



Learning Disability
Managed Care Network

HEF Reference Group Meeting
Wednesday 22nd May 2019

No.	Agenda Item	Lead Person
1.	Present	
	Derek Phillips Interim Network Manager Caroline Gill Head of Nursing NHS Forth Valley (Chair and attended 1 st half of the meeting) Peter Old NHS Borders (Chair for 2 nd part of the meeting) Claire McCulloch NHS Fife Heather Duff Project Manager HEF (notes)	
2.	Apologies	
	Susan Jackson NHS Lothian	
3.	Minutes from previous meeting	
	Approved	
4.	Matters arising	
4.1	Lothian meeting with HSCP	
	No update	Heather
4.2	Project Manager Post	
	<p>Significant discussion about the delays in delivery of the project work due to length of time to seek agreement with content of DPA between NHS Lothian and NSS ISD. Derek advised Project Manager current secondment will cease as intended end of June 2019. This will impact on what can be delivered by end of June with outstanding tasks related to data collection and analysis.</p> <p>Concern was expressed by the group about sustainability and drive of the HEF and data collection/analysis when Project Manager is NOT in post. Derek advised that the LD MCN has provided leadership and resource to support HEF for 4 ½ years. The LD MCN has a tight budget with no financial flexibility.</p>	Heather
Agenda Items		
5.1	Scottish Version of the HEF and update on pilot	
	<p>Update version has been piloted across the boards by reference group members. Slight amendment made to the current copy.</p> <p>Derek has requested Project Manager to send further email for any final feedback before paying HEF author for his work. Subsequent to the meeting, an email has been sent, with feedback from Peter, with further queries. Project Manager is currently liaising with HEF author about the feedback.</p>	All Heather

5.2	Transition Plan to coincide with data collection	
	<ul style="list-style-type: none"> Nurses are actively being encouraged to complete HEF's by the end of May. Data collection from the boards thereafter with data securely transferred from board areas to Project Manager on nhs.net address. HEF to become read only thereafter. Peter will provide guidance on how to set the HEF folders to read only. New HEF version to be set up by boards with "go live" w/c 17th June Project Manager will set up NHS Lothian new version Project Manager will liaise with NHS Fife and FV to support set up Peter will set up Scottish Borders version (move from individual nurse set up to team HEF approach) Subsequent to the meeting – issues highlighted by HEF author may impact on the "go live" date – to be confirmed. The Project Manager time line tabled in today's meeting will be updated from discussions and re-circulated. 	<p>All</p> <p>All</p> <p>All Peter</p> <p>All Heather</p> <p>Heather Peter</p>
5.3	Communication Plan	
	<ul style="list-style-type: none"> Given the tight timescales we will not be able to do a launch of the new HEF as previously intended. Project Manager will develop an information sheet for nurses about the new HEF, what the changes are and how we move forward. Project Manager will develop a presentation about the changes with refresh on the determinants of health inequalities. The presentation will be provided to boards for use with nurses. Update HEF user manual will be available for circulation. Lead Nurses and HSCP Managers all require to be updated on the plan and the process. 	<p>Heather</p> <p>Heather</p> <p>All</p>
6	Data Protection	
6.1	Progress with Data Processing Agreement	
	<p>Significant delays. NHS Lothian data protection manager had to liaise directly with NSS ISD Information Governance Manager to seek agreement with the content of the DPA. Agreement now reached and has been formally submitted to NHS Lothian Caldicott Guardian. Once sign off has been achieved, DPA requires to be shared with the other three boards for sign off. Once all four Caldicott Guardians have signed the DPA off, it can then be finally submitted to NSS ISD for sign off.</p>	Heather
6.2	ISD Update	
	<p>Project Manager continues to liaise with Gordon Fleming Manager NSS ISD. The aspiration is once DPA sign off is in place. Formal costs have not been shared or agreed for proposed work. ISD will identify when they can potentially accept the data and begin quality check and then data analysis. ISD are "down" data analysts currently so there may be a wait for work to be progressed.</p> <p>Project Manager previously submitted a specification to ISD about what we want from data analysis. This will be reviewed and updated. As this</p>	Heather

	<p>information was sent whilst Derek was on sick leave. Derek is keen to review the content of what was sent as well as revised version. Once Gordon Fleming has this information, formal costs will be provided.</p> <p>At this stage, once DPA sign off is achieved; it is not known when NSS ISD could commence work and how long this process will take.</p> <p>Data analysed will be from the beginning of the HEF implementation (2014) to end of May 2019.</p>	Heather & Derek
6.3	The way forward	
	<p>Outcome from significant discussion:</p> <ul style="list-style-type: none"> • Project Manager will have HEF data from the four boards early June • Derek will identify a person to support Project Manager to strip the patient identifiable information from the data • To progress this, Project Manager will require information from HEF author on how to access the “hidden sheets” • In theory, if this work is progressed within the MCN, this is one less cost from ISD • Quality check of the data will require to be completed- with duplicates and inappropriate data removed. • Once this is all complete data could then be shared with ISD for analysis and is not reliant on Caldicott permissions. • Data reporting – templates from previous work will be used. However, the narrative on the templates will require to be updated to be contemporaneous and relevant. • It would have been a significant task for the Project Manager working in collaboration with ISD to understand the data and present it more meaningfully. • Project Manager had intended liaising with Public Health and data analyst in NHS Wales with new data and the implications. • If Project Manager post ceases end of June – there is currently no clarity how the data analysis will be progressed. • Derek is keen to explore other options beyond ISD to support data analysis. 	Derek Heather
7.	HEF Updates	
7.1	Scottish Borders	
	No update	
7.2	NHS Fife	
	<ul style="list-style-type: none"> • Project Manager recently met with Fife HEF Forum (Claire & John Toland Lead Nurse) who expressed concern about HEF progress without Project Manager in post. • Project Manager will arrange to support Claire with new HEF set up. 	
7.3	NHS Forth Valley	
	Project Manager will meet with Caroline & Marina to support new HEF set up.	
7.4	NHS Lothian	

	<p>Project Manager in her role as NHS Lothian HEF administrator will set up new HEF for Lothian nurses.</p> <p>When the Project Manger post stops, clarify from Scott Taylor about Lothian representation on the HEF reference group.</p>	
7.5	NHS Wales	
	<ul style="list-style-type: none"> • Project Manager was recently in Wales promoting HEF and collaborative working. Welsh Government are fully supportive of HEF and national roll out. Current HEF Project Manager in Wales has a new post, with a new Project Manager identified. • Teleconference on Monday this week with Welsh colleagues (Project Manager and data analyst) who were seeking guidance about IT platforms. Wales are keen to integrate HEF into their IT systems. They intend to progress discussion with HEF authors about copyright issues. 	
7.6	Positive Commitment Conference in Birmingham	
	<ul style="list-style-type: none"> • Project Manager recently attended this conference presenting the Scottish position on HEF. • HEF authors are keen to work jointly with Scotland and Wales to share data and what this collectively tells us about people with LD using services. 	
8.	AOCB	
8.1	Continued role and function of HEF reference group	
	<ul style="list-style-type: none"> • We touched briefly on the role and function of the HEF reference group once the Project Manager post ceases. • Caroline advised in her role as chair she is not able to take on any HEF work neither can other group members. • There was no agreement about role and function of the group • Further HEF reference group meeting end of June which can support further discussion. 	
8.2	LD MCN updates	
	<ul style="list-style-type: none"> • Network Manager Post advertised with interviews this week. • PBS Project Manager post advertised with interview this week. 	
8.3	Sustaining the Commitment	
	Update UK LD Nurse strategy will hopefully be launched in June. HEF is included within the document, however, it will be for each UK country to decide how they want to progress work.	
9.	Date of future meetings	
	<p>Date planned for 3rd July moved forward one week to weds 27th June 12 – 2pm meeting room one Strathbrock PC. Other dates</p> <ul style="list-style-type: none"> • Weds 14th August • Weds 18th September • Weds 6th November • Weds 18th December 	