

Minute of meeting of the Health & Social Care Partnership Board held within the Committee Room, 12 Strathkelvin Place, Kirkintilloch on **Thursday, 21 March 2019.**

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

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

Non-Voting Members present:

S. Manion	Chief Officer - East Dunbartonshire HSCP
M. Brickley	Service Users Representative
J. Campbell	Chief Finance and Resource Officer
A. McCready	Trades Union Representative
A. Meikle	Third Sector Representative
J. Proctor	Carers Representative
C. Sinclair	Acting Chief Social Work Officer / Head of Mental Health, Learning Disability & Addictions

Jacqueline Forbes (Chair) presiding

Also Present: Claire Carthy	Interim Head of Children, Families & Criminal Justice
M. Cunningham	EDC - Corporate Governance Manager
K Donnelly	HSCP Board Standards Officer / EDC – Chief Solicitor & Monitoring Officer
C. Fitzpatrick	Prescribing & Clinical Pharmacy Lead
G. McConnachie	Internal Auditor
A. O'Donnell	Criminal Justice Service Manager
D. Pearce	Head of Community Health & Care Services
L. Tindall	Organisational Development Lead

APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Adam Bowman, Lisa Williams, Frances McLinden and Tom Quinn

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 – UPDATE ON CRIMINAL JUSTICE

Alex O'Donnell led the Board through a presentation on Criminal Justice service in the East Dunbartonshire area. Following questions from Board members, the Board thanked him for an informative presentation on the progress of Criminal Justice services in the area.

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1. MINUTE OF MEETING – 17 JANUARY 2019

There was submitted and approved the minute of the meeting of the HSCP Board held on 17 January 2019.

2. CHIEF OFFICER’S REPORT

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

- “Moving Forward Together – Key issue for the Board – HSCP and NHS GGC will be holding two public engagement events to provide East Dunbartonshire residents, patients, service users and carers with information on the Moving Forward Together (MFT) programme and information on local health and social care services provided by the HSCP – 5 April 2019 – Bishopbriggs and Bearsden.
- GG&C NHS – Staff Governance Meeting - Performance, Absence Rates, Response to questionnaire, joined-up work, values & behaviours, areas for Improvement.
- Delayed Discharge – Complex cases – development session to be arranged and added to the timetable
- Homecare – Update – Taken longer than expected report to next meeting
- Strategic Inspection – Now completed results and feedback expected 15 April 2019 and a report to a future Board.
- Personnel – Jonathan Best – Chief Operations Officer managing acute services GG&C NHS
Frances McLinden – 6 months secondment Head of Regional Services – Acute Division
Replacement for Wilma Hepburn, Chief Nurse – Val Tierney formerly of East Renfrewshire HSCP

Following consideration, the Board noted the information.

3. FINANCIAL PERFORMANCE BUDGET 2018/19 – PERIOD 10

The Chief Finance and Resources Officer updated the Board on the financial performance of the Partnership as at period 10 of 2018/19.

Following discussion and questions regarding: Management Actions to mitigate overspends; the numbers of care homes customers and associated budget lines for respite and supported living; the general pattern of the use of reserves by HSCP Boards the Board agreed as follows:-

- a. To note the projected Out turn position is reporting an over spend of £0.67m as at period 10 of 2018/19.
- b. To note the progress to date on achievement of the approved savings plan for 2018/19 as detailed in **Appendix 1**.

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- c. To note and approve the updated reserves position as detailed in paragraph 1.19 of the report.
- d. To note the risks associated with the delivery of a balanced budget as detailed in paragraph 2.0 of the report.

4. FINANCIAL PLANNING 2019/2020 - UPDATE

A Report by the Chief Finance & Resources Officer, copies of which had been circulated separately, updated the Board on financial planning for the Partnership and furthermore to agree the Revenue Budget for 2019/20.

Following questions and discussion on the basis of the planning assumptions outlined within the report and the impact this would 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, the Board then agreed as follows:-

- a. To note the position on the financial planning assumptions for the partnership based on discussion and collaboration with representatives from the constituent bodies and the latest known position for both the Council and the NHS Board for 2019/20.
- b. To confirm acceptance of the improved offer in line with the Scottish Government uplift to NHS GG&C.
- c. To conditionally accept the indicative budget settlement for 2019/20 subject to the Council formally approving its budget on the 21st March 2019.
- d. To note the management actions outlined in Appendix 4 to mitigate the financial challenges to the partnership.
- e. To approve the transformation programme for 2019/20 to deliver a balanced budget position for the partnership outlined in Appendix 5.
- f. To note the anticipated reserves position for the partnership moving into 2019/20,
- g. To note 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. HSCP EQUALITY AND DIVERSITY INTERIM PROGRESS REPORT - 2019

A Report by the Head of Mental Health, Learning Disability, Addictions and Health Improvement / Interim Chief Social Work Officer, updated the HSCP Board on the mid-term progress against the activities contained within the East Dunbartonshire HSCP's Equalities Mainstream Report 2017 – 2021.

The Board noted the report.

6. DRAFT RECORDS MANAGEMENT PLAN AND UPDATE ON GENERAL DATA PROTECTION RULES (GDPR)

A Report by the Chief Finance & Resources Officer, copies of which had been circulated separately, introduced the IJB's Records Management Plan (RMP) and

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sought the IJB's approval for its content as well as onward submission to the Keeper of the Records of Scotland for agreement. The report also provided an update on the changes to the Data Protection Laws as they apply to the HSCP.

Thereafter the HSCP Board approved the content of the Draft Records Management Plan and approved the plan to be formally submitted to the Keeper of the Records of Scotland for their agreement by 19th April 2019, subject to any further minor amendments. The Board also noted the implications to the partnership in relation to changes to the Data Protection Laws.

7. MINISTERIAL STRATEGIC GROUP (MSG) TARGETS 2019/20

A Report by the Head of Community Health and Care Services, copies of which had previously been circulated, presented the Board with the proposed 2019/20 Ministerial Strategic Group (MSG) targets for East Dunbartonshire HSCP and outlined the high level actions intended to facilitate delivery of these targets.

Following discussion and having heard from the Head of Community Health & Care Services regarding revised targets for unscheduled care, unscheduled emergency admissions and the level of A&E attendances, the HSCP Board:

- a) Approved the 2019/20 Ministerial Strategic Group (MSG) targets
- b) Noted the actions intended to deliver on the targets and the development of an Unscheduled Care Work Plan for 2019/20.

8. EAST DUNBARTONSHIRE HSCP CORPORATE RISK REGISTER

A Report by the Chief Finance and Resources Officer, copies of which had previously been circulated, updated the Corporate Risks Register and how these Risks were managed.

Following discussion, the HSCP Board having reviewed the Corporate Risk Register approved the content of the report.

9. PUBLIC, SERVICE USER & CARER (PSUC) REPRESENTATIVE SUPPORT GROUP

A verbal Report by the Service User Representative and the Carers Representative, outlined the processes and actions undertaken in the development of the Public, Service User & Carer Representatives Support Group (PSUCRSG)

The Board heard from the Service User and Carers Representative with further details, particularly in relation to the adjusted format of these meetings, designed to increase member engagement and knowledge and of the subject matters of recent presentations.

Thereafter the Board noted the Report.

10. EAST DUNBARTONSHIRE HSCP CLINICAL & CARE GOVERNANCE SUB GROUP MINUTES OF MEETING HELD ON 30 JANUARY 2019

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The Board heard from the Chief Officer in response to concerns regarding the areas of risk not summarised in the minutes. The Board then noted the draft Minutes of the Clinical Care & Governance Group meeting of 30 January 2019 and agreed that future wording would be considered for future minutes.

11. EAST DUNBARTONSHIRE HSCP STAFF PARTNERSHIP FORUM MINUTES OF MEETING HELD ON 21 JANUARY 2019

The Board noted the Minutes of the ED HSCP Staff Partnership Forum meeting of 21 January 2019.

12. EAST DUNBARTONSHIRE PERFORMANCE, AUDIT & RISK COMMITTEE MINUTES OF 19TH DECEMBER 2018 AND DRAFT MINUTES OF 1ST MARCH 2019

The Board noted the Minutes of the Performance, Audit & Risk Committee held on the 19th December 2018 and 1st March 2019.

13. CARERS (SCOTLAND) ACT 2016 – CARERS STRATEGY 2019-22

A Report by the Head of Mental Health, Learning Disability, Addictions and Health Improvement / Interim Chief Social Work Officer, copies of which had previously been circulated, provided the Board with a summary briefing on the updated Carers Strategy 2019-22.

Following discussion the Board commended the report which considered the strategic direction and implications of the Strategy and thereafter noted the Report.

14. PRESCRIBING UPDATE

A Report by the Head of Community Health & Care Services, copies of which had previously been circulated, updated the Board on prescribing within the East Dunbartonshire HSCP area.

Following questions and discussion, the Board heard from the Lead for Prescribing and Clinical Pharmacy with further details, agreed that a future development session would consider the patterns of prescribing over a period of time and thereafter noted the report.

15. UPDATE ON INTEGRATION; ANALYSIS OF IMPLICATIONS OF THE MINISTERIAL STRATEGIC GROUP (MSG) FOR HEALTH AND COMMUNITY CARE REPORT AND AUDIT SCOTLAND.

A Report by the Chief Officer, copies of which had previously been circulated, presented the MSG Review and outlined how it was proposed to take forward the proposals

Following discussion the Board noted the report and agreed to consider future reports on the proposals. The Board also noted that these proposals would be considered

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alongside the Audit Scotland Report “Health and Social Care Integration; Update on progress” which was reported to the Board on 17 January 2019.

16. LEARNING DISABILITY DAY SERVICES – VISION AND REDESIGN PRINCIPLES: PROPOSAL TO CONSULT

A Report by the Head of Mental Health, Learning Disability, Addictions and Health Improvement / Interim Chief Social Work Officer, copies of which had previously been circulated, updated the Board on progress of the Learning Disability Strategic Review, including the vision and proposed principles for day service redesign and sought approval to consult on these proposals.

Following discussion the Board agreed as follows:-

- To note the progress of the overall Learning Disability Review process;
- To note the proposed day services vision and redesign principles;
- To engage with the public and stakeholders on these initial proposals, in line with the processes set out in this report including the intention to involve service users, carers and other stakeholders in developing the detail of new services; and
- To request a further report to a future meeting of the Board at the conclusion of the consultative process, outlining responses and recommendations for further action.

17. FAIR ACCESS TO COMMUNITY CARE (ADULTS) AND ASSOCIATED ELIGIBILITY CRITERIA POLICIES

A Report by the Interim Chief Social Work Officer / Head of Mental Health, Learning Disability, Addictions and Health Improvement, copies of which had previously been circulated, advised the HSCP Board of the outcome of consultation on the proposed new Fair Access to Community Care (Adults) Policy, including a revised Eligibility Criteria for Community Care (Adults).

Thereafter the Board:

- a. Noted the process and impact of the consultative process undertaken to support the development of the new Fair Access to Community Care (Adults) Policy and the revised Eligibility Criteria for Community Care (Adults) Policy attached at Appendix 1 of the report;
- b. Approved the Fair Access to Community Care (Adults) Policy and the revised Eligibility Criteria for Community Care (Adults) Policy, as set out at Appendices 2 and 3 respectively for implementation;
- c. Approved the phasing of implementation over a three year period, commencing 3 June 2019 and proceeding as outlined in section 1.24 of the report; and
- d. Noted the implementation plan as outlined at section 1.25 of the report.

18. AGENDA ITEMS FOR HSCP BOARD MEETINGS - MAY 2019 – JANUARY 2020

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The Chief Officer provided an updated schedule of topics for HSCP Board meetings 2019/20 which was duly noted by the Board

19. DATE OF NEXT MEETING – 10 MAY 2019

The HSCP Board noted that the next meeting was scheduled to be held on Thursday 10 May 2019 in the Council Chambers, however due to the circumstances which led to the European Elections being held, it was agreed to hold the meeting on 28 May 2019