

Minute of meeting of the Health & Social Care Partnership Board held within the Committee Room, 12 Strathkelvin Place, Kirkintilloch on **Thursday, 15 November 2018**.

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

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

Non-Voting Members present:

S. Manion	Chief Officer - East Dunbartonshire HSCP
A. Bowman	Acute Services Representative
M. Brickley	Service Users Representative
J. Campbell	Chief Finance and Resource Officer
W. Hepburn	Chief Nurse
A. Jamieson	Carer Representative - Substitute
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
G. Thomson	Voluntary Sector Representative
I. Twaddle	Service User Representative – Substitute
L. Williams	Clinical Director

Jacqueline Forbes (Chair) presiding

Also Present: M. Cunningham	EDC - Corporate Governance Manager
K Donnelly	Standards Officer / EDC – Chief Solicitor & Monitoring Officer
F.P. McLinden	General Manager, Oral Health Lead Officer Dentistry GG&C
D. Pearce	Head of Community Health & Care Services
T. Quinn	Head of People & Change

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 – UNSCHEDULED CARE

Derrick Pearce and Frances McLinden provided an overview on the topic of unscheduled care, nationally and locally in East Dunbartonshire.

The Board heard from both Derrick and Frances in response to questions and thereafter thanked them for an informative presentation.

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1. MINUTE OF MEETING – 6 SEPTEMBER 2018

There was submitted and approved the minute of the meeting of the HSCP Board held on 6 September 2018.

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:-

- 15 November 2018 – The Audit Scotland Report – Health and Social care Integration – Update on progress has been published today. This will be included on the agenda for the Board meeting on the 17th January 2019.
- 15 November 2018 – The Partnership is today hosting a Community Justice Event for staff and stakeholders. The event is being addressed by Karyn McCluskey, Community Justice Scotland Chief Executive. Dr Lisa Williams and Cllr Susan Murray are also addressing the event.
- “Moving Forward Together” – A delivery programme has been set up to take forward the strategy with a number of workstreams. Susan Manion is joint lead of Regional workstream.
- Regional West of Scotland Discussion document – The updated plan is expected early 2019.
- Delivery of Older People Services Review – It was noted that the plan previously agreed by the HSCP Board following a review of Day Care Services for Older People has been refreshed and there are proposed changes to the original model agreed. This means moving away from the building based model of care to a community based service. A updated Plan will be reported to next Board meeting on 17 January 2019.
- Operational Issue – It was noted that in the last week, Gas supplies to an area of Bearsden were cut off for a brief period. The service participated in the civil contingency arrangements to ensure vulnerable clients were identified and care managed over the course of the incident
- Wilma Hepburn, Chief Nurse recently retired from the service and Fiona McCulloch Planning & Performance Manager is about to retire and this is her last meeting. The Board wished them well in their retirement.

Following consideration, the Board noted the Report.

3. FINANCIAL PERFORMANCE BUDGET 2018/19 – PERIOD 6

The Chief Finance and Resources Officer updated the Board on the financial performance of the Partnership as at period 6 of 2018/19.

Following discussion and questions, relating to the NHS List of savings and the Transformation Plan the Board agreed as follows:-

- a. To note the projected Out turn position is reporting an over spend of £972k as at period 6 of 2018/19.

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- b. To note the progress to date on the achievement of the approved savings plan for 2018/19 as detailed in **Appendix 1**.
- c. To note and approve the updated devolved budget allocation to ED HSCP from NHS GG&C.
- d. To note the risks associated with the delivery of a balanced budget as detailed in 2.0.

4. FINANCIAL PLANNING 2019 / 20

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 2019/20.

Following questions and discussion the Board then agreed as follows:-

- a. To note the position on the financial planning assumptions for the partnership based on the latest discussions and known position for both the Council and the NHS Board for 2019/20 in terms of financial allocations.
- b. To approve the areas for consideration that have been identified to date to meet the financial challenge for the IJB and agree to progress the detail of these for further consideration by the IJB.

5. EAST DUNBARTONSHIRE HSCP PERFORMANCE REPORT 2018/19 – QUARTER 1

A Report by the Chief Finance & Resources Officer, copies of which had been circulated separately, informed 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 Apr – Jun 2018 (Quarter 1).

Thereafter the HSCP Board noted the content of the Quarter 1 Performance Report where 17 of 24 indicators were recorded as showing improvement..

6. CHIEF SOCIAL WORK OFFICER – ANNUAL REPORT

A Report by the Head of Mental Health, Learning Disability, Addictions & Health Improvement and Interim Chief Social Work Officer, copies of which had previously been circulated, presented the Chief Social Work Officer's (CSWO) Annual Report for the period 2017 - 2018

The HSCP Board noted the report which was also being presented to a meeting of the Council on 15 November 2018.

7. LARGE SCALE INVESTIGATION

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A Report by the Head of Mental Health, Learning Disability, Addictions & Health Improvement, copies of which had previously been circulated, advised the Board of a Large Scale Investigation recently conducted into the service quality provided at a local commissioned service.

Following discussion and having heard the Head of Mental Health, Learning Disability, Addictions & Health Improvement with further details, the Board noted the Report.

8. EAST DUNBARTONSHIRE ALCOHOL & DRUGS PARTNERSHIP – ANNUAL REPORT 2017/18

A Report by the Head of Mental Health, Learning Disability, Addictions & Health Improvement, copies of which had previously been circulated, presented the East Dunbartonshire Alcohol and Drugs Partnership Annual Report 2017 - 2018 which had been submitted to Scottish Government, as required, on 26 September 2018.

Following discussion and having heard the Head of Mental Health, Learning Disability, Addictions & Health Improvement with further details, the Board noted the Report.

9. AUDIT SCOTLAND – 2017/18 EASTDUNBARTONSHIRE IJB – ANNUAL AUDIT REPORT

A Report by the Chief Finance & Resources Officer, copies of which had been circulated separately, presented the Annual Audit Report for the financial year ended 31st March 2018 which has been prepared by the IJB's external auditors, Audit Scotland. This report had previously been considered by the Performance, Audit & Risk Committee.

Fiona Mitchell-Knight of Audit Scotland addressed the Board and summarised the key areas within the report relating to error correction; the short term outlook which suggested that the financial position was unsustainable based on the levels of deficit and funding; and a medium term position which indicated significant change was required to budgets or the way services were delivered.

Following questions from the Board, the Chief Officer confirmed that a Board Development session would be scheduled to allow detailed discussion from a whole systems perspective

Thereafter the HSCP Board noted the Annual Audit Report for Financial Year 2017/18.

10. EAST DUNBARTONSHIRE PERFORMANCE, AUDIT & RISK COMMITTEE – 21 SEPTEMBER 2018 – DRAFT MINUTES

A Report by the Chief Finance & Resources Officer, copies of which had been circulated separately, updated the Board on the business considered at the Performance, Audit & Risk Committee of 21 September 2018, including the draft minute of that meeting.

Thereafter the HSCP Board noted the information.

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11. APPOINTMENT OF STANDARDS OFFICER

A Report by the Chief Officer, copies of which had previously been circulated, sought the appointment of a Standards Officer as required by the Ethical Standards in Public Life etc. (Scotland) Act 2000.

Following discussion the Board agreed as follows:-

- a. To appoint, subject to the approval of the Standards Commission for Scotland, the Chief Solicitor & Monitoring Officer, East Dunbartonshire Council as Standards Officer for the East Dunbartonshire Health and Social Care Partnership; and
- b. To remit to the Chief Officer to seek the Standards Commission's approval of the appointment.

12. 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 and having heard the Service User and Carers Representative with further details, the Board noted the Report.

**13. ED HSCP – CLINICAL & CARE GOVERNANCE GROUP – 9 OCTOBER 2018
DRAFT MINUTES**

The Board noted the draft Minutes of the Clinical Care & Governance Group meeting of 9 October 2018.

**14. EAST DUNBARTONSHIRE HSCP – MINUTES OF STAFF PARTNERSHIP
FORUM – 17 SEPTEMBER 2018**

The Board noted the draft Minutes of the ED HSCP Staff Partnership Forum meeting of 17 September 2018. The Head of HR updated the Board regarding the engagement with “Moving Forward Together” and the roll-out uptake of the flu vaccine.

**15. ED HSCP PROFESSIONAL ADVISORY GROUP – MINUTES – 21
FEBRUARY & 12 SEPTEMBER 2018**

The Board noted the Minutes of the ED HSCP Professional Advisory Group meetings of 21 February and 12 September 2018.

16. HSCP TRANSFORMATION PLAN 2018/19 - UPDATE

A Report by the Chief Finance & Resources Officer, copies of which had previously been circulated, updated the Board of the Transformation Plan for 2018/19.

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The Transformation Plan for 2018/19 sets out the priorities which will be taken forward during 2018/19 in achievement of the outcomes set out in the Strategic Plan 2018/2021. It reports to the Transformation Programme Board and provides oversight of the HSCP savings programme to assist the delivery of a balanced budget for 2018/19.

The Board noted that 22 of a total 40 priorities were on track(green), 16 were underway (amber) and 2were behind schedule (red). Following discussion the Board noted the update to the HSCP Transformation Plan for 2018/19.

17. STRATEGIC INSPECTION OF ADULT SERVICES

A Report by the Interim Chief Social Work Officer & Head of Mental Health, Learning Disability and Addiction Services, copies of which had previously been circulated, provided the Board with details of, and information on, the upcoming strategic inspection by the Care Inspectorate of Adult Services within the Health & Social Care Partnership.

Following discussion, the Board noted the upcoming strategic inspection by the Care Inspectorate of Adult Services.

18. 2018/19 – DIRECTIONS TO EAST DUNBARTONSHIRE COUNCIL AND NHS GREATER GLASGOW & CLYDE

A Report by the Chief Finance & Resources Officer, copies of which had previously been circulated, updated the Board on arrangements for issuing directions to East Dunbartonshire Council and Greater Glasgow & Clyde NHS Board in respect of the delivery of the functions delegated to the IJB under the Public Bodies (Joint Working)(Scotland) Act 2014.

Following discussion the Board agreed as follows:-

- a) To note the draft statutory guidance and approve the process for issuing directions to the constituent bodies as set out within paragraph 2.12 of the report.
- b) In the light of the draft statutory guidance, retrospectively to approve the Directions to East Dunbartonshire Council and NHS Greater Glasgow & Clyde for 2018/19 in respect of the delivery of the functions delegated to the East Dunbartonshire Integration Joint Board as set out in Appendix 2 of the report;
- c) To delegate authority to the Chief Officer to issue the Directions to the Chief Executives of East Dunbartonshire Council and NHS GG&C;
- d) To agree that both sets of Directions are reviewed by the Board as and when updates were required and at a minimum on an annual basis in respect of the following financial year.

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19. MENTAL HEALTH STRATEGY – ACTION 15 FINAL DELIVERY PLAN 2018/19

A Report by the Interim Chief Social Work Officer & Head of Mental Health, Learning Disability and Addiction Services, copies of which had previously been circulated, present to the HSCP Board the final Mental Health Strategy Action 15 Delivery Plan 2018 – 2019, which was submitted to Scottish Government, as required, on 2 October 2018.

Following discussion the Board approved the final plan that has been developed and submitted (Appendix 1 of the report, refers).

20. 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 and Addiction Services, copies of which had previously been circulated, sought approval to consult on a new Fair Access to Community Care (Adults) Policy and a revised Eligibility Criteria for Community Care (Adults) Policy.

Following discussion the Board noted the report and agreed as follows:-

- i. to support in principle the objectives of the Fair Access to Community Care (Adults) Policy and a revised Eligibility Criteria for Community Care (Adults) Policy;
- ii. to engage with the public and stakeholders on these documents, in line with the processes set out in this report;
- iii. that a further report would be submitted to the HSCP Board on 21 March 2019 outlining consultative responses and recommendations for further action.

21. DRAFT HSCP WINTER PLAN 2018/19

A Report by the Head of Community Health & Care Services, copies of which had previously been circulated, presented the HSCP Draft Winter Plan 2018-19 which was based on the Annual Guidance Checklist issued by the Scottish Government and provided assurance of the HSCP's preparations for winter.

Following discussion the Board approved the draft Winter Plan 2018/19.

22. CARERS (SCOTLAND) ACT 2016 – SHORT BREAKS STATEMENT

A Report by the Joint Services Manager (Adult Services), copies of which had previously been circulated, sought approval of the recently developed 'Short Breaks Statement', This Statement is a legislative requirements of the Carers (Scotland) Act 2018 and needs to be published by the Health and Social Care Partnership by 31st December 2018.

Following discussion the Board approved the Short Breaks Statement.

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23. DEVELOPMENT OF VISION, VALUES AND BEHAVIOURS FOR THE HEALTH AND SOCIAL CARE PARTNERSHIP

A Report by the Chief Officer, copies of which had previously been circulated, highlighted the processes and actions undertaken to develop and embed the Health & Social Care Partnership's vision, values and accompanying behaviours.

Following discussion the Board noted the report.

24. EAST DUNBARTONSHIRE COUNCIL "WORKING WITH THE PEOPLE OF EAST DUNBARTONSHIRE PRIORITISING OUR SERVICES, PRIORITISING OUR RESOURCES"

A Report by the Chief Officer, copies of which had previously been circulated, presented the Council's new approach to strategic planning and the prioritisation of services and resources.

The Chief Officer advised that this document and the NHS Strategic Clinical Plan (Moving Forward Together) provide a platform to progress the HSCP Plans.

Following discussion the Board noted the report.

25. HSCP BOARD – FUTURE AGENDA ITEMS

The Chief Officer provided an updated schedule of topics for HSCP Board meetings 2018/19 which was duly noted by the Board

26. DATE OF NEXT MEETING – 17 JANUARY 2019

The HSCP Board noted that the next meeting will be held on Thursday 17 January 2019 in the Council Chambers.