



NORTH LANARKSHIRE COMMUNITY HEALTH PARTNERSHIP
MINUTES OF AN OPERATING MANAGEMENT COMMITTEE MEETING HELD
ON THURSDAY 25 MARCH 2010 at 1 pm

IN THE SEMINAR ROOM, UDSTON HOSPITAL

Draft Minutes for Approval at meeting on 5 May 2010

PRESENT: Mr John Anning, Non Executive Director NHSL (Chair)
Mr Colin Sloey, Director of North Lanarkshire CHP
Mrs Fiona Porter, Acting Deputy Divisional Finance Manager
Mrs A. Armstrong, Divisional Director of Nursing
Mrs Christine Jack, Operational Manager
Mr Kenny Small, Director of Organisation Development
Mr Felix Mulholland, PFPI Representative
Mr David Boyd, Staff side Representative
Tasmin Sommerfield, Public Health Consultant

In Attendance: C Mackay, Colin Lauder, Head of Modernisation (Item 3.1),
Julia Hunter, Optometric Adviser (Item 6.1)

1. APOLOGIES

Apologies were received from June Vallance, Bob Smith, Philip McMenemy, Duncan Mackay, Stephen Kerr, Ann Teale, Mary Castles and David Clark. It was recognised that the last two meetings had been rescheduled and not all members had been able to attend on the revised dates.

2. MINUTES OF LAST MEETING

The notes of the meeting held on 20th January 2010 were approved as an accurate record.

3. MATTERS ARISING

3.1 CEL4 (2010) Informing, Engaging and Consulting People in Developing Health and Community Care Services

Colin Lauder, Head of Modernisation attended the meeting on behalf of NHSL Stakeholder Engagement Group which is a sub-committee of the Modernisation Board. Colin made reference to the above circular which had previously been circulated and made available a summary paper outlining the key points. It was noted that the guidance document had been in draft form for some time and contributions and comments on the various drafts had been submitted by NHSL and PFPI representatives.

Colin outlined basic principles contained within the guidance around requirements on Boards to follow a public consultation process proportionate to the scale and impact of any proposed service developments or redesign. The document highlighted the significant role of the Scottish Health Council both in terms of engagement in the consultation process and monitoring Board compliance with the guidance. Discussion followed on the definition of major service change which was not clear in the document and of the need to ensure that engagement processes were built into all stages of service redesign/development. It was agreed that further discussion was required with PFPI and the Modernisation Board to identify priorities around change programmes within NHS Lanarkshire.

Action: Colin Lauder to attend a future OMC to discuss further.

4. PERFORMANCE REPORTS

4.1 Divisional HR Report

Mr. Small made reference to the NHS Lanarkshire Workforce Report (January 2010) which had been previously circulated. A summary report highlighting the issues of particular relevance to North Lanarkshire CHP was tabled for information and the following key points noted:

Sickness Absence Rates – Sickness Absence Rates had increased from the previous month of December and Bellshill Locality was particularly noted as an area of concern. Actions were being taken to address increases and should be reflected in the next report. Mr. Small and Mr. Sloey continue to visit localities to review absence management processes and outcomes.

Bankaide and Overtime Expenditure – Total expenditure was noted as being significantly reduced.

Headcount – It was noted that the numbers of permanent staff was reducing in line with the financial position and this would be monitored and discussed at a future meeting to track progress against planned skill mix programmes.

Action: The OMC noted the proactive actions being taken to address sickness absence figures. Further discussion and examination of the Workforce profile would be held at a future meeting.

4.2 Finance Report

Fiona Porter made reference to the Finance Report for the year to date, February 2010 which had been previously circulated for information.

4.2.1 **Overall Primary Care Financial Position**

The financial position reflects a total overspend of £3.086m for NHS Lanarkshire Primary Care Services. The overspend consisted of £1.307m underspend within the pay budget and an overspend of £0.393m within non pays and an overspend of £4.0m in Prescribing. Within North CHP an underspend of £1.025m was noted and this reflected an underspend of £1.286m for pays and an overspend of £0.261m for non pays. The report went on to highlight the financial position for each individual locality and as noted in the previous minutes, all non pay areas are being reviewed and monitored. Mrs Porter reported on some key issues from the Board Financial Plan and highlighted the significant issue with incremental drift affecting pay budgets to the value of £3m.

4.3 **Performance Report**

In Mr Kerr's absence Mr Sloey made reference to the Performance Report which updated the OMC on the current position regarding waiting times, recent developments in Workforce and Capacity Planning and Local Delivery Plan preparation. An example of a Workforce Capacity Plan for the AHP Service was attached to the Performance Report as an example of how resources were being redistributed to match capacity and need.

4.4 **Director's Report**

Mr. Sloey made reference to his update report which had been circulated for information. The following areas were highlighted:

CHP CRES Programme Board – A full update on progress on each of the thirteen CRES projects was noted in the report and the revised Management Team structures had been attached as an appendix. Mr Mulholland asked for some clarity around the new appointments in terms of maintaining appropriate linkages with the local community forums. Mr. Sloey advised that Mr. Docherty would be in touch to ensure continuity of previous arrangements.

Lanarkshire Alcohol and Drug Partnerships – Two recent high profile visits from members of the Alcohol Policy Team and from Mr Fergus Ewing, Minister for Community Safety were noted.

Clyde Valley Review – Mr. Sloey noted the need to ensure that the public sector is working as efficiently as it can be and made reference to the Clyde Valley Review which encouraged a more collaborative and integrated agenda across Community Care Groups. The CHP will work with North Lanarkshire Council to review the roles and remits of the various Partnership Boards to ensure effective delivery of the Partnership Agenda and future challenges.

Action: Mr. Anning acknowledged the progress being made within North Lanarkshire CHP across all its performance objectives and during the restructuring process.

5. GOVERNANCE

5.1 Communication

The Committee noted the Communication report which had previously been circulated. Mr. MacKay made reference to the development of an NHSL Facebook site and thanked Mr. Mulholland for his input. Mr Mulholland commented on the negative publicity around the Braveheart service and suggested that this could have been better managed and this was acknowledged.

6. PLANNING

6.1 Optometry Issues

Julia Hunter, Optometric Adviser attended the meeting to give a presentation on the role of Optometry in Healthcare. Miss Hunter highlighted key issues from the Review of Eyecare Services in Scotland Report 2005 which had recommended that Optometry should be the first point of contact for patients with eye problems. Miss Hunter outlined the current staffing profile of Optometrists in Lanarkshire and went on to highlight the practical benefits to patients of utilising community based optometry services. Discussion followed on how these services could be further advertised and promoted within localities and a number of follow-up actions were agreed with a view to raising the profile of this service.

Action: Mr Anning thanked Miss Hunter for attending the OMC and providing such an informative and useful presentation. It was agreed that OMC members would support efforts to develop the service further where possible. Mrs Jack would copy the presentation to General Managers and Miss Hunter would be invited to attend local clinical forums.

6. REPORTS/MINUTES TO NOTE

As noted on Agenda

7. AOCB

Mr Mulholland asked if members of the PFPI could attend the OMC as observers and this proposal was agreed as a useful mechanism for succession planning.

8. DATE OF NEXT MEETING

The next meeting will be held on Wednesday 5 May 2010 in the Board Room, Beckford Street