MINUTE OF THE MEETING OF FIFE NHS BOARD HELD ON WEDNESDAY 12 JULY 2017 AT 10.00 AM IN LECTURE HALLS 1&2, EDUCATION CENTRE, QUEEN MARGARET HOSPITAL, DUNFERMLINE

Present:
Ms T Marwick (Chairperson) Dr M Hannah, Director of Public Health
Mr P Hawkins, Chief Executive Ms R Laing, Non-Executive Director
Ms M Adams, Non-Executive Director Mr S Little, Non-Executive Director
Dr L Bisset, Non-Executive Director Ms J Owens, Non-Executive Director
Mr M Black, Non-Executive Director Mr J Paterson, Non-Executive Director
Mrs W Brown, Employee Director Ms H Wright, Director of Nursing
Mrs C Cooper, Non-Executive Director

In Attendance:
Ms N Aitken, Head of Corporate Services
Dr R Cargill, Associate Medical Director
Ms C Dobson, Divisional General Manager (West), Health & Social Care Partnership
Ms J Gardner, Director of Planning & Strategic Partnerships
Professor S McLean, Chief Operating Officer (Acute)
Ms B A Nelson, Interim Director of Workforce
Mrs C Law, Personal Assistant (Minutes)

36/17 CHAIRPERSON’S WELCOME AND OPENING REMARKS

The Chair welcomed everyone to the Board meeting, in particular Cllr David Graham, Fife Council representative on the Board once the Cabinet Secretary approves the nomination, Dr Rob Cargill, Associate Medical Director (for Dr Elliot) and Ms Claire Dobson, Divisional General Manager (for Mr Kellet).

The Chair gave the following remarks:

Congratulations were paid to the following:
• Staff that won awards in the NHS Fife Staff Achievement Awards ceremony that took place on 5 May 2017. The awards celebrated the innovation and dedication of NHS Fife staff, public partners and volunteers;

• Staff and volunteers awarded honours in the Queen’s Honour List 2017:
  o John Wilson, Consultant Gastroenterologist, MBE;
  o Dawn Adams, Clinical Director, Public Dental Service, OBE; and
  o Iris McNab, Friends of Victoria and Whyteman’s Brae Volunteer, BEM.

Letters in recognition of NHS Fife Volunteers had been received from David Torrance MSP, as part of National Volunteers Week 2017;

NHS Fife held its Annual Review on 6 July 2017 at Victoria Hospital, Kirkcaldy. The Review was attended by Ms Maureen Watt, MSP, Minister for Mental
Health, and provided an opportunity for members of the public to assess the Health Board’s performance over the past year and consider the opportunities and challenges it had faced. Performance over the last year had been exemplary.

Ms Marwick expressed her congratulations to Board members and its staff for their contribution and hard work over the last year.

A letter had been received from the Cabinet Secretary, dated 30 June 2017, advising that £50m of funding would be targeted toward improving waiting times this year. A clear process would be established to assure the Board that the actions requested by the Cabinet Secretary are carried out.

37/17 DECLARATION OF MEMBERS’ INTERESTS

Ms Laing stated that in connection with item 12 on the Agenda (Capital Investment – Kincardine and Lochgelly), she was in fact a patient of the Lochgelly Practice.

38/17 APOLOGIES FOR ABSENCE

Apologies for absence were received from Dr Elliot, Mrs Potter and Ms Rooney.

39/17 MINUTE OF THE PREVIOUS MEETING HELD ON 27 JUNE 2017

The Minute of the previous meeting was approved as a true record.

40/17 MATTERS ARISING

There were no matters arising.

41/17 CHIEF EXECUTIVE’S REPORT

(a) Up-date

Mr Hawkins reported that:

- Regional work is continuing and a draft Regional Development Plan is to be ready by September.

- as part of the General Medical Council (GMC) visit to the Scottish Deanery, NHS Fife would be visited and assessed against standards of medical education, set out in Promoting excellence: standards for medical education and training. Specialties that would be reviewed were geriatric medicine, general internal medicine and paediatrics. Information requested by the GMC had been submitted and the visit will take place on 3 November 2017. Work is underway to ensure that NHS Fife can demonstrate how well it meets the standards as teaching and training is an important element in the ability to recruit high quality medical staff to Fife. A report of the outcome of the visit will be received.

(b) Executive Summary Integrated Performance Report: June 2017
Mr Hawkins introduced the report that had been to each of the Governance Committees in its full format.

Executive leads highlighted areas of significance, in particular:

Clinical Governance

Staphylococcus Aureus Bacteraemia (SAB) – Ms Wright reported there has been a slight increase in the rate of SABs within the Renal Unit and work was ongoing to identify and improve performance. Dr Bisset stated that the Clinical Governance Committee was content with the actions being taken and will continue to monitor.

Complaints – Ms Wright stated the response rate remained at 58% and work is ongoing with the Divisions to improve performance. Ms Wright also stated that with the inception of the new Complaints Handling process, the response rate of 5 days for Stage 1 complaints is 87%.

Finance, Performance & Resources

NHS Fife Acute Division

4-Hour Emergency Access – Professor McLean stated that at the time of the report NHS Fife was still in “special measures” but that there has been improvement from May into June.

Cancer 62 day Referral to Treatment – Professor McLean reported that performance has stabilised. Mr Paterson stated this will be a challenge going forward.

Diagnostics Waiting Times – Professor McLean stated that NHS Fife remained in the top quartile in Scotland.

Health & Social Care Partnership

Delayed Discharges – Ms Dobson reported that the numbers in delay had fallen in March.

Child and Adolescent Mental Health (CAMHS) – Work is ongoing to improve performance.

Psychological Therapies Waiting Times – Mr Paterson stated that as additional staff recruitment within the Service is now complete, he hoped performance within this Service and CAMHS would increase over the coming months. Mrs Cooper asked when the Board would have sight of the Review and Redesign of Mental Health Services Delivery Plan. Ms Dobson stated she would take that back to the General Manager, Fife-wide.

Financial Position – Mr Hawkins reported that at the end of Month 2, the
overspend was £2.615m - £0.971m Health Board and £1.644m Integration Joint Board. This is in line with trajectory. He reported that £29.201m savings target has been removed from the opening budgets on a recurring basis.

Staff Governance

Sickness Absence – Ms Nelson confirmed work is ongoing to support the continued improvement in performance. Outcome of a staff and survey being carried out within Corporate Services and East Division. Ms Adams stated there had been a good response to iMatters. Ms Nelson stated that the first full report from iMatters would be to the NHS Fife Board following receipt in December.

The Board noted the information contained within the Integrated Performance Executive Summary Report.

(c) Financial Plan 2017-18 – Formal Quarterly Reviews

Mr Hawkins referred to the report that provided the Board with details of plans to implement formal quarterly financial reviews, in line with the direction of travel recently outlined by the Director of Finance, Scottish Government. The report will provide transparency on non recurring financial flexibility opportunities for new monies.

The Board noted the proposed approach to implement formal quarterly reviews to augment and enhance the existing financial revenue monitoring process.

42/17 CHAIRPERSON’S REPORT

(a) Report from NHS Chairs Meeting

The Chair reported that discussions ongoing regional working, Health Board working and IJB working.

(b) Board Development Session – 30 May 2017

The Board noted the report on the Development Session.

43/17 BOARD ASSURANCE FRAMEWORK (BAF)

Ms Wright presented the report that introduced the first version of the NHS Fife BAF, that would evolve to reflect movement in risks over time as well as new risks. It was noted that during the first year of implementation the BAF would be reported on a quarterly basis to the Audit & Risk Committee and the Board.

The Board:

- noted the work undertaken to produce the proposed BAF; and
- noted the intentions to further develop the BAF.

44/17 SIGNIFICANT CASE REVIEW – LF
Ms Wright spoke to the report that provided an assurance regarding the monitoring and governance arrangements pertaining to the embedding of learning from Significant Case Review 02.2014.

Of the 20 recommendations contained within the Review, 2 were specific to NHS Fife and related to a review of the paediatric service with a view to enhancing its contribution to child protection. Work is ongoing with the Paediatric Lead Nurse. The second recommendation related to growth height and weight assessments which has been applied within the Health Visitor Pathway. These recommendations will be monitored through NHS Fife Clinical Governance Committee. The multi-agency recommendations will be monitored through the Fife Child Protection Committee.

Ms Wright stated that staff involved have been given appropriate support throughout the process.

Organisation learning will be shared through core training.

The Board noted the report for information.

45/17 REVIEW OF WINTER 2016-17

The Board considered a joint report by the Director of Health & Social Care and Chief Operating Officer that provided a review of winter 2016-17 looking at performance, what went well, what went less well and the planning priorities for winter 2017-18.

The Board recognised the commitment and hard work of staff across NHS Fife who helped deliver a safe service.

Ms Gardner will co-ordinate the winter plan 2017/18.

The Board discussed the findings of the review of winter 2016-17.

46/17 PROPERTY AND ASSET MANAGEMENT STRATEGY (PAMS)

The document provided an up-date to the 2016 Property and Asset Management Strategy (PAMS) as required by 2017 State of the NHS Scotland Assets and Facilities Report Programme. Submission to Scottish Government is now every two years with an interim PAMS update report required each subsequent year.

The PAMS report is a strategic document which highlights NHS Fife’s asset needs and its investment making decisions which are principally driven by the recently approved Clinical Strategy. The new regional structures will have a significant impact on the future PAMS reports and NHS Fife’s longer term vision.

The Board noted and approved the 2017 Property and Asset Management Strategy document.

47/17 CAPITAL INVESTMENT
(a) **Kincardine and Lochgelly**

Ms Dobson introduced the report that set out the position in respect of Kincardine and Lochgelly Health Centre facilities leading to the production of an initial Agreement Document (IAD).

Ms Dobson reported that meetings had been held with stakeholders, community councils, public and staff for their input and gave assurance that issues raised were taken on board.

The Board **supported and approved** the Initial Agreement Documents (IADs) for onward submission to Scottish Government noting the direction of travel following the non-financial option appraisal process (subject to formal financial appraisal), for Kincardine and Lochgelly as outlined in the Assessment section of the paper.

(b) **Development of NHS Fife Elective Orthopaedic Services**

Professor McLean explained that the proposal sets out the strategy for the development and relocation of the elective orthopaedic services at Victoria Hospital, Kirkcaldy. It was stressed that although the current provision is constrained because of the condition and workings of the existing theatres which the service is provided from, a safe, high quality service is delivered.

The Board:

- **agreed** to the direction of travel outlined in the SBAR;
- **noted** that this development sits in the wider context of Regional working and Elective Diagnostic Treatment Centres; and
- **agreed** to the pursuit of capital funding via due process and noting the point immediately above.

48/17 **STATUTORY AND OTHER COMMITTEE MINUTES**

The Board **noted** the below-noted Minutes.

(a) **Audit & Risk Committee dated 18 May 2017 and 23 June 2017 (unconfirmed)**

(b) **Clinical Governance Committee dated 29 March 2017 and 19 June 2017 (unconfirmed)**

(c) **Finance, Performance & Resources Committee – Part 1 dated 30 May 2017 and 27 June 2017 (unconfirmed)**

(d) **Staff Governance Committee dated 17 May 2017 (unconfirmed)**

(e) **Fife Health & Social Care Integration Joint Board dated 23 March 2017**

(f) **South East & Tayside Regional Planning Group dated 3 February 2017 and 28 April 2017**
49/17 FOR INFORMATION – Integrated Performance Report – May and June 2017

50/17 ANY OTHER BUSINESS

(a) Board Member

The Chair, on behalf of the Board, thanked Ms Alison Rooney for her contribution to the Board during her time as an NHS Fife Board Member.

51/17 DATE OF NEXT MEETING:

Wednesday 13 September 2017 at 10.00 am in the Lecture Hall, Victoria Hospital, Kirkcaldy