

Minute of virtual meeting of the Health & Social Care Partnership Board held on
Thursday, 21 January 2021.

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

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

Non-Voting Members present:

C. Sinclair	Interim Chief Officer and Chief Social Work Officer- East Dunbartonshire HSCP
J. Campbell	Chief Finance and Resource Officer
L. Connell	Chief Nurse
G. Cox	Service User Representative
A. McCready	Trades Union Representative
C. Bell	Union Representation
A. Meikle	Third Sector Representative

Councillor Susan Murray (Chair) presiding

Also Present: A. Cairns	Planning, Performance & Quality Manager
M. Cunningham	Corporate Governance Manager
V. McLean	Corporate Business Manager – East Dunbartonshire HSCP
J. Robertson	Chief Finance Officer – East Dunbartonshire Council
L. Tindall	Organisational Development Lead

OPENING REMARKS

The Chair welcomed everyone to the meeting.

APOLOGY FOR ABSENCE

An apology for absence was submitted on behalf of Dr P.Treon, Clinical Director.

ANY OTHER URGENT BUSINESS

The Chair thanked everyone for their ongoing efforts and collaboration throughout the pandemic and the current lockdown and stated that due to extreme pressure on staff, only reports requiring decisions should come before the Board. As such, she asked that all Members of the Board ensure they have read the papers prior to the meeting and are prepared with questions.

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The Chair thanked C.Sinclair for the monthly updates which keep the Board informed.

The Chair also passed on thanks from a local lady who turned 102 years of age on 14th February and who had recently received her COVID vaccination. The lady wished to thank everyone involved and talked about the efficiency of the process and the reassurance vaccinations had provided in her lifetime to combat deadly diseases.

The Chair, on behalf of the Board, thanked C.Sinclair, her team and all staff involved for all the work undertaken in relation to COVID-19 and specifically in the current climate when working under severe pressure. She stated everyone was very grateful for their ability and dedication.

1. DECLARATION OF INTEREST

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

2. MINUTE OF MEETING – 12 NOVEMBER 2020

There was submitted and approved a minute of the meeting of the Health & Social Care Partnership (HSCP) Board held on 12 November 2020.

3. INTERIM CHIEF OFFICER'S REPORT

The Interim Chief Officer addressed the Board and summarised the national and local developments since the last meeting of the Partnership Board. Details included:-

- Mass Vaccinations;
- Supporting care homes, nursing and social work;
- Monitoring of Business Continuity Plan; and
- Resumed Day Service provision for older people and people with disabilities.

A. Meikle, EDVA, offered the use of volunteers who could assist with the roll out of the mass vaccination programme. The Interim Chief Officer undertook to ensure the local authority lead was aware of the offer.

There followed questions and discussion around possible effects of Brexit and locations being used for mass vaccination programme.

The Board noted the information.

4. PRIMARY CARE IMPROVEMENT PLAN YEAR 3

A Report by the Head of Community Health & Care Services, copies of which had previously been circulated, providing the Board with an update to the Health and Social Care Partnership Board on the East Dunbartonshire Primary Care Improvement Plan (PCIP) Implementation Tracker. Full details were contained within the Report and attached Appendix.

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The Board noted the PCIP was submitted by the HSCP on the 23rd October 2020 to the Scottish Government. The Implementation Tracker was used to provide assurance that implementation was progressing as set out in our Primary Care Improvement Plan (PCIP).

Following consideration, the Board agreed as follows:-

- a) to note progress against the key commitments in the new GMS contract and Memorandum of Understanding;
- b) to note the impact of the local Covid response on continued implementation of the Primary Care Improvement Plans and the need for plans to adapt to new ways of working in the short and long term as a result; and
- c) to note the remaining challenges in terms of overall affordability, workforce and premises.

5. HSCP STRATEGIC PLAN REVIEW 2018-21

A Report by the Interim Chief Officer and Chief Social Work Officer, copies of which had previously been circulated, setting out for approval a formal statutory review of the Strategic Plan 2018-21, as a preparatory step in advance of the replacement of the substantive Strategic Plan in April 2022. Full details were contained within the Report and attached Appendix.

Discussion was had in relation to the Board seeking assurances that the items contained within sections 2 and 4 would be fully developed and that they would be more specific in relation to success criteria and how they be quantified. The Planning, Performance and Quality Manager confirmed engagement would also be sought from 3rd sector partners.

There was also discussion in relation to P56, Priority 1 and trying to engage the last remaining educational establishment to register.

Following consideration, the Board agreed:

- a) to approve the Review of the East Dunbartonshire Strategic Plan 2018-21 report, as set out at Appendix 1;
- b) to delegate authority to the Chief Officer to make final amendments to the review report as may arise from final consultative processes, in discussion with the Chair and Vice Chair; and
- c) to note the process and terms of deferring the substantive replacement of the existing Strategic Plan, as previously agreed.

6. INTEGRATED CHILDREN'S SERVICES PLAN

A Report by the Interim Head of Children's Services & Criminal Justice, copies of which had previously been circulated, providing the Board with an update on the Integrated Children's Services Plan 2021/2023. Full details were contained within the Report and attached Appendix.

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Members of the Board noted the Children and Young People (Scotland) Act 2014 confers a statutory responsibility on the Community Planning Partnership to publish an Integrated Children's Services Plan on a 3 year cycle. The first Plan covered the period 2017-2020. A self-evaluation exercise was undertaken in December 2019 with a view to reviewing the previous plan and identifying key themes for the next plan which was due to be submitted to the Scottish Government in March 2020.

Following consideration, the Board noted the contents of the Report.

7. DIRECTIONS

A Report by the Chief Finance & Resources Officer, J.Campbell, copies of which had previously been circulated, updating the Board on the way in which East Dunbartonshire Integration Joint Board would put into practice processes to develop, issue and record 'Directions' to East Dunbartonshire Council and NHS Greater Glasgow and Clyde Health Board in line with the requirements of the Public Bodies (Joint Working) (Scotland) Act 2014. Full details were contained within the Report and attached Appendices.

Following a question in relation to planning for delivery of services, there was discussion around that process and how 'Directions' could provide a robust platform for discussions.

Councillor Mechan stated that once Elected Members receive the seminar on 'Directions' that would allow them to engage and comment effectively with the Chief Finance & Resources Officer on this subject.

Councillor Murray asked Elected Members to stay on after the meeting to discuss seminars going forward.

Following consideration, the Board agreed:

- a) to note the contents of the Report; and
- b) to approve the proposed process.

8. FINANCIAL PERFORMANCE BUDGET 2020/21 – MONTH 8

A Report by the Chief Finance & Resources Officer, J.Campbell, copies of which had previously been circulated, updating the Board on the financial performance of the partnership as at month 8 of 2020/21. Full details were included within the Report and attached Appendices.

Following a query as to whether this was a 'Direction' to the NHS and East Dunbartonshire Council, the Board discussed the process in relation to approval of 'Directions', amendments to Directions, approving Directions in retrospect and future reporting on this subject. The Board agreed that this subject should form part of a development session.

Following consideration, the Board agreed:

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- a) to note the projected outturn position was reporting an over spend of £0.8m as at month 8 of 2020/21 based on the level of Scottish Government funding confirmed to support Covid expenditure to date;
- b) to note the HSCP financial performance as detailed in Appendix 2;
- c) to note the progress to date on the achievement of the current, approved savings plan for 2020/21 as detailed in Appendix 4; and
- d) to note the impact of Covid related expenditure during 2020/21.

9. HSCP QUARTER 2 PERFORMANCE REPORT 2020-21

A Report by the Interim Chief Officer and Chief Social Work Officer, copies of which had previously been circulated, informing the Board of progress made against an agreed suite of performance targets and measures, relating to the delivery of the HSCP strategic priorities, for the period July to September (Quarter 2). Full details were contained within the Report and a copy of the Quarter 2 Performance Report 2020-21 was attached as Appendix 1.

The Board noted the quarterly performance reports contributed to HSCP Board scrutiny of performance and progress against the Strategic Plan priorities.

Following consideration, the Board agreed:

- a) to note the contents of the Report; and
- b) to note the Quarter 2 Performance Report 2020-21 at Appendix 1.

10. EAST DUNBARTONSHIRE HSCP CORPORATE RISK REGISTER

The Chief Finance and Resources Officer, J. Campbell, provided a Report to the Board, copies of which had previously been circulated with an update on the Corporate Risks and how they were managed. Full details were contained within the Report and a copy of the HSCP Risk Register was attached as Appendix 1.

Members noted the HSCP Board Risk Register contributed to East Dunbartonshire Council's Corporate Risk Register and ensured the management of the risks with robust control measures. The HSCP Board were required to develop and review strategic risks linked to the business of the Board twice yearly.

The Chief Finance and Resources Officer undertook to re-issue the Report in a larger font size.

Following consideration, the Board approved the East Dunbartonshire HSCP Corporate Risk Register.

11. CLINICAL AND CARE GOVERNANCE SUB-GROUP MINUTES HELD ON 21st OCTOBER 2020

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The Clinical Director, P.Treon, provided a Report to the Board, copies of which had previously been circulated with an update of the work of the Clinical and Care Governance Sub-group. Full details were contained within the Report and note of the Clinical and Care Governance Sub-group meeting of 21st October 2020 which was attached as Appendix 1.

Following questions and further discussion, the Board noted the contents of the Clinical and Care Governance Sub-Group minute of 21st October 2020.

12. STRATEGIC PLANNING GROUP MINUTES HELD ON 22 OCTOBER 2020

A Report by the Head of Community Health and Care Services, copies of which had previously been circulated, sharing with the Board a copy of the minutes of the HSCP Strategic Planning Group held on 22nd October 2020. A copy of the minutes were attached as Appendix 1.

Following discussion, the Board noted the contents of the HSCP Strategic Planning Group minutes of 22nd October 2020

13. STAFF FORUM MINUTES HELD ON 23 NOVEMBER 2020

A Report by the Head of Human Resources, copies of which had previously been circulated, providing re-assurance to the Board that Staff Governance was an integral part of the governance activity within the HSCP. A copy of the minute was attached as Appendix 1.

The Board noted key items discussed within the minute were: supporting staff returning to our buildings; an update on the presentation to the NHSGGC Staff Governance Committee on 3 November; and a report from Derrick Pearce on the tremendous work that staff were undertaking to support local care home teams at this very difficult time.

Following consideration, the Board noted the contents of the Staff Forum meeting minute of 23rd November 2020.

14. PUBLIC SERVICE USER & CARER GROUP MINUTES HELD ON 7 DECEMBER 2020

A Report by G. Cox, Chair of PSUC and Service User Representatives, copies of which had previously been circulated, describing the processes and actions undertaken in the development of the Public, Service User & Carer Representatives Support Group (PSUC). A copy of the minute was attached as Appendix 1 and East Dunbartonshire PSUC group information film was attached as Appendix 2.

I. Ritchie complimented the group on the work that they do and being the best in the Greater Glasgow & Clyde area. Councillor Murray echoed these comments.

Following consideration, the Board noted the progress of the Public, Service User & Carer Representatives Support Group minute of 7 December 2020.

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15. EAST DUNBARTONSHIRE HSCP BOARD AGENDA PLANNER

The Board noted the updated schedule of topics for HSCP Board meetings 2020/21.

16. ANY OTHER COMPETENT BUSINESS

There was no other competent business.

17. DATES OF NEXT MEETINGS

The HSCP Board noted the next scheduled meeting for 2020/21 was as follows:

- Thursday, 25th March 2021 at 9.30am.

Members noted that the meeting would be held within the Council Committee Room, 12 Strathkelvin Place, Kirkintilloch, G66 1XT or via remote access during COVID Pandemic restriction arrangements. If a seminar was scheduled, this would start at 9.00am prior to Board business commencing at 9.30 am.