

**NHS LANARKSHIRE
& NHS GREATER GLASGOW & CLYDE**

**CHP NORTH OPERATING MANAGEMENT
(PERFORMANCE MANAGEMENT) COMMITTEE**

**Note of a meeting held on Monday 3rd May 2006 at 1.00pm in Committee Room 1,
Divisional HQ, Strathclyde Hospital**

PRESENT:	Mr J Anning	Chair
	Mr C Sloey	Director CHP North
	Ms M Castles	Assistant Chief Executive, NLC
	Mr J Dickie	Director – Social Work, NLC
	Dr P McMemeny	Associate Medical Director
	Ms J Vallance	Voluntary Sector Representative
	Mr D Clark	Non Executive Director
	Dr A Cook	Associate Medical Director
	Mr D Boyd	Staff Partnership Representative
	Mrs F Porter	Acting Deputy Director of Finance
	Mr Iain Hair	Head of Planning & Performance
	Ms J Porteous	Divisional Head of HR
	Mr N Provan	Associate Director of Nursing (Representing A Armstrong)

IN ATTENDANCE: C Jack (notes), Dr T Agnew (attending with Dr Cook)

1 APOLOGIES/INTRODUCTIONS

Apologies were received from Mr I Ross, Chief Executive, Acute Division, Ms M Taylor, Public Health Medicine representative, Ms A Armstrong, Divisional Nurse Director.

The Chair extended a welcome to June Vallance as the Volunteer representative and June was introduced to the Committee members present.

2 MINUTES OF LAST MEETING

The notes of the meeting held on 3rd April 2006 were accepted as an accurate record.

3 MATTERS ARISING:

(a) Draft Terms of Reference

Further to the inaugural meeting, the draft terms of Reference had been updated to reflect the outcome of discussions held and the Committee formally approved the latest version of the Terms of Reference with the proviso that these would be reviewed in six months.

The updated Terms of Reference for the CHP Strategy group had been tabled for information and it was noted that these would be formally approved at the inaugural meeting due to be held on 18.5.06. It was noted that the issue concerning independent contractor representation on Operating Management Committees had been clarified and it had been agreed that representation was actively being progressed for the Joint CHP Strategy Forum. The chair made reference to ongoing discussions within the South CHP and it was agreed that he would liaise with the Chair of the South CHP Committee to ensure consistency in approach.

With reference to previous discussions on membership it was noted that a standing invitation would be forwarded to NHSL Greater Glasgow & Clyde along with a copy of any papers and minutes however it was not expected that Glasgow would be able to support full attendance at both North and South Committees.

(b) Proposed Meeting Schedule

The dates of future meetings were noted and deputising arrangements were acknowledged as per the Terms of Reference.

Apologies for the next meeting were noted for David Clark.

Iain Hair gave a brief update of the selection process for public representation to the Committee. Iain advised that it was appropriate to allow the local forum to work through this process in their own time however it was hoped that representation would be available for the August meeting.

4. Human Resources Report

Jenny Porteous made reference to her HR report, which had been circulated prior to the meeting. Jenny highlighted some key areas of work including:

- Pathways to Work Project – A joint project with Job Centre Plus, which would offer support to enable those on Incapacity Benefit to return to work. NHS Lanarkshire would work closely with Mark Kennedy, Project Manager to establish a team to deliver a ‘Condition Management Programme’. It was noted that progress on the project would be reported via the Health and Care partnership Board.
- Redeployment – Jenny gave a brief summary from the Annual Report given to the Workforce Cost Reduction Project, which had demonstrated a reduction in the total number of posts within NHS Lanarkshire over the last year. In response to some questions Jenny advised that these posts were primarily based within Primary Care services and were no longer required due to service redesign in response to local and national strategies for example, the move towards community based services for clients with learning disabilities had meant that hospital based posts were no longer required. Staff in these posts had mainly been redeployed to alternative posts within NHSL or had taken up the offer of voluntary severance. Other staff had taken up offers of employment with partner provider organisations.

Dr McMenemy raised an issue in relation to the Lead GP contract and was advised that ongoing issues around CHP Implementation should be referred to the CHP Management Team meeting where operational issues would be addressed.

The Chair thanked Jenny for her report and asked that Jenny provide a similar report for the meeting in August.

5. COMMUNITY DENTAL SERVICES

Mike Devine, Head of Community Dental Services attended the meeting to give a presentation on the Community Dental service for Lanarkshire and to give some feedback on the recently introduced Out of Hours Service for dental services.

Mike began the presentation by describing the service and highlighting the range of services offered from surgery premises and mobile dental vans, targeting the most vulnerable groups who were not accessing mainstream dental practices. Particular issues around the use of the Dental vans were noted in relation to compliance with decontamination procedures and Mike advised of a proposal to decommission the vans once alternative arrangements were agreed and implemented. Mike went on to advise of proposed developments in the service in line with the aims and objectives of the Scottish Executives Dental Action Plan, which had attracted significant funding across Scotland. Some of the developments included:

- Improvements to premises and surgeries acknowledging issues around access and decontamination
- Extension of initiatives such as the 'Tooth Brushing' project to more nursery schools
- Development of new 'Support Worker' posts to support better dental health and to encourage dental registration amongst young children.

Mike then went on to discuss the emergency dental service, which was introduced in March 2006. Early feedback indicated that the service was operating well and the triage system was effective.

Discussion followed on links with North Lanarkshire Council and Mike commented on good links at present with schools and nursery schools. Issues around availability of Dental Practitioners were noted with Mike advising that access to NHS dentists was still available within Lanarkshire.

The Chair thanked Mike for his very informative presentation, which had given a very comprehensive insight into the service. Copies of the presentation were to be made available to Committee members for reference.

6. FINANCE REPORT

Fiona Porter tabled a Finance report for the committee's consideration. The performance of the Primary Care Division for the period April 2005 to March 2006 was noted and Fiona highlighted some of the main areas of overspend and under spend. The Cash Releasing Efficiency Savings (CRES) plans within Primary Care had contributed £4.6m recurring and

£8.543 non-recurring to the corporate NHS Lanarkshire end of year position and the efforts made by the previous management team to achieve these savings had been acknowledged. Fiona advised that work was ongoing in establishing the CHP budgets at Locality level and it was anticipated that these would be ready towards the end of June 2006 when meetings would then be held with individual managers, management accountants and the CHP Directors to establish CRES plans for this financial year. Discussion followed on the management of vacancies as a method of reducing expenditure and it was noted that this was usually done at the discretion of locality or operational managers who were best placed to assess local risks and the impact of vacancies on delivery of services and act accordingly.

The chair thanked Fiona for her report and in response to a suggestion for a further detailed session on budget management and understanding of reports, asked if Fiona and Christine could arrange training sessions for Committee members once the CHP budgets had been finalised.

7. PERFORMANCE MANAGEMENT

7.1 Local Delivery Plans

Iain Hair gave a brief update on the development of Locality Delivery targets in line with the Local Delivery Plan, which was still in draft form at present. Iain went on to briefly outline the reporting and governance arrangements with partner agencies and it was noted that discussions were ongoing to refine some of the lines of accountability. Mary Castles advised of a recent paper around the reporting structure for aspects of the Children's Services Strategy.

It was agreed that Iain would present information on the Local Delivery Plan at the next meeting.

7.2 Waiting Times

Information on waiting times was tabled for information however Colin asked that these be deferred to the following month for discussion.

8. DATE OF NEXT MEETING

The next meeting was scheduled to take place on Wednesday, 14th June 2006 at 2pm in Committee Room 1, Divisional HQ, Strathclyde Hospital