NHS LOTHIAN

NORTH EDINBURGH COMMUNITY HEALTH PARTNERSHIP

Note of the eighth meeting of the North Edinburgh Community Health Partnership held on Wednesday, 16 August 2006 at 1pm in the Muirhouse Millennium Centre, Edinburgh.

Present:  
David Belfall, Chairman  
David Small, General Manager, Edinburgh CHPs  
Dr Ian McKay, Clinical Director, Edinburgh CHPs  
Sue Brace, City of Edinburgh Council  
Dr Ewan Crawford, General Practitioner  
Jane Todd, Deputy Director of Operations, LUHD  
Mark McCutcheon, Dental Practitioner  
Bashir Wadee, Optometrist (for minutes 30 - 43)  
Alison Meiklejohn, Allied Health Professional Representative  
Liz Wilson, Voluntary Sector Member  
William Hardie, Public Partnership Forum  
John Miller, Public Partnership Forum  
Gwenne McIntosh, Carers Representative  
Martin O'Dwyer, Pharmacist

In Attendance:  
Peter Gabbitas, Director of Health and Social Care  
(for Minutes 34 – 46)  
Liz Cregan, Clinical Nurse Manager, North East LHP  
David King, Head of Finance, PCO  
Yvonne Dalziell, Public Health Practitioner, North East LHP  
Lesley Baxter, Public Involvement Worker, North East LHP  
Richard Walter, PCO Board Secretary  
Duncan Miller, General Manager Primary Care Services (for Minutes 30 – 32, 34 – 35)  
Dr Paul Currie, Strategic Programme Manager - Primary Care (for Minutes 30 – 32, 34 – 35)

Apologies:  
Sally Lee, Chief Nurse, Edinburgh CHPs  
Dr Ewen Stewart, General Practitioner  
Stuart McLauchlan, Staff Partnership Representative  
Dr Casey Stewart, Consultant Acute Mental Health – UHD

30. Welcome/Introduction

30.1 David Belfall welcomed members to the meeting and apologised for the need to use a smaller meeting room due to a problem over the booking.

31. Minutes of previous meeting held on 26 June 2006

31.1 The minutes of the previous meeting held on 26 June 2006 were approved as a correct record subject to the following amendment:-
32. **Action Note**

32.1 **Oral Health and Dentistry in Edinburgh** – It was agreed that this item be removed as a paper had been circulated for discussion later on the agenda. LM

32.2 **Health and Social Care Department** – It was agreed to leave this item on the Action Note. PG

32.3 **CHP Sub-Committee Standing Orders** – It was noted that a draft appointment letter had been prepared by Ruth Kelly at NHS Lothian and was due to be issued to members in due course. LM

32.4 **Register of Interests** – David Small promised to ensure John Miller and William Hardie received a copy of the register of interests form. DS/LM

32.5 **Critical Incident/Child Protection: Progress Report** – Sally Lee to produce action plan for the recruitment of health visitors and suitable skill mix. SL

32.6 **New Pharmacy Contract** – Martin O'Dwyer agreed to provide a paper to the next meeting on issues relating to Community Pharmacy. MO'D

32.7 **List of Acronyms** – The Committee noted a circulated example of an NHS Glossary which had been used by the former NHS Lothian Primary Care Trust. Richard Walter indicated that the Glossary would be updated for the use of all of the CHP Sub-Committees. RW/LM

32.8 **Venue for Future Meetings** – The Committee agreed that Leith CTC should be the principal venue but if possible every other meeting should be held in an alternative venue within the area. DS/LM

32.9 **Public Partnership Working Agreement** – David Small reported that a post had now been advertised to provide administrative support to the PPF and it was hoped that this would be filled by early September. DS

32.10 **Review of CHPs in Edinburgh** – It was agreed that David Small produce an update paper for the next meeting. DS

32.11 **Communications** – It was agreed that the proposed Edinburgh CHP booklet should be recirculated. David Small would check that Tina Woolnough of the PPF had received a draft of it. DS/GL

32.12 **Quality Improvement Programme** – Updated annex to be circulated to next meeting and consideration given to PPF membership. IM/JM
33. **Child Protection Update**

33.1 David Small and Liz Cregan spoke to a circulated paper which updated the sub-committee on issues concerning child protection in Edinburgh and the implementation of Health For All Children.

33.2 David Small indicated that the Critical Incident Final report and Action Plan were still awaited and required to be signed off by NHS Lothian Board. He hoped this would be available for the next meeting of the CHP.

33.3 Members noted in particular that: the interviews for Child Protection Adviser were coming up at the end of August; staff training was being given on the new guidance and that the current 10 -12% of Health Visitor vacancies should be shortly reduced to 6%.

33.4 David Belfall asked that Sally Lee prepare a paper for the next meeting confirming the number of Health Visitor posts which had been filled.

33.5 Peter Gabbitas informed members that a report on the McGarity case was going to City of Edinburgh Council at their forthcoming meeting and a draft of that report had been sent to NHS Lothian's Medical Director that day.

34. **Primary Care Modernisation Strategy**

34.1 Duncan Miller and Paul Currie presented a summary of the proposed draft strategy for the modernisation of Primary Care. Duncan Miller explained that NHS Lothian Board would discuss the draft strategy in September. A full consultation exercise would follow and it was envisaged that the CHPs would be key in the strategy's implementation.

34.2 David Belfall said that the strategy was a vision statement and many of its objectives would have to be delivered by the CHPs. Ian McKay suggested that the document made common sense and was a good starting point. However John Miller expressed his worry that the CHP was being asked to sign up to the statement without having had a suitable chance to comment before the consultation. He was particularly disappointed that the PPF had not been part of the process. Yvonne Dalziel was concerned that little was stated in the document about inequalities or vulnerable families.

34.3 Following a question from David Belfall about how deliverable the document was from the CHP's perspective, David Small gave assurances that he thought it was. However he spoke of the need for a comprehensive action plan and the identification of appropriate resources for some of the complex work envisaged.
34.4 Sue Brace said that there needed to be a stronger message conveyed around the principles of partnership working as she stressed that not all of the visions would be delivered by the NHS. Jane Todd agreed that there needed to be a crossover of responsibilities and the production of a local delivery plan.

34.5 There was general agreement that the CHP should support the thrust of the draft strategy provided that the resource implications were acknowledged and addressed.

34.6 The CHP discussed the consultation exercise. Paul Currie informed members that a meeting had been arranged with the Scottish Health Council to identify the best ways of engaging the public during the consultation. John Miller suggested that details of the PPF should be included in the consultation document as this would allow the public an alternative source to leave comments. Paul Currie and Duncan Miller agreed that the appropriate contact details would be included.

34.7 Lesley Baxter mentioned that details of the PPF had been given in the recent Child and Young Person’s Strategy. She suggested that the inclusion of PPF details should be a requirement in all such consultation documents.

34.8 The CHP asked to see the Public Consultation Plan once it had been completed.

35. Oral Healthcare in CHPs

35.1 Mark McCutcheon introduced a previously circulated report prepared by himself and Colwyn Jones, Consultant in Dental Public Health setting out the background to the ways in which NHS oral and dental care was undertaken.

35.2 The main issue of concern to members was around access to NHS dentistry in Lothian. Although it was noted that there had been attempts to remedy the situation, the general availability of NHS dentists for new patients remained low in Edinburgh.

35.3 Mark McCutcheon reported on steps being taken to improve access which included (amongst a number of incentives) the opening of access centres such as Chalmers Street and Bonnyrigg (with a potential similar service being provided in Edinburgh) and the availability of access grants up to £100,000 to practitioners opening new surgeries. He also discussed the problems associated with employing salaried dentists.

35.4 David Belfall expressed his concern about the problems of access to NHS dentists in North Edinburgh and asked David Small to produce proposals for addressing the problem. David Small
agreed to do this and explained that there were already some options being explored specifically around linked developments in Muirhouse.

35.5 The sub-committee also discussed the issue of dental decay in 5 year olds within Edinburgh CHPs. In noting the steps being taken to improve oral hygiene in children through continued improved education and the Child Smile East Project, the CHP supported the additional involvement of Public Health Practitioners and Health Visitors.

35.6 Ian McKay proposed that he and David Belfall should organise a meeting with Alison McCallum to discuss the production of a robust action plan. The CHP would then need to consider a subsequent paper demonstrating that plans were in place to deliver the target.

36. Health Inequalities

36.1 Yvonne Dalzeil spoke to a previously circulated paper setting out specific actions drawn from a development day held in May and arising in the CHP Health Inequalities Action Plan.

36.2 The principal suggestion was around the establishment of a Health Inequalities sub group for the 2 Edinburgh CHPs and the proposed membership so far included William Hardie from the PPF. Gwenne McIntosh raised her concern that no carers had been included in the membership and hoped that this could be addressed. Liz Wilson wondered if there should be a strong voluntary sector presence and council representation in the Health Inequalities Sub-Group should this be established.

36.3 Members noted that a review of the Joint Health Action Team (HAT) was already under way and David Small suggested that the proposed sub-group should be established on a short-term basis to develop measurable targets and timescales until the deliberations of the HAT Review were circulated. This was agreed.

36.4 The CHP felt that senior management should lead this project and David Small undertook to brief the appropriate Assistant General Manager.

37. Clinical Report

37.1 Ian McKay presented a previously circulated paper which updated the CHP on the Physician Assistant pilot, the Quality Improvement Plan and the proposal to manage the prescribing budget.

37.2 Members noted the paper and supported the full evaluation of the PA programme in the Edinburgh CHPs and the development of a clear exit strategy after the first year of the pilot.
38. **Healthcare Governance and Risk Management**

38.1 Ian McKay spoke to a previously circulated paper which reported on the establishment of the CHP/PCO Healthcare Governance and Risk Management Oversight Group which was a managerial group that would report to the NHS Lothian Healthcare Governance and Risk Management Committee.

38.2 Ian McKay covered the proposed terms of reference of the Oversight Group but suggested that the membership and accountability needed to be clearer and have a focus on CHP Sub-Committees.

38.3 Jane Todd pointed out that the UHD had 2 PPF core members on their Organising Group but no PPF representation had been suggested for the corresponding CHP/PCO group.

38.4 In view of the concerns of the CHP, and a query about the need for the proposed Oversight Group, it was agreed that David Belfall and Ian McKay should meet Stuart Smith (Chair of the NHS Lothian Healthcare Governance and Risk Management Committee) and report back.

39. **Transfer of Services from PCO**

39.1 David Small spoke to a previously circulated paper reporting on the transfer of responsibility for some services from the Primary Care Organisation to Edinburgh CHPs in June 2006 and providing information on the decisions still to be made.

39.2 David Small referred to the very significant financial issues involved in the possible transfer of Continuing Care and Mental Health Services and promised to come back with proposals to a future meeting. He hoped that these might be ready for the September meeting or at least that he would have feedback on the further transfers that were due to take place.

40. **Performance Management Group**

40.1 David Small spoke to a previously circulated paper reporting on the establishment of a joint Performance Management Group between North and South Edinburgh CHPs.

40.2 In agreeing to the remit for the group, the CHP considered options for reporting on "hard" indicators. Mention was made of the easy-to-follow colour coding used in Council reporting graphs. Peter Gabbitas supported the proposal of eventually integrating the CHP and Council reports to achieve a combined reporting system and
was happy to share a template of the Council style report.

41. **Performance Management Group Action Note – 24 July 2006**

41.1 The CHP noted a copy of the Performance Management Group Action Note from the meeting held on 24 July 2006.

42. **Work Plan 2006/07**

42.1 The CHP noted the circulated draft workplan for the CHP for 2006/2007 and agreed to receive an update on progress at every second CHP meeting. Peter Gabbitas asked for more detail on the measurement process for achieving action results.

43. **Finance Report**

43.1 The CHP noted a circulated report informing them of the financial position at the end of June 2006. David King was able to give a verbal update on the position as at 31 July. This had taken the overspend to around £230,000.

43.2 David King explained the background to the prescribing situation in Lothian and the need to review the situation around overspends on vacancies. The CHP were particularly concerned that there should be an overspend on Community Nursing when several Health Visitor posts were unfilled.

43.3 David Small assured members that he was reasonably confident that the CHP could manage the overspend. It was agreed that further detailed consideration should be given at the next meeting.

44. **Development Event 9 August – Verbal Update**

44.1 David Small gave a verbal report on the Joint Edinburgh CHPs Development Event held on 9 August which had discussed the review of 2 Edinburgh CHPs and the potential impact on combining them. Written feedback was being collated. It had been agreed that should the merger happen, there would still be a need for 2 PPFs. It was noted that the other topic of discussion had been homelessness and, among the many wide range of issues raised, drugs and drugs misuse had been paramount. The next joint event was planned for September/October.

45. **Representative from Voluntary Services**

45.1 Liz Wilson announced that this would be her last meeting as she had obtained a new post. David Belfall thanked her on behalf of
the sub-committee for her contributions and wished her well. It was noted that a replacement Voluntary Services representative would be notified in due course.

46. **Date and Time of Next Meeting**

46.1 It was noted that the next business meeting of the North Edinburgh CHP would take place on **Tuesday 26 September, 2006 at 10am** in Meeting Room 1, Leith CTC. **David Belfall reminded members of the earlier start time.**
<table>
<thead>
<tr>
<th>Topic</th>
<th>Decision</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Register of Interests</td>
<td>It was agreed that David Small would provide John Miller and William Hardie with copy of register of interests form.</td>
<td>DS</td>
</tr>
<tr>
<td>Health Visitor Vacancies</td>
<td>It was agreed that Sally Lee would produce an action plan for the employment of health visitors and a suitable skill mix.</td>
<td>SL</td>
</tr>
<tr>
<td>New Pharmacy Contact</td>
<td>It was agreed that Martin O'Dwyer should produce a paper for the next meeting on issues relating to Community Pharmacy.</td>
<td>MO'D</td>
</tr>
<tr>
<td>List of Acronyms</td>
<td>It was agreed that Richard Walter/Les Malone review and update an NHS Glossary which would explain acronyms and terminology.</td>
<td>RW/LM</td>
</tr>
<tr>
<td>Review of CHPs in Edinburgh</td>
<td>It was agreed that David Small would prepare a paper for the next meeting.</td>
<td>DS</td>
</tr>
<tr>
<td>Quality Improvement Programme</td>
<td>It was agreed that an update Annex would be circulated to the next meeting and consideration given to PPF membership.</td>
<td>IM/JM</td>
</tr>
<tr>
<td>Critical Incident Final Report and Action Plan</td>
<td>It was agreed that, should it be available, David Small would circulate the Critical Incident Final Report and Action Plan for the next meeting.</td>
<td>DS</td>
</tr>
<tr>
<td>Health Visitor Posts</td>
<td>It was agreed that Sally Lee produce a paper for the next meeting confirming which health visitor posts had been filled.</td>
<td>SL</td>
</tr>
<tr>
<td>Consultation on Primary Care Modernisation Strategy</td>
<td>It was agreed that Paul Currie should ensure that contact details of the PPF be included in the consultation document.</td>
<td>PC</td>
</tr>
<tr>
<td></td>
<td>It was agreed that Paul Currie should provide the CHP with a copy of the finalised Public Consultation Plan.</td>
<td>PC</td>
</tr>
<tr>
<td>Section</td>
<td>Agreement</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
</tbody>
</table>
| Oral Healthcare in CHPs                | - It was agreed that David Small would work on a paper containing proposals for better access to dentists in North East Edinburgh prior to the PCO being dissolved.  
  - It was agreed that David Belfall and Ian McKay should meet with Alison McCallum at NHS Lothian to discuss the production of a more robust plan. | DS, IMcK |
| Health Inequalities                    | - It was agreed that Yvonne Dalzeil consider widening the membership of the Health Inequalities sub group to include carers and the City of Edinburgh Council and that the group be established on a short term basis to suggest some targets and timescales. | YD |
| Healthcare Governance and Risk Management | - It was agreed that David Belfall and Ian McKay should meet with Stuart Smith (chair of NHS Lothian Committee) to discuss the sub-committee's thoughts. | IMcK |
| Transfer of Services from PCO          | - It was agreed that David Small should report back in due course with proposals for the transfer of Continuing Care and Mental Health Services. | DS |
| Performance Management Group           | - It was agreed that David Small in conjunction with Peter Gabbitas, would look at providing Council style data for "hard" indicators and look in the longer term at merging reports. | DS |
| Work Plan 2006/2007                    | - It was agreed that updates should be made at every second meeting.                                                                     | DS |
| Finance Report                         | - It was agreed that further consideration to the CHP's financial position be considered at the next meeting.                             | DS |