

Minute of virtual meeting of the Health & Social Care Partnership Board held on  
**Thursday, 25 March 2021.**

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

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

Non-Voting Members present:

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

**Councillor Susan Murray (Chair) presiding**

|                                |   |
|--------------------------------|---|
| Also Present: <b>A. Cairns</b> | Planning, Performance & Quality Manager               |
| <b>M. Cunningham</b>           | Corporate Governance Manager                          |
| <b>V. McLean</b>               | Corporate Business Manager – East Dunbartonshire HSCP |
| <b>J. Robertson</b>            | Chief Finance Officer – East Dunbartonshire Council   |
| <b>L. Tindall</b>              | 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.

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

The Chair also passed on thanks from everyone involved and talked about the efficiency of

The Chair, on behalf of the Board, thanked

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**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 – 21 JANUARY 2021**

There was submitted and approved a minute of the meeting of the Health & Social Care Partnership (HSCP) Board held on 21 January 2021.

**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. ALCOHOL AND DRUG PARTNERSHIP (ADP) STRATEGY & DELIVERY PLAN 2020/2023**

A Report by the Interim Head of Adult Services, copies of which had previously been circulated, providing the Board with an update on the ADP Strategy and Delivery Plan 2020/2023. Full details were contained within the Report and attached Appendix.

Following discussion and having heard the Acting Head of Adult Services, the Board noted and approved the ADP Strategy and Delivery Plan

**5. OLDER PEOPLE'S AND ADULT MENTAL HEALTH STRATEGIES – PROGRAMME UPDATE**

A Report by the Interim Chief Officer and Chief Social Work Officer, copies of which had previously been circulated, update the Board on the development of the NHS GG&C Board-wide Older People's Mental Health (OPMH) and Adult Mental Health (AMH) strategies. Similar reports were being considered by the other five IJBs in GG&C. Full details were contained within the Report and attached Appendix.

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Following discussion and questions, the Board noted this report and noted the further work being undertaken to develop the strategies which would be included in an updated report in June 2021.

**6. INTEGRATED CHILDREN'S SERVICES PLAN 2021/2023**

A Report by the Interim Head of Children's Services & Criminal Justice, copies of which had previously been circulated, advising the Board of the statutory requirement to provide an Integrated Children's Services Plan to Scottish Government by 31/03/21. Full details were contained within the Report and attached Appendix.

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. This was delayed, however, due to the Covid 19 pandemic and an interim one year plan was agreed. The Integrated Children's Services Plan 2021-2023 is due to be submitted to the Scottish Government by the end of March 2021.

Following consideration, the Board agreed the proposed Integrated Children's Services Plan and agreed that this should be submitted to the Scottish Government.

**7. EAST DUNBARTONSHIRE RECORDS MANAGEMENT PLAN**

A Report by the Chief Finance & Resources Officer, copies of which had previously been circulated, updated the Board on the proposed ED HSCP Records Management Plan to meet the requirements of the Public Records (Scotland) Act 2011. Full details were contained within the Report and attached Appendices.

Following consideration, the Board approved the update of the East Dunbartonshire HSCP Records Management Plan, and agreed that this could be formally submitted to the Keeper of the Records of Scotland by 31<sup>st</sup> March 2021 subject to any further minor amendments.

**8. FINANCIAL PERFORMANCE BUDGET 2020/21 – MONTH 10**

A Report by the Chief Finance & Resources Officer, copies of which had previously been circulated, updating the Board on the financial performance of the partnership as at month 10 of 2020/21. Full details were included within the Report and attached Appendices.

Following consideration, the Board agreed:

- a) to note the projected outturn position was reporting an under spend of £4.1m as at month 10 of 2020/21 based on the level of Scottish Government funding confirmed to support Covid expenditure to date;
- b) to note and approve the budget adjustments outlined within paragraph 1.2 (**Appendix 1**)

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- c) to note the HSCP financial performance as detailed in (**Appendix 2**).
- d) to note the progress to date on the achievement of the current, approved savings plan for 2020/21 as detailed in **Appendix 4**; and
- e) to note the impact of Covid related expenditure during 2020/21.
- f) to note the summary of directions set out within **Appendix 6**.

**9. FINANCIAL PLANNING & BUDGET SETTING 2021/2022**

A Report by the Chief Finance & Resources Officer, copies of which had previously been circulated, update the Board on the financial planning for the partnership and agree the budget for 2021/22. Full details were contained within the Report and attached Appendices.

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

Following discussion, the Board agreed:

- a) to note the position within the financial planning assumptions and acknowledge that these have been formed following partnership collaboration;
- b) to agree to accept the indicative budget settlement for 2021/22 from the NHS (Para 1.9) and Council (Para 1.11-12) while noting the caveats arising from the current situation as it relates to the health and social care partnership's necessary response to Covid-19 and the risks associated with the uncertain landscape of service delivery and associated costs;
- c) to note and approve the proposed increase in the set aside budget outlined in paragraph 1.10;
- d) to approve the savings programme for 2021/22 to support delivery of a balanced budget position for the partnership outlined in **Appendix 4**;
- e) to approve the creation of a transformation reserve to underwrite the identification and delivery of further transformation and service redesign during 2021/22 to deliver recurring savings in support of a balanced budget into future years;
- f) to approve the approach for reserves outlined in paragraph 2.6 and note this is dependent on the financial performance of the partnership delivering as projected through the Month 10 budget monitoring reports;
- g) to note that 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; and

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- h) to approve the Directions to East Dunbartonshire Council and NHS Greater Glasgow & Clyde for 2021/22 in respect of the delivery of the functions delegated to East Dunbartonshire Integration Joint Board as set out in **Appendix 6** of this report.

**10. HSCP QUARTER 3 PERFORMANCE REPORT 2020-21**

The Interim Chief Officer and Chief Social Work Officer, provided a Report to the Board, 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 October to December (Quarter 3). Full details were contained within the Report and a copy of the Performance Report 2020-21 Quarter 3 was attached as Appendix 1.

Following consideration, the Board agreed to note the content of the Report, and considered the Quarter 3 Performance Report 2020-21 at **Appendix 1**.

**11. EAST DUNBARTONSHIRE HSCP PERFORMANCE, AUDIT & RISK MANAGEMENT COMMITTEE MINUTE OF MEETING OF 5 JANUARY 2021**

The Chief Finance and Resources Officer, provided a Report to the Board, copies of which had previously been circulated, sharing with the Board a copy of the minutes of the HSCP Performance, Audit & Risk Management Committee. A copy of the minutes were attached as Appendix 1.

Following questions and further discussion, the Board noted the contents of the HSCP Performance, Audit & Risk Committee minutes of 5 January 2021.

**12. HSCP CLINICAL AND CARE GOVERNANCE GROUP MINUTE OF MEETING HELD ON 2 DECEMBER 2020**

The Clinical Director, P. Treon, provided a Report to the Board, copies of which had previously been circulated, sharing with the Board a copy of the minutes of the Clinical and Care Governance Group held on 2 December 2020. A copy of the minutes were attached as Appendix 1.

Following discussion, the Board noted the contents of the Clinical and Care Governance Group Minutes of 5 December 2020.

**13. HSCP STRATEGIC PLANNING GROUP MINUTES HELD ON 17 DECEMBER 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 17 December 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 17 December 2020.

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**14. STAFF FORUM MINUTES - 25 JANUARY 2021**

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.

Following consideration, the Board noted the contents of the Staff Forum meeting minute of 25 January 2021.

**15. EAST DUNBARTONSHIRE HSCP BOARD AGENDA PLANNER**

The Board noted the updated schedule of topics for HSCP Board meetings 2021/22.

**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, 24<sup>th</sup> June 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.