REPORT TO
DUNFERMLINE & WEST FIFE CHP COMMITTEE

THURSDAY 8\textsuperscript{TH} MAY 2014

PATIENT FOCUS PUBLIC INVOLVEMENT (PFPI)
PROGRESS REPORT

ISOBEL VERNOLINI
Chair, D&WF CHP Public Partnership Forum
DWF CHP PFPI Progress Report
For the period February – March 2014

1 PURPOSE OF PAPER

1.1 The purpose of this paper is to update the D&WF CHP Committee in relation to PFPI activities during February 2014 and March 2014.

The work of the PPF consists of PFPI activities and projects within the Carers Information Strategy.

2 INTRODUCTION/BACKGROUND

2.1 The implementation of the NHS QIS / Scottish Health Council “Participation Standard”, at the instruction of the Scottish Government, means that NHS organisations will be required to continue to report separately on PFPI activities.

The process for reporting is the National “Visioning outcomes in Community Engagement; VOiCE online Tool”.

For smaller pieces of work the “Involving People Tool” is to be used.

3 GOVERNANCE REQUIREMENTS

Clinical Governance
The Public Partnership Forum reports to the DWF CHP Clinical Governance Group.

Staff Governance
Staff supporting public involvement work are given the opportunity to attend training as required.

Financial Governance
The Public Partnership Forum is funded from core CHP funding. Where funding is allocated to specific pieces of work the resource is used within NHS Fife Standing Financial Procedures.

Information Governance
Staff supporting the Public Partnership Forum have received Information Governance Training and are aware of the need to protect data.

4 EQUALITY & HUMAN RIGHTS

4.1 There has been an increase in reporting from 30% to 47% for ethnicity recording of outpatients over the last 2 months.

The updating and regulating of the hearing assistance systems throughout NHS Fife, is now
out for tendering following an extensive review of existing systems. Two members of the Equality Participation Network (EPN) sit on a group to take this work forward. The EPN members ensure that service user’s requirements are represented.

5 SERVICE USER & PUBLIC INVOLVEMENT

PROGRESS UPDATE:

5.1 PUBLIC PARTNERSHIP FORUM (PPF)

5.1.1 Project Register

During February 2014 & March 2014, Dunfermline & West Fife CHP PPF have received 11 requests to be involved in activities (see extract of register below);

<table>
<thead>
<tr>
<th>Project Title</th>
<th>Request</th>
<th>Outcome</th>
<th>No. Sent [Rol only]</th>
</tr>
</thead>
<tbody>
<tr>
<td>D&amp;WF PPF Chair &amp; Vice Chair</td>
<td>Notification Letter &amp; Self Nomination Forms for the Chair &amp; Vice Chair</td>
<td>Sent to PPF RG</td>
<td></td>
</tr>
<tr>
<td>Mental Health Trubunal for Scotland</td>
<td>Invitation to attend Service &amp; Carers User Group. Notes of Interest to DDw</td>
<td>Sent to PPF RG</td>
<td></td>
</tr>
<tr>
<td>Hand Hygiene</td>
<td>Request for volunteers to participate in the programme. Notes of interest to KB by Friday, 28 March 2014</td>
<td>Sent to PPF RG</td>
<td></td>
</tr>
<tr>
<td>NHS Fife Area and Therapeutics Drugs Committee</td>
<td>Request for group representation. Notes of interest should be returned to TR by Friday 4 April</td>
<td>Sent to Rol, PPF RG, uploaded to Website</td>
<td>107 email</td>
</tr>
<tr>
<td>Fife Diversity Week</td>
<td>Revised Programme – Notification of event , 8-15th March</td>
<td>Sent to Rol, PPF RG, uploaded to Website</td>
<td>107 email</td>
</tr>
<tr>
<td>Lynebank Site Works</td>
<td>Notification of Site Works</td>
<td>Sent to PPF RG</td>
<td></td>
</tr>
<tr>
<td>Fife Diversity Week</td>
<td>Programme – Notification of event , 8-15th March</td>
<td>Sent to Rol, PPF RG, uploaded to Website</td>
<td>107 email</td>
</tr>
<tr>
<td>DECIDE</td>
<td>Flyer – notification of event 2-4 June 2014</td>
<td>Sent to PPF RG</td>
<td></td>
</tr>
<tr>
<td>Lynebank Site Works</td>
<td>Notification of Site Works</td>
<td>Sent to PPF RG</td>
<td></td>
</tr>
<tr>
<td>NHS National Services Scotland (NSS) Involving People Event</td>
<td>Notification of event – Wed, 5th March 2014</td>
<td>Sent to PPF RG</td>
<td></td>
</tr>
<tr>
<td>NHS Fife Board</td>
<td>Information Notification for Non-executive members to Join NHS Board</td>
<td>Sent to Rol, PPF RG, uploaded to Website</td>
<td>107 email</td>
</tr>
</tbody>
</table>
From February 2014 to March 2014, the Equality and Human Rights Department have received 4 requests to be involved in activities (see extract of register below). Equality and Human Rights Department submit involvement activity bi-monthly.

<table>
<thead>
<tr>
<th>Project Title</th>
<th>Request</th>
<th>Outcome</th>
<th>No. Sent [Rol only]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruitment of Non-Executives to NHS Fife Board</td>
<td>Request for Public Representation</td>
<td>Sent to EPN and FRAE Fife</td>
<td></td>
</tr>
<tr>
<td>NHS Fife Area Drug and Therapeutics Committee</td>
<td>Request for Public Representation</td>
<td>Sent to EPN, FRAE Fife, Cupar Hard of Hearing Gp, Kirkcaldy</td>
<td></td>
</tr>
<tr>
<td>White Ribbon Campaign</td>
<td>Information for distribution</td>
<td>Sent to EPN</td>
<td></td>
</tr>
<tr>
<td>Glasgow Carers Consultation Events</td>
<td>Information for distribution</td>
<td>Sent to EPN and FRAE Fife</td>
<td></td>
</tr>
</tbody>
</table>

5.1.2 **Public Partnership Forum Register of Interest and Reference Group (PPF RG)**

**Reference Group Membership**
- Membership has increased to 11.

**Register of Interest Membership**
- Dunfermline & West Fife CHP PPF received no new members to their Register of Interest database during February 2014 & March 2014.

**PPF RG Members Training & Development & Evidence of Effective Public Involvement**

<table>
<thead>
<tr>
<th>DATE</th>
<th>TITLE</th>
<th>ACTIVITY / IMPROVEMENTS</th>
</tr>
</thead>
</table>
| February 2013 | Joint PPF RG Meeting                       | Presentations:  
|               |                                            | ➢ Evelyn McPhail, Inspection Model for Community Pharmacists  
|               |                                            | ➢ Ingrid Hale, National Falls Work  
|               |                                            | ➢ Heather Shearer, Developing a Strategic Direction  
|               |                                            |                                                                 |
| February 2013 | PPF CHP Committee Development Session      | ➢ Cancelled                                                                             |
|               |                                            |                                                                 |
| March 2014    | Specialist Dental Service Relocation from  | Presentation:  
|               |                                            | ➢ Ann Hatton, Welcome, Outline of the Day & Process  
|               |                                            | ➢ Dawn Adams, Specialist Dental Services Option Appraisal  

5.1.3 **Awareness Raising**

Diversity week was very proactive at raising awareness of the 9 protected characteristics and was a huge success, NHS Fife had information stalls at the Queen Margaret Hospital, Victoria Hospital the St Andrews Community hospital, this attracted a lot of interest from members of the public as well as employees.

5.2 **INVOLVING PEOPLE / VOICE**

- VOICE [Visioning Outcomes in Community Engagement] was developed and published by the Scottish Government as part of its support for implementation of the National Standards for Community Engagement. It is a planning and recording software that assists individuals, organisations and partnerships to design and deliver effective community engagement. This online system is also used by other public service organisations such as Police and Councils.
- The total engagement activity across NHS Fife since the launch of this web based system is 51.
- The total engagement activities from DWF CHP area is 11.

5.3 **CARERS INFORMATION STRATEGY PROJECTS UPDATE**

There are no current projects within DWF CHP being funded by the Carers Information Strategy.

The Clinical Governance Facilitator continues to support the ongoing evaluation of the Moving & Handling Service with PAMIS and Fife Carers Centre.

5.4 **SCOTTISH HEALTH COUNCIL SUPPORT**

The Scottish Health Council supported the evaluation of the Specialist Dental Service Relocation from Carnegie Clinic Option Appraisal held 20th March 2014.

6. **QUALITY STRATEGY**

6.1 This report aims to summarise information in relation to supporting the Quality Strategy; Patient Centred, Effective & Safe.
7. **RISK MANAGEMENT**

7.1 There are no current risks recorded in relation to the PPF.

8. **RECOMMENDATIONS**

8.1 The D&WF CHP Committee are asked to:

- Note the content of the report

Isobel Vernolini  
Chair PPF Reference Group  
Public Member  
9 April 2014

Ann Hatton  
Head of Clinical Governance  
DWF CHP  
9 April 2014