The Unconfirmed Minute of the Combined Local Partnership Forum (LPF) Meeting held on Wednesday 13 May 2015 at 2.00pm in Meeting Room 1, Cameron House, Windygates

Attendance Listed in Alphabetical Order by Surname:

Members Present:
Heather Bett, Clinical Service Manager, Sexual Health Service
Nicky Connor, Acting Associate Nurse Director
Claire Dobson, Local Clinical Service Manager
Lesley Eydmann, Localities Manager, D&WF
Simon Fevre, Staff-side Representative (Co-Chair)
Geraldine Law, Physiotherapy Staff-side Representative
Graham Monteith, Acting General Manager, Mental Health
Margaret Pirie, Learning Disability Service Representative
Mary Porter, General Manager (Co-chair)
Gillian Tait, RCN Representative

In Attendance:
Vicki Chesher, Secretary (Minutes)
Lynda Gibbons, Facilities Officer, D&WF (representing Jim Rotheram)

Apologies:
Bruce Anderson, Head of Partnership
Heather Fernie, Business Manager, K&L
Marie Innes, Staff-side Representative
Melanie Jorgensen, HR Representative
Wendy McConville, Unison Representative
Leigh Murray, RCN Representative
Lynne Parsons, Staff-side Representative
Jim Rotheram, Facilities Manager, D&WF
Lorna Sheriffs, Staff-side Representative (Co-Chair)
Ritchie Watters, Senior Staff Nurse, RCN Representative
Jackie Young, Service Manager, Community Child Health Services

ITEM                      ACTION
1  Welcome & Apologies
   Apologies noted above.

2  The Minute of the Previous Meeting – 11 March 2015
   The Unconfirmed Minute of 11 March 2015 was confirmed as an accurate record subject to
   amendment to the present list, Heather Fernie to be placed before Simon Fevre.
   VC

3  Matters Arising from the Previous Minute

3.1 Releasing Staff for Staff-side Duties [Item 1] – M Porter and S Fevre had a different
   understanding of the outcome to this and they agreed to discuss outwith the meeting.
   MP/SF

3.2 Action List Updates

<table>
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<tr>
<th>ITEM</th>
<th>ACTION</th>
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<tbody>
<tr>
<td><strong>NHS Fife Smoke Free Sites - [Item 3.1]</strong></td>
<td>GM</td>
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<td>G Monteith explained his understanding is that mental health</td>
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<td>patients can only smoke in designated areas but will confirm the</td>
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<td>position.</td>
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<td><strong>Transitional Governance Arrangements for the</strong></td>
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<td><strong>Disestablishment of Community Health</strong></td>
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<td>S Fevre contacted Sandy Riddell with feedback from the previous</td>
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<td>LPF meeting, some of the issues raised have now been addressed</td>
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<td>and explained staff-side organisations will be contacted in</td>
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<td>relation to moving forward with integration. A more</td>
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Author: V Chesher
ITEM

Partnerships – [Item 4.2] detailed discussion followed and is noted under Item 4.2.

Nursing & Midwifery Workforce Update – ICASS Backfill – [Item 4.3] C Dobson provided information on the original funding of these posts. M Porter advised that there is no plan to withdraw from this investment. S Fevre requested this message be relayed to all involved and M Porter agreed to follow up with Finance and relay to relevant Managers.

Lynebank Hospital – [Item 4.4] L Gibbons reported that a vending machine is to be installed in the Lynebank Café which will allow the purchase of items outwith opening times. The extension of opening times will be revisited if further resource becomes available.

In relation to Whyteman’s Brae Café, H Bett reported that a vending machine will also be installed and that opening times will remain as they are at this time.

Dunfermline & West Fife LPF Constitution - [Item 5.1] It was agreed the Constitution would be reviewed in six months, given the changing position.

4 STAFF GOVERNANCE ACTION PLAN 2015/16

4.1 Feedback from Management Teams – M Porter advised that management team meetings are continuing in Dunfermline and West Fife and Kirkcaldy and Levenmouth.

S Fevre raised a query in relation to finance and how reports will look when issued in June 2015, e.g. NHS Fife Community Service or under the new clusters. M Porter explained Finance is working on this but financial reports will be the same meantime.

4.2 Health & Social Care Partnership

S Fevre explained a meeting is to be held late June 2015 with LPF Co-Chairs, Sandy Riddell, Director, Health & Social Care Partnership, Rona King, Human Resources Director and the Divisional General Managers to discuss what the partnership arrangements will look like in the organisation.

N Connor sought clarification on the position with staff side colleagues and their expectations for the transition process. S Fevre explained there are elements of the Staff Governance Action Plan, e.g. communicating appropriately and involved in decisions that affect them. It’s also anticipated that Wilma Brown, Employee Director would be involved in key meetings.

In terms of communication, whilst information has been cascaded to staff, it was felt more detailed information would have been useful. It was acknowledged that the changes are being worked through and that the fast pace in which changes are progressing can make communication difficult.

The impact on service delivery and staff whilst going through the transitional process was discussed, it was felt that day to day service delivery has not been affected and continues as normal but for staff it can be an unsettling and anxious time. The importance of ensuring staff are well informed and supported was noted.

M Porter outlined her expectation for meeting with Services who are to transfer Divisions. Discussion followed on the three Divisions and whether information previously circulated which showed where each Service would be placed is fixed. M Porter explained these are as fixed as they can be at this point in time and that minor changes have already been made and a new version will be issued shortly. M Porter advised that further realignment of managerial and service arrangements may develop going forward.

M Porter advised that she will feedback the comments from the discussion to Sandy Riddell.
4.3 eKSF Update

M Porter reported that an assurance had been given at an earlier meeting that eKSF figures had improved to 85%, but it isn’t reflected in the March 2015 figures reported below -

- Kirkcaldy and Levenmouth - 40.5%
- Dunfermline and West Fife - 51.9%

S Fevre noted that there doesn’t seem to be much movement in the figures being reported. N Connor reiterated the assurance given on improvements made and hopes the figures reported at the next meeting will reflect this improvement.

M Porter explained a service breakdown will be requested to identify areas where support could be offered.

4.4 Staff Governance Action Plan 2015/16

M Porter advised that information is awaited regarding the 2015/16 Action Plan, and suggested actions identified from the Staff Survey be identified in an Action Plan. S Fevre advised that the key themes from the Staff Survey have been circulated. It was agreed this would be pulled together and brought back to the next meeting.

G Tait provided information on work she has been progressing; this includes a Staff Governance Blog which will post relevant information and updates, its hoped this will be implemented soon. S Fevre asked that access to the Blog be included on the quick link function of the intranet to allow easy access for staff. M Porter noted thanks to G Tait for this work.

4.5 Attendance Management

The Management of Attendance reports were circulated for information. The sickness absence figures at March 2015 were noted as -

- Dunfermline & West Fife – 4.27%
- Kirkcaldy & Levenmouth – 6.21%

**Feedback from Kirkcaldy and Levenmouth (K&L) Management of Attendance Group** – H Bett provided information on the various strands of work being undertaken this included -

- gathering information on staff who have participated in the management of attendance training, anyone outwith two years will be asked to attend a refresher session;
- the absence report will replicate that of Dunfermline and West Fife and to help facilitate this, Managers are being set up on Business Objects which will allow them to extract the relevant information;
- a Pilot will be undertaken by Podiatry which will look at promoting attendance amongst staff;
- Lesley Tweedie has carried out a piece of work on the age profile of the workforce and the motivators for each age group;
- management of attendance is also discussed at Management Team meetings.

**Feedback from Dunfermline & West Fife Management of Attendance Group** – M Pirie advised that work remains ongoing within the area and highlighted the reduction in sickness absence for the Learning Disability Department.

The Group went on to discuss OHSAS referrals and the formal process followed when managing absence, it was noted at times that this can be a protracted process. M Pirie advised that the Dunfermline and West Fife Group had discussed OHSAS appointments at their last meeting, noting the high number of DNAs. The importance of keeping in touch with staff throughout their absence was also noted.
4.6 Staff Incidents Reports

N Connor explained the purpose of the reports and highlighted the following points.

Kirkcaldy & Levenmouth Area – The breakdown of incidents was noted. For the period 1 October 2013 to 31 March 2014, the highest number of incidents related to Mental Health at 364, 321 of these related to unwanted behaviours, violence and aggression. From the total number of incidents, 165 (the highest number) of these were carried out during daytime working hours. In relation to personal accident, the total number of incidents for the period 1 April 2014 to 28 February 2015 were outlined, highlighting Older People’s Services as 14. In relation to the total number of incidents by category it was noted that the highest number related to general accident – patient handling. From the data collected there was no particular trends noted.

Dunfermline & West Fife Area – The reporting period was 1 April 2014 to 28 February 2015 and outlined data relating to personal accidents/incidents affecting staff. The total number of staff who has experienced a personal accident was noted as 26. There were two moderate incidents noted within this period, one in Learning Disabilities and one in Psychology. The majority of incidents recorded occurred in January 2015.

The Group discussed the content of the reports, and felt it demonstrated to staff the importance of recording incidents on DATIX. N Connor highlighted the importance of following up incidents with the staff member, it is unclear how robust this is, it was thought in some areas it may only happen at a local level between colleagues.

It was agreed reports would be brought back to the Group on a six-monthly basis prior to submission to the Health & Safety meetings. M Porter noted thanks to Julie O’Neill and Yvonne Robertson for pulling together this information.

5 DWF UPDATE

5.1 Cowdenbeath – M Porter explained issues had been raised in the Cowdenbeath area boundary regarding access to General Practice.

5.2 Lochgelly Health Centre/Kincardine Health Centre – M Porter advised that a meeting took place with a local Councillor in respect of potential new Health Centre facilities at Lochgelly. This work is already being progressed as is Kincardine.

6 KL UPDATE

6.1 Fair Isle Clinic Consultation – H Bett reported that the consultation process remains ongoing and following the second Option Appraisal, a preferred option has been identified and a paper will be submitted to the Management Team for approval. S Fevre asked that it be noted that staff side were not involved in the scoring exercise.

6.2 Health Visitor Workforce Pressures – C Dobson advised that a Fife-wide Group has been set up to review and manage the current workforce pressures and will meet on 26 May 2015, this involves working with colleagues specifically Unite and RCN. It was noted that this is not just a local issue it is national. S Fevre requested a copy of the Action Plan from the meeting be brought back to this Group, M Porter agreed.

N Connor provided information on the Health Visitor intake at Universities. At present the intake is September but it’s hoped that an additional intake in February will be arranged in the near future, this will support workforce planning and be hugely helpful. There have been 9 students recruited who are due to commence training shortly.

A piece of work is also underway regarding caseload weighting and this will be conducted using a nationally accredited tool. Public Health will analyse the information which will allow future allocation of staff to be based on need.
N Connor also advised that business continuity is a key theme, this will consist of a short plan which will outline the triggers for implementing business continuity, this is being led by the Lead Nurses but all Team Leaders have been involved.

C Dobson explained that the previously reported difficulties in Levenmouth have stabilised. N Connor noted thanks to staff members who have helped ease this situation.

**6.3 Stratheden Hospital** – G Monteith provided information on an issue at Stratheden Hospital regarding a member of the public. This difficult issue is being worked on in liaison with the Scottish Government and Mental Welfare Commission. Staff members affected are being encouraged to speak with Senior Management and their Union representatives. It was felt a joined up approach to manage and support staff would be helpful.

**7 AOCB**

7.1 **Older People Inpatient Services (L Eydmann)** – L Eydmann explained that discussions are at an early stage in relation to an interim change in senior management arrangements for Ward 7, Queen Margaret Hospital. S Fevre requested staff-side be made aware of these discussions. L Eydmann advised Human Resources have provided guidance and felt the change for staff will be minimal but will liaise with staff-side.

The Group were also informed of early discussions taking place regarding Wards 5 and 6, Queen Margaret Hospital, it’s hoped more information will be available for the next meeting.

**8 FOR INFORMATION**

8.1 Violence & Aggression Management Forum

The information circulated was noted.

**9 Date of Next Meeting:**
Wednesday 8 July 2015, Conference Room 4, Lynebank Hospital

1.00pm Staff Side
2.00pm Local Partnership Forum

Circulated: 9/6/15