

Introduction

- 1 Administrative Records, 2003-2006
 - 1 Executive Management Team Meeting Papers. 2003-2006
 - 2 Divisional Management Team Meeting Papers, 2005-2006
 - 3 Performance Review Group Meeting Papers, 2005-2006
 - 4 Directories, c2000
- 2 Staff Records, 1988-2000
 - 1 Newsletters, 1988-2000
- 3 Videos, 1999

Introduction

In December 1997, a white paper entitled 'Designed to Care' was published. It recommended a greater patient perspective in health care and a reduction in the number of trusts in Lothian from six to three. In April 2000 the West Lothian Healthcare NHS Trust was established.

It was the only integrated trust providing both primary (GP and community) and secondary (hospital) care for the population of West Lothian, part of West Edinburgh, and, for some specialist services, for the south-east of Scotland. As well as St John's Hospital and the psychiatric hospital at Bangour Village the trust also had two small hospitals for the elderly, St Michael's Hospital and Tippethill House. It also offered a wide range of outreach services, community health and GP services, based in a number of associated premises including some 12 health centres and clinics. West Lothian Healthcare NHS Trust has now been absorbed into NHS Lothian.

In March 2003, the NHS white paper 'Partnership for Care' was published. This recommended the dissolution of NHS trusts and a move to a single system with decision making being taken at local level. Contracts were transferred from various trusts and boards to NHS Lothian. This resulted in the dissolution of the trusts. On 1 April 2004 West Lothian Healthcare Trust was dissolved to become an operating division of Lothian NHS Board, known as West Lothian Healthcare Division.

Acc 06/14, Acc 07/19
AS 10/2010

1 Administrative Records, 2003-2006**1 Executive Management Team Meeting Papers, 2003-2006**

These minutes and papers were retained by the West Lothian Healthcare NHS Trust as the Chief Executive, Peter Gabbittas, attended the meetings. After the restructuring in 2004 and the creation of the West Lothian Division, his place was taken by Mike Grieve, Director of Operations (Surgical and Associated Services). It should be noted though, that the West Lothian administration continued to use the term Healthcare NHS Trust after the change over. Because of this and for ease of use, it was decided to keep these papers together rather than split them across two fonds.

The papers were not divided by meeting and in some cases it has not been possible to allocate them to a particular meeting. Entries do not therefore include file titles but details of the type of meeting and its content. Where a full set of agenda papers is provided, this is indicated in the entry. There also appears to have been a purely West Lothian Executive Management Team and as the terms are used interchangeably it is not clear. Given the disorganised nature of the papers it is unlikely that this is a complete set. Acc 07/19 – AS 10/2010.

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| 1 | 7 Oct 2003 | West Lothian Healthcare NHS Trust – Directors/General Manager's Time Out. Includes papers on vision of CHP for West Lothian and Health and Care Partnerships (HCP), undated, which may not relate to this meeting. |
| 2 | 16 Dec 2003 | NHS Lothian – Executive Management Team. Includes agenda for discussion on reconfiguration of senior management structure. |
| 3 | 22 Jan 2004 | Lothian NHS Board – Executive Management Team. |
| 4 | 18 Feb 2004 | Special Executive Management Team Meeting. Meeting to discuss Better Acute Care in Lothian and its impact on West Lothian. |
| 5 | 8 Mar 2004 | NHS Lothian meeting on integrating services across Lothian. |
| 6 | 25 Mar 2004 | Minutes of the meeting of West Lothian Healthcare NHS Trust Executive Management Team sent as part of a request for more information on longer-term mental health arrangements, 14/6/2004. |
| 7 | 7 Apr 2004 | List of future meeting dates for Lothian Executive Management Team only. |
| 8 | 2 Jun 2004 | NHS Lothian meeting paper on financial performance benchmarking. A laboratory review document referred to is at LHB65/1/1/4. |

1 Administrative Records, 2003-2006**1 Executive Management Team Meeting Papers, 2003-2006**

9	8 Jul 2004	NHS Lothian – Executive Management Team. Full set of agenda papers.
10	4 Aug 2004	NHS Lothian Executive Management Team. Includes presentation on single system working for non-clinical services.
11	18 Aug 2004	Lothian NHS Board Executive Management Team minutes of previous meeting on 21/7/04.
12	8 Sep 2004	Paper for meeting of Peter Gabbitas on a single acute division.
13	6 Oct 2004	Lothian NHS Board Executive Management Team minutes of this meeting and briefing paper on arrangements for winter.
14	20 Oct 2004	Executive Management Team paper on Community Health Partnership statutory guidance.
15	4 Nov 2004	NHS Lothian – Executive Management Team additional papers on winter pressures and the Freedom of Information (Scotland) Act 2002.
16	17 Nov 2004	Executive Management Team meeting reminder only.
17	15 Dec 2004	NHS Lothian – Executive Management Team dates for meetings in 2005.
18	19 Jan 2005	NHS Lothian – Executive Management Team Business Meeting. Full set of agenda papers. Includes briefing report on NHS Lothian Carer Information Strategy.
19	2 Feb 2005	NHS Lothian – Executive Management Team Performance Monitoring Meeting. Full set of agenda papers. Includes minutes from the meeting on the issue of agendas and deadlines for all the NHS Lothian committees.
20	16 Feb 2005	NHS Lothian – Executive Management Team Business Meeting. Full set of agenda papers.
21	2 Mar 2005	NHS Lothian – Executive Management Team Performance Monitoring Meeting. Full set of agenda papers. Includes patient statistics; notification of capital resource allocation for 2005-6 and 2006-7; and briefing paper on entrapped patients at Carstairs.

1 Administrative Records, 2003-2006**1 Executive Management Team Meeting Papers, 2003-2006**

22	16 Mar 2005	NHS Lothian – Executive Management Team paper on the reprovision of the Edinburgh Family Planning Clinic and report on litigation claims in Lothian.
23	Feb 2005	Results of NHS Lothian Executive Management Team away day and forward planning meeting.
24	6 Apr 2005	NHS Lothian – Executive Management Team Performance Monitoring Meeting. Includes patient statistics for all Scottish health boards.
25	20 Apr 2005	NHS Lothian – Executive Management Team Business Meeting. Full set of agenda papers.
26	2 Nov 2005	NHS Lothian – Executive Management Team Performance Monitoring Meeting. Agenda only.
27	15 Nov 2005	Executive Team Meeting. Minutes only of probably a West Lothian Division only meeting.
28	16 Nov 2005	NHS Lothian – Executive Management Team selected agenda papers only.
29	29 Nov 2005	Executive Team Meeting. Minutes only of probably a West Lothian Division only meeting.
30	21 Dec 2005	NHS Lothian – Executive Management Team Meeting selected agenda papers only.
31	25 May 2006	NHS Lothian – University Hospitals Division – Executive Management Team Meeting.
32	29 Jun 2006	NHS Lothian – University Hospitals Division – Executive Management Team Meeting. Full set of agenda papers.

2 Divisional Management Team Meeting Papers, 2005-2006

After the decision was made to dissolve the NHS Trusts, Lothian University Hospitals NHS Trust became an operating division of Lothian NHS Board, known as NHS Lothian – University Hospitals Division. As St John's Hospital is used for medical training this division also affected West Lothian. Mike Grieve attended the meetings. Acc 07/19 – AS 10/2010.

1	28 Apr 2005	Agenda only.
2	Jul 2005	Operational unit reports only.

1 Administrative Records, 2003-2006**2 Divisional Management Team Meeting Papers, 2005-2006**

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| 3 | 25 Aug 2005 | NHS Lothian – University Hospital Division – Divisional Management Team Meeting. Full set of agenda papers. |
| 4 | 28 Oct 2005 | NHS Lothian – University Hospital Division – Divisional Management Team Meeting. Full set of agenda papers. |
| 5 | 22 Dec 2005 | NHS Lothian – University Hospital Division – Divisional Management Team Meeting. Full set of agenda papers. |
| 6 | 27 Apr 2006 | NHS Lothian – University Hospital Division – Divisional Management Team Meeting. Full set of agenda papers. |
| 7 | 27 Jul 2006 | NHS Lothian – University Hospital Division – Divisional Management Team Meeting. Full set of agenda papers. |

3 Performance Review Group Meeting Papers, 2005-2006

This Group was part of NHS Lothian University Hospitals Division. Mike Grieve attended the meetings. Acc 07/19 – AS 10/2010.

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| 1 | 28 Jul 2005 |
| 2 | 29 Sep 2005 |
| 3 | 26 Jan 2006 |
| 4 | 30 Mar 2006 |

4 Directories, c2000

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| 1 | c2000 | West Lothian Healthcare NHS Trust – Internal Telephone and Staff Location Directory. Acc 06/14. |
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2 Staff Records, 1988-2000**1 Newsletters, 1988-2000**

These newsletters date from 1988 so cover the West Lothian Unit, West Lothian NHS Trust and West Lothian Healthcare NHS Trust. However, they were all in the same lever arch file with a covering note stating that it was a complete set and they have continuous issue numbers so it was decided to keep them together. Acc 06/14.

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| 1 | Mar 1988 – Mar 1993 | Westwords – Staff Journal for West Lothian Unit. Issue 1 to Issue 28. Includes some correspondence. |
| 2 | May 1993 – Jul 1998 | Westwords – Staff Journal for West Lothian NHS Trust. Issue 29 to Issue 50. |
| 3 | May 1999 – Nov 2000 | West Lothian Healthcare NHS Trust Newsletter. |

LHB65

WEST LoTHIAN HEALTHCARE NHS TRUST

3

Videos, 1999

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Video, Needing Something Special for Special Needs,
West Lothian Council. Acc 06/14.