CONFIRMED NOTES OF THE LOCAL PARTNERSHIP FORUM HELD ON THURSDAY 21ST NOVEMBER 2013 AT 1:00PM WITHIN MEETING ROOM 1, CAMERON HOUSE

Representation:
Mary Porter, General Manager (Acting) - Chair MP
Fiona Mackenzie, Local Clinical Services Manager FM
Barbara Anne Nelson, Deputy Director of HR BAN
Nicky Connor, Associate Director of Nursing (Acting) NC
Heather Bett, Clinical Services Manager HB
Bob McLean, General Manager, Mental Health Service BM

Staff Side Representation:
Simon Fevre, Staff Side Representative SF

In Attendance:
Brenda Ward, Corporate Services Administrator (Minutes) BW
Janie Gordon, Head of Service, Nutrition & Dietetics JG

1. APOLOGIES FOR ABSENCE
Apologies for absence were received from Lynda Anderson, Heather Fernie, Lynne Parsons and Lynn Davies.

2. NOTES OF THE PREVIOUS MEETING
The minute of the LPF meeting held on Wednesday 25th September 2013 could not be approved as the meeting was not quorate.

3. MATTERS ARISING
3.1 Payment of Enhanced Hours whilst on Annual Leave
MP advised that this action was closed, a retrospective plan was in place for the future and this was carried out in conjunction with the staff.

3.2 Proposal of Rationalisation of Staff Dining Rooms
MP said that it was unclear where the Estates Department are with regards to the discussions; however the CHP felt that further work was required across the organisation.

In Whyteman's Brae the dining room are piloting a new and improved service for a six month period with an aim to increase the income to an acceptable threshold. In Randolph Wemyss Memorial Hospital it had been proposed that the staff dining room will be changing from a cooked meal to vending machine.
In Cameron Hospital discussions are taking place on reduced hours to the staff dining room, however the CHP have concerns as the area is also used as a social aspect for patients when they visit with relatives.

MP advised that she had asked Barrie Higgins to carry out a consultation for the Cameron Site to ensure the staff and patients have an opportunity to input.

It was agreed that the Cameron Site requires additional work to be carried out to ascertain what service the patients and relatives require. MP suggested that FM discuss with Marion Sapcote, the Chair for the Cameron Site User Group and ask that the group discuss, share thoughts and ensure the work is driven from the Site User Group.

The Stratheden dining room was discussed and there were no issues raised with regards to reduced opening hours.

SF said that the CHP will be required to make staff aware of changing hours of staff dining rooms when appropriate.

3.3 Staff Briefing Sessions
MP said that the CHP will be carrying out the Staff Briefing Sessions differently during 2014 with potentially holding drop in sessions at Health Centres within the CHP.

All agreed that the CHP are currently carrying out a number of activities that capture staff’s information and work also takes place through; Dispatches, intranet, CHP newsletter and information through the management lines.

It was noted that this format may delivery improved feedback from staff which could be evidenced for the SGAP. Deliver sites each year could be visited to ensure all staff, are involved, at some point. It was agreed to plan for six areas during 2014.

MP agreed to pick up staff engagement clinic visits and keep to a structure for next year. BW was asked to organise the dates for 2014.

3.4 Fair Isle Clinic
HB said that the CHP are reviewing the possibility of relocating the Fair Isle Clinic. HB has met with the Health Council to discuss consultation and Julie O’Neill is conducting a wider consultation on behalf of the CHP.

HB added that discussions are taking place on potentially co-locating the Mental Health Service located at Whyteman’s Brae (WMB) into one area of the building.

If agreed, the move would then allow the Fair Isle Clinic to re-locate to WMB and have a larger service area. The practicalities of these moves are being discussed and a capital bid for funding has been put forward for future years.
The managers of the services located in Fair Isle Clinic are aware of these discussions and have been asked to be prepared to provide a brief for accommodation requirements within another building. At present phase I will be to address the Mental Health requirements before a decision can be made to relocate other areas.

MP said that communications with staff are being carried out through the Site User Group at WMB.

4. WORKING WELL PRESENTATION
MP welcomed JG who discussed the work that had taken place within NHS Fife by the Working Well Steering Group and sub groups. Some of the items that had been discussed during 2012/13 meetings were; Commonwealth Games 2014 volunteers, Cycle Maps, Touch Screens to assist with Communications, NHS Fife’s Smoking Policy and an action plan for the bronze certificate.

The assessment for the Healthy Working Lives bronze award took place on 13th March 2013, with the assessor conducting a walk around, reviewing NHS Fife’s Working Well folder and also attending the Working Well Steering Group Meeting. At the next Working Well Steering Group on 1st May 2013, NHS Fife, were awarded, the Health Working Lives Bronze Award. A debrief was held and discussions commenced on what was required for NHS Fife to achieve a silver award. JG explained that a silver award would require NHS Fife to maintain four bronze awards topics and identifying another six topics.

A discussion took place on the where Well at Work information is available and that the sub group have agreed to incorporate minutes into LPF meetings and the CHP newsletters. MP suggested that the Well at Work information also be circulated to the Site User groups at; Cameron, Randolph Wemyss and Whyteman’s Brae Hospital’s and this was agreed. BW was asked to send the site lead names to JG.

MP summarised and said that the CHP could get more engaged with the workforce and there was an opportunity for the Steering Group to use the intranet more.

5. STAFF GOVERNANCE 2013/14
MP advised that an updated report on SGAP 2013/14 had been taken to the K&L CHP Committee on Tuesday 12th November 2013. This was the first time the Committee has reviewed the new format, which is easier to read and now incorporates a traffic light status. The Committee commended the work and said that having more measurable actions was useful and easy to understand.

MP advised that a co-chair meeting had taken place to ensure the SGAP was not being driven from top down and the CHP should start to see more structure in terms of ownership. The aim will be to maintain that going forward as the SGAP heads toward the final review.
6. FEEDBACK FROM CHP COMMITTEE AND MANAGEMENT TEAM
MP advised that Mr Stephen Moore, Interim Director of Health & Social Care attended the Committee Meeting on Tuesday 12\textsuperscript{th} November 2013 and provided an update on Health & Social Care Integration with regards to the journey and the proposal to get there.

7. STAFF SURVEY
SF said that Staff Survey is on track to receive the results at the end of November 2013, however no date had yet been advised.

8. CHP NEWSLETTER
MP reminded all that the CHP were looking for articles for the Winter edition of the newsletter and that these should be forwarded to BW by Friday 6\textsuperscript{th} December 2013.

9. ATTENDANCE MANAGEMENT
BAN advised that the Attendance Management Report had been discussed at the MT on 19\textsuperscript{th} November 2013 and the CHP figure for October 2013 was 5.06\% which was a slight increase on September 2013 figure of 4.41\%. A discussion followed on each services figure including discussion on the actions being taken to address this issue and to improve performance.

10. FINANCE
MP advised that the CHP are projecting over £1M overspend around Anti-TNF drugs in Rheumatology. An audit has been planned showing a comparison to see if NHS Fife is prescribing appropriately against other Boards.

11. ESTATES
No items were raised.

12. AOCB

Workload Tools for Midwifery Staff
NC advised that she had recently attended a conference day on workload tools for midwifery staff. The tool is now available in Mental Health and Learning Disability and discussions are taking place with staff with regards to setting up and rolling out across the CHP.

Flu Vaccinations for Staff
FM said that an additional 10 Flu Sessions had been arranged for members of staff and that an extra 171 staff were seen during this period.

Community Safety Lead Officer
MP advised that she had met with Ian Bease, Community Safety Lead Officer on Wednesday 20\textsuperscript{th} November 2013 to discuss some of the work being carried out by NHS Fife.

Moving and Handling Training
MP said that it has been raised that staff are not up to date or being appropriately trained on Moving and Handling. This has been flagged as a red area, with programmes being cancelled due to
DNA. The CHP are looking for reassurance that this is not prevalence to K&L CHP.

13. **DATE OF NEXT MEETING**
The next LPF meeting will take place on Tuesday 21\textsuperscript{st} January 2014 within Meeting Room 1, Cameron House

1:00pm Staff Side  
2:00pm Local Partnership Forum