Agenda Item 4

Present:
Karen Baxter, AHP Representative
Nicky Connor, Interim Associate Director of Nursing
Cllr Peter Lockhart, Fife Council Member
Susan MacLeod, Nursing Representative
Mary Porter, Interim General Manager, DWF
Alastair Robertson, Chair
Isobel Vernolini, PPF Representative
Dr Anne Woods, GP Representative

In Attendance:
Lorraine Cooper King, Business Manager, DWF CHP [Minutes]
Margaret Henderson, Divisional General Manager, NHS Fife
Lisa Milligan, Service Manager, PCES
Margaret Pirie, Service Manager, Learning Disability Service

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<thead>
<tr>
<th>NO</th>
<th>HEADING</th>
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<td>31/14</td>
<td>WELCOME, INTRODUCTION AND OPENING REMARKS FROM THE CHAIRMAN</td>
<td>Alastair Robertson welcomed everyone to the meeting and wished to draw to members’ attention the requirement to keep discussions politically neutral.</td>
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<td>32/14</td>
<td>APOLOGIES FOR ABSENCE</td>
<td>Apologies were received from:</td>
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<td>• Cllr Billy Pollock, Fife Council Member</td>
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<td>• Colin Cossar, Pharmacy Representative</td>
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<td>• Rona Laing, Non-Executive Board Member</td>
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<td>• Lawson Rennie (KStJ), Carer Representative</td>
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<td>• Lorna Sherriffs, Area Partnership Forum Representative</td>
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<td>• Pauline Small, Associate Nurse Director, DWF CHP</td>
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<td>• John Winton, Public Partnership Forum Representative</td>
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<td>33/14</td>
<td>DECLARATION OF MEMBERS’ INTERESTS</td>
<td>No declarations of interest were intimated.</td>
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<td>34/14</td>
<td>MINUTES OF PREVIOUS MEETING HELD ON 10 JULY 2014</td>
<td>The minute of the previous CHP Committee meeting was confirmed as an accurate record.</td>
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35/14 **MATTERS ARISING FROM THE PREVIOUS MINUTE**

No matters arising intimated.

36/14 **GENERAL MANAGER’S REPORT [Mary Porter]**

36/14 (1) **Local Partnership Forum**
Mary Porter advised the first joint meeting of the Local Partnership Forums has taken place. It was a very worthwhile meeting and those who attended felt the size of the joint group added value to conversations and progressed a number of issues. The joint group plans to continue to meet as one single Local Partnership Forum and the action plan will reflect this.

36/14 (2) **Lynebank Site**
Demolition at the bottom end of the Lynebank site is now complete.

36/14 (3) **Community Nursing**
Nicky Connor, Interim Associate Nurse Director, provided an update on Community Nursing.

It was noted there is currently challenges faced, nationally, with regards to recruitment of Health Visitors. There is a national directive and commitment to training and investment of Health Visitors in Scotland. This year will see twelve nurses in Fife undertaking Health Visitor training with further funding available for cascade training.

It was reported 95% of nursing areas in Fife are undertaking the workforce planning tool. This includes a review of adult inpatient wards of which 38 wards across seven sites are taking the audit work forward. Recommendations will be submitted to Strategic Management Team who will then take forward to a Board Development Session. It is planned to extend the workforce planning across all wards, excluding Learning Disabilities as there is no identified tool currently. The Community Nursing Service are on track to have their workforce planning tool complete by the end of April 2015. The workforce planning tool allows a framework for developing careers and supports lateral movement across specialities.

Discussion then followed on staffing levels within VHK, and Committee members were assured appropriate measures are undertaken to ensure patient safety.

37/14 **HEALTH & SOCIAL CARE PARTNERSHIP / INTEGRATION [Mary Porter]**

Mary Porter provided an update on the following:

*Partnership Group*: this Group will continue to meet until March 2015. Alison Rooney, Non-Executive Board Member, has been appointed as the Co-Chair.

*Integration*: Sandy Riddell, Director of Health & Social Care, started in post at the beginning of September.

Committee members then had a discussion regarding the Health & Social Care Localities, which is currently out for consultation until November 2014.
Launched by Fife Council and NHS Fife, the consultation aims to identify and define the localities across which joint services will be planned.

Dr McGovern advised this consultation has been considered by the Professional Reference Group with issues around the proposed locality structure discussed from a medical professional view. It was noted, the consultation does not state what the remit of the localities will be, and that the recommended number of localities (seven) may be unworkable. It was acknowledged that CHPs & GPs have worked hard over the years to retain engagement and do not want to lose the framework they are already working within and retain a sufficient locality size to deliver services and changes.

38/14 MODERNISING CHILDREN’S HEALTH SERVICES IN FIFE [Mary Porter]

The purpose of this paper is to update the DWF CHP Committee on the progress of the action plan associated with Dr Dunhill’s 2012 review of Children’s Services. This follows on from the wider children’s and young people’s services update paper presented to the Committee in January 2014.

Progress against the recommendations of Dr Dunhill’s report include:

- Acute paediatric, neonatology and community child health paediatricians now co-managed within Women and Children’s Service – Planned Care. It is anticipated this will ensure that NHS Fife is able to address the challenges of national and regional policy directives with reference to workforce, team working and interagency effectiveness.
- Work has commenced on the development of a child health strategy for NHS Fife.

The outstanding recommendations from the report will be progressed via the Child Health Strategy Group and related action plans.

Thereafter, the Committee Noted the work currently undertaken to modernise Children’s Services in Fife and anticipate a Child Health Strategy in 2015.

39/14 PRIMARY CARE EMERGENCY SERVICE (PCES) ANNUAL REPORT [Lisa Milligan]

Lisa Milligan provided an update in relation to PCES activities during 2013/14 and an overview of work undertaken by the out of hours (OOH) service. This is the tenth annual report for the NHS Fife PCES and the highlights were noted as:

- 2013/14 was a busy year for service delivery with call profiles being similar to previous years. 87,070 Fife and Kinross patients contacted OOH resulting in 37,596 patients being seen across the four centres and 10,733 home visits being undertaken by four cars, supported by two additional hire cars at peak public holiday time.
- There is an increasing complexity of conditions attending PCES.
- The breakdown of patients across the area profile shows a decrease in the number of patients accessing the service, with the under 10’s, young adults and over 70’s being the main user groups.
- There are currently 3680 active ‘Special Patient Notes’ posted on the
Adastra OOH communications and information system for Fife patients. These ‘special patient notes’ allow particular clinical needs or complications to be highlighted to PCES clinicians and contributes to the safe management of these patients. The use of Special Patient Notes increases each year.

- Emergency Care Summaries (ECS), which provide basic information regarding the patient e.g. their allergies, their prescribed medication, have increased this year also, with 4042 checks of the ECS made by PCES clinicians.
- Significant planning went in to ensure full coverage over the winter period. The Winter Plan was submitted and approved at a national level. No significant improvement areas were identified as part of the review process.
- Staffing levels remain constant. NHS Fife are fortunate to have the support of local GPs as there is a recognised national challenge for OOH providers in Scotland in terms of GP cover.
- PCES received 18 complaints during 2013/14: ten were not upheld; three were partially upheld; and five were still open at the point of year closure. All complaints were fully investigated and reported through the NHS Fife Complaints department. None of the complaints were unresolved. The percentage number of complaints received is small in relation to OOHs calls received at approximately 0.02067%.
- PCES introduced new controlled drug registers to ensure safer monitoring and management. Working with pharmacy colleagues the Controlled Drug Standard Operating Procedure has been reviewed and reflects current practice meeting all legal requirements.
- A variety of tests of change, including rota changes, clinical supervisors, additional home visiting resources, have been undertaken and a full evaluation will be undertaken with those involved in identifying the best way forward to support PCES delivery during the coming year.
- Following a proposal submitted to NHS Fife Board in August 2013 with regards to a review of service provision, it was decided no changes would be made. The Strategic Management Team took the decision following the conclusion of this review to upgrade facilities at Glenrothes Hospital. The changes significantly improved the patient and staff environment and addressed the infection control compliance issue for in-hours users as well as out of hours.

Following discussions on the report and service, the opportunity was taken to highlight that the PCES service is a Primary Care service and is not intended to take the pressure off Secondary Care targets. PCES is an extension of in-hours General Practice care.

Thereafter, the Committee Noted the work being undertaken to develop services and Noted the content of the PCES annual report 2013/14.

40/14 QUEEN MARGARET UPDATE [Margaret Henderson]

Margaret Henderson provided her final update on the developments at QMH. Margaret is retiring and provisional arrangements have been put in place with regards to reports and communication with the DWF CHP Committee.

Progress since the last report was noted as:
The Diagnostic & Treatment Centre (day surgery, endoscopy, urology and day care services) became operational on 24 May 2014.
- The Regional Endoscopy Unit was officially opened by the Cabinet Secretary on 29 July 2014 as part of his Annual Review visit to NHS Fife.
- The new Clinical Intervention Unit was opened on 26 May 2014
- The Urology Unit has been handed over by contractors and the transfer date for services from VHK to QMH is planned for 29 September 2014.
- The Day Surgery Unit (23-hour stay beds) remains in Ward 12 until the re-construction work in Wards 10/11 is complete, which is expected to be by the end of September 2014. Activity continues as planned.
- The Decontamination Re-Processing Unit, operational since 26 May 2014, now has three new ICIS machines.

The Primary Care Resource Centre – now known as the Carnegie Unit – will bring together a wide range of services. This work is being progressed via the Primary Care Resource Centre workstream and the QMH Project Team. An area within QMH has been identified and the Design Development phase has begun.

Children’s Occupational Therapy and Physiotherapy will be relocating into the existing footprint of Therapy and Rehabilitation at QMH in October 2014.

Communication: progress of changes on the QMH site is published in the Queen Margaret Developments newsletters. Information is also placed on the intranet and internet.

Travel planning / traffic flow: work is almost complete with a one-way system now in operation. Additional blue badge and parent/child spaces have been identified and appreciated. The new bus shelter, in front of the main foyer, is now up. Bus companies have increased the number of buses through the site.

Main reception / foyer: plans to update and improve the main reception are now nearing completion. The area is now much brighter. Good feedback has been received on the ‘Meet and Greet’ team who provide a welcome face for new visitors to the QMH and offer directions round the site.

Older People’s Service: although not part of the initial remit, the opportunity was taken to reconfigure Wards 5, 6 & 7. Work is now complete and the Wards have now moved back in. The facility has been much improved creating some single use accommodation and access to the courtyard.

Following discussions on other ward areas / issues within the QMH site, Margaret Henderson agreed to take all comments back to the Project Board.

Thereafter, the Committee **Noted** the progress made and ongoing work as detailed in the paper.
41/14 GOVERNANCE ITEMS

41.1/14 NHS Fife Balanced Scorecard 2014-2015 [Mary Porter]

Mary Porter provided an update on progress against the new targets for 2014-15 outlined to the Committee in July 2014. The Balanced Scorecard for 2014-15 has 19 targets, of which 12 are the responsibility of individuals or services in the CHP or are contributed to by them.

Progress highlights for the mid year:

- Alcohol Brief Interventions has shown an increase in the number of interventions and over 50% of the year target has been delivered in the first quarter.
- Post diagnostic support for dementia reporting mechanisms in place. Number of patients registered in Fife has reached the Government target of 53% of population. Hubs have been identified to take forward identification of the remaining 47% and are receiving referrals from GPs.

The Committee Noted the progress against the balanced scorecard.

41.2/14 Patient Focus Public Involvment (PFPI) Progress Report [Isobel Vernolini]

Isobel Vernolini presented the PFPI Progress report in relation to PFPI activities during June and July 2014. During this time, ten requests to be involved in activities were received.

Membership of the DWF Public Partnership Forum Reference Group (PPF RG) reduced to ten during this time period.

Isobel Vernolini also expressed concerns on behalf of the PPF RG regarding the future of the Group when CHPs are dissolved next April. PPF RG members are still keen to be involved in the new Health & Social Care structure. There will be a joint CHP PPF RG meeting in October focussing on the Health & Social Care Localities Consultation.

Mary Porter acknowledged the concerns of the PPF RG members and advised this is being discussed within the Strategic Management Team and there are plans to bring all the three CHP PPF RGs together, with the new Director of Health & Social Care, to discuss this further.

Isobel Vernolini also expressed concerns, on behalf of the PPF RG, regarding the under-use of the minor injuries unit at the QMH and the lack of public awareness around appropriate attendances to the unit.

The Committee Noted the content of the report.

41.3/14 The Unconfirmed Minute of the Local Partnership Forum 09 July 2014

Nothing to highlight from the minutes.
41.4/14 The Unconfirmed Minute of the Clinical Governance Group 15 July 2014 [Dr McGovern]

Nothing to highlight from the minutes.

41.5/14 The Unconfirmed Minute of the Health & Safety Group 15 July 2014 [Dr McGovern]

Nothing to highlight from the minutes.

42/14 CHP FINANCE REPORTING [Carol Potter]

42.1/14 Income and Expenditure: Financial Report for the 4 Months to 31 July 2014

The Income and Expenditure position for the CHP for the four months to 31st July 2014 is showing an underspend of £98k against Managed Clinical Services and an overspend of £1k within PCES. Prescribing are showing an underspend of £143k for the year to date.

The CHP was allocated a cash releasing savings target of £394k. Total plans identified to date are £245k, all of which are cash releasing and £82k of which has been delivered at period 4

42.2/14 Capital Programme Expenditure Report to 31 July 2014

The specific allocation for DWF CHP in 2014/15 is £757,200. Expenditure to date relates to maintenance / work on the Lynebank site.

The financial position of the CHP will continue to be monitored.

The Committee were assured underspends in relation to vacancies does not impact on patient service delivery.

Thereafter, the Committee Noted the contents of the report.

43/14 ITEMS FOR INFORMATION

The Committee Noted the following items for information:

43.1/14 The Unconfirmed Minute of DWF CHP Clinical Services Management Team 09 July 2014

43.2/14 The Minute of the Learning Disabilities Management Team 22 July 2014

43.3/14 The Unconfirmed Minute of the Child Health Commissioner Group 17 July 2014

43.4/14 The Minute of the Queen Margaret Project Board Meeting 06 August 2014

44/14 ANY OTHER COMPETENT BUSINESS
FUTURE DATES:

Date of Next Form CHP Committee Meeting (in Public): The next Formal meeting will be Thursday 13 November 2014 at 2.00pm, Conference Room 4, Lynebank Hospital, Dunfermline.