

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

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

**Note of a meeting held on Monday 22nd May 2006 at 9.30 am in the
Seminar Room, Udston Hospital**

PRESENT:	Mrs Neena Mahal	Chair
	Mr H Stevenson	Executive Director, Social Work Resources, SLC
	Councillor J Handibode	NHS Greater Glasgow & Clyde
	Dr S Mackie	Medical Director Primary Care
	Mrs J Mouriki	Voluntary Sector Representative
	Mrs M Nelson	Non Executive Director
	Mr G Sage	Interim Director CHP South
	Mrs M Samson	Staff Partnership Representative
	Ms J Miller	Support Services Manager
	Ms F Leckie	Associate Director of Nursing
	Mrs F Porter	Deputy Director of Finance
	Mr Roy Watts	Head of Planning
	Mr K Small	Head of HR
	Mr J Boswell	Dept of Public Health Medicine (Representing Dr Armitage)

1 APOLOGIES

Apologies were received from Mr I Ross, Chief Executive, Acute Division and Dr L Armitage, Consultant in Public Health Medicine.

2 MINUTES OF LAST MEETING

Accepted as an accurate record.

3 MATTERS ARISING:

(a) Draft Terms of Reference

GS explained the changes made to the first draft. The Chair noted receipt of a letter from the Area Pharmaceutical Committee requesting clarification on the absence of Independent Pharmacy Contractor representation on the CHP Committee.

This issue to be discussed further and agreed with both North and South. Currently Independent Contractor representation is at the Joint CHP Strategy Development and Implementation Committee.

Further discussion around membership and it was agreed that FL would discuss with the Associate Director of Nursing for Mental Health and Learning Disabilities the possibility of deputising for each other.

Action : Frances Leckie

The Draft Terms of Reference were therefore accepted with the following amendments:

Remit Page 1

Change the wording to "all services, including hosted services"

Remit Page 3 Conduct of Business

Further clarification is required around the Quorate. Suggest that the Non-executive director deputises for the Chair, and the 1 Director should come from the following group: CHP Director, Head of Planning, Head of HR, Medical Director, Associate Director of Nursing.

The Deputy Director of Finance should also be included in the membership.

(b) Proposed Circulation of Minutes

It was agreed that the minutes will be circulated to:

- Members of the committee
- Members of the CHP Management Team
- NHS Lanarkshire Board
- NHS Greater Glasgow and Clyde Board
- South Lanarkshire Council
- Posted on the internet/intranet

Action: Jayne Miller

(c) CHP Joint Strategy Development and Implementation Committee

SM gave a report on the first meeting held on 18th May. The Committee noted the remit and membership. It was noted that some independent contractor representation was still to be finalised.

Action: Shiona Mackie

There was a discussion around accountability and it was noted that this committee will report to both North and South Lanarkshire CHP Operating Management Committees.

There was further discussion around the links to the Modernisation Board and it was agreed that further information on the role and remit of this board should be sought. The Chair asked GS to provide further information to the committee on the following:

- Diagram of lines of accountability of all committees
- Revised Terms of Reference for the Joint Strategy Committee
- Terms of Reference for the Modernisation Board
- Terms of Reference for the Area Clinical Forum

Action: Geoff Sage

(d) Performance against targets/reporting arrangements

Local Delivery Plans/Corporate Objectives

KAS gave an update on the Objectives recently circulated. It was noted that they reflected the deliverables from the Local Delivery Plan i.e. Health Improvement/protection, efficiency and effectiveness of the performance of NHS Lanarkshire, and the three strands of governance.

The process now is to cascade these objectives through the organisation to influence the CHP's and Localities in the development of their own plans and strategies.

GS advised that he would be discussing with Colin Sloey how data could be collected to allow meaningful reporting on the objectives.

Action: Geoff Sage

The committee were asked to note that the HEAT targets were the same in NHS Lanarkshire and NHS Forth Valley, although target 4.2.1 has not yet been signed off by NHS Forth Valley.

It was also noted that some sections of the Corporate Objectives interface directly with the Local Authorities and therefore there is a need for a joint agenda to ensure that targets are met.

The Chair asked about the joint objectives with the Acute Division and KAS reported that these should be agreed and published in the near future.

The committee noted the Corporate Objectives and requested draft CHP objectives for the next meeting.

Action: Geoff Sage

Priorities and Timetabling of reports

GS advised that work is in progress to look at what information is currently being collected and reported on. Further information will be provided at the next meeting.

Action: Geoff Sage/Roy Watts

There was a discussion around hosted services and how they should report to both North and South Committees. GS suggested a programme of reports to the committee for future meetings covering all hosted services.

SM advised that work is still ongoing in some areas on the Quality and Outcomes Framework (QOF) in terms of collation and interpretation of data. Feedback will be required in other areas such as the new Pharmacy contract, Optometry contract, dental services and Out of Hours.

The Chair asked GS/SM to provide a suggested timetable of reports for the next meeting.

Action: Geoff Sage/Shiona Mackie

JMouriki asked about reports on Regional Services and RW agreed to look into this.

Action: Roy Watts

Waiting Times

RW discussed his report (previously circulated) which outlines what is the current situation. Primary Care are working to local targets at present, only 1 target is set nationally, however the Scottish Executive is currently looking at incorporating Primary Care into national targets.

The report makes some recommendations which the committee approved. RW agreed to provide a progress report to the next meeting. SM agreed to link with RW to agree a monitoring process for reporting on 48 hour access targets under waiting times.

Action: Roy Watts

(e) Agreement on Standing Items and Content

Nursing and Medical

It was agreed that GS, SM and FL would look at priorities and provide a schedule for future meetings. FL agreed to discuss Mental Health with Anne Armstrong and Norman Provan and confirm the reporting mechanism.

Action: Frances Leckie

Staff Partnership

It was noted that the first meeting will be held on 1st June and the minutes will be circulated to the committee.

(f) Development of Public Partnership Forum

RW discussed the summary report from the meeting on 22nd March (previously circulated) and confirmed that Locality events were now taking place. Representatives from the PPF on the CHP Committee are still to be appointed.

4. INTERIM DIRECTOR'S REPORT

GS advised that the future Director's report would highlight the main issues for the CHP and NHS Board, as well as progress on developments within the CHP.

5. FINANCE REPORT

FP discussed the report (previously circulated) and advised that the first part of the report showed the financial position under the previous organisational structure, and the second part outlines the principles behind the future reporting arrangements.

It was noted that CRES (Cash Releasing Efficiency Savings) targets for 2006/07 would probably be on a non-recurring basis and an up to date position will be reported to the next meeting.

Action: Fiona Porter

CLlr H asked for clarification on Capital Charges which FP provided.

JMouriki asked about payments to the Voluntary Sector and GS confirmed that this was currently being investigated as part of a wider discussion on public payments.

It was noted that the first budget statements will be available in mid June.

FP agreed to provide information on the impact of vacancies specifically for the South for the next meeting.

Action: Fiona Porter

6. HR REPORT

KAS advised the committee that Alan Lawrie has been appointed as Director of the South CHP and will take up his appointment in August.

He will be visiting Lanarkshire at the end of June and KAS will advise the programme of his visit when available.

It was noted that staff Partnership arrangements within CHPs are currently being set up at both CHP and Locality level and one of the important issues for the partnership will be to look at how the target of 4% absence level by March 2008 will be achieved.

KAS advised that he was currently working with AHPs to look at the role of the advisors and how to ensure the best use of AHP resource, both managerially and clinically to assist with the reduction in waiting times.

The HR and OD departments are currently working on Schemes of Delegation which will give clarity to the organisation on the 3 strands of decision making – System-wide (NHSL), Divisional (CHP) and Locality. KAS will circulate a paper for comment.

Action: Kenny Small

JMouriki asked for an update on Agenda for Change and it was noted that NHSL is currently in the process of assimilation and would hope to meet the national target of October 2006 for all posts to be assimilated. Work on the KSF (knowledge and Skills Framework) is also ongoing.

MN asked about the potential for Equal Value Claims and KAS advised that further work on assimilation was needed before this could be assessed.

It was noted that very early discussion has taken place with NHS GG & C to look at the employment situation for staff within the Rutherglen and Cambuslang locality.

7. NEW GMS CONTRACT

SM discussed the report (previously circulated) and advised that a more detailed report would be provided when more data became available. The Chair asked if this report could highlight any issues specific to the South CHP.

8. JOINT PERFORMANCE AND ASSESSMENT FRAMEWORK (JPIAF)

RW advised that the paper previously circulated would provide an up date of progress to date on the submission to the Scottish Executive. A full copy of the submission was tabled.

The committee agreed to a presentation in further detail at the next meeting.

Action: Roy Watts

9. COMMITTEE RELATIONSHIP TO LOCALITY

GS advised that one suggestion had been to hold the committee meetings within the four localities, however it was agreed that the meetings should remain as business meetings in the Hamilton area but that informal visits to the localities would be arranged to allow members to develop their knowledge of local developments.

10. ANY OTHER COMPETENT BUSINESS

MN advised that she would be attending the Association of CHPs event on 26th March at Airth Castle, as is MS. This item will be on the agenda for the next meeting to report back on the event.

MN also raised the forthcoming launch of SLAN TV via broadband. JM agreed to pass details to Calvin Brown in Communications.

Action: Jayne Miller

11. DATE OF NEXT MEETING

Future dates of the Group were agreed as follows:-

Monday 10 July 9.30 am Committee Room, 14 Beckford Street, Hamilton

Monday 4 September 9.30 am Committee Room 1, Strathclyde Hospital, Motherwell

Monday 13 November 9.30 am Committee Room, 14 Beckford Street, Ham