



Fife Health & Social Care Partnership

Supporting the people of Fife together

CONFIRMED MINUTE OF THE HEALTH AND SOCIAL CARE PARTNERSHIP LOCAL PARTNERSHIP FORUM (LPF) TUESDAY 14 JANUARY 2025 AT 9.00 AM VIA TEAMS

PRESENT: Kenny McCallum, UNISON (**Chair**)
Vicki Bennett, British Dietetic Association Representative (Co-Chair)
Lynne Garvey, Director of Health & Social Care (Co-Chair)
Audrey Valente, Chief Finance Officer, H&SC
Ben Morrison, Specialist Podiatrist, NHS Fife
Chris Conroy, Head of Community Care Services
Debbie Fyfe, Joint Trade Union Secretary
Gemma Reid, H&SC Coordinator (**Minutes**)
Hazel Williamson, Communications Officer, H&SC
Jillian Torrens, Head of Complex & Critical Care Services
Karen Cassie, HR Lead Officer, Fife Council
Lisa Cooper, Head of Primary & Preventative Care Services
Lynn Barker, Director of Nursing, H&SC
Lynne Parsons, Employee Director, H&SC
Melanie Jorgensen, HR Team Leader, NHS Fife
Morag Stenhouse, H&S Adviser, Fife Council
Roy Lawrence, Principal Lead Organisation Development & Culture
Sharon Adamson, RCN
Steven Michie, H&S Lead Officer, Fife Council
Vanessa Salmond, Head of Corporate Governance & IJB Secretary
Wendy McConville, UNISON Fife Health Branch
William Nixon, H&S, NHS Fife
Yvonne Batehup, UNISON Welfare Representative

APOLOGIES Elizabeth Crighton, Organisational Development & Culture Specialist
Helen Hellewell, Deputy Medical Director, H&SC
Lee-Anne French, HR Business Partner, Fife Council
Liam Mackie, UNISON Fife Health Branch
Steven Portsmouth, Charge Nurse, NHS Fife

NO	HEADING	ACTION
1	APOLOGIES	
	As above.	
2	PREVIOUS MINUTES / ACTION LOG FROM 12 NOVEMBER 2024 The minute and action log of the meeting held on 12 th November 2024 were approved as an accurate record.	

3	JOINT CHAIRS UPDATE	
	<p>Kenny gave thanks to those who worked over the Christmas and New Year period and welcomed the new NHS co-chair Vicki Bennett.</p> <p>Kenny confirmed that the next LPF will bring a more formal Joint Chair's Update following Vicki's appointment.</p> <p>Lynne Garvey also welcomed Vicki as the new LPF Co-Chair and Vicki thanked both Kenny and Lynne for their introductions.</p>	
4	HEALTH AND WELLBEING	
	<p>4.1 Attendance</p> <p>Chair introduced Melanie Jorgensen who presented the key points from the NHS sickness absence report.</p> <p>Melanie reported that the NHS sickness absence rate had increased in October 2024 and was higher than the sickness absence percentage in October 2023.</p> <p>Community Care Services had the highest sickness absence percentage within the Fife Health and Social Care Partnership, followed by Complex and Critical Services, Primary Care and Prevention Services and Professional / Business Enabling.</p> <p>The highest number of hours lost was due to anxiety/stress/depression/other psychiatric illness, followed by injury/fracture, whilst the highest number of episodes of absence was due to anxiety/stress/depression/other psychiatric illnesses followed by gastro-intestinal problems.</p> <p>The highest number of hours lost due to sickness absence was in the nursing and midwifery Band 1 – 4 job family.</p> <p>Short-term sickness absence decreased, while long-term absence increased in October 2024.</p> <p>The highest overall absence rate was in the 55 - 59 age category. The next highest overall absence rate was in the 60 - 64 age group.</p> <p>There were 40 areas within the Fife Health and Social Care Partnership with over 10% sickness absence in October 2024.</p> <p>Karen Cassie then reported on the key points from the Fife Council sickness absence report as per the presentation included within the papers.</p> <p>Total working days lost per FTE was 22.1 days for long term absence and 5.5 for short term absence.</p> <p>Mental health was reported as the highest reason for absence followed by stress (non-work related) and other MSK problems.</p> <p>Community Care Services reported the highest sickness absence, followed by Complex and Critical Services.</p> <p>Karen confirmed that 115 attendance cases are currently being supported.</p>	

4.2 Employee Relations Update

Fife Council Update

Karen Cassie provided a verbal update for Fife Council, reporting that there are currently 41 live employee relations cases, including 31 disciplinary, 8 grievances and 2 improving performance cases. Karen noted a slight decrease in disciplinary cases from September 2024, where 35 cases were reported. Of the current 31 disciplinary cases, 13 are due to gross misconduct with 10 suspensions and 3 cases on alternatives to suspension.

Karen confirmed that suspensions are reviewed regularly with the majority of cases related to negligence and carelessness when carrying out duties.

Investigations continue to take considerable time to complete for various reasons including competing demands on investigating officers' time. External factors also have an impact on case time with one third of cases reported as having been in progress for over 8 months.

Karen reported that of the 8 current grievance cases, 4 have been in progress for 7-9 months.

Karen confirmed all 41 cases have a dedicated HR Advisor, advising on a case-by-case basis.

Karen provided an update on the current staffing challenges within HR, confirming that recruitment activity is underway with adverts going out this week. Once concluded this should support in reducing the timescales for completion of investigations.

Chair opened to questions from members.

Debbie Fyfe recognised that HR are under pressure but noted concerns around the length of time disciplinarys are taking to conclude. Debbie highlighted that the Partnership need to prioritise these, whilst adhering to policy timescales and recognising the impact on staff wellbeing. Karen shared these concerns, highlighting that investigating officers take on the role in addition to their substantive posts. Debbie suggested that investigating officers should have time freed up to conclude these investigations in a timely manner.

NHS Update

Detailed metrics relating to the NHS Employee Relations caseload is noted within the papers.

Melanie Jorgensen reported that NHS are looking to introduce KPIs, specifically providing a system to alert Heads of Service when timeframes are being breached. Melanie shared that she is hoping to be able to share this tool with LPF soon and confirmed that it will be run as a pilot initially within a few small areas.

Melanie highlighted received training provided by the Central Legal Office which emphasised that suspension should be an absolute last resort. HR should not be told of a suspension but should be involved to provide expert advice, noting that having staff on suspension for prolonged periods of time

	<p>can have a negative impact on wellbeing. HR will ensure that an independent, designated contact is provided as per the policy and the fortnightly wellbeing check is being carried out.</p> <p>Chair opened to questions from members.</p> <p>Debbie Fyfe was positive around the independent designated contact and asked that this was fed through to the council side to ensure consistency in the levels of support provided.</p> <p>4.3 Staff Health & Wellbeing</p> <p>Roy Lawrence presented a verbal update in Elizabeth Crighton's absence, confirming the stress survey closed with 1540 responses. Roy confirmed that analysis of the data is underway, and an update will be provided at the next LPF.</p> <p>Roy confirmed that Elizabeth will also bring an update to the next LPF on a previous LPF action around the set-up of focus groups to support with long-term absence.</p>	<p>RL / EC</p> <p>RL / EC</p>
<p>5</p>	<p>HEALTH AND SAFETY</p>	
	<p>5.1 HS&W Assurance Group Update (inc. Mandatory Training)</p> <p>Jillian Torrens presented the salient points from this report, confirming that the group continues to meet on quarterly basis and brought LPF attention to the appendices.</p> <p>Jillian confirmed that there is a focus on improving statistics for the completion of mandatory training, with the barriers to this being workforce challenges and an issue with ring-fencing time for staff to complete the required mandatory training modules</p> <p>Jillian highlighted that Peer Audits would be pausing for a short period to collate information from existing audits and allow time to take actions forward. Jillian confirmed that these will recommence later this year.</p> <p>Service reports are received from all services, with the main risks reported as being the use of SSTS to ring-fence time for training and ongoing issues with ligature management.</p> <p>The ligature management project board meet on a bi-monthly basis and Jillian reported 2 new emerging risks around soap dispensers and curtain rails around bed bays which should be collapsible. Jillian noted that these risks were not identified through the programme but were unfortunately highlighted due to incidents.</p> <p>Jillian highlighted that the Health and Safety Executive (HSE) has been visiting local education establishments.</p> <p>In relation to Mandatory Training, there is a broad variance in compliance within services, ranging between 49% - 91%. Jillian highlighted the Organisational Development and Culture team who have achieved the highest</p>	

percentage rate for the completion of mandatory training, reiterating the continued focus on this and a need to ring-fence time for staff to complete.

Chair opened to questions from members.

Lynne Parsons agreed with the continued focus on Mandatory Training, stating the need for a plan going forward to achieve minimum levels as currently we are way off target which is concerning. Jillian suggested a detailed action plan and that this would be a focus and priority going forward.

Steven Michie confirmed that HSE has been in schools and will be coming in to Fife Council on 22 January to look at asbestos procedures, highlighting the need for managers to review their asbestos registers.

5.2 H&S Updates – NHS & Fife Council (incl. Violence & Aggression)

Billy Nixon presented the key points from the NHS Health and Safety report, highlighting that between November and December there were 337 staff incidents reported, with 1556 since April 2024.

Billy noted that 88% sharps incidents (7 out the 8 incidents recorded) had no SBARs attached, which is a huge failing in reporting. Billy asked that we remind those dealing with sharps incidents that an SBAR is required for all incidents and is also required for near misses.

Billy reported that there has been a slight but steady fall in Violence and Aggression incidents since August/September 2024 which is positive and 1 RIDDOR was reported resulting in an absence over 7 days.

Chair opened to questions from members.

Yvonne Batehup, UNISON welfare officer shared her concerns around 88% of sharps incidents having no SBAR and questioned the reason for this. Billy confirmed that this issue is a steady trend and that he is seeing no improvement in completion of SBARs, despite this being highlighted at all committees. Yvonne questioned if training is required for staff around completion of SBARs with Billy confirming that the team are fully supportive of training where required.

Debbie Fyfe welcomed the reduction in Violence and Aggression incidents, querying the rationale around this and if strategies had been put in place that we can share across the Partnership.

Billy confirmed that he is not aware of any new strategies but confirmed that he would speak to the Violence & Aggression adviser to enquire if there was any learning that could be shared.

Lynn Barker confirmed that from a data perspective we monitor Violence and Aggression numbers via Datix and conduct a bi-weekly review so spikes are addressed, noting that a sub-group is also in place.

Lynn suggested that she connect with Billy to do chasing and support teams with completion of SBARs for sharps incidents with Billy confirming that this is an NHS-wide problem.

JT

BN

LB

	<p>Morag Stenhouse then presented the salient points from the Fife Council Health and Safety report highlighting the ongoing IT issue with being unable to drawdown reports at service level. Due to this, Denise Paterson has provided a report in excel format to service managers.</p> <p>Morag noted that the papers provide data for the rolling year to the end of November due to Fife Council's additional Public Holidays over the festive period.</p> <p>Morag reported 3 RIDDORS in relation to moving & handling which resulted in over 7 days absence.</p> <p>The largest cause of incidents (not including violence, aggression and threat) was slips, trips and falls which amounted to 60% of all incidents for service users and staff.</p> <p>Violence, Aggression and Threat was reported on the 2 years to December 2024, with figures higher over 2024 year compared to the same timeframe in the previous year.</p> <p>It was highlighted that there has been a push on the reporting of incidents so perhaps we are seeing incidents coming through which were not always reported in the past.</p> <p>Chair opened to questions from members.</p> <p>Debbie Fyfe raised concerns around one of the reported RIDDOR incidents and the need to reiterate to staff to remain within their scope of practice.</p> <p>Debbie highlighted the need to be tactful and mindful of staff wellbeing when dealing with such incidents.</p> <p>Debbie agreed that the movement in reported incident figures have increased due to previous under reporting, the increased accuracy in figures now reported is a positive step.</p> <p>Morag confirmed that regular meetings are held with care at home, and she will address the call handler moving and handling issue at the next meeting.</p> <p>Steven Michie confirmed that the carer should ask for help if/when they are asked to move a service user.</p> <p>Chris Conroy will follow up with SAS to ensure that no learning is required.</p>	CC
6	FINANCE	
	<p>6.1 Finance Update</p> <p>Audrey Valente, Chief Finance Officer provided an update on the financial position based on information to November 2024, confirming that there is a current projected £34.8m overspend, which is a worsening position from September 2024 of just under £8m.</p> <p>The report details the key areas of overspend which are partially offset by underspends. Audrey highlighted that weekly Progress Reporting Update meetings (PRUs) had been put in place with Service Manager to scrutinise</p>	

non-delivery of savings and noted that it is unlikely that we will see delivery of these savings this year which is therefore reflected in the latest monitoring position.

Audrey reported that 59% of the savings approved in March 2024 will be delivered (£23m by end of current financial year.)

Reserves of £4.7m have been brought forward but are earmarked for specific purposes such as the community living fund and analogue to digital transfer, with further detail on this reported within the appendices.

Audrey confirmed continual scrutiny of spend for the remainder of year to reduce the overspend, stressing that delivery of savings is a priority, however highlighted that due to the current position we are now looking to both partners for a substantial risk share, currently on a 62% / 38% basis.

Chair opened to questions from members.

Debbie Fyfe highlighted that whilst LPF will offer their support to officers to consider the opportunities to improve the financial position, Trade Unions and Staffside ask that no savings are agreed without proper consultation with both LPF and appropriate Staffside representatives.

Debbie questioned what can be done with the election coming up as it is clear Scottish Government are not investing enough within the Social Care sector. Debbie highlighted that we should consider coming together as a group to look forward to next year in an attempt to mitigate similar risks and circumstances.

Audrey noted a good working relationship with Trade Unions and Staffside, confirming that no action will be taken without proper consultation. Audrey indicated that collective discussions are welcome and that a session would be arranged with stakeholders once further financial information is available to support these discussions.

Lynne Garvey reiterated that nothing would be done without Staffside and Trade Union support when making decisions around staff. Lynne was keen to propose a plan to meet with key stakeholders with Kenny McCallum also in agreement with this. Lynne Parsons indicated that she was happy to support to arrange a meeting.

Lynn Barker highlighted that it is paramount that care is delivered in a safe and correct manner, with our focus on keeping staff safe when delivering care. Lynn welcomed the proposed meeting to provide reassurance that everyone is on the same page.

Vicki Bennett noted that she is supportive of meetings and early intervention to ensure that the finances go in right direction.

Lynne Garvey concluded by confirming that a meeting will be scheduled with Staffside, Trade Union staff and SLT. Due to awaiting information coming in from partners for next year's budget, it was proposed that this meeting would take place towards the end of Feb/beginning of March. Lynne will discuss plans for this with Vanessa Salmond.

LG/VS

	Chair thanked Audrey for the report and confirmed that the report was endorsed by LPF for onward submission to the IJB.	
7	SERVICE PRESSURES & WORKFORCE UPDATE	
	<p>7.1 Multi-factorial Review in Attendance Management</p> <p>Lisa Cooper noted the need for a robust vaccination programme for winter flu and was seeking the support of Staffside and Trade Union colleagues to convey the message around the importance of vaccinations, highlighting a higher incidence of flu which is impacting on communities and staff.</p> <p>Lisa highlighted the ongoing pressures around seasonal flu impacting on attendance at work and noted that SLT are working with colleagues to ensure we can keep services safe.</p> <p>Sharon Adamson queried the current vaccine and if it protected against the current flu variant. Lisa confirmed that the vaccination covers various flu strains and whilst doesn't prevent flu, it is proven to reduce symptoms.</p> <p>Lisa noted that the first draft of the Multi-factorial Review in Attendance Management report was brought forward in July 2024, highlighting further work that has been undertaken since, with a test of change and an improvement plan. Lisa confirmed that any learning will be shared across all portfolios within Health and Social Care.</p> <p>Lisa reported a 64% response rate to the survey carried out which shows that managers are committed to supporting staff and want to have confidence in applying attendance policies, noting that the survey data can be found in Appendix 2.</p> <p>Within the report are some recommendations for LPF to endorse, with a recommendation that the TURAS attendance management module becomes compulsory, the development of staff training sessions around attendance management and the recruitment of a cohort of mentors who can support with this.</p> <p>Lisa concluded by advising that a further report will be brought back with further learning as the team go through process of the multi-factorial review.</p> <p>Chair opened to questions from members.</p> <p>Melanie Jorgensen highlighted a required correction within the report, noting that the neuro-diversity tool states this was developed by Human Resources. Melanie advised this is an Occupational Health tool rolled out via equality groups. Lisa Cooper took an action to amend.</p> <p>Vicki Bennett requested that Staffside are included in the attendance management group. Lisa confirmed that she would link Vicki with Sam, who is the Business Manager leading on this and an invite will follow.</p> <p>LPF endorsed the report.</p>	<p>LC</p> <p>LC</p>
8	ITEMS FOR BRIEFING STAFF	

	No items highlighted.	
9	AOCB	
	<p>Debbie Fyfe highlighted questionable practices with some independent care providers and noted that she would be meeting with Lynne next week to discuss. Debbie had raised the concerns with the regional organiser who confirmed this issue is prevalent across Scotland and asked that in Lynne's capacity as Director if she can raise this as an issue at wider, high-level meetings.</p> <p>Lynne confirmed she is aware of the case in Fife and will raise the issue and asked Debbie to highlight this with her via an email, confirming this will be raised at next Chief Officers Group as a national issue.</p> <p>Lynne Garvey updated the LPF with recruitment and shortlisting for the Principal Social Work Officer post, confirming this is a crucial role for Health and Social Care, and noted that we are looking at a timeframe of approximately 3 weeks for a confirmed appointment.</p> <p>Chair thanked all for their attendance and ongoing support and the meeting was concluded.</p>	LG
10	DATE OF NEXT MEETING	
	Tuesday 11 March 2025 – 09:00-11:00 hours	