

FORTH VALLEY NHS BOARD

ANNUAL REPORT OF THE FALKIRK COMMUNITY HEALTH PARTNERSHIP COMMITTEE 2007/08

1. PURPOSE

In order to assist the Board in conducting a regular review of the effectiveness of the systems of internal control, Standing Orders require that this Standing Committee submits an annual report to the Board. This report is submitted in fulfilment of this requirement.

2. FALKIRK COMMUNITY HEALTH PARTNERSHIP COMMITTEE

CHP Committees form part of the governance structure of NHS Forth Valley and are responsible for driving forward the health/health improvement agenda within their local area in partnership with other organisations and the public. The CHP agenda is closely aligned to the NHS Forth Valley vision, local corporate objectives and strategic priorities contained in the Local Delivery Plan and wider Local Health Plan/Financial Plan as well as the key priorities being taken forward within each of the partner agencies.

2.1 Composition

During the financial year ended 31 March 2008 membership of Falkirk Community Health Partnership Committee comprised:

Chair – Marlene Anderson, Non Executive Board Member
Ian Aitken, General Manager, Medicine/Emergency/Rehabilitation
Janet Birks, Director of Housing & Social Work Services, Falkirk Council
Councillor Allyson Black, Elected Member, Falkirk Council*
Sandy Bovaird, Community Optometrist
Bill Bruce, Deputy PPF Representative
Fiona Campbell, Head of Policy & Performance Review, Corporate & Commercial Services, Falkirk Council
Evelyn Crosbie, Deputy PPF Representative
Leslie Cruickshank, Clinical Lead
Lucy Denvir, Head of Health Promotion
Robert Deuchar, General Medical Practitioner
Duncan Dougall, Head of Physiotherapy Acute Services
Sue Dow, General Manager Falkirk CHP
Cathy Eaglen, Deputy Voluntary Sector Representative*****
Councillor Linda Gow, Elected Member, Falkirk Council*
Kirsty Harden, Community Pharmacist
Yvonne Higgins, Voluntary Sector Representative
Provost Johnston, Elected Member, Falkirk Council*****
Brian Leitch, Deputy Voluntary Sector Representative
Dr Lenton, Consultant Geriatrician
Arlian Mallis, Nursing/Midwifery Representative**
Ed Mitchell, Staff Side Representative
Maxine Michie, Senior Finance Manager
Jonathan Procter, Director of Strategic Access & Capacity Planning***
Jennifer Steel, PPF Representative

* *Appointed Elected Member from July 2007*

** *Member from April 2007*

*** *Member from May 2007*

**** *Member from March 2007*

***** *Member until June 2007*

In Attendance:

Judith Aspinall, Senior Finance Manager
Maxine Parris Ballingall, CHP Evaluation Project Manager
Brendan Clark, Non Executive Board Member
Margaret Cook, Staff Side Representative, Falkirk Council
David Cumming, Social Work Inspection Agency
Margaret Duffy, Chief Operating Officer
Kate Eastwood, Social Work Inspection Agency
Kate Fawcett, Communications Manager
Beverley Finch, Head of Corporate Services
Louise Hamill, Head of Workforce Development & Planning
Joe Healy, Staff Side Representative, Falkirk Council
J Jack, Community Education, Falkirk Council
Florence King, Corporate Services Manager+
Kate Lancaster, Head of Communications
Kathy McCarroll, Service Manager Integrated Children's Services, Falkirk Council
Kerry McGinley, Senior Performance Manager
Marie McKay, Regeneration Officer, Paragon Housing Association
Lynn McTavish, Corporate Services Manager+
Ian Mullen, Chairman, NHS Forth Valley Board
Margery Naylor, Social Work Inspection Agency
Effie Rodger, Lead Nurse, Falkirk CHP
Judy Stein, Head of Risk Management
K Stevenson, Public Health Nurse
Elaine Vanhegan, Head of Performance Management
Liz Walker, Organisational Development Adviser

+ *Left NHS Forth Valley June 2007*

++ *Replaced Lynn McTavish July 2007*

2.2 Meetings

The Committee has met on 6 occasions during the period from 1 April 2007 to 31 March 2008, on the undernoted dates:

24th April 2007

26th June 2007

21st August 2007

30th October 2007

18th December 2007

5th February 2008

All meetings were quorate.

The attendance schedule is attached at ***Appendix 1***.

2.3 Business

During the period, the Committee considered a wide range of issues and received presentations on the following:

- Supporting Wants and Needs (SWAN) Group
- Changing Children's Services Fund 2007/08
- Draft Children's Services (Scotland) Bill Consultation
- NHS Forth Valley Project Structures
- NHS Forth Valley Workforce Plan 2007
- Joint Inspection of Older Peoples Services (MAISOP)

The Committee received regular Finance Reports which allowed them to monitor the financial performance of the CHP and to maintain an overview of the wider NHS Forth Valley financial position. Regular reports were also received regarding the work of the Public Partnership Forum and the Voluntary Sector.

Committee members also took part in Joint CHP Committee Seminars which were established to provide members with information on pertinent issues/developments and to allow the agenda for the CHP Committees to be more focussed and reduce the number of presentations given at the CHP Committee.

Full details of the business items considered during the period are attached at *Appendix 2*.

Minutes of the meetings of the Committee have been timeously submitted to Forth Valley NHS Board for its information.

3. OUTCOMES

During the period 24th April 2007 to 31st March 2008, the Committee continued to make good process in terms of partnership working, inclusiveness, trust between partners and leadership. The key outcomes for the Committee during the period are detailed below:

- Regular reports were received from the CHP Clinical Lead on the progress within the Community Health Groups, the clinical priorities for the CHP, capacity issues within General Practice and Long Term Conditions Management. The community health groups have been successful at engaging a wide range of Health, partner agency and public involvement to help define health priorities within different localities.
- Members received a presentation on the Supporting Wants & Needs Group (SWAN) which updated on the work of the group which had been set up to explore the information and guidance needs of the Polish Community within Falkirk in relation to Housing, Health, Education and Advice. A short term piece of work was being undertaken to address an identified gap in the awareness of available services and raise awareness of services to the needs of the individual for Eastern European Migrants, in particular the Polish Community. Following discussion it was suggested that a session for the Polish Community could be arranged with the Local Authority Team dealing with private landlords. It was also suggested that the issues be highlighted at NHS Forth Valley's Fair for All Development Group. Members noted that the SWAN group had produced translated information booklets to provide the Polish community with information on culture, education and health and that they wished to roll this out to other migrant communities.
- Members received a presentation on the Draft Children's Services (Scotland) Bill Consultation and were updated on the proposed legislation that would apply to all children and young people, as well as targeted provision for the most vulnerable.
- Members received an update on Changing Children's Services Fund 2007/08 and noted that over the last four years each Scottish Local Authority had received a ring-fenced grant (CCSF) to manage the way in which children's services were delivered and moved towards a more integrated service provision. Updated guidance received from the Scottish Executive in early 2006 indicated that they intended to move toward this fund being mainstreamed through Grant Aided Expenditure (GAE), but this would be carried out on a phased basis over a three year period from 2006 to 2008. The monitoring of budget spend would continue to be undertaken by the Children's Commission, the multi-agency partnership planning group for integrated children's services.
- The Committee discussed the Management of Long Term Conditions, CHP Self Assessment Toolkit March 2007, Draft Action Plan 2007/08 and Proposed Generic Pathway for Long Term Conditions. The six levels of the "pyramid" Tiered Model: the level of intervention, care setting, partners, model of best practice, quality of life and sharing care were explained. The proposed role, remit and suggested membership of a Reference Group and Core Group were approved by the Committee.

- The Committee received a presentation on NHS Forth Valley Project Structures. The key points discussed were:
 - An Integrated Strategy
 - Indicative Timeline
 - Project Framework
 - Primary Care Development
 - Key Linkages
 - Clackmannanshire

The Project Framework was discussed and the alignment of projects to relevant CHPs, support and governance.

- The Committee discussed and noted the Risk Management Annual Report 2006/07 and the Health & Safety Annual Report 2006/07.
- The Committee received a presentation on the NHS Forth Valley Workforce Plan 2007 and noted that work would continue to develop models of care and identify essential skills and competencies to deliver these. As a result workforce roles and numbers would continue to be defined and reviewed. The Plan required to be affordable and within resources available.
- The Committee discussed and contributed to the response submitted by Forth Valley NHS Board on the Better Health, Better Care: Discussion Document published by Scottish Government.
- The Committee received a presentation on NHS Forth Valley Nursing in the Community. Proposals for developing the community nursing workforce in NHS Forth Valley in line with Scottish Government recent policies were discussed.
- Representatives of the Social Work Inspection Agency presented the findings of the Joint Inspection of Older Peoples Services (MAISOP). The Committee received a synopsis of the inspection that took place in 2007 and how services impacted on older people. The different types of methodology used, and the processes agreed beforehand with partner agencies was explained.
- The Committee discussed the development of Single Outcome Agreements in Community Planning.
- The Committee discussed and contributed to the response submitted by Forth Valley NHS Board on the Local Healthcare Bill: Consultation document.
- The Committee continued to monitor the development of the Public Partnership Forum and the work of the Voluntary Sector representatives with regular reports provided at each meeting.
- The revised Terms of Reference for the CHP Committee and the Annual Report for 2006/07 were also approved.

4. CONCLUSION

As Chair of the Falkirk Community Health Partnership Committee, I am satisfied that the integrated approach, the frequency of meetings, the breadth of the business undertaken, and the range of attendees at meetings of the Committee has allowed us to fulfil our remit as detailed in Standing Orders. As a result of the work undertaken during the year I can confirm that adequate and effective monitoring and governance arrangements were in place throughout the Community Health Partnership during the year.

I would also like to pay tribute to the dedication and commitment of fellow members of the Committee and to all attendees. I would like to thank all those members of staff who have prepared reports and attended meetings of the Committee and express my sincere thanks to Florence King for her excellent support of the Committee.

(signed).....

MARLENE ANDRESON
CHAIR (2007/08)
On behalf of Falkirk Community Health Partnership Committee

**NHS Forth Valley
Falkirk Community Health Partnership Committee Attendance 2007/08**

NAME	POSITION	ORGANISATION	24 Apr 07	26 Jun 07	21 Aug 07	30 Oct 07	18 Dec 07	5 Feb 08
MEMBERS								
Marlene Anderson	Chair/Non Executive Board Member	NHS Forth Valley	P	P	P	P	P	P
Ian Aitken	General Manager, Medicine/Emergency/ Rehabilitation	NHS Forth Valley	P	AA	AA	P	AA	P
Janet Birks	Director of Housing & Social Work Services	Falkirk Council	P	P	P	P	P	P
Councillor A Black	Elected Member	Falkirk Council	-	-	P	P	P	P
Sandy Bovaird	Community Optometrist	Independent Contractor	AA	AA	AA	P		P
Bill Bruce	Deputy PPF Representative	Member of the Public		P	P	P		P
Fiona Campbell	Head of Policy & Performance Review, Corporate & Commercial Services	Falkirk Council	P	P	-	AA	P	P
Evelyn Crosbie	Deputy PPF Representative	Member of the Public	P	P	-	AA	P	AA
Leslie Cruickshanks	Clinical Lead	NHS Forth Valley	AA	P	P	AA	P	P
Lucy Denvir	Head of Health Promotion	NHS Forth Valley	P	P	AA	P	AA	P
Robert Deuchar	General Medical Practitioner	-	P	-	AA	P		-
Duncan Dougall	Head of Physiotherapy Acute Services	NHS Forth Valley	P	P	P	AA	P	P
Sue Dow	General Manager Falkirk CHP	NHS Forth Valley	P	P	P	P	P	P
Cathy Eaglen	Deputy Voluntary Sector Representative	Member of the Public	-	P	P	P	AA	P
Councillor Linda Gow	Elected Member	Falkirk Council	-	-	AA	P	AA	P
Kirsty Harden	Community Pharmacist	NHS Forth Valley	P	-	P	P	AA	P
Yvonne Higgins	Voluntary Sector Representative	Member of the Public	P	p	P	P	AA	P
Provost James Johnston	Elected Member	Falkirk Council	AA	-	-	-		-
Brian Leitch	Deputy Voluntary Sector Representative	Member of the Public	P	-	-	-		-
Dr Lenton	Consultant Geriatrician	NHS Forth Valley	AA	P		-	AA	AA
Arlan Mallis	Nursing/Midwifery Representative	NHS Forth Valley	P	P	AA	AA	P	P
Ed Mitchell	Staff Side Representative	NHS Forth Valley	P	P	P	P	P	AA
Maxine Michie	Senior Finance Manager	NHS Forth Valley	P	P	P	AA	P	P
Jonathan Procter	Director of Access & Associate Director of Finance	NHS Forth Valley	-	P	P	AA	P	P
Jennifer Steel	PPF Representative	Member of the Public	AA	P	P	P	P	P
IN ATTENDANCE								
J Aspinall	Senior Finance Manager	NHS Forth Valley	-	P	-	-	-	-
Maxine Parris Ballingall	CHP Evaluation Manager	NHS Forth Valley	P	P	P	P	-	P
Brendan Clark	Non Executive Board Member	NHS Forth Valley	-	P	-	-	-	-
Margaret Cook	Staff Side Representative	Falkirk Council	-	-	P	-	P	AA
David Cumming		Social Work Inspection Agency	-	-	-	-	-	P
Margaret Duffy	Chief Operating Officer	NHS Forth Valley	-	P	-	AA	AA	AA
Kate Eastwood		Social Work Inspection Agency	-	-	-	-	-	P
Kate Fawcett	Communications Manager	NHS Forth Valley	P		-	P		-
Beverley Finch	Head of Corporate Services	NHS Forth Valley	-	-	-	-	-	AA
Louise Hamill	Head of Workforce Development & Planning	NHS Forth Valley	-	-	P	-	-	-
Joe Healy	Staff Side Representative	Falkirk Council	-	-	-	P	AA	-
J Jack	Community Education	Falkirk Council	P			-		-
Florence King	Corporate Services Manager	NHS Forth Valley	-	P	P	P	P	P
Kate Lancaster	Head of Communications	NHS Forth Valley	-	P	P	-	AA	P
Kathy McCarroll	Service Manager Integrated Children's Services	Falkirk Council	-	P	-	-	-	-
Kerry McGinley	Senior Performance Manager	NHS Forth Valley	-	-	-	-	AA	-

NAME	POSITION	ORGANISATION	24 Apr 07	26 Jun 07	21 Aug 07	30 Oct 07	18 Dec 07	5 Feb 08
M McKay	Regeneration Officer	Paragon Housing Association	P	-	-	-	-	-
Lynn McTavish	Corporate Services Manager	NHS Forth Valley	P	-	-	-	-	-
Ian Mullen	Chairman	NHS Forth Valley	-	-	P	-	-	-
Margery Naylor		Social Work Inspection Agency	-	-	-	-	-	P
Effie Rodgers	Lead Nurse	NHS Forth Valley	-	-	-	P	-	P
Judy Stein	Head of Risk Management	NHS Forth Valley	-	P	-	-	-	-
K Stevenson	Public Health Nurse	NHS Forth Valley	P	P	-	-	-	-
Elaine Vanhegan	Head of Performance Management	NHS Forth Valley	-	-	P	P	-	-
Liz Walker	Organisational Development Adviser	NHS Forth Valley	-	P	AA	-	AA	AA

Key P – Present AA – Absent apologies received - attendance not required

**FALKIRK COMMUNITY HEALTH PARTNERSHIP COMMITTEE
SCHEDULE OF BUSINESS CONSIDERED 2007/08**

DATE OF MEETING	TITLE OF BUSINESS CONSIDERED
24 April 2007	Minutes of Previous Meeting: 27 th February 2007
	Supporting Wants & Needs Group (SWAN) – Presentation
	Financial Position 31 March 2007
	CHP Management Team Executive Report
	CHP Long Term Conditions Management Self Assessment Tool
	Joint Commissioning Strategy for Older People in Forth Valley: Statement of Commitment by All Partners
	Voluntary Sector Progress Report
	Public Partnership Forum Progress Report
	All our Futures – Planning for a Scotland with an Ageing Population: Summary & Action Plan
	HDL (2007) 13: Delivery Framework for Adult Rehabilitation
	Glossary of Terms
26 June 2007	Minute of Previous Meeting: 24 th April 2007
	Children’s Services Update
	Clinical Lead’s Report
	NHS Forth Valley CHPs Clinical Effectiveness Work Plan 2007/08
	Management of Long Term Conditions: CHP Self Assessment Toolkit March 2007, Draft Action Plan 2007/08 & Proposed Generic Pathway for Long Term Conditions
	Financial Position 31 May 2007
	Falkirk CHP Financial Plan 2007/08
	Falkirk CHP Performance Management Executive Report
	Risk Management Annual Report 2006/07
	Health & Safety Annual Report 2006/07
	NHS Forth Valley Project Structures
	Voluntary Sector Update
	Public Partnership Forum: Progress Report
	Falkirk CHP Committee Annual Report 2006/07
	Capital Projects & Property Issues: Position Paper
	Clinical Governance Committee Annual Report 2006/07
	CHP Professional Committee: Achieving Better Integration Workshop Report 22 February 2007
	Community Planning Management Group Papers 13 June 2007
21 August 2007	Minute of Previous Meeting: 26 th June 2007
	NHS Forth Valley Workforce Plan 2007
	Clinical Lead’s Report
	Management of Long Term Conditions Update
	Falkirk CHP Performance Management Executive Report
	Falkirk CHP Financial Position 31 July 2007
	Risk Management
	Voluntary Sector Update
	Public Partnership Forum Progress Report
	Scottish Enhanced Services Programme 2007/08
	Exploring Models of Integrated Health & Social Care Partnerships
	Staff Governance Committee Annual Report 2006/07
	Scottish Telecare Development Grant Progress Report to 15 June 2007
	Community Planning Management Group Papers 13 June 2007
	Clinical Governance Committee Annual Report 2006/07
	CHP Professional Committee Achieving Better Integration Workshop Report 22 Many 2007

DATE OF MEETING	TITLE OF BUSINESS CONSIDERED
30 October 2007	Minute of Previous Meeting: 21 st August 2007
	Better Health, Better Care Discussion Document
	Proposed Project Board Remit and Membership
	Clinical Lead's Report
	Management of Long Term Conditions Update
	NHS Forth Valley Nursing in the Community
	Falkirk CHP Performance Management Executive Report
	Falkirk CHP Financial Position 30 September 2007
	NHS Forth Valley Risk Management Update
	Voluntary Sector Update
	Public Partnership Forum Progress Report
	Draft Minute of CHP Professional Committee 23 August 2007
	Health Promotion Activity Report 2006/07
18 December 2007	Minute of Previous Meeting: 30 th October 2007
	Clinical Lead's Report
	Falkirk CHP Performance Management Report
	Falkirk CHP Financial Position 30 November 2007
	Voluntary Sector Update
	Public Partnership Forum Progress Report
5 February 2008	Minute of Previous Meeting: 18 th December 2007
	Joint Inspection of Older People's Services (MAISOP)
	Development of Single Outcome Agreements in Community Planning
	Local Healthcare Bill: Consultation
	Falkirk CHP Committee Terms of Reference
	Clinical Lead's Report
	Falkirk CHP Performance Management Report
	Falkirk CHP Financial Position 31 December 2007
	Voluntary Sector Update
	Public Partnership Forum Progress Report