MINUTE OF THE MEETING OF FIFE NHS BOARD HELD ON WEDNESDAY 13 SEPTEMBER 2017 AT 10.00 AM IN THE LECTURE HALL, EDUCATION CENTRE, VICTORIA HOSPITAL, KIRKCALDY

Present:
Ms T Marwick (Chairperson)  Cllr D Graham, Non-Executive Director
Ms H Wright, Acting Chief Executive  Dr M Hannah, Director of Public Health
Dr L Bisset, Non-Executive Director  Ms R Laing, Non-Executive Director
Mr M Black, Non-Executive Director  Mr S Little, Non-Executive Director
Mrs W Brown, Employee Director  Ms J Owens, Non-Executive Director
Mr E Clarke, Non-Executive Director  Mr J Paterson, Non-Executive Director
Mrs C Cooper, Non-Executive Director  Mrs C Potter, Director of Finance
Dr F M Elliot, Medical Director  Mrs M Wells, Non-Executive Director

In Attendance:
Ms N Aitken, Head of Corporate Services
Professor D Crossman, Dean, School of Medicine, University of St Andrews
Mr A Fairgrieve, Director of Estates, Facilities & Capital Services
Mr M Kellet, Director of Health & Social Care
Professor S McLean, Chief Operating Officer (Acute)
Ms B A Nelson, Interim Director of Workforce
Mrs P King, Corporate Services Manager (Minutes)

52/17 CHAIRPERSON’S WELCOME AND OPENING REMARKS

The Chair welcomed everyone to the Board meeting, in particular Mr Eugene Clarke and Mrs Margaret Wells, newly appointed Board Members.

The Chair also encouraged Members to attend the Amaze Ball, an event to raise funds for dementia patients, which was being held on 15 September 2017. Tickets are available from the Employee Director.

53/17 DECLARATION OF MEMBERS’ INTERESTS

There were no declarations of interests.

54/17 APOLOGIES FOR ABSENCE

Apologies for absence were received from Ms Adams and Mr Hawkins. Ms Wright, Director of Nursing, was acting for the Chief Executive for the purposes of the meeting.

55/17 MINUTE OF THE PREVIOUS MEETING HELD ON 12 JULY 2017

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

56/17 MATTERS ARISING

There were no matters arising.
CHIEF EXECUTIVE’S REPORT

(a) Up-date

A verbal report on the Regional Delivery Plan would be provided under item 57/17 d).

(b) Executive Summary Integrated Performance Report: August 2017

Ms Wright 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) – Dr Elliot reported that the work underway in relation to the slight increase in the rate of SABs within the Renal Unit was making a positive impact. Work continued in other areas of infection with Healthcare Improvement Scotland support.

Finance, Performance & Resources

NHS Fife Acute Division - The Finance, Performance & Resources Committee had been reassured that any concerns around performance within the Acute Division would be on the way to recovery by the third quarter of the financial year.

Health & Social Care Partnership (H&SCP) - Mr Kellet reported that there had been good discussion at the H&SCP Finance & Performance Committee around the disappointing performance in Child and Adolescent Mental Health (CAMHS) and Psychological Therapies Waiting Times and work was underway to understand the issues and put a recovery plan in place. A report would be submitted to the Finance, Performance & Resources Committee.

Financial Position – The revenue position for the four months to 31 July 2017 reflected an overspend of £4.213m, against the estimated trajectory of £5.3m. Mrs Potter drew attention to the ongoing positive movement in GP Prescribing which shows that based on volume and price NHS Fife is sitting seventh out of fourteenth in terms of high cost prescriber (previously at the upper quartile of cost); the year to date position did not take account of the risk share of the total Integration Joint Board overspend; challenge in the delivery of efficiencies via re-design.

Staff Governance

Ms Nelson highlighted two issues. The trend in sickness absence continued and specific work is being undertaken within Corporate Services and the East Division of the H&SCP in the form of a survey, the outcome of which would be reported back to the Staff Governance Committee. The Workforce Strategy would be reviewed to reflect work being undertaken nationally and internally on workforce planning.
structures. A paper would be submitted to the Staff Governance Committee.

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

(c) Revised Performance Assurance Process

The report formed part of the on-going governance review and arrangements being put in place since the Chair came into post to provide Board Members with additional assurance about all aspects of health care in Fife. Apologies were noted for its late issue.

Mrs Potter stated that the report outlined an enhanced approach for reporting on performance and set out a proposed process that looked to streamline current reporting to be implemented from October 2017. A parallel exercise to review the governance framework of the Integration Joint Board (IJB) was also underway, to be considered and agreed by NHS Fife and Fife Council.

It was recognised that a number of areas would not fall neatly into one of the four quadrants; there is a requirement to report on the totality of NHS Fife and Mrs Potter would discuss with Mrs Gardner on how to capture this. A paper would be submitted to the Audit & Risk Committee to ensure it is satisfied that processes are robust and that proposals for consultation/engagement/decision-making, etc, would be reported through the proper governance structures.

Action: C Potter

The Board:

- noted and approved the revised approach for the monitoring of performance;
- agreed that the amended process will commence from October 2017;
- noted the potential requirements for a review and realignment of the NHS Board and IJB meeting dates for 2018 once governance review is complete; and
- noted that there is currently an ongoing review of IJB governance. This review will be considered and agreed by the Parent Bodies NHS Fife and Fife Council. Once complete further changes may be proposed.

(d) Regional Delivery Plan (RDP)

Ms Wright advised that the four work streams are making good progress providing draft project reports for incorporation into the RDP, a first draft of which would be prepared by October 2017 for submission to the Board in November 2017. The Chief Executive, Director of Planning & Strategic Partnerships and others are supporting the project work. The final RDP is due to be submitted by end March 2018 and although the timescale is tight work is on track. A Communication and Engagement Strategy is in
The Board noted the up-date.

58/17 CHAIRPERSON’S REPORT

(a) Board Development Session – 16 August 2017

The Chair reminded Members that the purpose of Board Development Sessions was to give Members the opportunity to acquaint themselves with some of the big issues on the agenda before being taken to a more formal stage. Members were asked to contact the Chair if there were any issues that they would like further information on and these would be considered for future Board Development Sessions.

The Board noted the report on the Development Session.

59/17 WINTER PLAN 2017-18

Mr Kellet and Professor McLean presented the Winter Plan 2017-18 that had been developed through joint working between the Health & Social Care Partnership, NHS Fife and Fife Council and in accordance with Scottish Government guidance DL(2016)18. The plan described the arrangements put in place to manage the additional demand placed on services over the winter based on analysis of previous winter performance against key measures as well as the use of two years actual placement and transfer data. Attention was drawn to the escalation process that had been developed to ensure the effective and timely management of capacity and flow issues and the financial implications of delivering the 2017-18 Winter Plan that would cost an additional £550k to provide extra capacity in the community and would add to the overspend on the Partnership. Professor McLean added that the transparency, quality and reliability of the data this year was better than last year and would continue to improve and he commended the Plan to the Board.

The Finance, Performance & Resources Committee had considered the Winter Plan 2017-18 in detail and requested a progress report to its next meeting together with an up-date regarding eg resources, public holiday cover and what action will be taken if we are off track. Board approval was requested to manage the ongoing monitoring of the Winter Plan 2017-18 through the Finance, Performance & Resources Committee.

Questions were asked related to progress with community health and wellbeing hubs, lessons learnt from last year around ensuring staff capacity particularly over the holiday week-ends and having bigger and more permanent teams in place and week-end discharges trying to pre-plan at least a day in advance. The importance of having early and consistent staff engagement was emphasised.

The Board:

- discussed the winter plan 2017-18 and progress towards its delivery;
- agreed the winter plan 2017-18; and
- agreed that the ongoing monitoring of the Winter Plan 2017-18 would be
managed through the Finance, Performance & Resources Committee.

60/17  KEY POINTS FROM “LEARNING FROM SCOTLAND” REPORT

Ms Wright spoke to the report that provided a summary of findings and Fife’s position against them in respect of a report looking at the Scottish health and care system by The Nuffield Trust. The Nuffield Trust had a remit to look at the health services provided in the four countries within the UK in a detailed and qualitative way and ask what lessons they hold for the other countries.

Following discussion, the Chair agreed that transformational change would be a topic for the Board Development Session in October.

Action: H Wright (for P Hawkins)

The Board noted the paper.

61/17  STATUTORY AND OTHER COMMITTEE MINUTES

The Board noted the below-noted Minutes and the issues raised for escalation to the Board.

(a)  Audit & Risk Committee dated 30 August 2017 (unconfirmed)

(b)  Clinical Governance Committee dated 23 August 2017 (unconfirmed)

(c)  Finance, Performance & Resources Committee – Part 1 dated 29 August 2017 (unconfirmed)

The Board confirmed that it wished for the Finance, Performance & Resources Committee to undertake a monitoring and scrutiny role in the delivery of the Plan related to Elective Demand, Capacity and Activity 2017-18 following the letter to the Chair from the Cabinet Secretary.

(d)  Staff Governance Committee dated 25 August 2017 (unconfirmed)

(e)  Fife Health & Social Care Integration Joint Board dated 22 June and 27 July 2017 (unconfirmed)

(f)  South East & Tayside Regional Planning Group dated 16 June 2017

62/17  FOR INFORMATION:

The Board noted the below-noted items.

(a)  Integrated Performance Report – July and August 2017

(b)  Health Promoting Health Service – Executive Summary

63/17  ANY OTHER BUSINESS

None.

64/17  DATE OF NEXT MEETING:

Wednesday 8 November 2017 at 10.00 am in Lecture Halls 1&2, Queen
Margaret Hospital, Dunfermline