MINUTES OF THE MEETING OF GLENROTHES AND NORTH EAST FIFE COMMUNITY HEALTH PARTNERSHIP COMMITTEE HELD ON 14 JANUARY 2015 AT 2.00PM IN JP COURTROOM, COUNTY BUILDINGS

PRESENT:
Cllr A Rodger, Non Executive Director (Chair)  Mrs V Irons, CHP General Manager
Ms D Adams, Dental Representative  Cllr Margaret Kennedy
Mrs I Corbin, PPF Representative  Mrs Alison Nicol, Area Partnership Representative
Mr Ian Dall, PPF Representative  Mr John Paterson, Non Executive Director
Ms S Donaldson, Pharmacy Representative  Cllr Ian Sloan
Mrs Gillian Fenton, Associate Nurse Director

In attendance:
Mr B Anderson, Deputy Director of HR  Mrs Kirsty Chater, Corporate Support Manager
Mr Steven Dodds, Fife Council

01/15 DECLARATION OF MEMBERS’ INTERESTS
No interests noted

02/15 CHAIR’S WELCOME AND OPENING REMARKS
Mr Rodger welcomed all to the meeting and noted that prior to Christmas he had undertaken a visit to the wards and hospitals to that all for their work over the past year.

Presentations of certificates were also made to in patient wards to recognise the low level of infections across wards. Reporting has been ongoing since 2009 and some areas been completely clear since this time. Dates are to be arranged to do similar presentations within the hospices.

Noted the tremendous work by staff over festive period supporting discharges from acute.

03/15 APOLOGIES FOR ABSENCE
Apologies were received from Mrs P Anderson, Senior Charge Nurse, Mr A Briggs, Assistant Director of Finance, Mrs T Briggs, Asst Director, Clinical Delivery, Dr Andrew Kyle, General Practitioner, Mrs Lorna Mackenzie, AHP Representative, Mr K Murphy, Voluntary Sector Representative, Mrs Julie Paterson, Fife Council and Dr E Wallace, Clinical Lead

04/15 MINUTES OF PREVIOUS MEETING HELD ON 5 NOVEMBER 2014
The minutes of the meeting held on 5 November 2014 were confirmed as an accurate record with an amendment to the wording at 62/14 to read:- “Issues raised in connection with assessment process”.

05/15 MATTERS ARISING
Child Health Flu programme – noted the Fife wide uptake rate was higher than national average at 70.4%. Thanks noted to all of the staff involved in progressing
this programme.

06/15 HEALTH & SOCIAL CARE INTEGRATION

Consultation period now closed and the preferred recommendation is to proceed with the development of 7 localities across Fife under 3 divisions – East, West and Fife Wide.

Posts aligned with the geographical divisions will be interviewed at the end of January and other organisational changes will take place thereafter including how to manage the transition and resultant dissolution of CHPs.

Focus will now be to plan and develop services further on a locality basis. It is recognised that NEF as a locality covers a very large rural area but this has natural communities within which will continue to be built on.

Development of strategic plan ongoing. This will take a great deal of work to look at how care is provided and a workshop has been arranged to begin to identify any gaps and challenges. This will then be followed to establish what work is required. A visioning event has also been held.

Agreed it would be useful to take some time at the next meeting of the Committee to discuss H&SC integration in more depth.

07/15 CHP GENERAL MANAGER UPDATE REPORT

It was noted that historically the next few weeks can be problematic for health and social care. However, capacity was sustained over the festive period and staff input and hard work was recognised for this. The flow to ICASS teams has been managed at a very high level and there were multiple admissions on Xmas eve to the community hospitals. The levels of staff motivation have been maintained and formal thanks have been sent to a number of teams across the CHP for their contribution.

A mid winter “wash up” session is to be held to review plans. There will be further focus on prevention of admission taken forward. Noted that the delayed discharge rates reduced considerably this week.

Noted that the way people access services has changed quite significantly. It was noted that the dental department have changed their way of working over the holiday periods in order to meet change in expectations. The out of hours services understand the flows and provide cover accordingly and some GP practices now also provide different sessions to meet demand. It was noted that pharmacies have also noted an increase in patients.

08/15 EFFICIENCY & GOVERNANCE ARRANGEMENTS

08/15/1 Financial & Activity Reports

No Finance representative present. The financial report for the year to 30 November 2014 was discussed and it was noted that the CHP is currently showing an underspend of £92,000 against managed Clinical Services and an overspend of £296,000 for Prescribing.

The report showed the breakdown across areas within CHP.
**Capital**
The total allocation for the year is £288,937 of which £189,987 has been spent.

Glenwood Health Centre – query raised as to why a provision of £100,000 was noted for the demolition of the site when there has been an agreement for the site to transfer to the Council. It was advised that this was only showing on the report due to timing and that the transfer should be concluded shortly.

**08/15/2 Health & Safety**
Advised that the last meeting was cancelled and the group are next due to meet at the end of January.
Skin Health surveillance programme – this is now underway within the CHP.
Alarmed seat pads – a trial of new equipment is being undertaken.
Fire Safety – noted new Fire Officer now commenced in post and work is ongoing to review procedures in each area with drills being undertaken, etc.

**08/15/3 Clinical Governance**
Noted draft minute circulated for information.

National documents – Vale of Leven, Francis and Lanarkshire reports are being reviewed and services assessed against these to ensure recommendations taken forward.

Falls - this is a priority area for NHS Fife and is monitored under patient safety. Significant amount of work undertaken within patient services and staff have embraced this. New equipment and increased monitoring has had a positive impact with one ward having no falls reported in November/December. Ward posters now in place in wards that note commitments to patients.

Head teachers recently recommended work undertaken on teenage pregnancies within schools.

Health Inspectorate Scotland visits made to areas recently. Glenrothes Hospital had very good visit last year which was not noted by press. Confident from recent visits undertaken that our hospitals are proactive and areas are continually reviewed. Local manager walkabouts also often pick up on areas requiring change and routine audits are undertaken.
To provide link to Glenrothes report to Cllr Sloan.

Noted Kingdom FM campaign re low take up of adult flu vaccinations. Feedback re methods used for clinics are useful to share with primary care. Noted pharmacies also provide private vaccinations.

**08/15/4 Staff Governance**
Staff survey – results not broken down into areas of organisation but would hope to provide CHP results shortly. Overall Board results are positive in comparison to last year with only one area not showing improvement. However some areas still low mostly around communication. LPFs will pick these areas up in their action plans and look at how to improve communications with staff around changes taking place etc.

Attendance management – following a decline in October/November the figures have now risen to over 5%. Meeting with all absentees listed in the CHP to ensure appropriate action being taken. Hot spot areas being worked on with support from
HR. Reasons for absence are predominately long term MSK and stress issues. Initiatives to support staff to return to/stay at work e.g. OHSAS physiotherapy are available. Noted HR role is to share expertise, knowledge etc with frontline managers.

Fife wide block recruitment has been used recently and to undertake CHP recruitment shortly following which it is hoped to have vacancies filled by end March. Once complement agreed this is to be sustained and hope to see improvement in absence levels once at capacity.

09/15 ITEMS FOR INFORMATION

09/15/1 Core Management Team
The minutes of 1 October and 5 November 2014 were noted. Confirmed that the Jubilee Grove development is in Glenrothes not Cupar as noted in minutes. Noted Red Cross are well utilised and now provide a Home from hospital service.

10/15 AOCB

No further business was noted.

11/15 DATE AND TIME OF NEXT MEETING

The next meeting will be held on Wednesday 4 March 2015 at 2pm within Committee Room 2, Fife House.