The Unconfirmed Minute of the Dunfermline & West Fife Community Health Partnership Committee held on Thursday 10th January 2013, at 2.00pm in Conference Room 4, Lynebank Hospital, Dunfermline

Members Present:
[Committee Chair] Moira Adams
Non-Executive Board Member, Susan Archibald
AHP Representative, Karen Baxter
Public Partnership Forum Representative, Harry Dunn
Optometry Representative, Andrew Hepburn
Fife Council Member, Cllr Lesley Laird
Fife Council Member, Cllr Peter Lockhart
Clinical Director, Dr Alan McGovern
Non-Executive Board Member, Anne McGovern
Nurse Representative, Susan McLeod
General Manager, DWF CHP, Susan Manion
Area Partnership Forum Representative, Lynne Parsons
Carer Representative, Lawson Rennie
Associate Nurse Director, DWF CHP, Pauline Small
Public Partnership Forum Representative, Isobel Vernolini
Non-Executive Board Member, John Winton

In Attendance:
Depute General Manager, DWF CHP, Val Hatch
Head of Clinical Governance/ PFPI Lead, DWF CHP, Ann Hatton
Chair Learning Disability Management Team, DWF CHP, Margaret Pirie
Senior HR Manager, NHS Fife, Sandra Raynor
Management Accountant, DWF CHP, Fiona Robertson

Minute Circulated For Information:
Karen Banks, Secretary to Ann Hatton
Vicki Chesher, Personal Secretary to Lesley Eydmann
Eileen Clinton, Facilities Administrator
Dr Edward Coyle, Director of Public Health, NHS Fife
Carol Cummings, Personal Assistant to Andrew McCreadie
George Cuthill, Local Officer, Scottish Health Council
Dougie Dunlop, Senior Manager, Social Work, Fife Council
Lesley Eydmann, Localities Manager, DWF CHP
Malcolm Gordon, Lead Nurse, Community LD Service
Joanne Hannah, PA to Dr Mark Jones
Val Hatch, Depute General Manager, DWF CHP
Ann Hatton, Clinical Governance Lead, DWF CHP
Kirsty Hutchinson, Personal Assistant to Norma Wilson
Carol Jaundrill, Personal Assistant to Susan Manion
Ruth Lonie, Communications Manager, NHS Fife
Christine McCafferty, Personal Assistant to Val Hatch
Andrew McCreadie, Assistant Dir. of Finance, NHS Fife
Sharon MacDonald, Secretary to Dr Alan McGovern
Gillian McKinnon, PA to NHS Fife Chief Executive
Evelyn McPhail, Director of Pharmacy, NHS Fife
Isabel Middlemass, Secretary to Dougie Dunlop
Lisa Milligan, Service Manager, PCES
Belinda Morgan, Head of Improving Health, DWF CHP
Valerie Muir, Personal Assistant to Chief Executive, NHS Fife
Julia Ogilvie, Secretary to Learning Disabilities Lead Nurses
Catherine Penman, Secretary to Sandra Raynor
Margaret Pirie, Chair LD Management Team
Jane Ratcliffe, Secretary to Pauline Small
Sandra Raynor, Senior HR Manager
Isabel Ritchie, Secretary, CVS Fife
Fiona Robertson, Management Accountant DWF CHP
Jim Rotheram, Facilities Manager
Andrea Smith, Development Pharmacist
Norma Wilson, Head of Corporate Services
John Wilson, Chief Executive, NHS Fife
ITEM 1 Welcome and Opening Remarks from the Chair

Moira Adams welcomed all to the meeting, and in particular to two new members: Harry Dunn, Vice-Chair of the D&WF CHP Public Partnership Forum – replacing Len Woods, & Anne McGovern, Non-Executive Board Member – replacing Alan Mentiplay. The Committee were advised Fiona Robertson, Management Accountant for D&WF CHP was attending on behalf of Andrew McCreadie.

Moira Adams and Susan Manion continue to meet regularly with MPs and MSPs (including Jayne Baxter, who was previously a member of the CHP Committee) to update on the work of the CHP.

Congratulations were extended to former NHS Fife Chief Executive, George Brechin, who has been awarded an OBE in the Queen’s New Year’s honours list.

ITEM 2 Apologies For Absence

- Non-GP Medical Representative, Dr Mark Jones
- Fife Council Member, Cllr Helen Law
- Education Representative, Marion Walker

ITEM 3 Declarations of Interest

No declarations of interest intimated.

ITEM 4 The Minute of the previous DWF CHP Committee meeting held on Thursday 8th November 2012

The Minute of the previous CHP Committee meeting was confirmed as an accurate record.

ITEM 5 Matters Arising from the Previous Minute

5.1 PFPI Progress Report: Vice-Chairmanship vacancy (min 13.2): Following the last PFPI Progress Report to the Committee, Harry Dunn has been appointed as Vice-Chair of the D&WF CHP Public Partnership Forum.

ITEM 6 General Manager’s Report [Susan Manion]

Susan Manion updated the Committee on the following matters:

6.1 NHS Fife Mid-Year Review

Andrew McCreadie has submitted his apologies for today’s meeting as he is attending a meeting at the Scottish Government to report on performance issues raised at the annual review. Areas of reporting will include A&E waiting times targets and NHS Fife financial year-end position.
ITEM 6.2 Winter Activity

During the winter period 2012-2013, the Primary Care Emergency Service [PCES] have recorded a 20% increase against predicted activity. This increase was attributed to various seasonal bugs and Christmas and New Year public holiday’s falling middle week. This did result in a slight increase in patient waiting times but all patients were seen and shifts were covered. Thanks were expressed to the whole PCES Team who managed the service to patients over the busy period.

6.3 Primary Care Out of Hours Treatment Centres

A meeting with MSPs, MPs, and NHS Fife has taken place and an agreement was reached to carry out a formal option appraisal on the different options available for the Out of Hours Service at Glenrothes Hospital. A report, including timescales to carry out option appraisal, will be presented to Senior Management Team (SMT). A public consultation will also take place to support this process and the outcomes will be reported to all three CHPs and NHS Fife Board.

6.4 Early Years Collaborative

The Early Years Collaborative is a significant piece of Fife-wide work which aims to take forward work around early intervention services. The Project Management arrangements, to support this work, are currently being established. Agenda item 10 will cover this in more detail.

7 Update on the Health & Social Care Integration Programme in Fife [Susan Manion]

The Health & Social Care Integration Programme has been established in response to the Scottish Government’s intention to establish Integrated Health & Social Care Partnerships (H&SCP) across Scotland. The report accompanying the agenda was presented to NHS Fife Board and will be discussed at all three CHPs and the Operational Division Committees.

Susan Manion highlighted the Programme Board has now met four times with two new members joining the group – Councillor Andrew Rodger, and Joan Mitchell, Non-Executive Board Member.

Six workstreams have been established to take forward the Integration Programme. These are: Governance; Finance; Whole System Working; Outcomes; Communications; and Workforce.

The Whole System group has suggested that the initial scope of the Partnership in terms of the direct responsibility for delivery would include all adult social work, the CHP services, acute elderly medicine, all services within the change fund and some elements of housing directly related to care provision.

Appendix A to the paper provides a detailed report to the Programme Board from the Whole System workstream. The emphasis of a H&SCP is around the least structural change as possible and maximising positive outcomes and opportunities the Partnership could bring.
The Committee then discussed the issues and concerns around budget allocations. Budget issues will be taken forward by the Finance workstream.

It was also noted that although initially the main rationale of the H&SCP was to focus on adults and child health services, there is agreement that children’s social work will also be considered for inclusion over time.

Regular reports on the progress of the various workstreams will be presented to relevant Committees on an ongoing basis.

Thereafter, the Committee **Noted** the progress on Adult Health & Social Care Integration.

**Queen Margaret Developments Update** [Ann Hatton]

Ann Hatton provided the update report on the developments at Queen Margaret Hospital, including the Primary Care Resource Centre.

Progress to date includes:

- Establishment of the Queen Margaret Development Project Board. This group has now met and is currently in the process of recruiting public members to the group.
- The Queen Margaret Development Project Team replaces the QMH Development and Implementation Group and has met and includes two public members – Isobel Vernolini and Lawson Rennie (both also members of the CHP Committee).
- The following workstreams have been established: Day Surgery, Endoscopy, Urology & Day Care Services; Non-clinical; Travel Planning Group; IT & Telephones; Primary Care Resource Centre (PCRC); and Maternity Services.
- Alterations required to ensure a good clinical environment for the Primary Care Emergency Service were completed in December 2012. Further work to ensure patient privacy is required.
- Older People’s Service, including ICASS, is now in situ within QMH site with Social Work staff expected to co-locate by end of January 2013.
- Minor works have taken place in Ward 14 – Children’ Services – allowing the integration and co-location of acute and primary care paediatricians. Funding for the full model of care is in the capital plan for 2013-2014.
- Accommodation has been identified for the Sexual Health Service with work due to start at the end of January 2013. The service will provide an increased range of services as outlined in Right for Fife.
- Scoping exercises have been done to identify Community Services that could benefit the service and patient by being co-located. This work is being taken forward by the PCRC workstream and Queen Margaret Project Team.
- Equality Impact Assessments (EQIAs) have been carried out to determine the impact of the development of PCRC on patient groups and produce recommendations to mitigate potential impacts.
- Communication, involvement and engagement continues.
Following Committee discussions, it was noted concerns with access to service and transport links will be progressed through the EQIA, and the endoscopy decontamination unit is currently out for tender and will be completed within the 2012/2013 financial year.

Thereafter, the Committee **Noted** the progress made and ongoing work as detailed in the paper.

**9 Adult Protection [Margaret Pirie]**

This is the first update to the Committee around the work of Adult Protection arrangements across NHS Fife, outlining the measures in place to ensure appropriate governance arrangements. Susan Manion is the Executive Lead for NHS Fife and there are formal links into the multi agency Fife Adult Protection Committee and Chief Officers Public Safety Group. Margaret Pirie presented the following highlights from the paper:

The Adult Support and Protection (Scotland) Act 2007 introduced measures to identify and protect adults (age 16 or over) at risk of harm, who are unable to protect themselves because they are affected by disability, mental disorder, illness or physical or mental infirmity. Duties under this legislation are:

- **Training** – ensure staff are aware of their duties under the Act. NHS Fife employs an Adult Protection Training Coordinator. NHS Fife have developed ‘Protection for All’ training which covers introductory aspects of training on adult and child protection, gender-based violence and forced marriage. Staff can then enrol on the longer, more detailed sessions on each of these topics. Multi-agency training is also available for registered, clinical staff provided by an external trainer and includes colleagues from Fife Constabulary, Fife Council Social Work Services, NHS Fife, voluntary agencies and housing support.

- **Reporting** – specific guidance to staff on reporting any suspicions or disclosures made about any adult at risk of harm. All incidents of harm need to be reported and protocols and procedures are in place to allow staff – NHS Fife staff, contractors or volunteers – to be aware of how to submit a ‘Cause for Concern’.

- **Cooperation** – NHS Fife has a duty to cooperate with Fife Council in any investigations concerning an adult at risk of harm. Case conferences and collaborative work allow action plans to be put together to address issues raised.

The central group with responsibility for coordinating the adult protection work in NHS Fife is the Adult Protection Steering Group.

Within NHS Fife, the Learning Disability Service has been involved in two adult protection case reviews in the last year, working in collaboration with Social Work. This has presented an opportunity for learning for all involved in working with vulnerable people and has tightened up processes in place.

The Fife Adult Protection Services will soon be undertaking a self assessment audit, similar to that of the external Child Protection audit.
Concerns around the impact of the Welfare Reform changes on those with a Learning Disability were discussed by Committee members.

Thereafter, the Committee **Noted** the arrangements in place, and **Supported** the cooperation between agencies in developing, following and reviewing adult protection measures within NHS Fife.

### 10 Early Years [Val Hatch]

Significant focus is being placed on Early Years to secure the transformational change required to make the shift from crisis driven, curative care to preventative and anticipatory care. Within Fife, work has progressed with partners to ensure there is appropriate supporting structures to enable the effective implementation of the Early Years Framework.

The Early Years Strategy Group has been confirmed as the lead team within the Community Planning Partnership to take forward early year’s developments. The Early Years Strategy has been refreshed to ensure a focus on:

- Strengthening universal ante-natal and early years services to deliver prevention and early intervention especially for vulnerable children and families;
- Breaking cycles of poverty, inequality and poor outcomes in and through early years;
- Putting quality at the heart of service delivery to meet the needs of children and families; and
- Improving outcomes and children’s quality of life through play.

For health, in particular, this includes a 27-month health check by Public Health Nurses, integrating the Breastfeeding Peer Support project, Child Smile programmes, health reviews for pre 5 year old Look After & Adopted Children (LAAC), and the Family Nurse Partnership.

Community Planning partners in Fife have signed up to the Early Years Collaborative approach which encourages ground level staff to be involved. Specific training has been set up with an ‘Away’ team attending training in Glasgow which they will then cascade to ‘Home’ teams. The Lead for the Fife Early Years Collaborative will be Susan Manion.

Thereafter, the Committee **Noted** the proposed team to represent Fife within the Collaborative, and the work underway.

### 11 Governance Items

#### 11.1 Balanced Scorecard Report Update 2012/2013 [Ann Hatton]

The Balanced Scorecard for 2012/2013 has 33 targets, 26 of which relate to D&WF CHP.

Around the areas of Improving Health, Patient & Staff Experience, Planning for Service Improvement and Delivery & Efficiency:
ITEM ACTION

- Nil reported blue (target achieved)
- 13 reported green (on track)
- 5 reported amber (not on track but within agreed tolerance levels)
- 6 reported red (not on track and not within agreed tolerance levels)

For those targets reporting red, specific work is being done and are closely monitored through relevant local management groups.

The Committee were advised that A&E waiting times are relevant to CHP reported activity as the patient journey has to be seen as a whole system approach.

Additionally, members were advised the NHS Fife sickness absence is recorded in hours / percentage and not number of days lost.

The Committee were asked to Note the update report and progress made against the Balanced Scorecard targets.

11.2 Clinical Governance Action Plan [Ann Hatton]

The Clinical Governance Action Plan for 2010-2013 is coming to the end of the time period. Most actions are either complete or will be ongoing over preceding years. The refreshed action plan for 2013-2015 will be discussed within Clinical Governance Development Sessions and will now include patient-centred care and patient safety actions.

The Committee were asked to Note the progress, range and quality of Clinical Service reporting; Note the need to refresh the Clinical Governance Action Plan; and Support the Clinical Governance Development Session to develop the new Action Plan 2013-2015.

11.3 Patient Focus Public Involvement Progress Report Oct-Nov 2012 [Isobel Vernolini]

D&WF CHP Public Partnership Forum [PPF] received 14 requests for public involvement during October and November 2012, including five requests for Group representatives and two notification of events.

Isobel Vernolini attended the inaugural meeting of the Health & Social Care Integration Public Reference Group. Various groups are represented on this group including the PPFs, People’s Panel and Fife Elderly Forum. The group Chair and role and remit will be agreed at the next meeting of the group.

Two members of the D&WF CHP PPF accepted an invitation to the Kirkcaldy & Levenmouth PPF to hear a presentation on the Alaska Project taking place in one of the GP surgeries in their CHP area. Good feedback reports have been received from both staff and patients at the surgery involved in the project.

The Committee were asked to Note the content of the report.
ITEM 11.4 The Unconfirmed Minute of the Local Partnership Forum 14 November 2012
[Lynne Parsons]

Nothing to highlight

11.5 The Unconfirmed Minute of the Clinical Governance Group 20 November 2012
[Dr McGovern]

Nothing to highlight.

11.6 The Unconfirmed Minute of the Health & Safety Group 20 November 2012 [Dr McGovern]

The Committee were asked to recognise the work of the Learning Disabilities service in the management of violence and aggression. Due to the nature of the client group, behavioural issues and incidents require to be managed well. All incidents are monitored and staff are supported to manage the processes involved.

12 CHP Finance Reporting [Fiona Robertson]

Fiona Robertson presented the CHP Finance Reporting on behalf of Andrew McCreadie.

12.1 Income & Expenditure: Financial Report for the 8 months to 30 November 2012

The income and expenditure position for D&WF CHP for the eight months to 30th November 2012 is showing an underspend of £282,000 against Managed Clinical Services and an underspend of £63,000 within PCES. Prescribing is showing an underspend of £449k.

Underspends within the CHP are attributable, in part, to vacancies within various teams. The Interpreting Service is showing an overspend, however actions are being taken to offset this, the results of which should begin to show next year.

D&WF CHP efficiency savings for 2012-2013 are showing a slight shortfall from predicted target of £701,000. Work is ongoing to identify areas of potential savings.

12.2 Capital Programme Expenditure Report to 30 November 2012

The capital allocation for D&WF CHP is expected to be spent in full by year-end. Total expenditure to date relates largely to spend within the low secure inpatient unit at Lynebank.

The Committee then discussed the vacancies within the CHP and were advised there was no ‘one’ reason for vacancies. Some specialised posts, however, are difficult to recruit to. How vacancies will be addressed within the new Health & Social Care Partnership were queried, and it was agreed a future Committee Development Session around Workforce Planning would be useful.

Dr McGovern highlighted the underspend within Prescribing and attributed this to the work and commitment of the Prescribing Support Team and General Practices within the CHP.
Dr Woods and Harry Dunn left the meeting at this point.

13 Items for Information

The Committee noted the following items for information:

13.1 The Unconfirmed Minute of the DWF CHP Clinical Services Management Team 11 December 2012
13.2 The Minute of the Learning Disabilities Management Team 27 November 2012
13.3 The Unconfirmed Minute of the Child Health Management Team 18 October 2012
13.4 The Minute of the Queen Margaret Development Project Board 5 November 2012 and 3 December 2012

14 Any Other Competent Business

14.1 Items to raise at NHS Board Meeting

The Committee wished Moira Adams to bring to the Board’s attention the work being done within D&WF CHP in relation to welfare reform changes.

Future Dates:

Date of Next CHP Committee Development Session: Thursday 14 February 2013 at 2.00pm, Conference Room 4, Lynebank Hospital, Dunfermline.

Date of Next Formal CHP Committee Meeting (in Public): Thursday 14 March 2013 at 2.00pm, Conference Room 4, Lynebank Hospital, Dunfermline.

Date Authorised for Circulation: