

Minute of meeting of the Health & Social Care Partnership Board held within the Committee Room, 12 Strathkelvin Place, Kirkintilloch on **Thursday, 6 September 2018.**

Voting Members Present: EDC Councillors **MECHAN, MOIR & MURRAY**

NHSGGC Non-Executive Directors **FORBES,  
McGUIRE & RITCHIE**

Non-Voting Members present:

|                    |   |
|--------------------|---|
| <b>S. Manion</b>   | Chief Officer - East Dunbartonshire HSCP  |
| <b>A. Bowman</b>   | Acute Services Representative   |
| <b>M. Brickley</b> | Service Users Representative  |
| <b>J. Campbell</b> | Chief Finance and Resource Officer  |
| <b>W. Hepburn</b>  | Chief Nurse   |
| <b>A. Jamieson</b> | Carer Representative - Substitute   |
| <b>A. McCready</b> | Trades Union Representative   |
| <b>J. Proctor</b>  | Carers Representative   |
| <b>C. Sinclair</b> | Acting Chief Social Work Officer / Head of<br>Mental Health, Learning Disability & Addictions |
| <b>I. Twaddle</b>  | Service User Representative – Substitute  |
| <b>L. Williams</b> | Clinical Director   |

#### **Jacqueline Forbes (Chair) presiding**

|                                    |   |
|------------------------------------|---|
| Also Present: <b>M. Cunningham</b> | EDC - Corporate Governance Manager                          |
| <b>F.P. McLinden</b>               | General Manager, Oral Health Lead Officer<br>Dentistry GG&C |
| <b>D. Pearce</b>                   | Head of Community Health & Care Services                    |
| <b>T. Quinn</b>                    | Head of People & Change                                     |
| <b>D. Radford</b>                  | Health Improvement & Inequalities Manager                   |

#### **APOLOGIES FOR ABSENCE**

Apologies for absence were intimated on behalf of Councillor Moir & Gordon Thomson, Voluntary Sector Representative.

As intimated at the last meeting, the Chief Officer welcomed Jacqueline Forbes as the new Chair of the HSCP Board. Jacqueline would chair the Board meetings until June 2019 in accordance with the Integration Scheme.

#### **DECLARATION OF INTEREST**

The Chair sought intimations of declarations of interest in the agenda business. There being none received the Board proceeded with the business as published.

#### **PRESENTATION – KEY ELEMENTS OF THE JOINT HEALTH IMPROVEMENT PLAN**

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David Radford, Health Improvement and Inequalities Manager provided an overview of the Joint Health Improvement Plan, with a cross reference to the recently approved NHS Greater Glasgow and Clyde Public Health Strategy and the HSCPs Strategic plan. The Joint Health Improvement plan also supports the outcome of the Council's Local Outcome Improvement Plan (LOIP) outcome 5 –

*“Our people experience good physical and mental health and wellbeing with access to a quality built and natural environment in which to lead healthier and more attractive lifestyles.”*

The Board heard from David in response to questions and thereafter thanked him for an informative presentation on the public health agenda.

**1. MINUTE OF MEETING – 28 JUNE 2018**

There was submitted and approved the minute of the meeting of the HSCP Board held on 28 June 2018.

**2. CHIEF OFFICER'S REPORT**

The Chief Officer addressed the Board and summarised the national and local developments in relation to the implementation of the Public Bodies (Joint Working) (Scotland) Act 2014 since the last meeting of the Partnership Board. Details included:-

- Chief Social Work Officer (CSWO) Planned absence wish a speedy recovery. Caroline Sinclair- Interim CSWO and Claire Carthy Interim Head of Children and Families Criminal Justice
- Update on up and coming Inspections and timetable for reporting
- Regional West of Scotland HSCPs Plan still outstanding
- Impact of Industrial Action

Following consideration, the Board noted the Report.

**3. FINANCIAL PERFORMANCE BUDGET 2018/19 – PERIOD 4**

The Chief Finance and Resources Officer updated the Board on the financial performance and projected outturn of the partnership for the Year-end of 2018/19.

Following discussion and questions, relating to the NHS List of savings the Board and the Transformation Plan the Board agreed as follows:-

- a. To note the projected Out-turn position is reporting an over spend of £806k as at period 4 of 2018/19.
- b. To note the progress to date on the achievement of the approved savings plan for 2018/19 as detailed in **Appendix 1**.
- c. To note the risks associated with the delivery of a balanced budget as detailed in 2.0 of the Report.

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**4. FINANCIAL MONITORING ARRANGEMENTS 2018/19**

A Report by the Chief Finance & Resources Officer, copies of which had been circulated separately, updated the Board on financial planning for the Partnership in 2018/19.

The Chief Finance & Resources Officer summarised the actions since the last meeting and the joint working arrangements. It was proposed that the existing Audit & Risk Committee would have an extended remit (revised Terms of Reference) to cover oversight of planning and performance. This would be incorporated into the proposed Performance Audit & Risk Committee of the HSCP.

The Board then agreed as follows:-

- Approve the arrangements for monitoring and effective oversight of the Partnership financial performance and planning.
- Approve the revised Term of Reference for the Performance, Audit & Risk Committee.

**5. EAST DUNBARTONSHIRE HSCP CLINICAL GOVERNANCE ANNUAL REPORT 2017**

A Report by the Clinical Director, copies of which had previously been circulated, highlighted the Clinical and Care Governance activities across East Dunbartonshire.

The Clinical Director was heard in response to questions from the Board, particularly with regard to the support of all parties in the complaints process.

Thereafter the HSCP Board noted and approved the content of the report, as a true reflection of work ongoing within the HSCP, to ensure that service users were being provided with safe, effective and person-centred care.

**6. PHARMACY OVERVIEW**

The Report was presented by Carolyn Fitzpatrick, lead for Prescribing and Clinical Pharmacy copies of which had previously been circulated, provided the Board with an overview of all the activities of the Prescribing Team and to assure the Board of the work being done to support efficient and effective prescribing

The lead for Prescribing and Clinical Pharmacy . was heard in response and thereafter the HSCP Board noted the report.

**7. PUBLIC SERVICE USER & CARER REPRESENTATIVE SUPPORT GROUP**

A Joint Report by the Service User Representative and the Carers Representative, copies of which had previously been circulated, outlined the processes and actions undertaken in the development of the Public, Service User & Carer Representatives Support Group (PSUCRSG)

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Following discussion and having heard the Service User Representative with further details, the Board noted the Report.

**8. ED HSCP – CLINICAL & CARE GOVERNANCE GROUP – 25 JULY 2018 MINUTES**

The Board noted the draft Minutes of the Clinical Care & Governance Group meeting of 25 July 2018.

**9. ED HSCP PROFESSIONAL ADVISORY GROUP – 27 JUNE 2018 - MINUTES**

The Board noted the Minutes of the ED HSCP Professional Advisory Group meeting of 27 June 2018.

**10. EAST DUNBARTONSHIRE AUDIT COMMITTEE – 27 JUNE 2018 – DRAFT MINUTES**

The Board noted the draft Minutes of the ED HSCP Audit Committee meeting of 27 June 2018.

**11. EAST DUNBARTONSHIRE JOINT HEALTH IMPROVEMENT PLAN 2018 - 2021**

A Report by the Interim Chief Social Work Officer / Head of Mental Health, Learning Disability and Addiction Services, copies of which had previously been circulated, presented the East Dunbartonshire Joint Health Improvement Plan 2018 - 21. The Plan had been prepared by the HSCP on behalf of the East Dunbartonshire Community Planning Partners and set out the core public health improvement priorities and approaches to be delivered over the next three years.

The Plan set out 5 key themes that reflected the draft outcomes within the National Public Health Review and the health and wellbeing needs of local residents.

Following discussion the Board noted the East Dunbartonshire Joint Health Improvement Plan 2018/2021.

**12. EAST DUNBARTONSHIRE PRIMARY CARE IMPROVEMENT PLAN**

A Report by the Head of Community Health and Care Services, copies of which had previously been circulated, presented the East Dunbartonshire Primary Care Improvement Plan (PCIP) associated with the new General Medical Services Contract (GMS) 2018-21 for formal approval.

Following discussion and questions the HSCP Board, having noted the East Dunbartonshire draft PCIP, agreed as follows:-

- To note the PCIP submitted to the Scottish Government on the 31<sup>st</sup> July (Appendix 1)

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- To note the initial phase of implementation for the PCIP would commence immediately with recruitment of posts to join primary care starting August 2018.
- To note that ongoing communication and engagement with key stakeholders would guide further iterations of the local PCIP;
- To note that regular updates would continue be provided to the HSCP Board on implementation progress and funding usage.

**13. MENTAL HEALTH STRATEGY - ACTION 15 INITIAL DELIVERY PLAN 2018 – 2019**

A Report by the Head of Mental Health, Learning Disability and Addiction Services, copies of which had previously been circulated, presented the high level Mental Health Strategy Action 15 Initial Delivery Plan 2018 – 2019, which was submitted to Scottish Government, as required, on 31 July 2018. A detailed and costed delivery plan would be submitted for consideration at the next HSCP Board meeting of 15 November 2018.

The Board heard from the Head of Mental Health, Learning Disability and Addiction Services and thereafter noted the information and agreed as follows:-

- To note the Scottish Government commitment of additional funding to support the delivery of the National Mental Health Strategy 2017 – 2027;
- To note the requirement for all HSCP's to develop and present initial high levels plans for the use of this funding to Scottish Government by 31 July 2018;
- To approve the initial high level plan that has been developed and submitted for ED HSCP, attached as appendix 1 to this report; and
- To note the requirement for all HSCPs to develop and present final full costed plans for the use of the funding to the Scottish Government by 30 September 2018. This will be presented to the HSCP Board at its meeting of 15 November 2018.

**14. EQUAL, EXPERT AND VALUED, ENHANCING CARER REPRESENTATIVE INVOLVEMENT ON INTEGRATION JOINT BOARDS, SECOND EDITION, FEBRUARY 2018**

A Report by the Carer Representative, copies of which had previously been circulated, advised the Board of the outcome of the Public Service User and Carer Support Group's (PSUCRSG) reflections and recommendations arising from the report, Equal, Expert and Valued, Second Edition.

Having heard the Carer Representative with further details from the Coalition of Carers, the Board noted the reflections of the (PSUCRSG) on the Equal, Expert and Valued report and thereafter approved the recommendations of the (PSUCRSG) arising from the report as under:-

1. Undertake a training needs analysis on the Public Service User and Carer group and develop a training provision that meets and enhances their needs
2. Discuss with the Senior Management Team of the Health and Social Care Partnership arranging for a Public Service User and Carer agenda 'slot' added to of each of the planning groups that the members attend

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3. Confirm that the HSCP will reimburse all out of pocket expenses (including travel, substitute care cover, home printing costs and peripherals etc) and also scope out the provision of a 'Tablet' to use for receiving and storing relevant papers (if appropriate)
4. Update the current mentoring policy in the Public Service User and Carer Induction Pack
5. Provide each Public Service User and Carer member with a HSCP name badge and lanyard with their details and photo
6. Undertake a scoping exercise for suitable Carer awareness training to be delivered to board and planning group members
7. Enhance the awareness of the Public Service User and Carer group/members in East Dunbartonshire by having a 'Participation and Involvement' page added to the HSCP web pages with a 'biography' of each member with generic contact details (infopsuc@eastdunbarton.gov - *for example*)
8. Ascertain the Carers experience and knowledge to ensure an appropriate skills mix
9. Provide Public Service User and Carer members with a 'map' of the Senior Management Team and their affiliation to the Health and Social Care Partnership and associated Planning groups
10. Share the Public Service User and Carer induction pack with the Senior Management Team
11. Recruit new 'members' from 'hard to reach' groups by promoting the Public Service User and Carer at community events and also increased use of social media channels promoting the group.
12. A Carers engagement 'evaluation' form to be adopted

**15. MOVING FORWARD TOGETHER**

A Report by the Chief Officer, copies of which had previously been circulated, updated members on the development of NHS Greater Glasgow and Clyde's transformation strategy 'Moving Forward Together'

The Chief Officer advised that the Moving Forward Together strategy described a new system of care, organised in the most effective way to provide safe, effective person-centred and sustainable care to meet the current and future needs of the population and able to provide best value.

This new system proposed to:

- support and empower people to improve their own health
- support people to live independently at home for longer
- empower and support people to manage their own long-term conditions
- enable people to stay in their communities accessing the care they need
- enable people to access high quality primary and community care services close to home
- provide access to world class hospital-based care when the required level of care or treatment cannot be provided in the community
- deliver hospital care on an ambulatory or day case basis whenever possible
- provide highly specialist hospital services for the people of Greater Glasgow and Clyde, and for some services in the West of Scotland.

The Board noted the information.

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**16. EAST DUNBARTONSHIRE HSCP STRATEGIC PLANNING GROUP  
MINUTES OF 5TH JUNE 2018**

A Report by the Chief Officer, copies of which had previously been circulated, provided the Strategic Planning Group Draft minutes for 5th June 2018 to inform the Board of the actions of the Strategic Planning Group

The Board noted the content of the minutes.

**17. JULY 2018 - SCOTTISH ATTAINMENT CHALLENGE - CARE  
EXPERIENCED CHILDREN AND YOUNG PEOPLE FUNDING – EAST  
DUNBARTONSHIRE.**

A Report by the Interim Chief Social Work Officer & Head of Mental Health, Learning Disability and Addiction Services, copies of which had previously been circulated, advised the Board of the Scottish Attainment Challenge - Care Experienced Children and Young People Funding – East Dunbartonshire, and the processes by which its use will be agreed.

Following discussion, the Board agreed as follows:-

- a) To note the Scottish Government Scottish Attainment Challenge - Care Experienced Children and Young People Funding which will be made available to East Dunbartonshire;
- b) To note the process by which its use would be agreed locally; and
- c) To note that a report would be brought to a future meeting to outline the details of the use of the funding.

**18. HSCP BUSINESS PLAN / SCHEDULE OF TOPICS 2018/19**

The Chief Officer provided an updated schedule of topics for HSCP Board meetings 2018/19.

**19. DATE OF NEXT MEETING – 15 NOVEMBER 2018**

The HSCP Board noted that the next meeting will be held on Thursday 15 November 2018 in the Council Chambers.