

Minute of meeting of the Health & Social Care Partnership Board held within the Committee Room, 12 Strathkelvin Place, Kirkintilloch on **Thursday, 31 August 2017**.

Voting Members Present: EDC Councillors **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

G. Cameron Trades Union Representative

W. Hepburn Professional Nurse Advisor

A. McCready Trades Union Representative

A McDaid Trades Union Representative

P. Mazzoncini Chief Social Work Officer

J. Proctor Carers Representative

G. Thomson Voluntary Sector Representative

I. Twaddle Service User – Substitute Representative

L. Williams Clinical Director for HSCP

Ian Fraser (Chair) presiding

Also Present: **F. Borland** HSCP Communications

S. Cairney Head of Strategy, Planning & Health Improvement

J. Campbell Chief Finance and Resources Officer

M. Cunningham Corporate Governance Manager

L. Johnston Clinical Service Manager Oral Health

A. Martin Head of Adult & Primary Care Services

G. McConnachie EDC Audit & Risk Manager

F. McCulloch Planning & Performance Manager

L. Tindall Organisational Development Lead

APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillor Mechan

CHAIR'S REMARKS

The Chair welcomed all present, particularly those attending their first meeting. The Chair also thanked Fiona Borland for her service to the Board and intimated congratulations on her new appointment. The Chair then paid tribute to Andy

Martin on his impending retiral and thanked him for his long and distinguished service and commitment to Education, Social Work services and more recently as the Head of Adult & Primary Care Services.

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.

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 approved the nomination of Councillor Murray as Vice Chair of the HSCP Board.

PRESENTATION – UNSCHEDULED CARE

The Board heard from the Head of Adult & Primary Care Services on the topic of Unscheduled Care. The presentation included examination of the Unscheduled Care Action Plan; a Single Point of Access; Care Homes & their roles; complimentary alternatives including the current pilot flexible step/step down model; Improved Acute Services / Community Interface; and the importance of Information development and management to feedback into the model.

The Head of Adult & Primary Care was heard in response to members' questions and thereafter the Board thanked him for an informative presentation on a significant subject matter for all HSCPs.

1. MINUTE OF MEETING – 22 JUNE 2017

There was submitted and noted minute of the meeting of the HSCP Board held on 22 June 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:-

- Regional Plans for the delivery of Health & Social Care – meeting of All HSCP Chief Officers in the West of Scotland.
- NHS Staff Governance Committee – Annual Report – Tom Quinn's progress re joint staff governance arrangements.

- Development Programme – Session with Service Heads and visits to Services.
- Operational matters – thanks to Fiona Borland for her contribution over the past year and in particular to the Communications Framework.

Following consideration the Board noted the Report.

3. HSCP RISK MANAGEMENT POLICY

The Head of Strategy, Planning & Health Improvement submitted a Report, copies of which had previously been circulated, which provided the Board with a draft Risk Management Policy

Following discussion, the Board approved and adopted the Risk Management Policy.

4. FINANCIAL PERFORMANCE PERIOD 4 & 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 out turn for 2016/17 and presented the draft Annual Accounts.

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.

Following further consideration, the Board:-

- a. Noted the performance of the budget i.e. a projected breakeven position for the year as at period 4 of 2017/18.
- b. Noted the position in relation to the achievement of savings identified to deliver financial balance for 2017/18.
- c. Noted the position in relation to Partnership reserves as detailed in 1.18.
- d. Noted the risks associated with the delivery of a balanced budget as detailed in 1.19
- e. Approved the proposed action in respect of the outstanding issue in agreeing the financial allocation to the HSCP from NHSGG&C relating to historic savings dating back to 2015/16.
- f. Noted the updated position in relation to the allocation of Prescribing Budgets for 2017/18.

5. INTERMEDIATE CARE & DELAYED DISCHARGES - UPDATE

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

Following further consideration, the Board noted the Report.

6. HSCP SOCIAL WORK COMPLAINTS HANDLING POLICY & PROCEDURES

A Report by the Head of Strategy, Planning & Health Improvement, copies of which had previously been circulated, advised the Board of the requirement to develop a specific Social Work Complaints Handling Policy & Procedure based on the Scottish Public Service Ombudsman Model.

Following further consideration, the Board noted the Report.

7. CLINICAL & CARE GOVERNANCE ANNUAL REPORT

A Report, by the Head of Strategy, Planning & Health Improvement, copies of which had previously been circulated, summarised the Clinical & Care Governance activities across East Dunbartonshire and highlighted specific instances.

Following consideration, and having heard members in relation to the content, the Board noted and approved the Report as a demonstration of service users being provided with safe, effective and person-centred care.

8. CLINICAL & CARE GOVERNANCE MINUTES

The Board noted the Minutes of the Clinical & Care Governance Meeting of 31 May 2017.

9. JOINT STAFF PARTNERSHIP MINUTES

The Board noted the Minutes of the Staff Partnership Forum Meeting of 22 May 2017.

10. PROFESSIONAL ADVISORY GROUP MINUTES

The Board noted the Minutes of the Professional Advisory Group Meeting of 7 June 2017.

11. PUBLIC SERVICE USER & CARER REPRESENTATIVE SUPPORT GROUP

The Board noted the Minutes of the Public Service User and Carer Group of Meeting of 7 August 2017.

12. PROCESS FOR PREPARING THE HSCP STRATEGIC PLAN 2018 - 2021

A Report by the Head of Strategy, Planning & Health Improvement, copies of which had previously been circulated, informed the Board of the process and timescales for the development, engagement and compiling the HSCP Strategic Plan 2018-21.

Following further consideration, the Board noted that the Report and approved the process and timescales for preparing the Strategic Plan.

13. COMMUNICATION FRAMEWORK

A Report by the Head of Strategy, Planning & Health Improvement, copies of which had previously been circulated, provided the Board with a draft of the HSCP Communication Framework.

The Board approved the Communication Framework.

14. DRAFT HSCP WINTER PLAN 2017 - 18

A Report by Head of Strategy, Planning & Health Improvement, copies of which had previously been circulated, presented members with the HSCP Draft Winter Plan 2017/18.

Members noted that this first draft would be submitted to the Scottish Government by 31 August and the final Winter Plan was required to be submitted to the Scottish Government and made available online by 31 October 2017

Following further consideration the Board noted the report.

15. CHILD PROTECTION COMMITTEE - UPDATE

A Report by the Chief social Work Officer, copies of which had previously been circulated, updated the Board on the progress being made by East Dunbartonshire Council's Child Protection Committee (CPC) in driving forward key policy, legislative and service developments, and professional practice. It further highlighted important national developments around child protection, which would influence the direction of future work.

The Chief Social Work Officer responded to questions and following further consideration, the Board noted the Report and agreed to support the inter-agency work of the Child Protection Committee.

16. UNSCHEDULED CARE COMMISSIONING

A Report by the Head of Adult & Primary Care Services, copies of which had previously been circulated, updated the Board on the introduction of changes and additions to services to improve unscheduled care performance as per commitments made in report of 22 June 2017.

Following further consideration the Board approved the progression of the priorities outlined in the report and the use of financial reserves in the areas identified in the report.

17. WEST GLASGOW - MINOR INJURIES SERVICES

A Report by the Head of Adult & Primary Care Services, copies of which had previously been circulated, outlined the proposals for a joint NHS Board and HSCP process to review options for minor injuries in West Glasgow.

Following further consideration the Board noted the joint review of minor injuries services in West Glasgow to be undertaken with the NHS Board to cover the areas identified in the report, including:- Access; Demand; Financial Appraisal and Patient Engagement.

18. PLANNING AND DELIVERING CARE AND TREATMENT ACROSS THE WEST OF SCOTLAND

A Report by the Chief Officer, copies of which had previously been circulated, updated the Board on the work across Scotland to develop Regional Plans for the delivery of Health and Social Care. A report had been drafted by John Burns the lead Health Board Chief Executive for this process in the West of Scotland. It outlined the requirement to produce the first Regional Delivery Plan by March 2018 and sought the support of Health Boards and Integrated Joint Boards to work collaboratively to achieve the best outcomes delivered sustainably for the citizens across the West of Scotland.

Following discussion, the Board noted the report and the active involvement of the Chief Officer in this project.

19. THEMATIC INSPECTION OF ADULT SUPPORT & PROTECTION IN EAST DUNBARTONSHIRE

A Report by the Chief Officer, copies of which had previously been circulated, informed the Board of the planned thematic inspection by Care Inspectorate, of Adult Support and Protection (ASP) services in East Dunbartonshire.

Following discussion the Board noted the report, intimated support for the work underway in preparation for the thematic inspection and agreed that a further report would be considered upon completion of the full inspection.

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

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

Following consideration, the Board noted the information.

21. DATE OF NEXT MEETING – 9 NOVEMBER 2017

The HSCP Board noted that the next meeting would be held on Thursday 9 November 2017 in the Council Chambers / Committee Room.

Future dates were also provided as under:-

11th January 2018 15th March 2018
10th May 2017 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.