UNCONFIRMED MINUTES OF NHS FIFE AREA PARTNERSHIP FORUM MEETING HELD ON FRIDAY 20 FEBRUARY 2015 AT 1:30 PM IN THE STAFF CLUB, VHK

Present:

Management:
Wilma Brown, Staff-side Co-Chair
Dr B Montgomery, Interim C.E., Co-Chair
Bruce Anderson, Head of Partnership
Chris Bowring, Dir of Finance
David Christie, Dir of Organisation
Frances Elliot, Medical Dir
Morag Gardner, Act Dir of Nursing
Mary Porter, Act Gen Manager – K&L CHP
Jim Rotheram, Facilities Manager
Charles Saunders, Consultant in Public Health
Norma Wilson, Head of Corporate Services

Staff Side:
Kevin Egan, UNITE
Simon Fevre, BDA
Marie Innes, RCN
Leigh Murray, RCN
Chic Leslie, UNISON rep
Lorna Sherriffs, UNISON rep
Geraldine Law, Chartered Soc of Physiotherapists
Gillian Tait, RCN rep
Andrew Verrecchia, UNISON rep
Stephen Watt, UNISON

In Attendance:
Heather Ford, Change Manager – Health & Social Care Integration
Selma Basha, Committee Administrator

01/15 APOLOGIES
Fiona Alexander, Peter Curry, Simon Fevre, David Forbes, Sharon Hutchins, Vicky Irons, Rona King, Jim Leiper, Sandy Riddell, Scott McLean (Morag Gardner attended on behalf) Barbara Ann Nelson, Alison Nicoll, Lynne Parsons, Stewart Watt, Rhona Waugh

02/15 MINUTES OF PREVIOUS MEETING
The minutes of the meeting held on 12 December 2014 were accepted

Action List

1. Perfect Attendance Letter: good feedback from staff with minor negative comments and letter will be sent out. Ms Porter said that more local arrangements were in place and were better at meeting staff requirements. Mrs Brown said that it was for areas where no such arrangements existed. Mrs Gardner said that the feedback from Acute Services indicated that staff didn’t want a standardised letter. Some concern was voiced about the lack of a consistent approach across the Board. Mrs Brown will take it back and it will go to the Attendance Management Group.

2. Mileage Rates: Ms Porter has signed off the order for four cars. Mrs Bowring will send out a form of wording for Ms Wilson to use for the Dispatches message.

3. AU1 has been finalised and will be taken off the list. The action list will be updated accordingly.
03/15  MATTERS ARISING

a)  eESS

Mr Anderson updated all on the latest progress, the system is still undergoing testing, a number of local issues have arisen, help is being sought from NES for their input. He will bring back an update but has to wait for national testing following rollout.

b)  Chairman's Awards

The nominations have now closed. 143 nominations were received. The judging panel has met a number of times and have narrowed the nominations down to the top 3 in each category and the Chairperson will choose the winner of each next week. The trophies have been ordered. Mrs Brown asked who would be invited to the award giving ceremony. Ms Wilson said the invites would go to SMT representatives, the Board, and Panel as well as the top three finalists in each category.

c)  Workforce Tool: Update

Mrs Gardner spoke to the report on behalf of Prof S McLean. She fed back on the progress of running all NMWP tools and that NHS Fife was on track with their implementation. Following completion of the Adult Inpatient Review, an additional 101 registered nurses and a reduction of 34 non-registered nurses were approved. 70 nurses have been recruited and the rest will be in post by Sept 15. Mrs Gardner then talked about the work being done to promote careers in nursing with various activities such as promotional posters and banners, radio campaigns and a section of the NHS Fife website being developed. She also mentioned the values based approaches within recruitment and a project to develop effective rostering. Mrs Brown asked about the progress in recruiting the additional nurses. Mrs Gardner said that 58 were now in post, 12 had already been in post and a further block recruitment of 40 nurses was in progress.

APF noted the progress of work undertaken

04/15  FINANCE REPORT to 31 DECEMBER 2014

Mrs Bowring introduced the report and noted there was an overspend of £2 - 2.5m and the Board cannot confirm a breakeven position is achievable by 31 March 2015. However many other boards are in the same position. The main financial pressures were from ongoing costs of Acute Services, costs of Hepatitis C and rheumatology drugs, an increase in the costs of UNPAC services and Insurance scheme (CNORIS). The reports detail all the allocations and financial positions of the various directorates and CHPs. Mrs Bowring said Dr Montgomery was meeting the Scottish Government and being open and frank about the financial position in an effort to find solutions. Mrs Brown noted the situation of Planned Care with an overspend of £4.3m and asked if their overspending came from meeting targets. Mrs Bowring agreed saying that sending patients externally, vacancies, maternity and sick leave were
some of the contributing issues as capacity is a driving factor. Mrs Brown said there was appreciation from staff side about the open and honest paper.

APF noted the Financial Report.

05/15 TRANSITIONAL GOVERNANCE ARRANGEMENTS FOR DIS-ESTABLISHMENT OF CHPs

Ms Porter spoke to the report which sets out two options to cover the transitional period between the disestablishment of the CHPs on 1st of April 15 and the introduction of the East, West, and Fife Wide divisions within the Health & Social Care Partnership. Option 2 is the preferred option which proposes that the NHS Board’s other committees will absorb the operational oversight of the CHP’s committees. Ms Porter also outlined the next steps and what would happen after the integration start date. Mrs Brown said that the paper had been discussed during the morning’s staff side meeting and all were happy to support option 2. She asked about the exact timetable. Dr Montgomery said that SMT would get it and would be happy to share. Mrs Brown asked that the item remain on the agenda as it had started a discussion about how APF will function. A discussion followed about the how the future divisions would link with APF. Dr Elliot suggested engagement with locality staff. Mrs Brown asked if there was a need for a workshop. Dr Montgomery agreed that it was necessary to inform staff about the move from the CHP structure to others, with some form of engagement event.

APF approves option 2, notes the development of the transitional plan and agrees that the March meeting of the existing Health & Social Care Partnership should be the final meeting.

06/15 HEALTH & SOCIAL CARE INTEGRATION

Colleagues noted the following minutes for information:

a) Health & Social Care Integration Joint Shadow Board minutes of 27 November 2014 and 15 January 2015.

Ms Ford gave an update on the activities so far; the Shadow Board are considering the Integration Scheme which will then go the NHS Fife Board next week. It will then be considered by Fife Council Executive Committee then to the Scottish Government. Ms Ford gave an update on the various consultation events and the posts that were filled recently. This generated discussion regarding the range of skills and experience required across the management team. Mr Christie noted a Workforce meeting next week where legal advice was on the agenda reflecting staff concerns regarding terms of employment and protected pension arrangements which will be hopefully resolved soon. Mrs Brown raised the issue of staff side representation on Fife Council Executive Committee which generated more discussion.

b) Localities consultations

All were undertaken on the Health side. Mr Riddell answered personally all letters sent to him. Leaflets and posters were put into each GP surgery.

APF noted the update.

07/15 STAFF SURVEY
Mr Anderson spoke to the circulated report and detailed the main points; it has the highest return rate, staff had issues with how they are consulted and engaged, 90% would go the extra mile, and 78% were happy at work. Work still remains around staff’s sense of control and influence with an action plan around how the organisation engages with staff. So while there is improvement, lots of work remains to reach a reasonable position. Mrs Brown acknowledged that and said that Mr Anderson would continue to work on emerging issues.

APF noted the update.

08/15 IMATTERS

Mrs Brown said the rollout was now pushed back till April 15 as there is no dedicated resource. There have been offers of help from the Scottish Government with Lyn Reilly who presented it to Staff Governance but there is clearly lots of paper work. Managers will have to pull together lists of staff. Awareness sessions will be arranged for SMT, HR, Finance and others. Mr Anderson noted that 60% of staff had to participate so a report could be generated. The online roll out will be in 2017. Mrs Brown said that the value of the work and reports would be appreciated and wanted to work with the roll out to all but in the right way. She asked all for comments and suggestions.

APF noted the update.

09/15 STAFF SUGGESTION SCHEME

Mrs Brown noted that there has been lots of suggestions but there should be another reminder to all about the scheme. Suggestions go to Rose Robertson in Finance. Mrs Bowring said that there were some interesting comments about issues that should have been in place.

APF noted the update.

10/15 STAFF GOVERNANCE ACTION PLAN: PROGRESS REPORT

Mr Anderson fed back that is was a good report with evidence of excellent work in 14/15. A response to the Scottish Government was in process but more information was needed in advance. A discussion followed on how to engage more with ideas such as blogs and using some of the ideas from the staff suggestion scheme. Mrs Brown suggested a link with the Communication Team

APF noted the update.

11/15 PENSION CHANGES

Mrs Bowring noted that alerts about the future changes had been printed on staff payslips and on computer desktops. SPPA has also sent information out along with posters and FAQs. Finance can’t give staff advice or guidance but refer them on to SPPA.

APF noted the update.

12/15 ATTENDANCE MANAGEMENT
Mr Anderson spoke to the report. The sickness absence rate remained above 5% for the first quarter of 14/15. There are still areas for concern particularly at Acute Services Division nursing staff absence. Support Services absence is also increasing. In terms of providing solutions, Davina Clark has led some sessions using the Live Positive Stress Toolkit. HR has been reviewing information on staff on reduced pay and those on frequent short term and extended periods of sick pay with follow up meetings. Mrs Brown mentioned the availability of various attendance management training courses and pleas to managers to allow staff side reps to attend. She also talked about delivering the training in different ways. APF noted the update.

13/15 LOCAL DELIVERY PLAN
Dr Montgomery spoke to the paper which will go to the Board in April then to the Scottish Government to be signed off. APF noted the update.

14/15 ITEMS FOR NOTING/INFORMATION
The following items were noted for information by APF:
(a) SPF minutes of 2 December 2014
(b) DWF/K&L CHP LPF minutes of 12 November 2014
(c) Corporate Directorates LPF minutes of 22 January 2015
(d) Working Well Group minutes and Action List of 3 December 2014

15/15 AOCB
Jim Rotherham, Facilities Manager, gave an update on Catering and a review of catering facilities with new ones in Whyteman’s Brae, Lynbank, and QMH, and plans to modernise the facilities in Cameron and set up a cafe in the Tower Block, VHK. He also spoke about the feedback gained from staff regarding the catering facilities. Every year, a review is held on catering prices in view of yearly inflation as supplies have gone up, contracts change and these reflect what is happening elsewhere. There was some discussions on the topic of catering price increases. APF noted the update.

David Christie announced that he is retiring at the end of March. He was thanked for all of his hard work and various contributions and wished well with his retirement.

Mrs Brown announced the return of the staff computer scheme. Finance Department has given approval and the scheme is at the preliminary stage.

16/15 DATE AND TIME OF NEXT MEETING
The next meeting will be held at 1:30 pm on Friday 24 April 2015, within the Staff Club, VHK.