

Minute of meeting of the Health & Social Care Partnership Board held within the Committee Room, 12 Strathkelvin Place, Kirkintilloch on **Thursday, 6 October 2016.**

Voting Members Present: EDC Councillors **GEEKIE, MCNAIR & O'DONNELL**

NHSGGC Non-Executive Directors **FRASER & LEGG**

Non Voting Members present:

M. Brickley	HSCP Service User Representative
J. Hobson	Chief Officer - East Dunbartonshire HSCP
G. Thomson	HSCP Voluntary Sector Representative
W. Hepburn	HSCP Professional Nurse Adviser
A. Jamieson	HSCP Carer Representative – substitute
I. Twaddle	HSCP Service User Representative – substitute
L. Williams	HSCP Clinical Lead Representative - substitute

Rhonda Geekie (Chair) presiding

Also Present: F. Borland	HSCP Communications
S. Cairney	Head of Strategy, Planning & Health Improvement
J. Campbell	HSCP Chief Finance and Resources Officer
M. Cunningham	EDC Corporate Governance Manager
A. Martin	HSCP Head of Adult & Primary Care Services
P. Mazzoncini	Chief Social Work Officer
F. McCulloch	HSCP Planning & Performance Manager
T. Quinn	Head of Human Resources
L. Tindall	Organisational Development Lead

APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of I. Ritchie, G. Morrison, A. McCready, J. Robertson, A. Bowman & J. Duffy.

CHAIR'S REMARKS

Councillor Geekie welcomed everyone to the meeting and thereafter everyone, in turn, introduced themselves.

SEMINAR ON CHILDREN'S SERVICES – PAOLO MAZZONCINI, CHIEF SOCIAL WORK OFFICER

The Board heard from Paolo Mazzoncini who provided a brief outline of Children and Families and Criminal Justice Services following their transition to the Health & Social Care Partnership. He provided details on national and local practice and performance matters and summarised the strategic issues and challenges facing the services.

The Board remarked on the Children & Young People (Scotland) Act 2014, the Child Protection Improvement Programme and the work being carried out with HMP Low Moss regarding families support for offenders.

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Thereafter the Board thanked the officers for their informative presentation.

1. MINUTE OF MEETING – 6 OCTOBER 2016

There was submitted and noted minute of the meeting of the HSCP Board held on 6 October 2016. The Chair thanked those members who had visited the Lennoxtown Hub and asked that future visits to the Respite services at Bishopbriggs and Twechar should be included in the programme of visits being co-ordinated by Linda Tindall.

2. CHIEF OFFICER'S REPORT

The Interim Chief Officer submitted a Report HSCP 2016/17-02, copies of which had previously been circulated, which 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 from the report included :-

National Update

- significant activity nationally in respect of the Scottish Government and CoSLA requesting information on progress with the implementation of the Living Wage from 1st October 2016.
- Scottish Care and CoSLA have published the results of two surveys undertaken to gather information on the experiences of independent sector providers and HSCP Chief Officers in respect of the National Care Home Contract.
- The Care Inspectorate issued a summary report to each local authority area on the social work activity and spend for the years 2006/7 to 2014/15. These reports were previously provided by the Office of the Chief Social Work Adviser, this is the first time the Care Inspectorate has published this information.
- The Health and Sport Committee issued to all HSCPs a survey requesting information on three key areas in relation to integration authorities:
 - Budget setting
 - Delayed Discharges
 - Social and community care workforce

Local Update

- The Chairman of NHS GGC Board wrote to the HSCP Chair on 11th August to advise of the changes to NHS Non-Executive Director HSCP Board membership with effect from 1st September 2016.
- Paul Cannon, Deputy Head of Administration for NHS GGC wrote to HSCPs on 26th August to confirm the arrangements that have been put in place from 1st September 2016 in relation to NHS Board Non-Executive Director substitute members and proxy voting for HSCP board members.
- Report 2016/17_13, Strategic Acute Service Planning, presented at the August 11th meeting of the HSCP Board advised that an updated report was to be presented at the NHS GGC Board meeting on 16th August. A paper on the proposed next steps, following the NHS Board meeting is attached as an appendix to update HSCP

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Board members and advise there needed to be further work undertaken on agreeing the role of HSCPs in the strategic planning for acute services.

- Report 2016/17-14 on the board agenda provided an update on progress with implementation of the Phase 2 HSCP management structure, agreed at the last HSCP Board meeting.
- Report 2016/17-06 advised of the appointment of an Interim Chief Officer, by secondment, for ratification by the Board at today's meeting. This secondment was to cover the gap until the substantive vacancy for the Chief Officer was filled, following interviews held on 3rd October 2016. An update on the outcome from the substantive recruitment process will be provided at the meeting.

Following further consideration, the Board agreed as follows:

- a) to ratify the appointment of James Hobson as Interim Chief Officer;
- b) to note the contents of the report;
- c) to return updated and completed register of interest forms to the HSCP Head of Administration as soon as possible;
- d) to note that any issues arising from discussion of the Chief Officer's report will be progressed by the Interim Chief Officer.

3. FINANCE REPORT – MONTH 5 OUTTURN & FORECASTING TO YEAR END

Report HSCP 2016/17-03 by the Chief Finance and Resources Officer, copies of which had previously been circulated, update the Board on the projected financial outturn for the Health & Social Care Partnership for 2016/17 and to update on the IJB Budget 2016/17.

The financial performance in relation to the forecast outturn for the Health & Social Care Partnership was based on the period 5 reporting cycle for the period to 31st August 2016 (dates vary between NHS and Council reporting cycles which do not align). This is still early in the financial year and the position could vary significantly based on unknown demand pressures (particularly throughout the winter period) and the volatile nature of Social Work budgets. Members also noted the ability for the HSCP to create surplus and reserves for specific purposes

Following further consideration, the Board:

- a) Noted the projected outturn position for the HSCP for 2016/17 and that uncertainty existed in both funding and operational costs of demand sensitive areas;
- b) Agreed net revenue budgets of £78.6m to NHS GG&C and £52.1m to East Dunbartonshire Council and that this funding would be spent in line with the strategic plan;
- c) Agreed the "set aside" budget for prescribed acute services would be £17.4m.

4. PERFORMANCE REPORT 2016/17 – QUARTER 1

Report HSCP 2016/17-04 by the Interim Chief Officer, copies of which had previously been circulated, a summary of the agreed HSCP targets and measures, relating to the delivery of the strategic priorities, for the period April to June 2016 (Quarter 1).

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Positive Performance (on target) improving (19 measures)

Positive Performance (on target) declining (1 measure)

Negative Performance (below target) improving (6 measures)

Negative Performance (below target) declining (7 measures)

Members commented on the report and the general direction of travel in relation to staff performance thereafter the Board noted the report and agreed that should any areas of concern be identified they would be reported to future meetings

5. DELAYED DISCHARGES PERFORMANCE UPDATE

The Head of Adult & Primary Care Services presented Report HSCP 2016/17-04, copies of which had previously been circulated, advising the Board on the progress being made in relation to the Delayed Discharges Action Plan.

The Scottish Government provided an allocation of £510,000 to East Dunbartonshire HSCP to support improvement in reducing Delayed Discharges. A report presented to the HSCP in December 2015 outlined the proposed allocation of this funding, and the Action Plan to support progress.

Thereafter the Board noted the contents of the Report.

6. APPOINTMENT OF INTERIM CHIEF OFFICER

The Head of Human Resources submitted Report HSCP 2016/17-06, copies of which had previously been circulated, advises of the process undertaken to secure, by officer selection, the appointment of an Interim Chief Officer for the HSCP Board. This covered the vacancy created by the retirement of the previous Chief Officer from 1st October for a period of approximately 4 months, or until the vacancy can be filled on a substantive basis.

The Board agreed to ratify the recommendation made by the officer panel to appoint, by secondment, of James Hobson to the post of Interim Chief Officer and that he would take up post on 7th October 2016 until the substantive Chief Officer appointment was completed and the successful candidate could take up post. The Board were also advised that Susan Manion had been appointed as the new Chief Officer of the HSCP.

7. REVIEW OF COMPLEX & CONTINUING HOSPITAL CARE

The Interim Chief Officer submitted Report HSCP 2016/17-07, copies of which had previously been circulated, informing the Board of the on-going review of Complex and Continuing Hospital Care provision across NHS Greater Glasgow & Clyde, highlighting its impact on East Dunbartonshire and outlining actions being undertaken to implement the initial phases of the review and to plan for its later phases.

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Having heard various members on the challenging nature of the practicalities facing service users and their families in this regard the Board noted that as more information became available it would be reported and thereafter the Board agreed to note the content of the report and the potential impact on Community Care provision and the costs for East Dunbartonshire as this change was progressed.

8. THE “LIVING WAGE” – IMPLEMENTATION – PROGRESS UPDATE

The Interim Chief Officer presented Report HSCP 2016/17-08, copies of which had previously been circulated, update members on the Living Wage Commitment and to seek approval on the preferred delivery approach as outlined within this report.

National guidance was circulated to help inform local decision making. The guidance entailed four delivery options along with the potential associated risks - all of which have been fully explored. Option 2: *Apply a differing percentage increase per provider, though individual negotiation based on their particular costs* - was considered the best approach for delivering the local commitment. Key determining factors include overall affordability and time constraints.

Following further consideration when members noted that this matter was the subject of national discussions at COSLA, the Board noted the content of the report and approved the approach identified in Option 2 (para 2.3 of the Report) to deliver the living wage commitment in 2016/17.

9. INTERMEDIATE CARE MODEL - UPDATE

Report HSCP 2016/17-09 by the Interim Chief Officer, copies of which had previously been circulated, updated the HSCP Board on the service developments of an intermediate care facility within East Dunbartonshire

The intermediate care project would transition service users from the hospital setting, when medically fit for discharge, to the facility giving the service user time for additional recovery and the opportunity to receive a comprehensive assessment of their longer term health and social care support needs

Following further consideration when members discussed the implications for patient transport, the details of the 1 year pilot, the implications for service users as well as the impact on Social Work and Clinical Services, the Board noted the report

10. WINTER PLAN – 2016 - 17

Report HSCP 2016/17-10 by the Head of Strategy & Health Improvement, copies of which had previously been circulated, which detailed the Winter Plan which addressed the twelve key critical areas set out in the Scottish Government guidance Preparing for Winter 2016/17 and the 6 Essential Actions. The Winter Plan set out the local issues across primary care and community health and social care services for which the HSCP is responsible, to support the NHSGG&C whole system planning.

A rolling action log will be discussed and maintained by the operational managers at the Operational Managers Group meetings throughout the winter period, September 16

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– March 17. In addition, situation reports (SITREPs) would be escalated as appropriate. A report analysing the activity, performance and pressures during the winter would be provided for the HSCP Board at the end of the winter period

Following consideration when members discussed the importance of communication of key information and resilience across all the teams involved including the Out of Hours Service, the Board approved the Winter Plan 2016 / 17

11. COMMISSIONING AND CONTRACT MANAGEMENT FRAMEWORK (CMF)

Report HSCP 2016/17-11 by the Interim Chief Officer, copies of which had previously been circulated, summarised the Commissioning and Contract Management Framework (CMF) and asked members to note and agree the underpinning procedures required to support effective delivery of this function.

Members raised various matters including the impact on the local 3rd Sector partners and the possible implications for members of staff. Members also sought clarity on the alignment of this policy with those already existing in both the Health Board and the Council.

Following further consideration, the Board noted and agreed the procedures underpinning the CMF.

12. DRAFT INTERIM INTEGRATED CHILDREN'S SERVICES PLAN 2016-17

Report HSCP 2016/17-12 by the Interim Chief Officer, copies of which had previously been circulated, provided the HSCP Board with an update on the work being done to deliver an Integrated Children's Services Plan for East Dunbartonshire Council.

The Children and Young People (Scotland) Act 2014 places a duty on local authorities and health boards to jointly prepare a Children's Services Plan (CSP) for the area of the local authority covering a 3 year period and to jointly publish an annual report, detailing how the provision of children's services, both universal and targeted and related services in that area have been provided in accordance with the CSP. This is Part 3 of the Act, and CSPs for the period 2017-20 were expected to be in place by April 2017.

Members highlighted the current level of community engagement, the integration of services via the Place Initiative in Hillhead, Auchinairn and Lennoxton and following further discussion, the Board noted the content of the Report.

13. ED HSCP CLINICAL GOVERNANCE REPORT

Report HSCP 2016/17-13 by the Interim Chief Officer, copies of which had previously been circulated, provided the HSCP Board with the annual clinical governance report that the HSCP requires to submit annually to NHS GGC Clinical Governance Support Unit. This provides assurance to the Health Board, in respect of HSCP health services provided under direction of the Health Board, and operationally managed by the HSCP Chief Officer.

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This report covered activities for the calendar year from January 2015 to the end of December 2015 and related, in the main, only to health clinical governance and clinical effectiveness activities.

Following further consideration, the Board agreed:

- a) To note the contents of the Clinical Governance Annual Report;
- b) To commend the efforts of the members of the Clinical and Care Governance Group to ensure scrutiny and assurance of services has been maintained during a period of significant organisational change;
- c) To request an update on the further development of Clinical and Care Governance arrangements to reflect the delegation of additional functions for children's health services, children's social work services and criminal justice social work services in six months' time.

14. PROGRESS ON COMMUNITY JUSTICE WORKSTREAM

Report HSCP 2016/17-14 by the Interim Chief Officer, copies of which had previously been circulated, advised the Board on the progress in respect of the implementation of the Community Justice (Scotland) Act in April 2017. Furthermore the report informed the Board of the response submitted by the Argyll, Bute and Dunbartonshire Criminal Justice Social Work Partnership to the Care Inspectorate for their consultation on the Community Justice Self-Evaluation Guide.

Following further consideration, the Board noted the report.

15. HSCP MANAGEMENT STRUCTURE – PHASE 2 UPDATE

Report HSCP 2016/17-15 by the Interim Chief Officer, copies of which had previously been circulated, provided the HSCP Board with an update on progress in implementing the phase 2 management structure which was agreed at the 11 August HSCP Board Meeting.

Following further consideration, the Board noted progress on implementing the structure and agreed that an update on progress would be provided to the December HSCP Board Meeting.

16. HSCP LOGOS - PRESENTATION

The Board considered the options presented and agreed to continue consideration for further options to be developed and presented to the next Meeting

17. DATE OF NEXT MEETING – 1 DECEMBER 2016

The Board noted that the next meeting would be held on Thursday, 1 December 2016 at 9.30 am and be held within the Committee Room at the Council Headquarters, 12 Strathkelvin Place, Kirkintilloch.