
- 2 1993 [HIV transmission and dental equipment.] Reports, correspondence and newspaper clippings relating to the impact of a public health scare about the transmission of HIV through unclean dental
Contains LHB response from researching the issue to developing inspections of dental premises and equipment.
- 3 Apr 1993 *Aids – HIV Infected Health Care Workers: Practical Guidance on Notifying Patients.* SOHHD guidelines.
- 4 1994 [United Kingdom Central Council for Nursing, Midwifery and Health Visiting (UKCC) staff and HIV infection.] Correspondence and statement from UKCC to declare their position on the management of staff known to be infected with HIV/AIDS.

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| 5 | 1993 – 1994 | [NHS staff protection policy.] Correspondence, notes, newspaper clippings, and promotional material relating to the creation of policies to protect NHS staff from blood-borne HIV infection. Includes information on AZT (Azidothymidine) drug policy and needle stick injury policy. |
| 6 | 1994 | [Management of HIV/AIDS infected health care workers.] Documentation, correspondence, meeting minutes and agendas, notes and newspaper clippings relating to guidance for the management of HIV/AIDS infected healthcare workers. Also includes LHB patient notification plan of HIV/AIDS infected health care workers. |
| 7 | 1996 | [Doctors with HIV.] Correspondence, newspaper clippings, notes, reports and press briefing relating to two individual cases of HIV-positive doctors, including one who worked for LHB. Contains LHB and Scottish Borders Health Board responses to media coverage. Includes personal correspondence between Helen Zealley and one of the doctors. |
| 8 | 1993 – 1995 | [Training and management of exposed healthcare workers.] Correspondence, meeting minutes and agendas, guidelines, notes, newspaper clippings and reports relating to the training and management of healthcare workers involved in exposure-prone invasive procedures to HIV infection. Contains information on the difficulties of doing retrospective studies on HIV/AIDS if medical records are destroyed after 6 years. |
| 4 | HIV/AIDS-related Illness, 1988 – 2000 | |
| 1 | 1988 – 1992 | [Provisions for AIDS patients.] Reports and associated correspondence relating to the development of residential and healthcare provision. |
| 2 | 1990 – 2000 | [Milestone House, Edinburgh's HIV/AIDS hospice] Correspondence, meeting minutes and agendas, reviews and newspaper clippings relating to Milestone House. Contains information on changes to the role and function of Milestone House. Also includes information on the support from LHB and Trusts for Scottish Prostitutes Education Project (SCOT-PEP) provision. |

- 3 1990 [HIV patients with behavioural disorders.] Meeting agendas and minutes, correspondence and policy documentation relating to the management of HIV infected or 'at risk' patients with behavioural disorders.
- 5 Academic and Advisory HIV/AIDS Research, 1989 – 1998
- 1 1989 – 1993 [HIV/AIDS clinical studies.] Correspondence, research proposals for various research projects and programmes relating to clinical studies into HIV/AIDS.
- 2 1993 [AIDS Task Force.] Correspondence and reports relating to the implementation of an AIDS Task Force and promotion of sexual health.
- 3 Jun 1989 *A National Survey of HIV Infection, AIDS and Community Nursing Staff in Scotland – A Summary Report of Findings.* UoE Department of Nursing Studies report.
- 4 1989 *Report of the Working Party on Transfusion Practice and HIV Infection in Scotland.* British Medical Association report.
- 5 Sep 1989 *Waiting for AIDS: The Story of HIV Infection in Lothian.* C Bennett and A Pettigrew draft paper. Includes comments on draft from Helen Zealley.
- 6 1989 L Parapia and C Mason (eds), *HIV and The Health Care Professions.* (Yorkshire: MCB Research Publishing, 1989.)
- 7 Jan 1990 *Advisory Committee on Dangerous Pathogens, HIV – the causative agent of Aids and related conditions – Second revision of guidelines.*
- 8 1992 J Greenwood, 'Persuading general practitioners to prescribe - good husbandry or a recipe for chaos?,' *British Journal of Addiction*, vol. 87, pp. 567-575, 1992.
- 9 Mar 1992 *SOHHD, HIV and AIDS in Scotland – Prevention the Key – Report of Ministerial Task Force.* Scotland: HMSO, 1992.

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- 10 1993 M Plant, 'AIDS-related experience, knowledge, attitudes and beliefs amongst nurses in an area with a high rate of HIV infection', *Journal of Advanced Nursing*, vol. 18, pp. 80-88, 1993. Includes associated correspondence.
- 11 1993 *Department of Health, AIDS and Drug Misuse Update – Report by the Advisory Council on the Misuse of Drugs*. (London: HMSO, 1993). Includes associated correspondence.
- 12 1993 *Acquired Immune Deficiency Syndrome in Scotland – Projections to the End of 1993*. Report from a Working Group convened by the Chief Medical Officer, SOHHD.
- 13 1989 – 1998 [HIV/AIDS in Edinburgh book.] Correspondence, reports, notes, newspaper clippings and research paper relating to a proposed book on HIV/AIDS in Edinburgh a historical perspective, including the response to the disease.

6 HIV/AIDS Increased Risk Minority Groups, 1989 – 1999

- 1 1993 – 1994 [Services for Scottish prisons.] Meeting minutes, agendas, promotional materials, correspondence, reports and notes relating to services for HIV/AIDS and drug misuse within Scottish prisons.
- 2 1989 – 1994 [Management of drug misuse.] Correspondence, meeting minutes, reports, notes and job descriptions relating to the development of campaigns and policies for the management of drug misuse in Lothian, particularly in connection to the transmission of HIV/AIDS.
- 3 1993 – 1999 [Health promotion for gay men.] Correspondence, meeting minutes, reports, notes and promotional material relating to the development of health promotion services for gay men and HIV/AIDS infection risks.
- 4 1990 – 1993 [Babies and children with HIV.] Correspondence, reports, meeting minutes and agendas relating to the management of HIV infection in babies and children. Also contains information on HIV/AIDS health promotion in schools.

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- 3 1995 – 1997 [HIV/AIDS promotional material.] Correspondence and promotional material relating to the development of various HIV/AIDS health promotion material. Includes the Hep B Card and *John is Dead* methadone poster.
- 4 1997 *Thinking it through – a new approach to sex, relationships & HIV for gay men.* Booklet and associated correspondence about it being accessible on the internet.
- 5 1993 – 1997 [Health promotion related to HIV/AIDS.] Loose newspaper clippings, notes, correspondence, reports, meeting agendas and minutes and promotional material relating to various sexual health and drug abuse health promotion schemes in response to HIV/AIDS.
- 6 1995 [Fast Forward national conference.] Papers collated from a conference focusing on peer education and evaluation of drug misuse. Includes promotional material, notes, evaluation report and correspondence
- 7 1995 – 1996 [Gay Men’s Health service.] Promotional material, correspondence, and reports relating to the official launch of the Gay Men’s Health service.
- 8 1994 – 1995 [Harm reduction initiatives.] Correspondence, promotional materials, notes, reports, and newspaper clippings, relating to developments of harm reduction initiatives and activities for the prevention of HIV/AIDS.
- 9 1990 – 1993 [Fast Forward Positive Lifestyles.] Promotional material, project proposals, reports, and correspondence relating to funding bids for the Fast Forward Positive Lifestyles – Drugs Information for Young People project.
- 10 1993 [Various promotional campaigns.] Correspondence, promotional material and reports relating to: drugs, education charity Crew 2000, health promotion campaigns; and a BBC ‘Focal Point’ television programme.
- 11 1991 [Edinburgh Business Initiative on AIDS.] Correspondence, reports, promotional material, strategy reports and meeting agendas relating to Edinburgh Business Initiative on AIDS.

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- 12 c1998 [HIV/AIDS agencies.] Promotional material relating to HIV/AIDS agencies in Lothian. Includes a WAD red ribbon.
- 13 1996 [Stonewall Youth Project .] Correspondence and promotional material relating to the Stonewall Youth Project responding to the needs of gay, lesbian and bisexual young people.
- 14 1996 [Links Project.] Correspondence relating to funding issues for the Links Project, which provided detoxification and treatment programmes for drug users.
- 15 Dec 1996 *Edinburgh Directory of Sexual Health.* LHB Health Promotion Department project report.
- 16 1989 *AIDS, Agencies and Drug Abuse: The Edinburgh Experience.* Monograph by J McRae.
- 17 Aug 1995 *HIV Peer Education Project.* Moray House project.
- 18 1987 – 1997 [HIV/AIDS needle exchange scheme.] Promotional material, correspondence, reports and policy documentation relating to the HIV/AIDS needle exchange scheme.
- 19 1990 – 1994 [Take Care Campaign.] Promotional material, correspondence, promotion programme and reports relating to development of the Take Care campaign.
- 20 1996 – 1997 [SCOT-PEP.] Correspondence, meeting minutes, agendas, reports, notes and newspaper clippings relating to the LHB contract with SCOT-PEP. This organisation won a contract from LHB to provide health and help services to sex industry workers in Edinburgh and the Lothians. The file documents the process of official recognition of the need of such services particularly in the fight against HIV/AIDS and also the movement towards contracting SCOT-PEP. The papers also include an investigation into this appointment after complaints were made against the service premises.

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2 Rheumatology, 1987 - 1991

- 1 Jan 1987 *Acute Medical Services – Programme Development Group – Rheumatology*. LHB sub-programme report.
- 2 1990 – 1991 [Rheumatology services in Fife.] Correspondence and associated report relating to a discussion about the lack of rheumatology services for patients in Fife and the inevitable strain this put on places in the LHB Rheumatology Unit.

3 Neurology, 1990 - 1992

- 1 1990 [Impact of Option 2 on clinical services.] Correspondence relating to changes in neurosurgery clinical services due to implementing Option 2, including a reduction in staffing.
- 2 1990 – 1992 [Neurosurgery services.] Correspondence, reports and meeting agendas. Includes information on: neurosurgery workload at REHSC; paediatric neurosurgery; and the management of head injuries.
- 3 1990 – 1992 [Neurology services – various.]. Correspondence and reports relating to: a neurology funding package to increase service provision in Fife; specific neurology commitment to HIV/AIDS; and allowance for David Will's Creutzfeldt Jacob Disease research. Also contains information on staffing and increased service provision in Borders Health Board.

4 Orthopaedics, 1991

- 1 1991 [Orthopaedic staff and services.] Correspondence relating to various orthopaedic staffing issues and the movement of services between various hospitals.
- 2 1991 [Orthopaedic out-patient services.] Correspondence and meeting minutes relating to orthopaedic out-patient service needs.

5 Anaesthetics, 1989 – 1993

- 1 1989 – 1993 [Anaesthetics staff and services.] Correspondence and associated reports and notes relating to issues surrounding staffing and service provision in anaesthetics. Includes information on: staff reorganisation; staffing proposals; pain after surgery; bed numbers; anaesthetic services at the Dental Hospital; setting anaesthetic standards; and the impact on service provision from Option 2.
- 2 1991 [Staff grievance issue.] Correspondence, and associated meeting minutes and notes relating to a staff grievance.
- 3 1990 – 1991 [Option 2 impact on anaesthetic services.] Correspondence, reports, meeting agendas and statistical data relating to the impact of changes in anaesthetics due to the implementation of Option 2. Includes information expressing concerns over the pressures placed on the service due to cost cutting measures.
- 4 1990 – 1991 [Anaesthetic service issues.] Correspondence and associated notes relating to issues in anaesthetics, including staffing, service provision and pressures, and the impact of Option 2.

6 Family planning, maternity and paediatrics, 1974 – 2000

1 Family Planning and Sexual Health, 1983 – 1996

- 1 1983 – 1989 [Family planning service changes.] Correspondence, notes, reports, meeting minutes and articles in relation to changes to family planning services, in particular proposals to charge fees for family planning work in hospitals.
- 2 1989 [Family planning in hospitals.] Correspondence, meeting agendas and minutes, statistical information and associated notes relating to family planning alterations in hospitals. Includes information on: sterilisation operations; fees and funding; and junior staff payments.
- 3 1990 [Staff savings.] Correspondence relating to medical staff savings in family planning and well women services.

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| 4 | 1990s | [C card service.] Promotional material for the C card service in Lothian. |
| 5 | 1991 | [Women's attendance at family planning clinics.] Report of a survey of women attending family planning clinics and the Brook Advisory Centre. Includes associated correspondence about number of patients. |
| 6 | 1992 | <i>Family Planning Services Review</i> . LHB report. |
| 7 | 1996 | [Sexual health promotion for young people.] Papers relating to the promotion of sexual health for young people. Includes promotional materials and reports. |
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| 2 | Maternity, Obstetrics and Gynaecology, 1979 – 2000 | |
| 1 | Apr 1979 | <i>Programme Planning Committee for Maternity Services – Final Report</i> . LHB report. |
| 2 | c1980 | <i>A Schematic Approach to Prenatal Care</i> . Pamphlet by K. Boddy, J. Parboosingh and C. Shepherd. |
| 3 | Mar 1981 | Edinburgh Health Council, <i>Having a Baby in Edinburgh – A Guide to Edinburgh's Maternity Hospitals</i> . Edinburgh: Edinburgh Health Council, Mar 1981. |
| 4 | 1990 | [Impact of financial difficulties on maternity services.] Correspondence. |
| 5 | 1990s | [Lothian Midwifery Service.] Laminated poster. LHB promotional material relating to the philosophy of the Lothian Midwifery Service. |
| 6 | 1992 – 1993 | [Provision of maternity services.] Correspondence reports and service survey relating to the provision of maternity care and the future of maternity services in Lothian. |
| 7 | 1992 – 1994 | [Provision of maternity services.] Correspondence, reports, meeting agendas, notes, working group workshop programmes and newsletters relating to the provision of maternity services in Lothian. Includes information on maternity services in relation to the acute services strategy and the Working Group on Maternity Services Roadshow, 24 Feb 1993. |

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| 8 | Sep 1994 | <i>Lothian Maternity Services Liaison Committee – Report on the New Maternity Services.</i> LHB report. |
| 9 | 1994 – 2000 | [Provision of Maternity services.] Various reports relating to maternity services and provision in Lothian. |
| 10 | Oct 1995 | <i>The New Maternity Services.</i> LHB report |
| 11 | Mar 2000 | <i>Options for taking forward Maternity Services in Lothian.</i> LHB report. |
| 12 | 2000 | <i>Maternity Services in Lothian Report of Public Consultation.</i> LHB report (complete appendices). |
| 13 | 2000 | <i>Maternity Services in Lothian Report on Public Consultation.</i> LHB report and associated newspaper clippings and meeting minutes. The Consultation influenced future arrangements for maternity care. |
| 14 | 2000 | <i>Appendix 5 - Lothian Health Maternity Services in Lothian - Written Comments Received Throughout Public Consultation Process April 2000 – June 2000 – Summary of Responses – Full Responses.</i> Bound document. |
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| 3 | Paediatrics and Young Persons Health, 1974 – 1994 | |
| 1 | 1974 – 1985 | [Paediatric provision at Astley Ainslie Hospital.] Papers relating to paediatric service provision at Astley Ainslie Hospital. Includes correspondence; statistical information on bed usage; and patient admissions and discharges. |
| 2 | Jun 1987 | <i>Health Services for Children.</i> LHB report. Includes associated statistical data, reports and notes. |
| 3 | 1987 – 1990 | [Paediatric services in Lothian.] Plans and proposals, newspaper clippings, correspondence, notes, reports, leaflets and press releases relating to paediatric services in Lothian. Includes information on: plans for paediatric in-patient facilities within Livingstone District General Hospital; the opening of a paediatric ward at St John’s Hospital; and paediatric services at WGH, City Hospital, REHSC, and RIE, with particular focus on the rationalisation of services and staffing provision. |

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| 4 | 1988 | [Paediatric services.] Correspondence, statistical analysis, notes and presentation slides relating to paediatric services in Lothian prior to the completion of a paediatric report. |
| 5 | 1989 – 1990 | [Child health surveillance.] Correspondence and draft report relating to developments in health surveillance for children in Scotland. |
| 6 | 1989 – 1990 | [Child health surveillance developments.] Correspondence, reports, meeting agendas, guidelines, notes, and newspaper clippings relating to developments in child health surveillance, including increased GP involvement. |
| 7 | 1989 – 1993 | [Public health and children's services.] Correspondence, notes and reports concerning various briefings relating to public health work with children's services. |
| 8 | 1990 – 1991 | [Rationalisation of paediatric services.] Correspondence and associated notes relating to the rationalisation of paediatrics services and changes to staffing. |
| 9 | 1990 – 1991 | [Rationalisation of maternity services.] Correspondence, notes and reports relating to maternity services, medical staffing and rationalisation. Also contains information on the closure of the obstetrics and gynaecology unit at WGH. |
| 10 | 1990 | [Medical staff savings.] Correspondence and notes relating to medical staff savings in community child health services. |
| 11 | 1990 | [Impact of Option 2 on paediatric surgery.] Correspondence relating to changes in paediatric surgery clinical services as a result of the implementation of Option 2. |
| 12 | 1991 | [Young physically disabled services.] Strategy document for the care of young physically disabled people and associated correspondence. |
| 13 | 1992 | [Special needs pupil provision.] Correspondence and reports relating to special educational needs provision for pupils in Lothian. |

14 1994 [Support for children with special needs.]
Correspondence, notes, and report relating to the future of support for children with special needs, including purchasing intentions.

7 Mental health, 1977- 1996

1 Apr 1977 *Programme Planning Committee for the Mentally Handicapped – Frist Report.* LHB report.

2 Mar 1979 *Programme Planning Committee for the Mentally Handicapped – Second Report.* LHB report.

3 c1979 *Programme Planning Committee for Mental Disorder – First Report.* LHB report.

4 Mar 1979 *Programme Planning Committee for Mental Disorder – Second Report.* LHB report.

5 Feb 1986 *Report of the Joint Working Party on Mental Health Services.* LHB report.

6 Mar 1986 *Services for people with a mental handicap in Lothian – Towards a ten year plan – Phase One.* LHB report.

7 1986 – 1987 Mental Health Services strategic planning. Bound LHB reports.

8 1990 [Impact of Option 2 on psychiatry services.]
Correspondence.

9 25 Apr 1996 *Geriatric, Psychogeriatric and Mental Health Database.* Bound document.

10 1990 [Mental health strategy.] Correspondence, reports, and appraisals relating to the mental health services strategy, options and funding during a time of growing pressure on the service. Includes explanatory annotation.

11 1994 *Needs Assessment for Mental Health Services in Lothian.* Report by F Namdaran, Department of Public Health Medicine.

8 Environmental Health, 1964 - 2000

The majority of these files relate to the E.coli outbreak in Lanarkshire in 1996 and measures that were taken to understand the nature and source of the outbreak as well as the resulting response to tackle the spread of the infection. It includes papers relating to: the outline of developments as the infection spread created by the E.coli-related Pennington Inquiry; the criminal prosecution of the source of the outbreak; and the resulting reforms in food hygiene. There is also a file on 'green' policies.

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| 1 | 1994 – 1997 | [E.coli outbreak and response.] Correspondence, research papers, investigation reports and discussion papers relating to the E.coli outbreak of food poisoning in Lanarkshire in 1996 and public health responses. Covers: Environmental Health statements; arrangements for controlling the outbreak; the Pennington Inquiry; and papers relating to health and hygiene regulations from the Meat and Livestock Commission (MLC). |
| 2 | 1996 | [E.coli outbreak developments.] Meeting minutes, correspondence, reports, press releases and newsletters. The investigation and events during the outbreak are recorded within the minutes of the E.coli outbreak control team and the action plan set out to tackle the spread of the disease. Papers also relate to the Pennington Inquiry and criminal proceedings against the suspected source of the Lanarkshire outbreak. |
| 3 | 1995 – 1997 | [Pennington Inquiry reviews of the Food Safety Act (1990).] Reports, consultation documents, policy documents and associated correspondence. Includes food safety legislation and guidance. |
| 4 | 1996 | L Armstrong, J Hollingsworth, and J Morris, 'Emerging Foodborne Pathogens: Escherichia coli 0157: H7 as a Model of Entry of a New Pathogen into the Food Supply of the Developed World', <i>Epidemiologic Reviews</i> , vol. 18. No. 1, pp 29-51, 1996. Photocopy. |
| 5 | Apr 1996 | <i>Listeria in Lanark Blue Cheese Real Risk or Hysteria?</i> Report by Dr A Ahmed, CPHM, Lanarkshire Health Board and Robert Steenson, Principal EHO, Clydesdale District Council. Includes associated correspondence. |

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| 6 | Dec 1964 | <i>The Aberdeen Typhoid Outbreak 1964 – Report of the Departmental Committee of Enquiry.</i> SOHHD report. |
| 7 | 1996 - 1997 | [Pennington Enquiry.] Correspondence, notes, reports, draft documents, meeting minutes and agendas relating to the Pennington Inquiry. |
| 8 | 1996 – 1997 | [E.coli outbreak and media response.] Newspaper clippings relating to the E.coli outbreak in Scotland. |
| 9 | 1997 – 1998 | [E.coli outbreak.] Selection of photocopied newspaper clippings relating to the outbreak of E.coli in 1996. |
| 10 | Apr 1997 | The Pennington Group, <i>Report on the Circumstances Leading to the 1996 Outbreak of Infection with E.coli 0157 in Central Scotland, the Implications for Food Safety and the Lessons to be Learned.</i> Edinburgh: The Stationery Office, 1997. Includes report <i>Government Response to the Pennington Final Report.</i> |
| 11 | 1997 | [Scottish Centre for Infection and Environmental Health.] Weekly report, containing information on the E.coli outbreak. Also includes associated correspondence and photocopied newspaper clippings. |
| 12 | 1995 | Advisory Committee on the Microbiological Safety of Food, <i>Report on Verocytotoxin-Producing Escherichia coli.</i> London: HMSO, 1995. |
| 13 | 1997 – 2000 | [E.coli outbreak aftermath.] Correspondence, reports, articles and presentation slide relating to the aftermath of the E.coli outbreak. Includes reviews of the response to the outbreak and procedures in handling food poisoning outbreaks; the conclusions from the Pennington Inquiry; and the role and responsibility of NHS Scotland in public health issues. |
| 14 | 1996 – 1997 | [Pennington Inquiry.] Papers relating to the Pennington Inquiry into E.coli 0157 outbreaks. Includes the <i>Pennington Enquiry</i> report, <i>Interim Report</i> , <i>Priority Recommendations</i> and related correspondence. Also includes correspondence, notes, newspaper clippings, and articles that discuss the outbreak and the implications to public health. |

15 1989 – 1990 [Green policies.] Correspondence, newspaper clippings relating to green policies for LHB. Includes information of led-free policies, and CFCs (chlorofluorocarbon) in medicinal productions.

9 Various Medical Specialisms. 1968 – 1996

- 1 1968 – 1995 Seven pamphlets/booklets on a variety of healthcare issues, including eating disorders, cancer, resources in health care, hypertension, child abuse and smallpox.
- 2 c1990s [Urology Units amalgamation.] Report relating to the amalgamation of two Urology Units in Edinburgh.
- 3 1996 Research notes and reports relating to cardio and cerebrovascular disease, mental health, and stroke.
- 4 1992 *The Heart Manual*. (Edinburgh: Lothian Health Board, 1992.)
- 5 1990 – 1991 [Adult cystic fibrosis services.] Correspondence and associated reports relating to the establishment of adult cystic fibrosis services. Includes explanatory annotation.
- 6 1990 – 1991 [Transplant services.] Correspondence, reports and notes relating to transplant services.
- 7 1990 – 1991 [Gastroenterology services.] Correspondence, notes relating to gastroenterology services.
- 8 1991 – 1992 [Rationalisation of imaging services – nuclear medicine.] Correspondence and notes.
- 9 1991 [Respiratory medicine.] Correspondence.
- 10 1990 [Pathology services.] Correspondence.
- 11 1990 – 1992 [Radiology services.] Correspondence.
- 12 1991 – 1993 [Haematology services.] Correspondence relating to haematology services at REHSC.

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4 Non role-specific records, 1989 - 2000

1 Newspaper clippings, 1990 – 2000

1 1990 – 2000 [LHB in the press.] Newspaper clippings.

2 Articles and Research 1989 – 1991

1 1989 M Roberts, 'Breast Screening: time for a rethink?' *British Medical Journal*, vol. 299, pp.1153-1155, Nov 1989.

2 Sep 1991 *BMA News Review (Hospital Review)*, Vol. 17, No. 9, Sep 1991.

3 17 May 1990 A Liddell, 'How the Market Crashed', *The Health Service Journal*, pp. 730 -732, 17 May 1990.

3 University of Edinburgh Court, 1994 – 1997

Papers come from Helen Zealley's participation at the University of Edinburgh Court, the University's governing body and legal persona of the University.

1 Sep 1997 *Handbook of Information for Members of the University Court*. Includes associated covering letter.

2 c1997 *A Proposal for Merger*. UoE report on a merger between UoE and Moray House Institute of Education.

3 1994 [Staff misconduct enquiry.] Papers relating to a University Court enquiry into a case of staff misconduct.

4 1995 [University Court matters.] Correspondence, promotional material, meeting agendas and minutes, and reports relating to items discussed by the University Court. Contains information on: finance/funding; the proposed closure of the Centre for Human Ecology; special collections museum registration; potential closure of Russian Department; and the LHB acute service strategy.

4 Personal Records, 1990

1 1990 [Personal correspondence.] Letters of support sent to Helen Zealley during the LHB financial crisis from colleagues and friends.

O595 n.d. Dictaphone used by Helen Zealley.