

Minute of meeting of the Health & Social Care Partnership
Board held within the Committee Room, 12 Strathkelvin Place,
Kirkintilloch on **Thursday, 9 November 2017.**

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

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

Non-Voting Members present:

S. Manion Chief Officer - East Dunbartonshire HSCP

A. Bowman Acute Services Representative

M. Brickley Service User Representative

W. Hepburn Chief Nurse & Professional Nurse Advisor

A. Jamieson Carer Rep - Substitute

A. McCready Trades Union Representative

P. Mazzoncini Chief Social Work Officer and Head of Childrens Services

J. Proctor Carers Representative

I. Twaddle Service User – Substitute Representative

L. Williams Clinical Director for HSCP

J. Campbell Chief Finance and Resource Officer

Ian Fraser (Chair) presiding

Also Present: **C. Bancroft** Podiatry Team Leader

S. Cairney Head of Strategy, Planning & Health Improvement

M. Cunningham Corporate Governance Manager

P. Higgins Podiatry Manager

L. Johnston Clinical Service Manager Oral Health

F. McCulloch Planning Manager

F.P. McLinden General Manager, Oral Health Directorate

G. Notman Change & Re-design Manager

T. Quinn Head of People & Change

APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of G. Cameron – Trades Union Rep, G. Thomson – Vol Sector Rep. and I. Twaddle – Service User Rep – Sub.

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 – 31 AUGUST 2017

Subject to 1 correction there was submitted and noted minute of the meeting of the HSCP Board held on 31 August 2017.

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:-

- HSCP Staff Awards held at Kilmardinny House, Bearsden on 18/09/17 – very well attended and a great success, celebrating the achievements of staff across the Partnership.
- Ceartas Conference, Integration Progress – KHCC, 2nd floor
- West of Scotland Delivery Group - update
- Annual GG&C Review meeting – Cabinet Secretary for Health & Sport present.
- Meeting with local MSPs – future periodical meetings, sharing information and briefing on key issues.

Following consideration the Board welcomed members' comments regarding the general enthusiasm of employees at the Awards ceremony and agreed that where possible this should be developed further and thereafter the Board noted the Report.

3. ED HSCP CORPORATE RISK REGISTER

The Chief Finance and Resources Officer submitted a Report, copies of which had previously been circulated, which provided the Board with an update of the Corporate Risks and how they were managed.

Following discussion, the Board reviewed the report and appendices and thereafter approved the content of the ED HSCP Corporate Risk Register.

4. FINANCIAL PERFORMANCE PERIOD 6 & BUDGET 2017/18 UPDATE

A Report by the Chief Finance & Resources Officer, copies of which had previously been circulated, updated the Board on the financial performance of the partnership as at period 6 of 2017/18 and provided

an update on the finalised budget for 2017/18.

The Chief Finance & Resources Officer was heard in response to members' questions and emphasised 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.

In the ensuing consideration, the Board heard of the varying positions across the other GG&C HSCPs, noted the evaluation criteria for commissioning and tendering of services balanced against value for money. Thereafter the Board:-

- a. Noted the performance of the budget which was reporting a projected overspend for the year as at period 6 of 2017/18.
- b. Noted the position in relation to the achievement of savings identified to as part of the budget settlement to the partnership for 2017/18.
- c. Noted the management actions being taken to mitigate pressures and the potential use of partnership reserves to achieve financial balance for 2017/18
- d. Noted the risks associated with the delivery of a balanced budget as detailed in 1.19 of the report, and
- e. Approved the proposed action in respect of the additional savings required in respect of the allocation from East Dunbartonshire Council

5. INTERMEDIATE CARE UNIT – EVALUATION REPORT

A Report by the Chief Finance & Resources Officer, copies of which had previously been circulated, informed the Board of the evaluation of the intermediate care pilot

The Change & Re-Design Manager provided an update on the 8 bedded unit at Westerton Care Home and responded to members questions regarding the impact on service users particularly when they were unable to continue their care in Westerton and on the general future for mainstreaming the pilot which had benefitted from highly skilled staff and teams working together.

Following further consideration, the Board noted the Report.

6. ED HSCP BOARD COMPLAINTS HANDLING PROCEDURES

A Report by the Head of Strategy, Planning & Health Improvement, copies of which had previously been circulated, advised the HSCP Board of the requirement to develop a Complaints Handling Procedure that covers the specific business of the Board.

Following further consideration, the Board noted the general view expressed at other GG&C HSCPs regarding the benefits and difficulties of consolidating 3 complaints processes into 1 to ensure transparency of purpose and process for the general public.

Thereafter the Board approved the ED HSCP Board Complaints Handling Procedure.

7. SELF DIRECTED SUPPORT – AUDIT COMMISSION – FOLLOW UP EVALUATION

A Report, by the Chief Social Work Officer and Head of Children & Criminal Justice Services, copies of which had previously been circulated, informed the Board of the key recommendations contained within the Audit Commission's Progress Report on Self Directed Support (2017) and advised of East Dunbartonshire HSCP's achievements and further developments related to those recommendations.

The Chief Social Work Officer and Head of Children & Criminal Justice was heard in response to members' questions and in particular regarding the clarity of understanding of the 3 main SDS options required by service users and their carers. The Board also noted the importance and commitment to face-to-face communication to support service users when considering these options. Thereafter the Board considered the Audit Commission's key recommendations for the continued development of Self Directed Support and approved the further developments proposed within East Dunbartonshire.

8. ADULT SUPPORT & PROTECTION THEMATIC REVIEW

A verbal update by the Chief Social Work Officer and Head of Children & Criminal Justice Services, advised the Board of the recent visit by HM Inspectorate of Constabulary in Scotland (HMICS) including a general outline plan of ASP within East Dunbartonshire and general feedback from employees involved in the visit.

In summing up the Chief Social Work Officer and Head of Children & Criminal Justice Services confirmed that the general feeling from the Inspectorate was a positive review of the areas covered. The Report covering the visit would be available January / February 2018.

9. PERFORMANCE IMPROVEMENT REPORT – QUARTER 1

A Report by the Head of Strategy, Planning & Health Improvement, copies of which had previously been circulated, informed the Board of progress made against an agreed suite of performance targets and measures across the HSCP strategic priorities for the period April – June 2017.

Following consideration the Board approved the revised layout of the report and noted the Quarter 1 Performance Report.

10. 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)

Following discussion, and having heard the Service User and Carer Representatives in response to questions, the Board noted the report.

11. ED HSCP – CLINICAL & CARE GOVERNANCE GROUP – 26 JULY 2017 - MINUTES

The Board noted the Minutes of the Clinical Care & Governance Group meeting of 26 July 2017.

12. ED HSCP AUDIT COMMITTEE – 26 SEPTEMBER 2017 - MINUTES

The Board noted the Minutes of the ED HSCP Audit Committee meeting of 26 September 2017. The Board also ratified the decision to nominate the Chair of the Audit Committee and the Vice Chair of the HSCP Board to sign off the Final Audited Annual Accounts.

13. ED HSCP STAFF PARTNERSHIP FORUM – 18 SEPTEMBER 2017 - MINUTES

A Report by the Head of HR, copies of which had previously been circulated, provided the Board with re-assurance that staff governance was monitored and reviewed within the HSCP. The Board noted the draft minutes, which included the following key topics:-

- The success of the staff awards presentation at Kilmardinny House and the time taken by staff to put on the information stands.
- The success of the presentation on Staff Governance to the NHSGGC Staff Governance Committee in August 2017.

- The work presently underway to:-develop a Partnership set of Values and Behaviours; and to encourage staff to complete the survey
- An update on the contribution that staff have made to the Strategic Plan for 2018-21.

14. ED HSCP CLIMATE CHANGE DUTIES

A Report by Head of Strategy, Planning & Health Improvement, copies of which had previously been circulated, advised the HSCP Board of their responsibility to prepare reports on compliance with climate change duties.

The Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Order 2015 came into force in November 2015 as secondary legislation made under the Climate Change (Scotland) Act 2009. The Order requires bodies to prepare reports on compliance with climate change duties. This includes 'An integration joint board established by order under section 9(2) of the Public Bodies (Joint Working) (Scotland) Act 2014(c)' (referred throughout this document as Integrated Joint Boards.

Following further consideration the Board approved the Climate Change Duty Report.

15. STRATEGIC PLAN DEVELOPMENT- UPDATE

A verbal update by the Head of Strategy, Planning & Health Improvement advised the Board on the progress being made to consult, engage and develop the revised HSCP Strategic Plan which would be submitted to the Board meeting on 11 January 2018.

Following further consideration the Board noted the information.

16. MOVING FORWARD TOGETHER: NHS GGC's HEALTH & SOCIAL CARE TRANSFORMATIONAL STRATEGY PROGRAMME

A Report by the Head of Strategy, Planning & Health Improvement, copies of which had previously been circulated, advised the Board of work being carried out by NHS Greater Glasgow & Clyde to develop a Transformation Strategy for NHS services within the Health Board area.

Following further consideration the Board:-

- a) Noted the report
- b) Agreed to ongoing involvement of officers from the HSCP in work to develop the Moving Forward Together Strategy, and
- c) Delegated authority to the Chief Officer to identify an appropriate

member(s) to represent the HSCP Board and HSCP on the Stakeholder Reference Group.

17. SPRINGFIELD HOUSE, BISHOPBRIGGS - PODIATRY SERVICE RE-LOCATION

A Report by the Podiatry Manager – East Quadrant, copies of which had previously been circulated, outlined the processes and actions undertaken to engage with patients and service users on the relocation of the Podiatry Service from Springfield House. These were shown via a timeline of events, which described the engagement planning timeline, the outcomes from the engagement process, and a progress to date as depicted in the chart attached to the report.

The Board heard from the Podiatry Team Leader who commented on the report and was heard in response to members' questions.

Following further consideration the Board noted the report.

18. ED HSCP STRATEGIC PLANNING GROUP – MINUTES OF MEETINGS – 23 MAY & 15 AUGUST 2017

A Report by the Chief Officer, copies of which had previously been circulated, provided the Board with minutes of the actions of the Strategic Planning Group.

Following discussion, the Board noted the minutes.

19. REGIONAL DELIVERY PLAN FOR THE WEST OF SCOTLAND – POSITION PAPER

A Report by the Chief Officer, copies of which had previously been circulated, presented the Position Paper and Discussion documents submitted to the Scottish Government by the West of Scotland Regional Implementation Lead - John Burns CEO for Ayrshire and Arran NHS Board.

Following discussion the Board noted the report.

20. UPDATED ARRANGEMENTS – ED HSCP - STRATEGIC MANAGEMENT TEAM

A Report by the Chief Officer, copies of which had previously been circulated, outlined the operational management and governance arrangements, which were in place for all the functions delegated to the Integration Joint Board. The assurance that these were in place was required to be provided by the Chief Officer as outlined in the HSCP Integration Scheme.

Following discussion the Board noted the updated management arrangements.

20. HSCP BUSINESS PLAN / SCHEDULE OF TOPICS 2017/18

The Chief Officer provided an updated schedule of topics for HSCP Board meetings 2017/18.

Following consideration, the Board noted the information.

21. DATE OF NEXT MEETING – 11 JANUARY 2018

The HSCP Board noted that the next meeting would be held on Thursday 11 January 2018 in the Council Chambers.

Future dates were also provided as under:-

15th March 2018 10th May 2018 28th June 2018

The Board noted that Seminars would be held on 11/1/18 and 10/5/18 - commencing at 9am before the main agenda business.