Dunfermline and West Fife Community Health Partnership
Kirkcaldy and Levenmouth Community Health Partnership

The Confirmed Minute of the Combined Local Partnership Forum (LPF) Meeting held on Wednesday 12 November 2014 at 2.00pm in Conference Room 4, Lynebank Hospital, Dunfermline

Attendance Listed in Alphabetical Order by Surname:

Members Present:
Bruce Anderson, Head of Partnership
Heather Bett, Clinical Service Manager, Sexual Health Service
Lesley Eydmann, CHP Localities Manager
Heather Fernie, Business Manager, K&L CHP
Julie Foy, Staff-side Representative
Marie Innes, Staff-side Representative
Geraldine Law, Physiotherapy Staff-side Representative
Wendy McConville, Unison Representative
Graham Monteith, Acting General Manager, Mental Health
Leigh Murray, RCN Representative
Margaret Pirie, Learning Disability Service Representative
Mary Porter, General Manager (Co-chair)
Lorna Sheriffs, Staff-side Representative (Co-Chair)
Gillian Tait, RCN Representative

In Attendance:
Vicki Chesher, Secretary (Minutes)
Lynda Gibbons, Facilities Officer (on behalf of Jim Rotheram, Facilities Manager)
Fiona MacKenzie, Change Manager, Health and Social Care Integration (Item 4)

Apologies:
Nicky Connor, Acting Associate Nurse Director
Claire Dobson, Local Clinical Service Manager
Simon Fevre, Staff-side Representative (Co-Chair)
Melanie Jorgensen, HR Representative
Lisa Milligan, Service Manager, PCES
Lynne Parsons, Staff-side Representative
Sandra Raynor, Human Resources Representative
Jim Rotheram, Facilities Manager, D&WF CHP
Jackie Young, Service Manager, Community Child Health Services
Ritchie Watters, Senior Staff Nurse, RCN Representative

ITEM ACTION
1 Welcome & Apologies
   Apologies noted above.

2 The Minute of the Previous Meeting – 10 September 2014
   The Unconfirmed Minute of the Combined LPF Meeting held on 10 September 2014 was confirmed as an accurate record.

3 Matters Arising from the Previous Minute

3.1 Nursing & Midwifery Workforce Planning [Min3.1] – M Pirie advised that as previously reported there is no tool available at this time for Learning Disabilities; it has therefore been agreed for Tayview only the Mental Health Tool will be applied. This work will commence in the next few weeks.

3.2 Calaiswood School [Min6.1] – G Law explained the report had been split into two disciplines with the Physiotherapy report being sent to the Head of Physiotherapy Services. A meeting is also arranged with A Haldane to highlight the issues to the Education Service.
ITEM

In terms of the Nursing aspect, this will need to be picked up with J Young. L Sherriffs advised that risks are being recorded and monitored on DATIX.

Post meeting note: M Porter has e-mailed J Young asking that she contact G Law so all outstanding issues can be discussed and hoping resolved prior to the next meeting.

4 Health & Social Care Integration – Localities Consultation

F Mackenzie was in attendance to present the information about the Localities Consultation and to receive feedback. The consultation period has been extended to the end of this week and feedback from today will be recorded and fed in to the process by F Mackenzie. To date, 400 responses have been received either online/paper.

The key points within the presentation were outlined by F Mackenzie; this included the process used to reach the preferred option of 7 localities. The data used within the consultation was noted as not including health. F Mackenzie explained the data is indicative but does give a sense of size and the possible workload. L Sherriffs also highlighted the concerns that had been raised in relation to data.

The importance of GP engagement was also noted as central to planning. M Porter asked if it was thought this process had been successful in ensuring GPs were at the heart of the process. F Mackenzie advised there had been good interaction and this had been useful but more work is required and Sandy Riddell will be exploring this further.

In terms of the consultation required, F Mackenzie advised the Localities Consultation will end this week, with the Integration Scheme Consultation commencing mid December and ending on 31 January 2015. The Strategic Plan Consultation will then follow.

Information was also provided on the Staff Engagement Events that are being held over November, these sessions will provide an opportunity to hear from Sandy Riddell, the new Director of Health and Social Care and to be updated on the developments in Fife.

Following the close of the Localities Consultation, a report will be compiled and presented to the Shadow Board for a decision to be taken.

L Sherriffs thanked F Mackenzie for attending.

5 Staff Governance 2014/15

5.1 Feedback from CHP Committee and Management Teams

Kirkcaldy & Levenmouth CHP Committee - 11 November 2014 – M Porter provided a brief update from the meeting. Alastair Robertson, Chair will retire at the end of December 2014 with Simon Little taking up the post. The papers highlighted were Townhill Day Hospital and Fair Isle Clinic.

Townhill Day Hospital - G Monteith provided information on the amalgamation of services in West Fife and the rationale for this. The review has been necessary to ensure resources are used to maximum benefit to patients. M Porter advised written notification was sent to all patients with a contact number so they could raise any questions/concerns, to date no enquiries have been received. In relation to the 34 patients transferred from Townhill to Queen Margaret Hospital 20 have been discharged to other services where their care can be best met; this has been a positive outcome for patients. The LPF will be kept informed as this work progresses.

Fair Isle Clinic - H Bett advised that a consultation will be undertaken in relation to the future provision of healthcare services currently provided from Fair Isle Clinic. It was noted that members of the public will be involved in this process. L Sherriffs advised the Clinic is well used by services.
5.2 Staff Briefing Sessions

Staff Briefing Sessions for the CHP are being held across November/early December in various locations which will hopefully allow as many staff as possible to attend. The sessions held so far have been at Lynebank Hospital and Queen Margaret Hospital and were well attended, the main topics discussed were integration and pensions.

L Sherriffs and W McConville are also carrying out staff meetings for those working in the Units across the Lynebank site; these meetings have been well received.

5.3 Feedback from Area Partnership Forum (APF)

B Anderson advised that Sandy Riddell attended the APF and provided information on social inclusion which gave a flavour to future intentions. In relation to CHP’s, it was felt information was required in terms of basic housekeeping such as letterheads etc.

M Porter explained the issue of leased cars within Kirkcaldy and Levenmouth was discussed and G Monteith has agreed to take forward this action. It was noted that Management are working hard to ensure there is a solution for the workforce.

B Anderson requested members highlight to staff the recovery of possible overpayments in respect of travel expenses. The overpayment will be recovered over two months commencing in the November salary.

5.4 Feedback from Healthy Working Lives Survey

The successful achievement of the Silver Award was noted.

A copy of the Dunfermline & West Fife Survey Results was circulated; L Murray highlighted the results in relation to stress. M Porter advised that relevant points will be included in the Staff Governance Action Plan.

5.5 Emergency Planning

L Eydmann provided information on the planning underway regarding Ebola and in particular for the Primary Care Emergency Service (PCES). Dr Smart, Associate Clinical Director for PCES has produced guidance in relation to potential walk-ins at the Emergency Department. It was however noted that NHS 24 will not direct suspected cases to PCES; they will be triaged via telephone. M Porter asked if this information has been made available to the On-call Managers. M Pirie confirmed it has been included in the On-call pack.

5.6 Queen Margaret Hospital

L Eydmann provided a brief update for the Carnegie Unit. The Technical Support has been in the process of being appointed which has slowed progress. The room layout will soon be revisited and a plan compiled to move the work forward. G Law advised Paediatric Physiotherapy/Occupational Therapy have now moved to Queen Margaret Hospital and the feedback from patients has been very positive.

L Sherriffs highlighted a delay in outpatients for the Unit; L Eydmann explained this is not uncommon with large projects but assured the Group that those involved with the project are driving the work forward.
5.7 eKSF Update

H Fernie provided the position for the CHPs at 17 October 2014 and advised a more detailed report will be brought back to the next meeting.

- Dunfermline and West Fife – 61%
- Kirkcaldy and Levenmouth – 49%

L Eydmann provided information on an issue highlighted in PCES whereby a member of staff has two contracts but only one eKSF is required if in a similar job family. This could potentially have an impact in the figures recorded. L Sherriffs explained this has also happened within the Psychology Department. It was felt there is a debate as to whether a version of eKSF is still required for the other post.

M Porter is also highlighting the importance of having an eKSF at the Staff Briefing Sessions.

5.8 Staff Governance Action Plan 2014/15

The Staff Governance Action Plan was updated following the last meeting and submitted to B Anderson for the mid year position. As this is a ‘live’ document it will require ongoing input and updating. L Sherriffs advised that the Plan will require to be updated and signed off. This led to discussion on how to demonstrate/evidence the actual achievement of the statements within the plan.

L Sherriffs felt results would come from the recent Staff Survey. It’s anticipated that the results will be received in December 2014, and upon receipt 3 to 5 key components could be identified for inclusion in the Plan; work could then be carried out on these and measures put in place. Due to the timing of the next LPF meeting it was agreed that this information would be communicated via email. H Fernie and V Chesher to take forward. It was noted that H Fernie is also preparing posters.

M Porter advised that she would like staff within clinical areas to be made aware of the document.

5.9 Attendance Management

B Anderson outlined the figures in the Dunfermline and West Fife report, noting the increase on the previous year and the ‘hot spot’ areas. The work undertaken by Learning Disabilities to reduce their absence was noted.

The impact absence has on the organisation was discussed and work continues to address. M Porter calculated an average of 10 WTE staff per day is being lost based on the figure contained within the report. It was thought this could be highlighted at the Staff Briefing sessions. Staff-side were asked whether they have received feedback in relation to Return to Work Interviews not being carried out. L Sherriffs advised nothing had been received.

G Law raised a query in relation to the recording of Parental Leave, it was confirmed that this should be recorded on SSTS as Parental Leave and not sick leave. Discussion followed on the perceived inconsistencies of applying the Parental Leave Policy. It was noted that Parental Leave should be used for planned activity with Special Leave and Carers Leave used as appropriate for unplanned/urgent issues.

5.10 Estates and Facilities

M Porter advised she had recently visited Kincardine Health Centre, Haldane House and Hill Street with Jim Rotheram. A visit is also planned for Lochgelly Health Centre.

In relation to Kirkcaldy and Levenmouth, talks are underway with Fife Council in relation to some joint working.
5.11 Well at Work

The Silver Award has been achieved and thanks was given to all involved.

5.12 Lynebank Hospital Site Update

M Pirie provided the following update:

- **Communication** – concerns had been raised regarding communication. Estates have taken this on board and will try to ensure staff are aware of planned works as quickly as possible;

- **Lighting on site** – work is underway to resolve the lack of lighting in problem areas;

- **Therapy corridor** – staff raised concerns regarding the dust, debris and noise resulting from the large amount of work being undertaken, as well as the lack of communication;

- **Main Hall** – approval has been received for replacement heating;

- **Dining Room** – will be closing soon, the new Café has been named the ‘Thistle and Spoon’, the anticipated opening date is 8 December 2014;

- **Car Parking** – the importance of car parking has been highlighted;

- **Sale of land** – the sale of land is now advertised;

- **Christmas Lunch** – staff are encouraged to attend the Christmas Lunch at Queen Margaret Hospital, the cost is £2.

M Pirie explained a complaint had been received regarding the speed staff are travelling through the Larches Estate; staff are reminded that this is a 20mph speed limit.

**Stratheden Hospital** - G Monteith advised that the new build Intensive Psychiatric Care Unit (IPCU) is on the Stratheden site. Long term planning for the site is to be undertaken.

**Cameron Site** – the possible relocation of patient meals from Cameron to Randolph Wemyss Memorial Hospital is being looked at. The staff dining room could potentially be moved to a Ward area which would have benefits for both patients and staff.

**Randolph Wemyss Memorial Hospital** – H Fernie explained the staff pantry is well used. The only other works underway are roof repairs.

**Whyteman’s Brae Hospital** – H Bett advised that the staff dining-room has moved to WRVS and has been well received. A formal reception area will be created in December 2014 at the Woodbank entrance of the Hospital and will provide a better flow for the site.

5.13 Violence & Aggression

A copy of the Dunfermline and West Fife Violence & Aggression report was circulated to the Group following a request at a previous meeting. M Porter explained the importance of the report and that on our behalf Ian Bease, Chair of the Violence & Aggression Group could analyse the data.

The high prevalence of incidents affecting staff in Learning Disabilities was noted, work remains ongoing within the Department to reduce incidents. M Porter requested L Sherriffs, W McConville and M Pirie talk through the report and ensure staff-side are comfortable with what is being done in terms of Learning Disabilities. L Murray felt it would be useful for her to be involved in this discussion.

M Pirie explained that the Department are striving to do what they can in order to minimise restraints used, 93% of staff are now trained in the new form of restraint. There are also regular staff meetings and support provided. Staff also have the opportunity to take additional
breaks as and when required, and can be relocated to a different Ward for a period of time. It was highlighted however that staff are dedicated and may not wish to relocate; this could also have an impact on patients.

It was noted this information is also fed through the CHP Clinical Governance Group.

*Mental Health Service* – G Monteith provided information on a pilot being undertaken by the Mental Health Service who also experience a high number of incidents. A drop down list of triggers will be created, this will help identify the triggers and inform the services of where changes could be made in the way particular patients are managed. If successful this will allow for learning across the system.

6. **DWF UPDATE**

   None.

7. **KL UPDATE**

   None.

8. **AOCB**

   None.

9. **FOR INFORMATION**

   9.1 Violence & Aggression Management Forum Minutes – 28.08.14

   L Murray sought clarification regarding Page 4, Point 10 – Police Scotland. M Porter agreed to seek clarity and provide feedback.

   *Post meeting note* – M Porter has written to I Beese (Chair) on 13 November 2014 asking that the minutes of 28 August 2014 Section 10 is reviewed and clarified.

10. **Date of Next Meeting:**
    Wednesday 14 January 2015, Meeting Room 1, Cameron House

    1.00pm   Staff Side
    2.00pm   Local Partnership Forum

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