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

The Unconfirmed Minute of the Combined Local Partnership Forum (LPF) Meeting held on Wednesday 10 September 2014 at 2.00pm in Conference Room 4, Lynebank Hospital, Dunfermline

Attendance Listed in Alphabetical Order by Surname:

Members Present:
Heather Bett, Clinical Service Manager, Sexual Health Service
Nicky Connor, Acting Associate Nurse Director
Lesley Eydmann, CHP Localities Manager
Simon Fevre, Staff-side Representative (Co-Chair)
Geraldine Law, Physiotherapy Staff-side Representative
Wendy McConville, Unison Representative
Lisa Milligan, Service Manager, PCES
Graham Monteith, Acting General Manager, Mental Health
Lynee Parsons, Staff-side Representative
Margaret Pirie, Learning Disability Service Representative
Mary Porter, General Manager (Co-chair)
Sandra Raynor, Human Resources Representative
Jim Rotheram, Facilities Manager, D&WF CHP
Lorna Sheriffs, Staff-side Representative (Co-Chair)
Jackie Young, Service Manager, Community Child Health Services

In Attendance:
Vicki Chesher, Secretary (Minutes)

Apologies:
Bruce Anderson, Head of Partnership
Claire Dobson, Local Clinical Service Manager
Heather Fernie, Business Manager, K&L CHP
Julie Foy, Staff-side Representative
Marie Innes, Staff-side Representative
Melanie Jorgensen, HR Representative
Leigh Murray, RCN Representative
Gillian Tait, RCN Representative
Ritchie Watters, Senior Staff Nurse, RCN Representative

ITEM
ACTION

1 Welcome & Apologies

Apologies noted above.

2 The Minute of the Previous Meeting – Dunfermline & West Fife CHP (D&WF) 12.03.14 & 14.05.14 & 09.07.14

The Unconfirmed Minute of the D&WF LPF Meetings held on 12 March 2014 and 14 May 2014 were confirmed as an accurate record.

The Unconfirmed Minute of the D&WF LPF Meeting held on 9 July 2014 was confirmed as an accurate record by those present at the meeting, electronic approval from staff-side members not present at the meeting will be sought. Post-meeting note - The Unconfirmed Minute of D&WF LPF Meeting held on 9 July 2014 was confirmed as an accurate record. VC

The Minute of the Previous Meeting – Kirkcaldy & Levenmouth (K&L) CHP 15.07.14

The Unconfirmed Minute of the K&L LPF Meeting held on 15 July 2014 was accepted as an accurate record.

M Porter advised Lynn Davies has resigned from the Group and on behalf of Members noted thanks to Lynn for her contribution to the Forum.
M Porter welcomed all to the first meeting of the Combined LPF and provided an overview on the reasons for coming together as one group and the benefits from doing so. The Group were asked for their views and discussion followed.

The Group shared the view that there would be benefit from a larger attendance and enriched discussions on similar topics but did acknowledge that there may be topics that are specific to one area, and may need to note if the number of representatives from that particular CHP was low, that discussion was held but no decision taken. It was also agreed that this arrangement could be reviewed and previous arrangements reinstated if required. S Fevre has also discussed this change with Wilma Brown.

In keeping continuity, administration support will be provided by Vicki Chesher. **Post-meeting note** – M Porter thanked Brenda Ward for previous administration support provided to Kirkcaldy and Levenmouth LPF.

It was therefore agreed to move forward as a Combined Group.

### 3 Matters Arising from the Previous Minutes

#### 3.1 Nursing & Midwifery Workforce Planning [D&WF LPF Minute 09.07.14 - Item 4.1]

N Connor provided information on the work that is being undertaken in relation to Nursing & Midwifery Workforce Planning, highlighting the following -

**Health Visiting**
A letter from Scottish Government outlined the commitment to a five year plan to develop Health Visiting. The ongoing challenge with recruitment is a National issue. In 2013 five Nurses were trained in Fife and in 2014 there will be 12 and it’s anticipated that the training of additional Nurses will commence 2015. N Connor explained staff are kept informed of developments and have the opportunity to meet and take forward collectively.

**CEL 32 (2011)**
There is a mandatory requirement to annually review the workforce tools. A timetable is in place to roll out across all main areas of Nursing Services. At present, there is no National tool for Learning Disabilities.

The review of Adult General Inpatient Nursing Workforce has concluded and the recommendations will be discussed at the Strategic Management Team and NHS Fife Board. It was noted that discussion had also taken place at K&L CHP Committee. The review confirms the current nursing workforce for wards within, Cameron Hospital, Randolph Wemyss and Ward 7, Queen Margaret Hospital. In relation to staffing, M Porter assured members there are no concerns at this time and any disruption to staff will be minimal.

**Career Framework**
This framework provides a clear outline to promote and support a move through different areas of Nursing, allowing career progression. It was noted that there are limitations for Band 5 registration. It was queried whether Knowledge and Skills Framework (KSF) outlines will require to be updated. N Connor explained timelines have been removed, and will align with the National Career Framework.

The Framework will be promoted at staff orientation, supervision and within some of the core objectives. There will also be a poster launch in clinical areas and wards. The campaign will use local staff. S Fevre advised discussion had taken place at the Area Partnership Forum regarding Workforce and need to be clear who you are appealing to in terms of setting as a marketing tool and that it fits with the Characteristics. N Connor explained she has discussed with the Equality & Diversity Lead and Wilma Brown. S Fevre also suggested she speak with Brian McKenna.

**Recruitment Workforce Planning Group**
The NHS Scotland values are explicitly outlined and this Group will look at the current competency base, will map out the work being undertaken in other Health Board areas and bring together to support recruitment.
3.2 Intensive Psychiatric Care Unit (IPCU) [K&L LPF - Min 3.1] - S Fevre reported that he had contacted the Royal College of Nursing (RCN) with regards to a local representative attending Operational Group meetings and a response is awaited. A copy of the Project Board meeting dates to be forwarded to S Fevre.

3.3 eKSF [K&L Min 3.2] – M Porter advised that errors in the data had been highlighted by H Fernie.

In terms of training issues, it was explained by M Porter that a piece of work is being carried out across D&WF and K&L CHPs collecting data on core and general training in each department. This information will provide detail on what is considered core training as well as the percentage of staff trained etc. S Fevre explained the format of the questionnaire was difficult to translate with the information already held in his department and possibly others. M Porter advised that if the information is already held, this can be submitted in the format used with no need to transfer data to the questionnaire format.

3.4 Payment of Enhanced Hours whilst on Annual Leave [K&L Min 3.5] – M Porter confirmed all data has now been submitted to Payroll who will endeavour to pay no later than October. M Pirie queried the status for D&WF. There are no outstanding matters pertaining to D&WF.

3.5 100% Business Use, Leased Car Scheme [K&L Min 3.6] – M Pirie advised that she had received queries from staff. S Fevre explained lengthy guidance has been issued, and if looking to promote suggested it be made more simplistic. S Fevre would be happy to provide guidance to staff if required.

3.6 Staff Survey Results [K&L Min 4.2] – It was asked that staff be encouraged to undertake the staff survey which is due to close in the first week of October 2014, paper copies are available if required. The response rate to date is 17%.

3.7 Violence & Aggression Management Forum [K&L Min 6.1] – S Fevre suggested Ian Bease input to the Violence and Aggression section of the Staff Governance Action Plan and it was agreed M Porter would contact Ian Bease regarding this.

3.8 Bike Storage Facilities [K&L Min 4.11] – H Bett explained the approach to the staff lottery for funding was unsuccessful. M Porter agreed to fund the cost of the bike racks but unable to fund the shelters. H Bett is looking into the requirements for successfully accessing staff lottery funds.

It was noted that there are bike racks on the Lynebank Site.

4 Health & Social Care Integration – Localities Consultation

Item removed from agenda as a presentation will be made at the Area Partnership Forum. It was felt this forum would have been able to provide valuable feedback and M Porter agreed to follow up.

5 Staff Governance Action Plan 2014/15

Discussion took place on how best to take forward the Staff Governance Action Plans (SGAP) for K&L and D&WF CHPs.

The following points were noted:

- agreed one plan would be taken forward covering both CHP areas, the K&L Plan would be used as the base. S Raynor will cross check the updated document with the D&WF Plan to ensure all relevant information is included;
- each section to be reviewed and updated;
- updates to be requested from identified person;
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• it was felt the Plan currently looks like an overarching document and needs to have a more local focus;
• format to be updated so easy to read;
• document to be more meaningful, use practical examples and as a ‘live’ document is updated regularly;
• results from Staff Survey to be included;
• suggested that evidence is promoted for one or two key themes;
• a joint response is required;
• thoughts on how to take out and share with the workforce;
• need to have clear actions, outcomes, measures etc;
• V Chesher to clarify submission date for the 6-monthly review.

It was agreed the Plan would be updated following discussion.

6 AOCB

6.1 Calaiswood School – S Fevre raised an issue on capacity issues at the school and the impact on health staff. J Young provided information on the input from nursing and explained a report is being prepared. Once drafted, discussions will be required. M Porter requested she have sight of the report prior to submission and that a copy be shared with G Law. It’s hoped the report will be available late September but the date is not definitive. It was agreed to discuss out with this forum as it appeared there were wider issues.

7 FOR INFORMATION

No items.

8 Date of Next Meeting:
Wednesday 12 November 2014 in Conference Room 4, Lynebank Hospital

1.00pm Staff Side
2.00pm Local Partnership Forum

Circulated: 15/10/14