The Unconfirmed Minute of the D&WF Local Partnership Forum Meeting held on Wednesday 11 September 2013 at 2.00pm in Conference Room 4, Lynebank Hospital, Dunfermline

Attendance Listed in Alphabetical Order by Surname:

**Members Present:**
- Val Hatch, Depute General Manager (Co-chair)
- Lisa Milligan, PCES Service Manager
- Lynne Parsons, Staff-side Representative
- Margaret Pirie, Learning Disability Service Representative
- Jim Rotheram, Facilities Manager, D&WF CHP
- Lorna Sheriffs, Staff-side Representative (Co-Chair)
- Gillian Tait, RCN Representative

**In Attendance:**
- Vicki Chesher, Secretary (Minutes)
- Ann Hatton, Head of Clinical Governance, DWF CHP
- Wendy McConville, Unison Representative
- Sandra Raynor, Human Resources Representative
- Pauline Small, Associate Nurse Director
- Ritchie Watters, Senior Staff Nurse, RCN Representative

**Apologies:**
- Lesley Bruce, Head of Physiotherapy
- Lesley Eydmann, CHP Localities Manager
- Melanie Jorgensen, Human Resources Officer
- Geraldine Law, Physiotherapy Staff-side Representative

**ITEM**

1 **Welcome & Apologies**

   Apologies noted above.

2 **The Minute of the Previous Meeting 10.07.13**

   The minutes of the previous meeting were confirmed as an accurate record.

3 **Matters Arising from the Previous Minutes**

   3.1 **Primary Care Emergency Service (PCES)** (L Milligan) – L Milligan advised the proposal for the transfer of the Service from Glenrothes Hospital to Victoria Hospital, Kirkcaldy was discussed at NHS Fife Board on 27 August 2013 and was not approved. An SMT paper is to be prepared to highlight potential actions for consideration to ensure the service is as safe and sustainable as possible. It was noted that the risk is recorded as high on the risk register.

   The difficulties around staffing the 4 bases was noted, and L Milligan thanked the Primary Care Department for the work carried out to fill GP shifts. It was highlighted that the issue of filling GP shifts is not specific to Fife and is a national issue.

   3.2 **Queen Margaret Primary Care Resource Centre** (A Hatton) – The following update was provided:

   - Wards 5, 6 and 7 (Older People) are due to decant late September, there will be no reduction in bed numbers. The work is expected to last between 4 – 6 months;
   - the period of Active Public Engagement will close at the end of September;
   - the patient survey has concluded, 65 responses received, results being prepared;
   - 3 open events held in August across central venues and at differing times to attract as many members of the public as possible. Thanks were noted to Anne Gillespie for the organisation/co-ordination of these events;
   - the consultation document and service information booklet has been developed, printed and distributed. All information is available on the website;
   - scanning system for health records is on order, staff have been recruited and training will be arranged;
   - drawings for the Rehabilitation and Therapy are at the next stage. The works are to be accelerated to accommodate Physiotherapy/Occupational Therapy (OT) due to recent issues with the fabric of the building at Carnegie Clinic;
   - Organisational Development are providing support, the first session with Physiotherapy/Paediatric OT is arranged for late September;
   - the Healthcare Improvement Scotland/Scottish Health Council documentation on service change has been completed and submitted; response received advises it is not a major service change. The next stage will be to submit to the Scottish Government for a view;
ITEM | ACTION
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• Reception and Administration being considered, first drawings now available;  
• Anorexia Nervosa Intensive Treatment Team (ANITT) to be revisited following the Mental Health Review of Models of Care;  
• Dental meeting held, accommodation requirements and options being considered.

Discussion followed on the feedback received to date and how this will be presented, the common themes of the feedback relate to travel, public transport, car parking as well as concerns regarding what will happen to the building itself. A paper is to be prepared for the November D&WF CHP Committee for a decision to be taken.

L Parson’s noted that she felt the process has been conducted positively, a large amount of information has been available and the leaflet for staff/public consumption was very good.

3.3 Unscheduled Care Plan (V Hatch) – V Hatch reported that there are a number of developments underway which involve various services to ensure there is a robust winter plan. The final Unscheduled Care Plan has been submitted to the Scottish Government and feedback is awaited.

Discharge Hub
The Discharge Hub will have a system wide agreed discharge pathway for the frail elderly, it is hoped when fully operational will improve the discharge process, reduce delays and improve the patient experience. The Hub will be staffed by a Team Leader and Patient Flow Co-ordinators. There is also agreement from Social Work that Assessors will form part of the team.

Integrated Community Assessment Support Service (ICASS)
• Healthcare Support Workers have been recruited;  
• agreement with Social Work Services for Re-ablement Units, these will be based within 3 Care Homes across Fife, and will assist with the discharge process;  
• the Communication Plan includes proposed lunchtime road-show events for November on the work/experience of ICASS; proposed visits to User Panels through Elderly Forums in Fife and a Local Management Group ‘Blether Event’.

Hospital at Home (HaH)
• largely operational across Fife; Kirkcaldy and Levenmouth/Glenrothes and North East Fife are taking a “step-down” approach in the early stages of implementation;  
• work on the on-call arrangements are ongoing;  
• feedback for the Service continues to be excellent, an initial evaluation showed a reduction in acute medical assessment, a further evaluation is underway.

The positive work was noted acknowledging there is some trepidation as it goes into the winter months.

3.4 Flu Vaccination (V Hatch) – It was advised that provisional dates have been issued for clinics, and will be circulated via the Clinical Services Management Team. Local clinics will also be offered to maximise accessibility for staff to attend. It was noted a voucher scheme is also proposed, clarification awaited.

3.5 Service Delivery Plan (SDP) (A Hatton) – the SDP is to be presented in an updated format and presented at the next meeting of the CSMT. V Hatch advised that whilst changes will be taking place, it is important for the CHP to have clear priorities. A Hatton advised that a Development Session is also planned.

4 D&WF Management of Attendance (MoA) Update

4.1 MoA Report (July) – The July figure was reported as 3.46% with the average for April to July 3.64%. The work being undertaken with individual departments is ongoing. A comparison is to be run on the locally produced figures and those extracted from Business Objects to ascertain where the gaps are in the reporting.

4.2 The following update was provided:
• a short life working group is to be established to look at the Return to Work leaflet and questionnaire. The questionnaire is to be amended to ensure it is clear and concise;  
• updated MoA booklets have been issued to all areas;
4.2 • further training sessions have been organised and information circulated to CSMT; uptake has been good, it was noted that staff-side have also been involved;
• the issues with the HUB address for OH&S referrals is being addressed;
• issues relating to the limited induction sessions were highlighted, R Waugh is looking at options to address. It was asked whether an online tool is available, it was explained this is being looked at;
• the large amount of work and effort from staff within the CHP in relation to MoA was highlighted.

5 Finance Update (V Hatch)

V Hatch provided a summary on the current financial position. The position for NHS Fife at 31 July was an overspend of £1.2m which against the annual budget equates to 0.6%. The Dunfermline and West Fife CHP (DWF CHP) position was an underspend of £210k. The prescribing position for the CHP is an underspend of £261k; there has been a lot of work undertaken to get to this position.

The target savings for DWF CHP for the current year and on an ongoing basis is £300k; to date efficiencies of approximately £234k have been identified.

6 D&WF Staff Governance Action Plan (SGAP) 2013/14 (L Sherriffs/S Raynor)

A draft SGAP was tabled at the meeting, it was explained the plan is now in the new template as agreed at a previous meeting. Following discussion, it was agreed the document would be circulated to members for comments/feedback on the content, thereafter L Sherriffs, V Hatch and S Raynor will meet to take forward.

L Parsons explained LPF agendas in some areas reflect the SGAP headings and proposed this as a way forward for future meetings. It was agreed this would be looked at.

8 Update on Integrated Children’s Services (V Hatch)

V Hatch advised that a report had been pulled together by Dr Dunhill looking primarily at medical Paediatric Services and made a number of recommendations which are to be taken forward. A paper is to be submitted to SMT on how this work can be taken forward, there will be 2 principle themes, Children’s Strategy and to re-open discussions on integrated Acute and Community Paediatrics.

V Hatch also advised that the work on the Early Years Collaborative continues.

9 Items for Information:

9.1 The Unconfirmed Minute of the DWF Clinical Services Management Team 20 August 2013 – noted.

9.2 The Unconfirmed Minutes of the DWF CHP Committee Meeting held on 11 July 2013 – noted.

9.3 The DWF Local Partnership Forum 2014 Forward Schedule of Meeting Dates – noted.

10 Any Other Business

10.1 Well at Work (L Parsons) – The Well at Work Survey is to take place at the end of October/early November 2013 and will be available via the intranet. It was asked that staff be encouraged to complete.

10.2 NHS Fife Policies (L Parsons) – A large amount of work has been undertaken to update NHS Fife Policies. The updated policies can be accessed via the intranet, the pathway to policies/procedures has been simplified. Information on the updates is included in the dispatches emails that are disseminated to all.

10.3 Skin Health Surveillance & Management (A Hatton) – A paper has been submitted to SMT which outlines the requirement for NHS Fife to have a Skin Health Surveillance and Management Programme in place. A staff information sheet and guidance is currently in draft form. SMT will agree how this work will be taken forward. Further information will be fed back when available.

10.4 Executive Director of Nursing Visit, Lynebank Hospital (M Pirie) – Scott McLean, Executive Director of Nursing visited Tayview, Levendale and Daleview Units, feedback received was positive. A visit to Mayfield will take place at a later date.
ITEM | ACTION
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10.4 | Coffee Shop Proposal (J Rotheram) – The dining-room facilities at Lynebank Hospital are to be reviewed; it’s proposed a Coffee Shop model be implemented within the foyer area of the hospital. The Group discussed this possibility and agreed it is a positive way forward.

It was also highlighted that changes are being looked into for dining-room facilities at Queen Margaret Hospital and looking at the possibility of stocking convenience store items in the Phase 2 Coffee Shop.

11 | Date of Next Meeting:
| Wednesday 13 November 2013 at 2.00pm in Conference Room 4, Lynebank Hospital

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