**Unconfirmed Minutes of the Meeting of Dunfermline & West Fife Community Health Partnership Committee**

**Held on Thursday 13 March 2014 at 2.00PM within Conference Room 4, Lynnebank Hospital, Dunfermline**

NOT YET ENDORSED

### Present:
- Alastair Robertson, Chair
- Susan Manion, General Manager, DWF
- Karen Baxter, Podiatry Manager
- Wilma Brown, Employee Director
- Colin Cossar, Pharmacy Representative
- Cllr Peter Lockhart, Fife Council Member
- Susan MacLeod, Nursing Representative
- Kenny Murphy, Voluntary Sector Representative
- Isobel Vernolini, PPF Representative
- Pauline Small, Associate Nurse Director
- Lorna Sherriffs, APF Co-Chair
- Dr Anne Woods, GP Representative

### In Attendance:
- Roz Barclay, Service Development Manager
- Donald Grant, Area Services Manager
- Andrew McCreadie, Assistant Director of Finance, NHS Fife
- Belinda Morgan, Head of Health Inequalities Team
- Carol Potter, Assistant Director of Finance, NHS Fife
- Margaret Pirie, Service Manager, Learning Disability Service
- Kevin Sayer, Area Services Manager

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<td>96/13</td>
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Alistair Robertson welcomed all to the meeting and in particular our new member Colin Cossar, Pharmacy Representative and Carol Potter who will replace Andrew McCreadie, Assistant Director of Finance.

Alistair Robertson then brought to the Committee’s attention:

- The closing date for Non-Executive applications was 28 February 2014, interview dates will be arranged. In the meantime, the interim arrangements will remain in place to the end of May 2014.

| 97/13 | APOLOGIES FOR ABSENCE |  
Apologies were received from Lawson Rennie, Carer Representative; Councillor Law, Fife Council Member; Cllr Callaghan, Fife Council Member; Dr Alan McGovern, Clinical Director.

**Attendees**

Apologies were received from Jim Rotheram, Facilities Manager.
98/13 DECLARATION OF MEMBERS’ INTERESTS

One declaration of interested noted from Susan MacLeod, Nursing Representative for Item 11.2 – Strengthening the Commitment – Modernising Learning Disability Nursing as she attended the Group that looked at this work.

99/13 MINUTES OF PREVIOUS MEETING HELD ON 14 NOVEMBER 2013

The minute of the previous CHP Committee meeting was confirmed as an accurate record subject to the following amendment:

Item 81/13 – General Manager’s Update, 4th bullet point, last paragraph amended to read:

Jackie Young, Service Manager of the Paediatric Home Care Team will take on additional management responsibility for the Child Protection Team and the Children’s Service Administration Team.

100/13 MATTERS ARISING

No matters arising were noted.

101/13 GENERAL MANAGER’S REPORT [Susan Manion]

Susan Manion provided the following update.

- The Co-Chairs of the Fife-wide Local Partnership Forums have met to discuss the results from the Staff Survey conducted in spring. The results have also been discussed within Dunfermline and West Fife’s Clinical Services Management Team and Local Partnership Forum and will look at the key elements which will be incorporated into the local Staff Governance Action Plan as well items that will be taken forward across Fife. A copy of which when finalised will be brought to the Committee for noting the work being undertaken.

- Malcolm Gordon, Lead Nurse, Learning Disability Service is retiring at the end of March. Malcolm’s long service and dedication to the people of Fife with a learning disability was noted. Margaret Pirie’s role will broaden and take on the role of Service Manager for Learning Disabilities.

102/13 HEALTH & SOCIAL CARE PARTNERSHIP / INTEGRATION [Susan Manion]

Susan Manion provided a verbal update on the Health and Social Care Partnership Integration highlighting the following:

- a progress report on Integration was presented to NHS Fife Board on 25 February 2014;

- the Public Bodies (Joint Working) (Scotland) Bill will go for Royal Assent
in the spring and will become active from 1 April 2015, at which point we will move to formal arrangements. There will be a number of key actions required prior to this point and work is being undertaken to take forward. A Transitional Planning Team comprised of Senior Managers from NHS Fife and Fife Council will dedicate a significant amount of their time to ensure continued progress in delivering the amount of work that will be required over the next year. There will also be two Change Manager positions. These posts will all report directly to the Interim Director.

- Susan Manion will form part of the Transitional Planning Team and will dedicate a large proportion of her time to this work for a period of six months whilst continuing to hold the Executive Lead roles for Community Children’s Services and Equality and Diversity. Mary Porter, General Manager, Kirkcaldy and Levenmouth CHP will take on operational responsibility for Dunfermline and West Fife CHP during this time.

- The work on locality boundaries is ongoing.

Discussion followed on various aspects of integration which included, funding resource and the challenges this will bring, IT systems and the suggestion of a joint CHP development session dedicated to Health and Social Care Integration.

103/13 LOCAL COMMUNITY PLANNING [Belinda Morgan/Donald Grant/Kevin Sayer]

The Local Community Planning paper provides an update to the Committee on the development of Local Community Planning in Fife and to share the Local Community Plans for the Dunfermline and West Fife (D&WF) CHP area.

The aim of community planning is to strengthen Fife’s future by bringing together the public and voluntary organisations to work together better for Fife’s communities. The paper outlined the five Lead Strategic Partnerships and Fife’s Community Planning Partners. All partners have signed up to the strategic objectives within the plan and to provide their unique contribution to ensure delivery.

A Local Community Planning Framework was agreed by the Fife Partnership in November 2011. The principles in this Framework include, arrangements based on the seven areas, each area to produce a Local Community Plan document and improved local community involvement.

To ensure a community focus Fife Partnership is underpinned by seven areas of local community planning determined by ward boundaries. Three areas within the D&WF CHP boundaries, City of Dunfermline; Cowdenbeath and South West Fife.

Each of these areas has a local community plan developed through partnership working and local consultation through the Local Community
Planning Group. Membership on the Local Community Planning Groups reflects the membership of the Fife Partnership.

Development of the Local Community Plans and implementation of the Plans is a “work in progress”. The current version of each of the plans within the D&WF area were included for information.

Alistair Robertson welcomed this report as part of the Committee agenda and highlighted the good work that is taking place.

The Committee noted the update and agreed current versions of the Local Community Plans in the Dunfermline and West Fife area.

**104/13 HEALTH LOOKED AFTER CHILDREN & YOUNG PEOPLE GROUP UPDATE [Roz Barclay]**

The paper presented provided an update on the recent developments in relation to the provision of support by NHS Fife to children and young people in Fife who are ‘look after’. There are currently 900 looked after children (LAC) in Fife.

D&WF CHP has a focused Working Group that continues to progress redesign and development activity to support a reduction in the known significant vulnerabilities and health inequalities faced by looked after children and young people and to co-ordinate the Board’s response to CEL 16. There is a rolling action plan to support ongoing monitoring of implementation against CEL 16. The main elements of this CEL include, ensuring that the Board offers every currently Looked after Child and Young Person in their area a health assessment within four weeks of notification to the Health Board and ensuring that a mental health assessment is offered to every Looked after Child or Young Person by 2015.

Health Assessment Developments – the Group has worked with Social Work colleagues to update the guidance for social workers on the health assessment process. The School Nursing Service now provides health assessment for young people over the age of 12 who have become looked after for the first time. This has helped reduce the professional involved in the lives of these young people and builds on the relationship the School Nurse will often have with the young person. The initial feedback is that this is a useful and positive process.

Mental Health – Specialist mental health support continues to be provided by the Springfield Project for Fife Council looked after children and young people. This is a nationally acknowledged service and dialogue continues with Council colleagues regarding potential development. Looked after children and young people may also be accessing mainstream Child and Adolescent Mental Health services, potentially as a consequence of referral following their health assessment.

The Child Protection Committee (CPC) Self Evaluation and Audit Group will be discussing a multi-agency evaluation of the CPC Underage Sex Protocol to ensure implementation across services and to obtain feedback from users
to inform revision of the protocol in 2015. This would involve NHS staff who are likely to use the protocol e.g. child protection, school nurses, maternity, sexual health, pharmacy, GP.

**Corporate Parent Action Plan** – The Corporate Parent Board is in the process of updating its action plan. This includes a priority related to improving the health outcomes of looked after children and young people through improved access to health services. The Corporate Parent Board has also been advised that the future health related action should reflect the recently circulated Health Promoting Care Placements Framework.

The Corporate Parent Board has prepared locality focused reports for Local Area Committee areas. These seek to provide local feedback and support awareness of the issues faced by looked after children, to inform decision making across the agencies which comprise the Corporate Parent Board. The three locality reports pertinent to Dunfermline and West Fife were included with the report for information.

**Fostering and Permanence** – in light of process developments NHS Fife has worked with Social Work colleagues to identify additional resource to enhance the medical advisor input to this process; to support the objective of speeding up the permanence process to improve the long term outcomes for children.

The Committee noted the developments and information contained in the attachments and considered how CHP members can assist in promoting the interest of looked after children.

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**HEALTH INEQUALITIES TEAM UPDATE [Belinda Morgan]**

The paper provided a six-monthly update on the progress of work within the Health Inequalities Team, both in Dunfermline and West Fife, and Fife-wide.

The Health Inequalities Team aim to improve the health and wellbeing and reduce health inequalities through targeted prevention activities focusing on narrowing the health inequalities gap. The work outlined in the report demonstrates the wide range of ongoing projects and activities provided by the Team and Belinda Morgan highlighted some of these, which included, Maternal and Infant Nutrition, Child Healthy Weight, Sexual Health, Stop Smoking Service, Detect Cancer Early, Keep Well, Community Planning and Development and Voluntary Organisations.

The Team work closely with Community Planning Partners to address the wider determinants of health that impact on an individual's ability to improve their own health and through community planning support local communities to make positive changes. Evidence to reduce health inequalities demonstrates the need to further prioritise and provide accessible services to disadvantaged groups. Within the Team there is therefore a focus to design interventions which reach traditionally hard to engage population and ensure all local agencies work together with common aims and measures to reduce health inequalities.

The Committee noted the progress and ongoing work outlined in the paper.
Modernising Nursing in the Community

Pauline Small presented the update paper which provides an update on progress from March 2013 to March 2014.

Within NHS Scotland there is a clear need to ensure efficient and effective use of resources and services within community nursing. This must be aligned to the appropriate use of knowledge and skills to deliver against agreed corporate priority areas to support health improvement, patient safety and quality care delivery.

Previous reports to Dunfermline and West Fife Committee summarised progress made in recent years with the review of Community Nursing Services at national and local level. These reports detailed the overarching vision for Community Nursing in Fife and included the frameworks which had been developed for both Public Health Nursing and District Nursing locally.

Public Health Nursing Services – Future Focus (CEL 13) was published in June 2013. This directed a refocusing of Public Health Nursing roles, responsibilities and titles. The CEL specified that the existing Public Health Nursing (PHN) role as defined within Nursing for Health 2001, should be refocused and the titles of Health Visitor and School Nurse reintroduced. It also specified that the role of the Health Visitor should focus on 0 to 5 years (including preconception) and the School Nurse should focus on school years (5 to 19 years).

This refocusing of the PHN role will support the delivery of targeted interventions, delivered by a specialist workforce, who will be better equipped to address the specific needs of the respective age groups and their families. A new national Children, Young People and Families Nursing Advisory Group is taking forward work to support NHS Boards.

Following the publication of CEL13, it is now acknowledged within NHS Fife, that the Health Visitor and District Nursing Frameworks developed previously will now need to be reviewed to consider the changes to the PHN role as follows:

- Define the core work for Community Nursing Services which will focus on these priority areas;
- Ensure that where relevant, core work is aligned to strategy and targets and that delivery against this can be evidenced;
- Develop a workplan that outlines priorities for service redesign and/or health improvement;
- Engage the workforce in developing and delivering this work.

The community nurse staffing resource continues to be reviewed by the Lead Nurses across Dunfermline and West Fife CHP.

Skill mix has been introduced into the CHP for a number of years now,
however, it is recognised that this work requires to be built on and a detailed plan clarifying future action developed. All community nursing teams in the CHP will be completing the revised Community Workload Assessment Tool in 2014.

Health Visitors (HV) Workforce – D&WF CHP continue to review caseload numbers taking account of Health Plan Indicators (HPI) which have now been reduced to core and additional only. The 27 month assessment has been successfully implemented within NHS Fife and most of the Boards in Scotland. NHS Fife has embedded into practice a recognised assessment tool called Ages and Stages Questionnaire 3 (ASQ3) and Ages and Stages Social and Emotional Questionnaire (SE) this tool can be used at all stages of development up to 60 months.

School Nurse Workforce - Integration of School Nursing with Health Visitor Teams has taken place within neighbourhoods’ 1 and 2 (Kelty, Cowdenbeath, Crossgates and Lochgelly, Cardenden and Rosewell) and neighbourhood 4 (Dalgety Bay and Inverkeithing). In light of the recommendations from CEL13 this is currently being reviewed to ensure the roles are defined for HV’s and School Nurses.

Within the School Nursing Teams we continue to review the workload in light of the additional work such as Looked After Children reviews, the new immunisation programme and the implementation of a Nurse Led Enuresis service for school age children.

Family Nurse Partnership (FNP) - NHS Fife were successful in bidding for funding to implement the FNP Project in early 2012. During 2013 NHS Fife was offered the opportunity to expand the FNP Project. As of 17 February 2014 we now have Team B in place, consisting of 1 FNP Supervisor, 6 Family Nurses and an Administrator/Data Manager. This team will begin to recruit to the programme on 17 March 2014. The programme has been well received within NHS Fife and our partner agencies.

District Nursing - The reduction in the prescribing of silver dressings is on target. Other wound dressings are being reviewed with a view to reduce the spend by 20% in 2014.

Integrated Community Assessment and Support Service (ICASS) - There have been 1004 patients treated by this new service.

Further Work - Additional work is currently ongoing in relation to Early Years Strategy; Implementation of Children and Young People’s Bill; District Nursing Skills Requirements and options for future education provision; Nursery Nurses being more widely used locally; and Introducing an Immunisation Team to support the School Nurse Teams and GP Practices across the Fife CHPs to deliver the additional immunisations.

The Committee Noted the progress with Modernising Nursing in the Community within Dunfermline and West Fife CHP.
Nursing

This report provides D&WF CHP Committee with an overview of the recommendations in Strengthening the Commitment and summarises progress to date with implementation at both national and local level.

The main broad areas requiring action have been highlighted in the Strengthening the Commitment – Action Plan for Scotland 2013-2016 which was launched in March 2013. This information was presented at the NHS Fife Board meeting on 25 February 2014.

Learning disabilities nurses play a key role in supporting people with a learning disability to achieve and maintain optimum health and wellbeing. From the outset, it is crucial that the Strengthening the Commitment Delivery Plan is working in synergy with other national policy drivers and programmes that impact on the design, implementation and evaluation of quality health services for people with learning disabilities.

Strengthening the Commitment provides a focus/direction for developing the Learning Disabilities Nursing Profession to ensure that people with learning disabilities have access to expert nursing care as well as improving the Learning Disabilities Nursing image/profile and contribution. It provides a vital opportunity to strengthen capacity, capability, quality and the profession itself.

Progress to date - Various national groups are now in place to take forward ‘Strengthening the Commitment’. Professional Leads within each Health Board area have been identified. The NHS Fife lead is Pauline Small, Associate Nurse Director. A Fife Local Implementation Group has been established and commenced work in response to the recommendations within the Strengthening the Commitment report. Progress to date and future tasks were outlined. Senior Learning Disability Nurses from Fife are part of the Scottish Learning Disabilities Senior Nurse Group where this work is also discussed at national level.

Influencing factors - “The Keys to Life – Improving Quality of Life to People with Learning Disabilities” was published in June 2013 and is the updated learning disability strategy in Scotland, following on from and building on the principles and successes of the “Same As You? Published in 2000. Fifty-two recommendations are noted within the report, 18 of these recommendations relate specifically to health.

The Learning Disability Nurse Consultants in England developed an ‘outcome framework’ based on the five determinants of health inequalities. This was developed for nurses, however the ‘Health Equalities Framework’ (HEF) can be used in all services to measure effectiveness in tackling health inequalities for people with learning disabilities and allows information to be collected on a team, locality or services basis. In summary the five determinants are:

- Social;
• Genetic and Biological;
• Communication;
• Behaviour and Lifestyle;
• Service Quality.

Fife is a pilot site for the introduction of the HEF along with other Boards in the Managed Clinical Network (MCN). This is being funded through Learning Disabilities Health Inequalities Fund 2013-15. Staff will be trained in the use of the HEF, becoming ‘Champions’ for further use.

The Committee **Noted** the publication of Strengthening the Commitment: Modernising Learning Disability Nursing; the progress to date with implementation of the recommendations; the publication of the other strategic policy documents: Health Equalities Framework and The Keys to Life; and the continuation of local work in Fife relating to these Learning Disability policy documents.

### 107/13 LYNEBANK HOSPITAL SITE UPDATE

The paper provided a brief update on the position regarding the recent, current and proposed changes to the use of accommodation within the Lynebank Hospital site. It also indicated the likely capital schemes on the site and informed members of the progress.

The main changes to the site include:

- demolition of accommodation at Wards 1 to 6, Flats 6 – 11, Houses 2 to 5 and Bedsits, as previously declared surplus to requirements;

- a small Red Cross Wheelchair Loan Centre is planned for Lynebank site, upgrading and making use of the former mortuary and chapel area;

- feasibility work ongoing to establish the suitability of the underutilised kitchen/dining facilities for conversion to a base for the Occupational Health Advisory Service;

- Historic Scotland is currently consulting on a proposal to “list” the Administration building and the former School of Nursing (Tower Block) as a building worthy of statutory protection. The buildings are strongly defined examples of Brutalist architecture and rare examples of hospital buildings of this type.

The Committee **Noted** the content of the paper and the ongoing work to develop a core of essential accommodation on the Lynebank Hospital site.

### 108/13 Best Value [Susan Manion]

Susan Manion presented the Best Value Framework for 2013-14 which is based on our lead responsibilities.

The Committee **approved** the assurance framework as outlined.
Susan Manion presented the Draft Annual Statement of Assurance for 2013-2014, any amendments required to be forwarded to Lorraine Cooper-King. The final version will be presented at the May 2014 Committee meeting for approval.

Formal and Development Session meeting dates for 2014-2015 were circulated with the agenda for Committee member’s information. It was noted that the Development Session dates may be subject to change.

Susan Manion presented the Annual Committee Business Programme for 2014-2015 and explained this is a working document.

Isobel Vernolini provided the following update:

- 7 requests to be involved in activities;
- PPF Reference Group Membership remains at 10 members;
- Following the trial of Joint PPF meetings, it has been agreed following the evaluation that this will continue for a further trial period. A role and remit for joint meetings has been agreed.

It was highlighted that location of meetings in Kirkcaldy may be impacting on the uptake of public involvement.

The Committee noted the content of the report.

Nothing to highlight from the minutes

Nothing to highlight from the minutes

Nothing to highlight from the minutes
116/13  CHP FINANCE REPORTING


The Income and Expenditure position for the CHP for the 10 months to 31 January 2014 is showing an underspend of £344k against Managed Clinical Services and an underspend of £110k within PCES. Prescribing is showing an underspend of £445k.

In line with previous years, expenditure is monitored against budgets throughout the financial year. The breakdown of over and underspends against budgetary areas were highlighted and discussed.

The CHP identified cash releasing savings of £300k; plans identified to date are £234k of which £177k cash releasing savings have been delivered at Period 10.

116/13(2) Capital Programme Expenditure Report 31 January 2014 [Andrew McCreadie]

The specific allocation for D&WF in 2013/14 is £726k. Other CHP general allocation brings the total capital allocation to £1.144m. The total expenditure against the overall allocation for the period is £529k and relates to Lynebank roof works and other minor work schemes. The CHP expects to spend its capital allocation in full by the year-end.

Thereafter, the Committee noted the contents of the report.

117/13  ITEMS FOR INFORMATION:

The Committee noted the following items for information:

117/13(1) The Unconfirmed Minute of the DWF CSMT 18 February 2014.
117/13(4) The Unconfirmed Minute of the General Practice & Primary Care Group 15 January.
117/13(5) The Unconfirmed Minute of the PCES Strategic Group 4 February 2014.

118/13  ANY OTHER COMPETENT BUSINESS

Andrew McCreadie, Assistant Director of Finance – Susan Manion thanked Andrew for his support and work to the Dunfermline and West Fife CHP and wished him well in his new role.

Committee Administration - Susan Manion welcomed back Lorraine Cooper-King, Committee Administrator from maternity leave and noted thanks to Vicki Chesher for providing interim cover.

119/13  FUTURE DATES:

Unconfirmed Minute of DWF CHP Committee
13.03.2014
Originator: V Chesher
Date of Next CHP Formal:  Thursday 8 May 2014 at 2.00pm in Conference Room 4, Lynebank Hospital, Dunfermline.