



Learning Disability
Managed Care Network

HEF Reference Group Meeting Wednesday 27th February 2019

No.	Agenda Item	Lead Person
1.	Present	
	Marina Callaghan NHS Forth Valley Heather Duff Project Manager LD MCN (Notes) Claire McCulloch Senior Transition Nurse NHS Fife Caroline Gill, Head of LD Nursing NHS Forth Valley (Chair)	
2.	Apologies	
	Lorraine Kirkaldy NHS Fife Susan Jackson NHS Lothian Peter Old NHS Borders Derek Phillips LD MCN	
3.	Minutes from previous meeting	
	Approved	
4.	Matters arising	
4.1	Any HEF audit outstanding issues	
	Note from previous meetings: HEF audit outcomes and HEF data are the property of HSCP Managers as they are the managers of LD services. It is important that Senior Nurses are linking in with HSCP Managers as appropriate to raise the profile of HEF. Project Manager has recently met with Scott Taylor NHS Lothian with regard to the audit. Scott will arrange a meeting with the IHSCP Cluster Managers to allow them to become HEF aware, with Project Manager in attendance.	Heather
4.2	LDP article	
	In December 2018 LDP: was circulated across the boards.	
	Agenda item	
5.	Meeting with Dave Atkinson HEF author	
	The HEF reference group had a helpful meeting with Dave on 23 rd January at Waverley Gate. We worked through HEF+ manual, the indicator statements and descriptors. Minor amendments were agreed along with functionality issues. A summary of outcome was circulated on email. Dave is currently working with this, updating changes, the manual and commissioning support with functionality issues. We had discussion about the usefulness of the recent detailed email from Dave with overview of the HEF function. We agreed how useful it will be to remind nurses about what and why they are scoring on	Dave Atkinson All

	<p>the HEF. It was felt that this could be done as part of a planned re-launch of the HEF. An event will be planned. There will also be a role for representatives on this group to remind nurses about the determinants of health for the general population and the determinants of health inequality for people with LD as agreed by Independent Health and Lives (IHAL) the English Observatory.</p> <p>Project Manager will work to develop a draft transition plan to move from the current HEF to HEF v3.. The draft will be shared with this group to further develop and agree.</p>	Heather and All
6.	Data Collection	
6.1	Data Protection	
	<p>There has continued to be ongoing discussion with ISD colleagues, LD MCN and Elaine Downie Data Protection Manager NHS Lothian. A data processing agreement (DPA) has been populated by Elaine and LD MCN. It is currently with ISD to agree. Once agreement reached it will be shared with Caldicott Guardian NHS Lothian for agreement and sign off. Once sign off complete, this will be shared with other three boards for consultation with their Caldicott Guardian.</p>	Heather and All
6.2	ISD data update	
	<p>Once Caldicott agreements in place we can plan for data collection process.</p> <p>Project Manager has met with South West Edinburgh Public Health Practitioner to seek support once we have update data available to contribute to analysis. She is happy to contribute as appropriate.</p>	
7.0	HEF Updates	
9.1	NHS Borders	
	No update.	
9.2	NHS Fife	
	HEF forum met last week with limited attendance. Further discussion required locally to review how to best support HEF engagement. A further HEF forum meeting is planned for 25 th March.	
9.3	NHS FV	
	Senior Charge Nurse at Loch View requires HEF training locally and supported to take on Inpatient admin rights.	
9.4	NHS Lothian	
	<ul style="list-style-type: none"> • Project Manager will liaise with Clinical Nurse Manager to arrange meeting with HSCP Cluster Managers. • HEF Forum meeting next week for CLDN teams. • Project Manager will arrange meeting with relevant IP staff. 	
9.5	NHS Wales	
	Project Manager has been invited to Cardiff for 2 days to attend HEF one day event in Cardiff as well as liaise with NHS Wales HEF Project Manager about HEF process.	Heather

9.6	Positive Commitment Conference	
	Project Manager has been invited to this conference to present on HEF update at UK national conference. Project Manager will require to consult with Derek Phillips, Line Manager about costs to attend the conference. The group today felt it was crucial to attend both events down south to promote Scottish work on HEF.	Heather
10.	Dates of future meetings: Meeting room one SPC 12 – 2pm – feel free to bring lunch and I will supply hot drink.	
	<ul style="list-style-type: none"> • Weds 10th April • Weds 22nd May • Weds 3rd July • Weds 14th August • Weds 18th September • Weds 6th November • Weds 18th December 	