

Minute of meeting of the Health & Social Care Partnership Board held within the Committee Room, 12 Strathkelvin Place, Kirkintilloch on **Thursday, 22 June 2017.**

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

NHSGGC Non-Executive Director Mr. I. **FRASER**

Non-Voting Members present:

S. Manion	Chief Officer - East Dunbartonshire HSCP
M. Brickley	Service User Representative
A. McCready	Trades Union Representative
P. Mazzoncini	Chief Social Work Officer
G. Thomson	Voluntary Sector Representative
I. Twaddle	Service User – Substitute Representative
L. Williams	Clinical Director for HSCP
J. Campbell	Chief Finance and Resources Officer

Ian Fraser (Chair) presiding

Also Present: S. Cairney	Head of Strategy, Planning & Health Improvement
M. Cunningham	Corporate Governance Manager
M. Fischer	Elected Member – Substitute Representative
G. Healey	Planning & Commissioning Lead
L. Johnston	Clinical Services Manager Primary Care Oral Health
A. Martin	Head of Adult & Primary Care Services
F. McCulloch	Planning & Performance Manager

APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of John Legg, Ian Ritchie, Avril Jamieson, Adam Bowman, Wilma Hepburn & Gillian Cameron. It was noted that John Legg has stood down from the NHS Board and HSCP Board. The GG&C Health Board will be looking to appoint a replacement.

CHAIR'S REMARKS

The Chair welcomed all present

APPOINTMENT OF VICE CHAIRPERSON

Nominations were sought from the EDC Councillors appointed to the Board for the position of Vice Chairperson of the East Dunbartonshire HSCP. The Board agreed that this would be reported to the next meeting.

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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.

1. MINUTE OF MEETING – 23 MARCH 2017

There was submitted and noted minute of the meeting of the HSCP Board held on 26 March 2017.

2. CHIEF OFFICER'S REPORT

The Chief Officer submitted a Report, 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:-

- Duty of Candour;
- Prescribing Management Plans;
- KHCC Accommodation Review;
- Business Continuity Planning;
- Review of Rehabilitation Services in North East Glasgow;
- The Care Inspectorate.

Following consideration, during the course of which the Chief Officer provided further detail in the content of the Report, the Board noted the Report.

3. FREEDOM OF INFORMATION – PUBLICATION SCHEME

The Head of Strategy, Planning & Health Improvement submitted a Report, copies of which had previously been circulated, which provided the Board with a draft Freedom of Information Guide to the Publication Scheme & Classes of Publications

Following discussion, the Board approved and adopted the Freedom of Information Guide to the Publication Scheme & Classes of Publications.

4. FINANCIAL OUT-TURN & ANNUAL ACCOUNTS 2016/17

A Report by the Chief Finance & Resources Officer, copies of which had previously been circulated, updated the Board on the financial out turn for 2016/17 and presented the draft Annual Accounts.

The Chief Finance & Resources Officer was heard in response to members' questions and the importance of prudent financial management to achieve resilience against future financial pressures and the ability to deliver against the Strategic Plan in terms of identified savings and/or service re-design.

Following further consideration, the Board:-

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- a. Noted the final Out turn position is reporting an under-spend of £4.1m for the period 1st April 2016 to 31st March 2017.
- b. Approved the amended budget as at the 31st March 2017 including the apportionment of Children's SW & CJ Services relating to the period from 11th August 2016.
- c. Approved the reserves position as at 2016/17 and the proposal on the application of reserves to provide some resilience for future year financial pressures and any slippage in savings targets and an element ear-marked for service re-design in furtherance of the priorities set out in the Strategic Plan.
- d. Approved the local code of governance against which the IJB will measure itself in the Annual Governance Statement for 2016/17.
- e. Noted the unaudited Accounts for 2016/17.

5. DRAFT ANNUAL PERFORMANCE REPORT 2017

A Report by the Head of Strategy, Planning & Health Improvement, copies of which had previously been circulated, updated the Board on the draft Annual Performance Report which would provide the starting point to identify gaps in performance, movement and development across the organisation as a whole against the HSCP Strategic Plan.

Following further consideration, the Board agreed to note the content of the Draft Annual Performance Report and approved the plan as appended to the report.

6. PERFORMANCE REPORT – QUARTER 4

A Report, by the Head of Strategy, Planning & Health Improvement, copies of which had previously been circulated, summarised the agreed HSCP targets and measures, relating to the delivery of the strategic priorities, for the period January – March 2017 (Quarter 4).

Following consideration, and having heard members in relation to the content and trend analysis contained in the report, the Board noted the content of the Quarter 4 Performance Report.

7. NHS GG&C ORAL HEALTH REPORT & EAST DUNBARTONSHIRE HSCP ORAL HEALTH REPORT

The Clinical Services Manager, Primary Care Oral Health submitted a Report, copies of which had previously been circulated, which provided an overview of the activities carried out by the Oral Health Directorate within East Dunbartonshire HSCP and across NHS GG&C as a whole.

In the ensuing discussion members contrasted the expected against actual uptake across the East Dunbartonshire area particularly for visits to dentist of children aged between 1 – 2 years and the implications for resourcing and targeting these initiatives.

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Following further consideration, the Board noted the report.

8. CLINICAL & CARE GOVERNANCE MINUTES

The Board noted the Minutes of the Clinical & Care Governance Meeting of 25 November 2016.

9. SERVICE USER & CARER REPRESENTATIVE GROUP – PROGRESS REPORT

The Board noted the Minutes of the Public Service User and Carer Group of Meeting of 27 March 2017. There then followed discussion, particularly regarding how to increase the involvement of Service users & Carers to ensure they could champion the HSCP messages to their respective communities. The Head of Strategy, Planning & Health Improvement confirmed that recruitment was in progress and once completed a Carer Representative would be appointed.

10. INTERMEDIATE CARE & DELAYED DISCHARGES - UPDATE

A Report by the Head of Adult & Primary Care Services, copies of which had previously been circulated, advised the Board of recent developments and performance with respect to hospital discharge

Following further consideration, the Board heard from the Head of Adult & Primary Care Services and the Clinical Director on various matters including, the Intermediate Care pilot at Westerton, the impact of Adults with Incapacity and the numbers of unplanned admissions and the effect on overall resources.

Thereafter the Board noted that the Report.

11. 2017/18 REVENUE BUDGET UPDATE & DIRECTIONS TO EAST DUNBARTONSHIRE COUNCIL AND NHS GREATER GLASGOW & CLYDE

A Report by the Chief Finance & Resources Officer, copies of which had previously been circulated, update the Board on the revenue budget position for 2017/18 and to seek approval to issue directions to East Dunbartonshire Council and Greater Glasgow & Clyde NHS Board in respect of the delivery of the functions delegated to the IJB under the Public Bodies (Joint Working)(Scotland) Act 2014.

In the ensuing discussion the Board heard about the particular challenges in relation to the savings targets, the levers and drivers at work within Prescribing Budgets and the on-going budgetary discussions with Chief Officers and the new CEO of NHS Greater Glasgow & Clyde. Thereafter the Board:-

- a) Noted and agreed the budget allocations for 2017/18.
- b) Noted the updated position in relation to the 2017/18 budget and in particular the continued work around prescribing budget pressures.

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- c) Approved the Directions to East Dunbartonshire Council and NHS Greater Glasgow & Clyde in respect of the delivery of the functions delegated to the East Dunbartonshire Integration Joint Board as set out in Appendix 1 of the report;
- d) Delegated authority to the Chief Officer to issue the Directions to the Chief Executives of East Dunbartonshire Council and NHS GG&C;
- e) Agreed that both sets of Directions would be reviewed by the HSCP Board as and when updates were required and at a minimum on an annual basis in respect of the following financial year.

12. SCOTTISH LIVING WAGE - UPDATE

A Report by the Chief Finance and Resource Manager, copies of which had previously been circulated, update members on the Scottish Living Wage (SLW) commitment for 2017/18

Following further consideration and having heard from the Team Leader – Planning & Service Development, the Board noted the report.

13. UNSCHEDULED CARE COMMISSIONING PLAN

A Report by the Head of Adult & Primary Care Services, copies of which had previously been circulated, updated the Board on progress in taking forward the actions set out in the Unscheduled Care Plan.

The Head of Adult & Primary Care Services responded to questions and outlined the undernoted, initial suite of actions across all 6 HSCPs within the NHS GG&C area:

- Communication – acute & community services
- Unplanned Admissions & how to analyse / report them
- Occupied beds for unscheduled care
- A&E performance
- Delayed discharges
- End of life care
- Balance of Spend – for both HSCP & Acute Services

Following consideration, the Board noted the Report.

14. STRATEGIC REVIEW OF DAY CARE SERVICES FOR OLDER PEOPLE

A Report by the Head of Adult & Primary Care Services, copies of which had previously been circulated, updated the Board on progress in taking forward the Strategic Review of Older People's Day Care approved by the Board on 23rd March 2017.

The Head of Adult & Primary Care Services outlined the strategic direction of travel and the role of the Local Area Co-Ordinator for Older People. He emphasised the vision to have only 2 traditional day care services, one in each locality, housed in

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specialist premises, available 7 days a week, targeted on the most needy and vulnerable older people. It was envisaged that these centres would provide a locus for wider services including rehab for older people recently discharged from hospital, and intensive multi-disciplinary support for those requiring step-up approaches to prevent admission. These functions could also link to current and developing Intermediate Care provision.

Following further consideration the Board noted the report.

15. REVIEW OF OUT OF HOURS SERVICES & URGENT CARE

A Report by the Head of Adult & Primary Care Services, copies of which had previously been circulated, updated the Board on the progress of the strategic review and reform of Out of Hours services across NHS Greater Glasgow & Clyde. The Steering Group of Senior Officers, Clinicians & other stakeholders was led by Susan Miller, Chief Officer: Planning, Strategy & Commissioning for Glasgow HSCP. East Dunbartonshire HSCP was represented by the Head of Adult & Primary Care Services. The main workstreams identified included:

- Scoping, Mapping & Future Models
- Transformation of GP Out of Hours
- Transformation of Health & Social Care Out of Hours

Following further consideration the Board noted the report.

16. INTERGRATED CHILDREN'S PLAN (2017 – 2020)

A Report by the Head of Strategy, Planning & Health Improvement, copies of which had previously been circulated, provided the Board with the draft Integrated Children's Services Plan (2017-20).

The Head of Strategy, Planning & Health Improvement outlined the detail of the plan and the links to the Education function and the work of the Community Planning Partnership.

Following discussion, the Board approved the Integrated Children's Plan (2017 – 2020).

17. STRATEGIC PLANNING GROUP ACTION MINUTES

The was submitted and noted the Minutes of the Strategic Planning Group Meeting of 1 March 2017.

18. SCOTLAND CHILD ABUSE ENQUIRY

A Report by the Chief Social Work Officer & Head of Children's Services, copies of which had previously been circulated, updated the Board on the progress of the national strategy for survivors of childhood abuse, Survivor Scotland, including in particular the Scottish Child Abuse Inquiry, and to advise the Board of resource implications associated with a response to a formal request from the Inquiry Team.

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Following discussion, the Board noted the contents of the report and authorised officers to draw up contingency plans to allocate resources to respond to a S.21 notice from the Scottish Child Abuse Inquiry Team.

19. LOCAL REVIEW OF WINTER 2016 - 2017

A Report by the Head of Strategy, Planning & Health Improvement, copies of which had previously been circulated, presented the HSCP with the review of the Winter Plan 2016-17 as submitted to the Scottish Government in May 2017.

Following consideration, the Board noted the Report.

20. FUTURE HSCP BOARD AGENDA ITEMS

A Report by the Chief Officer, copies of which had previously been circulated, outlined the Schedule Of Topics for HSCP Board 2017-2018, Appendix 1 of the Report refers.

Following consideration, the Board noted the Report.

21. DATE OF NEXT MEETING – 31 AUGUST 2017

The Board noted that the next meeting of the H&SCP would be held on Thursday, 31 August 2017 at 9.30 am within the Committee Room at the Council Headquarters, 12 Strathkelvin Place, Kirkintilloch.

The Board also noted that the schedule of meetings for 2017/18 was as follows:-

9th November 2017
11th January 2018
15th March 2018
10th May 2018