

Minute of meeting of the Health & Social Care Partnership Board held within the Committee Room, 12 Strathkelvin Place, Kirkintilloch on **Thursday, 10 May 2018.**

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

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

Non-Voting Members present:

S. **Manion** Chief Officer - East Dunbartonshire HSCP

A. **Bowman** Acute Services Representative

M. **Brickley** Service Users Representative

G. **Cameron** Trades Union Representative

J. **Campbell** Chief Finance and Resource Officer

W. **Hepburn** Chief Nurse

A. **Jamieson** Carer Representative - Substitute

A. **McCready** Trades Union Representative

P. **Mazzoncini** Chief Social Work Officer and Head of Children & Families and Criminal Justice

J. **Proctor** Carers Representative

G. **Thomson** Voluntary Sector Representative

I. **Twaddle** Service User Representative – Substitute

L. **Williams** Clinical Director for HSCP

**Ian Fraser (Chair) presiding**

Also Present: A. **Cairns** Service Re-design Officer

M. **Cunningham** EDC - Corporate Governance Manager

F. **McCulloch** Planning Performance & Quality Manager

F.P. **McLinden** General Manager, Oral Health Lead Officer Dentistry GG&C

G. **Notman** Change & Re-Design Manager

T. **Quinn** Head of People & Change

C. **Sinclair** Head of Mental Health, Learning Disability & Addictions

## **APOLOGY FOR ABSENCE**

An apology for absence was submitted on behalf of Ian Ritchie.

The Chair welcomed Allan McLeod a substitute NHSGGC Non-Executive Director on behalf of Ian Ritchie.

## **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 – ORAL HEALTH DIRECTORATE**

The Chair invited Frances McLinden to address the Board. The presentation covered:-

- Focus on Prevention
- Reducing Oral Health Inequalities
- Meeting the needs of an Ageing Population
- More High Street Services
- Patient Information
- Quality Assurance & Improvement
- The Workforce
- Finance

The Board heard from Frances in response to questions and thereafter thanked her for an informative strategic level presentation on the Oral Health Improvement Plan and its implications for East Dunbartonshire and the NHSGGC area.

## **1. MINUTE OF MEETING – 15 MARCH 2018**

There was submitted minute of the meeting of the HSCP Board held on 15 March 2018. The Board approved the minute subject to a correction in the sederunt where an apology for absence had been submitted for the Chief Nurse and had been omitted from the minute.

## **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:-

- Woodlands Centre – innovative work re dementia services for older people
- Joint Working and Community Planning partners
- Mental Health – Children's Services
- Mugdock House Care Home
- Scottish Government – Meeting attended by East Dunbartonshire Chief Executive, NHSGGC Chief

Executive and the Chief Officer

- National Conference – Child Protection and General Public Protection
- West of Scotland Regional Implementation Board – Chief Officer report to June HSCP meeting

Following consideration, the Board noted the Report.

### **3. FINANCIAL PERFORMANCE BUDGET 2017/18**

The Chief Finance and Resources Officer updated the Board of the financial performance and projected outturn of the partnership for the Year-end of 2017/18.

Following discussion and questions, the Board noted the information.

### **4. HSCP BUDGET 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. In addition to the 6 Appendices, a further 2 Appendices were tabled, being a letter from the Co-Leaders of East Dunbartonshire Council and a letter from the Chief Finance & Resources Officer in response to Appendix 1a – a letter from the Chief Executive of East Dunbartonshire Council.

The Chief Officer intimated a correction to the Report, Appendix 1 – Savings Proposals, where the reference to the Review of Homecare should be deleted from the list of proposals as this was part of a wider whole systems review encompassing Homecare but also including wider Adult Social Work services to achieve the committed level of efficiencies outlined. The Chair then summarised the discussions and meetings that had taken place since the last Board meeting of 15 March 2018.

The Chair invited the Chief Finance & Resources Officer to address the Board on the Report and specifically the recommendations.

The Chief Finance & Resources Officer having intimated the statutory basis for her role as S95 Officer for the Partnership outlined the requirements set out within the integration scheme and the partnership financial regulations. These requirements

determine the need to consider the sufficiency of resources to deliver the functions delegated to the partnership and priorities set out within the Strategic Plan in the context of the identified levels of funding allocations from the Council and NHS GGC. In particular, the focus was on the Council allocation, specified as a “flat cash” settlement – i.e. the same budget allocation as provided in 2017/18, plus a level of earmarked funding from the Scottish Government for the Living Wage, Sleepovers, Carers Act, Free Personal Care and Social Work pressures amounting to an additional £1.283m, less an amount of £250k providing an overall funding gap of £4.6m to the partnership.

The Chief Finance & Resources Officer then summarised the pertinent factors, identified by the Partnership, which included: – increased demand and cost pressures; delivery of savings proposals in relation to efficiencies, service redesign and transformational change which fall short of addressing the financial gap; impact on services – potential reduction / cessation measures; impact of reserves being eradicated; and the statutory requirement to set a balanced budget. This resulted in the Chief Finance Officer, as the Section 95 Officer to the partnership, recommending non-acceptance of the Council 2018/19 budget allocation.

The Board then heard from the voting members present.

Councillors Murray, Mehan & Moir expressed their concern at the tone of the language used in the Report and the subsequent correspondence. Councillor Murray also expressed particular surprise regarding the tone of the report in relation to the efficiencies and transformation proposals since this was considered in the recently approved Strategic Plan, which acknowledged the need for Transformation given the financial pressures facing the Partnership. In summary, the points raised by the Council voting members included the following:-

- questioned whether the Partnership had the legal right to refuse / challenge the Council budget allocation;
- sought clarification of the previous year’s progress in relation to transformational activity and achievement of identified savings;
- reiterated their concerns for the impact on service users across the area should a balanced budget not be set; and
- in light of the foregoing suggested that the best course

of action would be to accept the terms outlined in the letter from the Chief Executive of the Council which specified the Council allocation and proposed to assist the Partnership by underwriting through existing governance arrangements and support provided by the Council's Organisational Transformation teams.

The Chief Officer and the Chief Finance & Resources Officer were heard in response and confirmed the legal basis emanating from the S95 Officer's role to advise the Board and also as contained within the ED HSCP Integration Scheme. Furthermore they outlined the approach adopted when the Partnership "negotiated" their budget allocation with NHSGG&C Board in the previous financial year

The Non-Executive Directors present addressed the Board, intimated their disappointment in the current position, and emphasised their primary concerns as being the potential impact on service users. In summary the points raised included the following:-

- the current proposal by the Council as based on last year's allocation was insufficient to deliver services
- the risk implications to the Partnership should all reserves be committed to meet the current shortfall
- concerns regarding the pace of change and the shifting of the balance of care from acute and institutional settings to services delivered within the community
- concerns regarding the use of earmarked reserves to fill a budget gap which could undermine the opportunity to transform
- the perceived short term solution provided by the acceptance of the use of Council reserves for underwriting purposes
- Their support for the position adopted by the Chief Officer re the interpretation of the Integration Scheme and the independence of IJBs from their constituent partner bodies.

The Chair provided a summary and invited Councillor Murray to propose an amendment to the recommendation a) of the report.

Councillor Murray, seconded by Councillor Moir intimated that the Board should seek clarification that the Partnership could competently accept / reject the Council Budget allocation and

secondly that the Board should agree to accept the Council's allocation together with the underwriting proposals contained in the Council Chief Executive's letter of 1 May 2018.

This Amendment was considered against the Motion being recommendation a) of the Report not to accept the Council's offer.

On proceeding to the vote 3 members voted for the amendment and 3 members voted for the motion.

The Chair sought clarification from the Chief Officer how to proceed in the event of the impasse caused by the equality of votes. The Chief Officer cited the Integration Scheme which outlines the next stage in the process. The Chief Officer agreed to clarify the next steps with the Chair and partner agency Chief Executives.

The Chief Officer then undertook to re-affirm the advice given to the Board and thereafter the Board agreed the remaining recommendations as under. The Chief Officer intimated that work, discussions and actions would continue across all parties to deliver a balanced budget and a report would be provided to the next Board meeting on 28 June 2018. The Chief Officer proposed that a seminar for Board members be held in advance of the next Board meeting on the 28<sup>th</sup> June.

The Board then considered the remaining recommendations and agreed as follows:-

- Noted and approved the partnership reserves position outlined in paragraphs 2.12 – 2.21.
- Approved the efficiency saving proposals outlined in Appendix 1 in respect of social work services as amended by the removal of the Review of Homecare Services proposal as this was part of a wider whole systems review encompassing Homecare but also including wider Adult Social Work services to achieve the committed level of efficiencies outlined.
- Noted the further proposed savings for service reduction / cessation identified to achieve a balanced budget in light of the proposed budget settlement from East Dunbartonshire Council
- Noted the impact on the allocation of resources in delivery of partnership strategic priorities from the

erosion of partnership earmarked reserves as outlined in paragraph 2.21.

- Approved the Financial Recovery Plan outlined in paragraph 2.24.
- Approved the formal allocation from GG&C NHS Board and the enabling impact this will have on the partnership's ability to deliver both the functions delegated to it under the integration scheme and the strategic priorities set out for the HSCP
- Noted the risks to the partnership in meeting the service demands for health & social care functions and in the delivery of the strategic priorities set out in the Strategic Plan.

## **5. REVIEW OF HSCP WINTER PLAN 2017/18**

A Report by the Head of Community Health & Care Services, copies of which had previously been circulated, provided the HSCP with the review of the HSCP Winter Plan 2017-18.

The Report summarised 5 key priorities, listed below, to be taken forward in the 2018/19 winter planning arrangements:

- Consider issues raised at local Severe Weather Debriefing Session in May and agree actions for improvement.
- Through the weekly HSCP Delayed Discharge Group, track reasons for delayed discharges to identify trends emerging themes that may inform future planning and actions.
- Continue to implement priority actions to reduce unscheduled admissions.
- Promote and improve uptake of influenza vaccinations by older people, at-risk groups, and HSCP staff.
- Continue to work with Acute services through the Whole System Planning and the Unscheduled Care Groups to jointly plan for winter 2018/19

The Board noted the Report.

## **6. PERFORMANCE REPORT – QUARTER 3 - 2017/18**

A Report by the Chief Finance & Resources Officer, copies of which had previously been circulated, informed the Board of progress made against an agreed suite of performance targets and measures, relating to the delivery of the HSCP strategic priorities, This report covered the period October - December 2017 (Quarter 3).

The Board noted the Q3 Performance Report.

## **7. HEALTH & SOCIAL CARE STANDARDS – MY SUPPORT, MY LIFE**

A Joint Report, by the Chief Nurse, the Clinical Director and the Head of Children and Criminal Justice Services / Chief Social Work Officer, copies of which had previously been circulated, updated the Board on the new Health and Social Care Standards.

Members were advised that these new standards focus on people and the outcomes that matter to them. They were intended to help everyone focus on what really matters and on improving the experience of the people that use care services. These new Standards replace the National Care Standards, published in 2002 under section 5 of the Regulation of Care (Scotland) Act 2001.

The Standards and underlying Principles included in the report are listed below:-

### **STANDARDS**

- A) I experience high quality care and support that is right for me
- B) I am fully involved in all decisions about my care and support
- C) I have confidence in the people who support and care for me
- D) I have confidence in the organisation providing my care
- E) I experience a high quality environment if the organisation provides the premises.

### **PRINCIPLES**

- A) Dignity and Respect
- B) Compassion
- C) Be included
- D) Responsive care
- E) Support and wellbeing.

The Board noted the information.



## **8. 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 the Board noted the Report.

## **9. ED HSCP – CLINICAL & CARE GOVERNANCE GROUP – 28 MARCH 2018 - MINUTES**

The Board noted the draft Minutes of the Clinical Care & Governance Group meeting of 28 March 2018.

## **10. ED HSCP STAFF PARTNERSHIP FORUM – 26 MARCH 2018 - MINUTES**

The Board noted the draft Minutes of the ED HSCP Staff Partnership Forum meeting of 26 March 2018.

## **11. ED HSCP PROFESSIONAL ADVISORY GROUP – 20 DECEMBER 2017 - MINUTES**

The Board noted the Minutes of the ED HSCP Professional Advisory Group meeting of 20 December 2017.

## **12. ED HSCP AUDIT COMMITTEE – 21 FEBRUARY 2018 - MINUTES**

The Board noted the draft Minutes of the ED HSCP Audit Committee meeting of 21 February 2018.

## **13. REGISTER OF INTERESTS FORMS – AUGUST 2018 TO JULY 2019**

A Report by the Chief Finance & Resources Officer, copies of which had previously been circulated, advised the Board that HSCP Board members were required to complete and return an updated Register of Interests form for the period August 2018 to July 2019

The Board noted the information and agreed that the forms should be completed and returned to the Chief Finance & Resources Officer as soon as possible.

## **14. ANNUAL BUSINESS PLAN – 2018/2019**

A Report by the Planning Performance and Quality Manager, copies of which had previously been circulated, presented the draft business plan for 2018/19.

The Business Plan for 2018/19 set out the priorities to be taken forward during 2018/19 in achievement of the outcomes set out in the Strategic Plan 2018/2021. A Transformation Programme Board would be created to oversee this programme of work involving the partnership's senior management Team (SMT) along with key stakeholders within the constituent bodies, employees' representatives and service user and carer representation. Furthermore, it was noted that the delivery of the strategic priorities set out within the draft Business Plan would depend on the agreed financial settlement from the constituent bodies and the sufficiency of these to deliver the priorities in their entirety during 2018/19.

Following discussion the Board noted the Business Plan for 2018/19

## **15. ASSISTIVE TECHNOLOGY STRATEGY – 2018 / 2023**

A Report by the Chief Finance & Resources Officer, copies of which had previously been circulated, informed the Board about the recently updated Assistive Technology Strategy, which covered the period 2018 – 2023.

The Report emphasised that the use of digital technology was considered to be instrumental in supporting the HSCP's strategic vision for supporting people to live independently at home or in homely settings. The HSCP Strategic Plan recognised that the ageing population would put increased pressure on community health and social care services. Assistive technology played an important part in alleviating some of these pressures.

The Board noted the Scottish Government had set out its vision that by 2020 telehealth and telecare in Scotland would have a positive impact on: Enhanced wellbeing and quality of life; Improved sustainability of care; and Increased economic growth in Scotland led by the Scottish Centre for Telehealth and Telecare (SCTT). The East Dunbartonshire Strategy has identified:- the need to raise awareness of this technology; the need to increase knowledge and instil confidence about the benefits of the technology; and promote the outcomes it can achieve for individuals.

Following discussion the Board approved the Assistive Technology Strategy 2018 – 2023 and the associated Action Plan.

## **16. PRIMARY CARE DEVELOPMENT PLAN - UPDATE**

The Clinical Director advised the Board on progress of the Primary Care Development Plan – highlighting the proposed framework, the creation of a stakeholder short-life working group to examine a range of areas including a Memorandum of Understanding, Community Care, Urgent Care, Advanced Physio and Community Link Workers. She expanded upon local engagement events for GPs.

Future meetings of the working group would examine cost of services and identify budgets as part of the process re the GP Contract; The Board heard the Clinical Director in response to questions and thereafter noted the information.

## **17. EAST DUNBARTONSHIRE ADULT LEARNING DISABILITY STRATEGY – 2018 / 2023**

A Report by the Chief Officer, copies of which had previously been circulated, presented the finalised East Dunbartonshire Adult Learning Disability Strategy 2018-23.

The Board approved the consultation and engagement strategy on 11 January 2018, which has culminated in the finalised Adult Learning Disability Strategy. The strategic vision was outlined as follows: “Working together to deliver better outcomes for people with learning disabilities, and their families and carers”

This was underpinned by the following 6 Improvement Themes and an associated Improvement Plan:-

1. To improve the planning for young people with learning disabilities transitioning from childhood to adulthood, with early involvement of parents, carers and the young people themselves;
2. To review and redesign accommodation-based and day support services (including employability), to modernise them, provide them locally wherever possible, make them fit for purpose and of high quality for the people who need them and ensure they are sustainable for the future;
3. To work in partnership to ensure that specialist NHS services for

people with learning disabilities are improved and developed in line with the Health Board's improvement programmes "A Strategy for the Future" and "Designing an Effective Assessment and Treatment Model";

4. To continue to embed the principles of personalisation and Self-Directed Support, to encourage choice and independence within a framework that ensures fairness and consistency;

5. To continue to follow the principles and recommendations set out in "*Keys to Life*", to ensure that the best possible outcomes are being met for people with learning disabilities, their families and carers, within the resources available, and

6. To ensure that our resource allocation processes are fair and consistent, and that we maximise efficiencies to secure Best Value for the people we support and the wider community

The Board noted the information

#### **18. ED HSCP PROPERTY STRATEGY**

A Report by the Chief Finance & Resources Officer, copies of which had previously been circulated, informed the Board of the first HSCP Property Strategy.

The new property strategy supported health and social care services by prioritising the development and remodelling of accommodation so that properties were modern, fit for purpose premises, which would be utilised to their maximum potential.

A Property Strategy Group would be established for the HSCP, chaired by the Chief

Finance and Resources Officer, and attended by key stakeholders from the HSCP, the Council and the NHS GG&C. The development of an agreed Property Strategy for the HSCP would inform the work of this group going forward and also the Council's Transformation Programme Board and the Board's Property and Asset Management Strategies.

Following discussion the Board noted the report.

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

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

Following consideration, the Board noted the information

**20. DATE OF NEXT MEETING – 28 JUNE 2018**

The HSCP Board noted that the next meeting will be held on Thursday 28 June 2018 in the Council Chambers.

Future dates were also provided as under:-

**Session 2018 / 19**

6 September 2018

15 November 2018

17 January 2019

21 March 2019