

For approval of the EA CHP Forum



## Minutes of East Ayrshire CHP Forum

Wednesday 10 February 2010 at 2pm in Committee Room, Strathlea House, Kilmarnock

### 1. WELCOME AND INTRODUCTIONS

- 1.1 **Present**
- Mrs Rita Miller, Chair
  - Ms Louise Benson, Allied Health Professionals
  - Mr Iain Brown, PPF
  - Mr Stuart Donnelly, APF
  - Mr David Hunter, CVO
  - Mrs Nicola Pirie, Area Pharmaceutical Professionals Committee
  - Mr Archie Pryce, EA North Communities Federation
  - Mr Ian Smith, Coalfield Communities Federation
  - Mr Ian Willians, Area Dental Professional Committee
  - Mrs Susan Wilson, Area Nursing & Midwifery Professional Cttee
  - Mrs Mandy Yule, Healthcare Director – Integrated Care & Partner Services
- In Attendance**
- Ms Noreen Caldwell, Scottish Health Council
  - Mr Eddie Fraser, Chair Locality Group Adult
  - Mrs Margaret Gardiner, Senior Practitioner
  - Mrs Jean Hendry, Health Care Manager Improving Balance of Care
  - Ms Katie Kelly, CHP Facilitator
  - Mr Andrew McDonald, Service Manager Performance & Development
  - Ms Pauline Sharp (Minutes)
- 1.2 **Apologies**
- Mrs Kay Gilmour, Chair Locality Group Children
  - Mrs Liz Moore, Healthcare Director
  - Dr William McAlpine, Area Medical Professional Committee
  - Dr David Richardson, Chair Officers Locality Group
  - Mrs Joy Rollie, PPF
  - Mr Ronnie Stevenson, Area Optical Professional Committee

### 2. MINUTES OF THE PREVIOUS MEETING

- 2.1 The minutes of the 2 December 2009 meeting were considered an accurate account of events and approved by the Forum.

## 2.2 Matters Arising

2.2.1 All matters arising were covered in the agenda.

## 3. INVOLVING AND ENGAGING YOUNG PEOPLE IN PROMOTING THE WORK OF THE CHP FORUM – DIALOGUE YOUTH

3.1 Mrs Gardiner advised she managed Dialogue Youth in East Ayrshire and was in attendance following the discussion at the previous Forum meeting regarding how to involve young people more in partnership work with the Forum. The Dialogue Youth Initiative is part of a national strategy, designed to promote active citizenship and inclusion among young people in the development and provision of local services in East Ayrshire. It works in partnership between East Ayrshire Council, Young Scot, CoSLA, The Scottish Government's Modernising Government Initiative, Community Learning Partners and young people. She was open to suggestions on how the Forum would like to engage advising in NHS Dumfries and Galloway the Dialogue Youth unit is engaged in inspectorate work.

3.2 Areas discussed with the Forum included:

- Publishing interviews with key people in the EA CHP + a short report on what Forum doing.
- Podcasts.
- Help with addressing NHS Health Promotion priorities – eg alcohol, breastfeeding, drugs and teenage pregnancies.
- Engaging with the Youth Forums.
- Help with rewriting strategies etc to an easy to read document eg Alcohol & Drugs Workplan and Carers Action Plan.

3.3 Mrs Miller thanked Mrs Gardiner for attending the meeting and it was agreed for Ms Kelly to meet with Mrs Gardiner to discuss further. **KK**

## 4. MEDICATION MANAGEMENT TRAINING SERVICE FOR COMMUNITY CARERS

4.1 Ms Pirie provided a PowerPoint presentation (please see appendix attached) on the Medication Management training provide for Community Carers and the background to this very successful roll out along with the implications for pharmacies. The initiative reached the finals of the NHS Ayrshire Achieves Awards under the Innovation Category.

4.2 The discussion was opened out to the Forum. Among the points discussed were:

- Did the training cover all items dispensed eg fortified drinks? Ms **NP**

Pirie to advise Mrs Benson.

- Procedures in a crises situation.
- 24 hour mobile carers.
- 16 March – start of national conversations how we are going to work in terms of demography focusing on the ageing population.
- Sizeable group of young elderly - reciprocity.
- Carers Strategy needs to be robust.
- Measuring outcomes.
- Co-creating Health.

4.3 Following the national launch update will be brought to the Forum allowing discussion on how best to engage across East Ayrshire using a different model. Discussion was held also on how to manage people's expectations in the future. Mrs Miller thanked Ms Pirie for providing an informative presentation.

## **5. EAST AYRSHIRE CARERS ACTION PLAN**

5.1 Mr MacDonald talked to the paper and advised it had been approved by the EA CHP Committee on 1 February 2010 and the EA Council Cabinet in December 2009. It outlined the background including reflecting on the national policy to engage with carers as key partners. The CHP had considered there required to be a formal link to the CHP in some way. Mr MacDonald also outlined how the plan will be implemented locally and how the CHP Forum will play a leading role with the establishment of a Carers Group as a sub group of the Forum.

5.2 Challenges were discussed including the importance of involving and supporting young people, looked after youths and those with learning disabilities to be a vital part of that group in their role of providing care.

5.3 A conference/workshop to be organised involving as many representatives and groups to facilitate a conversation on a way forward. This would look at collating opinions from carers, providing information on existing support systems and ensuring there is no duplication in the Carers Action Plan. The Forum endorsed the Action Plan and agreed for the Chair to facilitate the establishment of a sub group.

## **6. EAST AYRSHIRE COMMUNITY HOSPITAL (EACH) UPDATE**

6.1 Ms Kelly provided an update on the latest developments. Meetings have been held with BAM, the facility management company, around the Dental Development plans in terms of revenue costs and also ongoing discussions with Older People's Group to develop services in partnership. Ms Kelly, Mr Kenny Milne and Mrs Jean Hendry had held a meeting with a range of community representatives in order to discuss issues and develop further links between EACH and the wider community. Areas that

are being looked at are the lack of a welcome service and the development of a hospital radio service.

## **7. INTEGRATED RESOURCE FRAMEWORK**

- 7.1 This paper provided an update on progress associated with the IRF and Appendix 1 the detailed Project Initiation Document (PID). The EA CHP was focusing on low volume high cost packages of care for adults. Mr Fraser highlighted the ideas behind the IRF which enable partners to answer the questions “How are we using our resources? What are our resources achieving? and How can we plan and invest our resources in a different, more effective way to support shifts in the balance of care?”
- 7.2 He also advised that whilst the first phase of the IRF programme has been about resource mapping, the real benefits will only be seen in the next phases of analysis of effectiveness, of service activity and service redesign. Jackie Kerr and Janette McCreath have been seconded to support development. Discussion was held on the development of different work models and issues regarding telehealth and telecare.
- 7.3 The Forum noted the content of the report and looked forward to future progress reports as the initiative develops.

## **8. FOUR YEARLY REVIEW OF COMMUNITY PLANNING**

- 8.1 The paper outlined the proposed process for the Community Planning 4 yearly Review. A Seminar was held on 19 January 2010 with the CPP Board Chief Officers, members of the CHP Committee and the Extended Management Teams of all Partner agencies participating. A desktop review will be held from now until June 2010. Stage 2 July to December 2010 all will be involved with developments and Stage 3 will comprise the formal endorsement of the Community Plan Review Supplement and the new Action Plans by the Council’s Cabinet, the CPP Board and CHP Committee with the CHP Forum being involved.
- 8.2 The Forum noted the paper and agreed to engage with the Review Process in respect of the local improving health and wellbeing agenda.

## **9. OLG CHILDREN AND YOUNG PEOPLE DRAFT 16 NOVEMBER MINUTES**

- 9.1 The Forum noted the minutes.

## **10. OLG ADULTS AND OLDER PEOPLE DRAFT 20 NOVEMBER MINUTES**

- 10.1 Mr Fraser also advised a further meeting had been held. The main points he highlighted included:

- i. A paper from Kerry Cassidy regarding OT.
- ii. Scottish Community Care Benchmarking Network.
- iii. National Eligibility Criteria and Waiting Times for Personal and Nursing Care of Older People.

The Forum noted the minutes.

## **11. PPF**

- 11.1 Mr Brown advised they were working in partnership with the North and South PPFs to develop a combined website. He discussed the formation of the Cumnock Health Improvement Group and how that group fits into the work of the PPF. The PPF very much wants to develop and support the development at EACH.

## **12. COMMUNITIES FEDERATIONS**

- 12.1 Coalfield Communities Federation - Mr Smith circulated the Winter 2009 issue of the Glennie Newsletter for members of the Forum and advised the Federation were now meeting the challenge of producing 4 issues a year instead of 2. He also advised that they have a new website and this can be accessed at [www.coalfieldcommunities.org](http://www.coalfieldcommunities.org). He also advised they were setting the priorities for the next year and invited Ms Kelly to attend and provide a presentation on the work of the CHP.

**KK**

- 12.2 EA North Communities Federation – Mr Pryce advised he had suggested that a future joint forum of the Community Planning Forums could be held on health matters alone.

## **13. ANY OTHER BUSINESS**

- 13.1 Mrs Miller advised the Forum the presentation provided at the NHS Board on 10 February by the 3 CHP Facilitators had been very well received.
- 13.2 Mrs S Wilson informed the Committee about the good work accomplished over 3½ weeks by all Community Nursing, paediatrics, admin and clerical staff to provide the H1N1 vaccination campaign for children 6 months to 5 years old. There had been about a 50% uptake with a follow up being organised.

## **14. DATE AND TIME OF NEXT MEETING**

- 14.1 **2.00 pm Wednesday 21 April 2010, Meeting Room 1, Council HQ, Kilmarnock**

Signed (Chair) ..... Date.....