UNCONFIRMED MINUTES OF THE MEETING OF DUNFERMLINE & WEST FIFE COMMUNITY HEALTH PARTNERSHIP COMMITTEE HELD ON THURSDAY 12 MARCH 2015 AT 2.00PM WITHIN CONFERENCE ROOM 4, LYNEBANK HOSPITAL, DUNFERMLINE

NOT YET ENDORSED

Present:
Karen Baxter, AHP Representative
Nicky Connor, Interim Associate Nurse Director
Rona Laing, Non-Executive Board Member
Simon Little, Non-Executive Board Member (Chair)
Clr Peter Lockhart, Fife Council Member
Dr Alan McGovern, CHP Clinical Director
Clr Billy Pollock, Fife Council Member
Lawson Rennie, KSTJ, Carer Representative
John Winton, PPF Representative
Dr Anne Woods, GP Representative

In Attendance:
Susan Anderson, Legislation Manager, NHS Fife
Alan Briggs, Assistant Director of Finance, NHS Fife
Lorraine Cooper King, Business Manager, DWF CHP [Minutes]
Margaret Pirie, Service Manager, Learning Disabilities Service, NHS Fife

NO HEADING ACTION

76/14 WELCOME, INTRODUCTION AND OPENING REMARKS FROM THE CHAIRMAN

Simon Little welcomed all to what will be the last meeting of the D&WF CHP Committee. Recognition was expressed to the hard work of CHP staff and Committee members over the years.

77/14 APOLOGIES FOR ABSENCE

Apologies were received from:

- Colin Cossar, Pharmacy Representative
- Andrew Hepburn, Optometry Representative
- Susan MacLeod, Nursing Representative
- Mary Porter, General Manager, DWF CHP
- Lorna Sherriffs, LPF Representative
- Isobel Vernolini, PPF Representative

78/14 DECLARATION OF MEMBERS’ INTERESTS

No declarations of interest were intimated.

79/14 MINUTES OF PREVIOUS MEETING HELD ON 08 JANUARY 2015

The Minute of the previous CHP Committee meeting was confirmed as an accurate record.
80/14 MATTERS ARISING FROM THE PREVIOUS MINUTE

80/14(1) *Fife Oral Health Care Award – Care of the Elderly, QMH (min 68/14):* Nicky Connor advised a meeting had taken place and progress in undertaking the award was noted.

80/14(2) *Balanced Scorecard – NHS24 Signposting to A&E (min 72/14):* Nicky Connor advised the concern raised at the last meeting was correct and that pathways have been amended accordingly.

It was also noted the ‘Know Where to Turn To’ booklets have been amended in the last few weeks, and should now provide clearer information to patients, especially with regards to appropriate attendances at A&E / Minor Injuries Unit.

81/14 GENERAL MANAGER’S REPORT

No update – apologies received from Mary Porter.

82/14 ASSOCIATE NURSE DIRECTOR REPORT [Nicky Connor]

82/14(1) *Nursing Leadership:*
Professor Scott McLean has been appointed to Director of Acute Services; and Pauline Small, Associate Nurse Director, DWF CHP, retires at the end of March 2015. Recognition and thanks were expressed to Pauline Small for her dedication to work, and the nursing profession in general, undertaken within and out-with Fife.

83/14 TRANSITIONAL GOVERNANCE ARRANGEMENTS FOR THE DISESTABLISHMENT OF COMMUNITY HEALTH PARTNERSHIPS

Nicky Connor provided an overview of the paper and the options presented to NHS Board for consideration. NHS Fife Board have approved option 2; The NHS Board’s other Committees will absorb the operational oversight role that CHP Committees currently discharge, as there is not the capacity to create a direct replacement for them, in addition to populating the Integrated Joint Board.

Committee members were given assurance that core groups within the CHP, for example the Management Team, Clinical Governance and Public Partnership Forum will continue in the interim. Reporting of these groups will continue through established mechanisms.

Following queries regarding the content of the paper, Committee members were advised that the decision has been taken to cease CHP Committee’s from 31st March 2015.

It was noted, the decision and timely communication of Division structures will need to be impressed upon to the Shadow Board.

It was also noted, that although the decision has been taken to disestablish CHPs, there has been no engagement with Public Partnership Forum to identify what has worked well and would be worth keeping / transferring to the new structure.
Rona Laing agreed to raise the Committee’s concerns at the next Health & Social Care Shadow Board meeting next week.

Thereafter, the Committee **Noted** the content of the report, and **Noted** the development of the Organisation Transitional Plan.

**ADULT PROTECTION** [Susan Anderson]

Dr Susan Anderson provided highlights from the 2014-2015 progress report relating to training, reporting and cooperation in Adult Protection

**Training**

- To date 3634 staff members have received some aspect of Adult Protection training.
- NHS Fife employs an Adult Protection Nurse Advisor, whose key roles involve developing, facilitating and reviewing of robust adult protection systems and processes, whilst closely working with multi-agency partners.

**Reporting**

- The Adult Support and Protection (Scotland) Act 2007 places a duty on NHS Boards to report any suspicions or disclosures made about any adult at risk of harm. A failure to report is a failure to carry out a duty of care. All staff need to be aware of how to submit a ‘Cause for Concern’ about an adult at risk of harm.

**Cooperation**

- During 2014, NHS Fife’s Adult Protection Steering Group provided two Adult Protection Conferences aimed at managers, service-users and carers, focussing on financial harm.
- The Interagency Adult Protection Guidance was updated.
- GP practices in Fife were provided with a resource pack which includes guidance on involvement of GPs in multi-agency protection.
- Establishment of Link Nurses in adult protection in all clinical areas of NHS Fife, to provide advice and information sharing.
- Participation in case reviews / conferences, which enable collaborative working between partner agencies and identifying where lessons can be learned.

Assurance was given that Adult Protection would continue to be a Fife-wide service following the integration of Health and Social Care. However, it was noted the Act gives Social Work primary lead responsibility but it is unknown if and / or how integration might affect this.

Dr Anderson also advised that following targeted bespoke training to the A&E department and establishment of a streamlined referral process, this has resulted in an increase in referrals to levels expected for this department. This was commended by the Scottish Government and used as an example of good practice.

The Committee then **Noted** the arrangements in place within NHS Fife for Adult Protection; and **Noted** the cooperation between agencies in developing,
implementing and reviewing Adult Protection measures within NHS Fife.

85/14  GOVERNANCE ITEMS

85/14(1)  Draft Annual Statement of Assurance April 2014 - March 2015

Following review of the report, the joint development session in February 2015 is to be added; and John Winton’s title amended.

Alan Briggs advised that an additional letter, covering the period between today’s meeting and the end of March will also be required to provide assurance to the Board that Governance arrangements were in place up to this time.

The Committee Approved the Annual Statement of Assurance for submission to NHS Fife Board.

85/14(2)  Patient Focus Public Involvement Progress Report [John Winton]

John Winton provided a verbal update on Patient Focus Public Involvement.

Membership of the core Reference Group remains at nine; however the Group has not met locally for some time. The next planned meeting is April 2015.

Following a valid query raised regarding CHP development sessions, it was noted this will need to be considered and is being discussed within the Patient Focus Public Involvement Steering Group.

Nicky Connor advised she will discuss with Karen Gibb, PFPI Lead, D&WF CHP, with regards to the continuation of the PPF RG in the interim period.

Committee members were asked to Note the verbal report.

85/14(3)  The Unconfirmed Minute of the Local Partnership Forum 14 January 2015

Nicky Connor provided an update in Lorna Sherriffs absence, and advised a lot of positive work is being taken forward within the new joint group. Communication and engagement with the workforce continues, and discussion around the Staff Survey results will be discussed at the next meeting.

85/14(4)  The Unconfirmed Minute of the Clinical Governance Group 20 January 2015 [Dr McGovern]

Dr McGovern advised an unexplained increase in medicine safety incidents will be discussed further at the next meeting.

85/14(5)  The Unconfirmed Minute of the Health and Safety Group 20 January 2015 [Dr McGovern]

Following the Vale of Leven enquiry report, a gap analysis has been completed across Fife. This will be discussed within local groups and the Fife Infection Control Committee.
86/14 CHP FINANCE REPORTING

86/14(1) Income and Expenditure

Alan Briggs provided an update on the CHP’s Financial position for the ten month period to 31st January 2015.

Budget allocation adjustments include £30k for Improving Mental Health and £20k for the SHINE Project. This brings the total allocated budget to just over £39m available for Clinical Services for the year.

The CHP is showing an underspend of £355k against Managed Clinical Services and an underspend of £32k within PCES. Prescribing is showing an underspend of £194k for the year to date. The underspend can be attributed mainly to vacancies and vaccine supplies.

The CHP is expected to record an underspend at year end.

The CHP was allocated a cash releasing savings target of £394k. To date, total plans identified equate to £291k with £182k delivered at period 10. The Committee were advised a small shortfall against the efficiencies target at year end is expected at this point.

86/14(2) Capital Programme Expenditure

Total spend against the allocated £840k capital expenditure is £736k for the ten months to 31st January 2015. The majority of works relate to the mains heating renewal at Lynebank and acoustic improvements within Mayfield Unit. Estates were commended for ensuring work remains on track.

The Committee Noted the content of the report.

87/14 ITEMS FOR INFORMATION

The Committee Noted the following items for information.

87/14(1) The Unconfirmed Minute of the Clinical Services Management Team 17 February 2015

87/14(2) The Minute of the Learning Disabilities Core Management Group 10 February 2015

Margaret Pirie advised an evaluation of the Quarriers project will be undertaken. Two patients are still awaiting discharge; anticipated discharge is April 2015. The evaluation will be a joint piece of work and the report and lessons learned will be shared with Clinical Governance in due course.

87/14(3) The Unconfirmed Minute of the Child Health Management Team 19 February 2015

87/14(4) The Unconfirmed Minute of the PCES Strategic Group 03 February 2015
The Unconfirmed Minute of the General Practice & Primary Care Clinical Group 21 January 2015

ANY OTHER COMPETENT BUSINESS