

Minute of meeting of the Health & Social Care Partnership Board held within the Committee Room, 12 Strathkelvin Place, Kirkintilloch on **Thursday, 26 May 2016.**

Voting Members Present: EDC Councillors **GEEKIE, MCNAIR & O'DONNELL**

NHSGGC Non-Executive Directors **R. FINNIE, & TRISH McAULEY**

Non Voting Members present:

|                    |  |
|--------------------|--|
| <b>K. Murray</b>   | Chief Officer - East Dunbartonshire HSCP     |
| <b>J. Duffy</b>    | Trade Union / Employees Representative – EDC |
| <b>A. McCready</b> | Trade Union / Employees Representative - NHS |
| <b>G. Morrison</b> | HSCP Clinical Lead Representative            |
| <b>G. Thomson</b>  | Voluntary Sector Representative              |
| W. Hepburn         | Professional Nurse Adviser                   |

Rhonda Geekie (Chair) presiding

|                                 |   |
|---------------------------------|---|
| Also Present: <b>F. Borland</b> | HSCP Communications Officer   |
| <b>S. Cairney</b>               | HSCP Head of Strategy, Planning & Health Improvement                |
| <b>J. Campbell</b>              | HSCP Chief Finance and Resources Officer                            |
| <b>M. Cunningham</b>            | Corporate Governance Manager - EDC                                  |
| <b>K. Gardner</b>               | Depute Chief Social Work Officer - EDC                              |
| <b>A. Martin</b>                | HSCP Head of Adult & Primary Care Services                          |
| <b>M. McGrady</b>               | <b>Consultant in Dental Public Health</b> , Oral Health Directorate |
| <b>F. McLinden</b>              | General Manager Oral Health Directorate– NHSGG&C                    |
| <b>J. Slavin</b>                | Finance Officer – EDC   |
| <b>L. Tindall</b>               | Organisational Development Lead NHSGGC                              |

## **APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of I. Fraser, I. Black, P. Mazzoncini A. Bowman, M. Brickley, & C. Shepherd

## **CHAIRS REMARKS**

The Chair, having not been at the meeting held on 31<sup>st</sup> March 2016, commented on the minute reflecting the positive commitment that both the HSCP and the Council had made in signing up to the Smoke Free Charter. The Chair further highlighted that she expected that the East Dunbartonshire Canal Festival will have smoke free zones to further reinforce the commitment to reducing smoking. The Chair thanked the Vice Chair for having chaired the May Board meeting, in her absence. The Chair welcomed Jean Campbell to her first meeting of the HSCP Board, since her appointment as Chief Finance and Resources Officer to the HSCP.

## **SEMINAR ON HEALTH IMPROVEMENT KEY DELIVERABLES AND SPECIFIC CONTRIBUTIONS TO PLACE COMMUNITIES**

**HEALTH & SOCIAL CARE PARTNERSHIP (HSCP) BOARD**  
**26 MAY 2016**

The Board heard from Sandra Cairney and David Radford outlining the progress made to health improvement across East Dunbartonshire, the challenges, the elements of good practice across the Community Planning Partnership and the contributions to the “Place” methodology across East Dunbartonshire.

The Board remarked on the following:-

- Health and financial challenges posed by obesity across the country and specifically in East Dunbartonshire.
- The range of activities, community assets and capacity building – including the future role of the Board in these activities.
- The concentrated work undertaken in our most deprived areas – the success of the Place methodology, the Baby Café and the application of these focussed efforts across the area. The Board noted that evaluation and monitoring of the various projects would ensure best practice was applied elsewhere across the area.

Thereafter the Board thanked the officers for their informative presentation.

**1. MINUTE OF MEETING – 31 MARCH 2016**

There was submitted and noted a minute of the meeting of the HSCP Board held on 31 March 2016. In response to questions the Chief Officer confirmed that approval from the Standards Commission was awaited while the Smoke Free Charter would be signed and publicised including at this year’s Canal Festival.

**2. CHIEF OFFICER’S REPORT**

The Chief Officer submitted a Report HSCP/024/16/KM, copies of which had previously been circulated, which summarised the national and local developments in relation to the implementation of the Public Bodies (Joint Working) (Scotland) Act 2014, since the March meeting of the Partnership Board.

In particular the Chief Officer highlighted the following:-

Local Implementation Update

NHS GGC Chief Executive wrote to East Dunbartonshire Council Chief Executive on 29th April 2016 to acknowledge and welcome the Council’s decision to delegate Children’s Social Work and Criminal Justice Social Work functions to the HSCP Board.

Appointment of Chief Finance and Resources Officer - Jean Campbell

Appointment of HSCP Communication Officer - Fiona Borland

A fixed term Project Officer has been appointed to the HSCP to revise the Scheme of Integration to include the additional functions delegated to the HSCP Board by the NHS Board and the Council.

**HEALTH & SOCIAL CARE PARTNERSHIP (HSCP) BOARD**  
**26 MAY 2016**

The March report for older people's bed days lost to delayed discharge showed a continuation in the improving trend seen from December 2015 and the total bed days lost for 2015/16 was 3635, just within the 50% target reduction set for the Partnership from the 2009/10 outturn

The Chair and the Chief Officer of the HSCP Board and the Chief Executives of the Council and the Health Board met with representatives of the Scottish Government Directorate for Health and Social Care Integration on 21st April 2016.

Development of the next level of the management structure for the HSCP was progressing. The process is being undertaken in partnership between the two employing organisations and their trades union and staff partnership representatives.

HSCP Board members should have received a communication from the NHS Board, issued on 6th May to advise of the engagement processes being undertaken on the proposal to move the GP Out of Hours Service, which currently serves people living in the Bearsden and Milngavie areas of East Dunbartonshire.

The Chief Officer for the HSCP has intimated to the Chief Executive of the NHS Board, the Chief Executive of the Council and the Chair of the HSCP Board, her intention to retire from the service on 30th September 2016. The Chief Executive of the NHS Board has requested the Director of HR for the NHS Board agrees the process and timetable for recruitment to the post to be taken forward, jointly with the Council. The Director of Human Resources for the NHS Board has made contact with East Dunbartonshire Council to commence the recruitment process.

#### National Implementation Progress Update

The Scottish Parliamentary elections were held on Thursday 5th May, and in the run up to the elections there has been very little national guidance issued.

On 9th May 2016, a guidance document, informed and agreed by Scottish Government, COSLA, CCPS and Scottish Care, was issued to support the delivery of the Living Wage Commitment to Care at Home and Housing Support.

On 17th May the HSCP Chief Officer received a letter from Health Improvement Scotland (HIS) indicating that Ruth Glassborrow, Director of Safety and Improvement for HIS has been assigned to be the key point of contact with East Dunbartonshire HSCP to facilitate the linkage between local priorities for improvement support and the national and tailored support programmes on offer from HIS.

On 13th May the Director of Public Health and Intelligence for National Services Scotland (NSS) wrote to the HSCP Chair to confirm that NSS has secured funding to continue the support the HSCP has received in 2015/16 from the Information and Statistics Division (ISD) Local Intelligence and Support team for 2016/17.

Following consideration, the Board agreed to:

- a) Note the progress on local implementation activities; and
- b) Request a future report on the local implementation of the Living Wage Commitment to Care at Home and Housing Support.

**HEALTH & SOCIAL CARE PARTNERSHIP (HSCP) BOARD**  
**26 MAY 2016**

**3. FINANCE REPORT**

Report HSCP/025/16/JC by the Chief Finance and Resources Officer, copies of which had previously been circulated, updated the Board on the HSCP's likely out-turn for 2015/16 and the final position and outlook for 2016/17. The Board noted the HSCP would generate a surplus in 2015/16 which could be carried forward as a reserve into 2016/17 for investment into the strategic priorities outlined in the Strategic Plan.

Following consideration, the Board welcomed the Chief Finance Officer and agreed to note the final out-turn for 2015/16.

**4. WINTER PLAN**

Report HSCP/026/16/KM by the Chief Officer, copies of which had previously been circulated, presented the Board with a final report on the East Dunbartonshire Health and Social Care Partnership Winter Plan 2015/16.

The Report reviewed the delivery of the Plan and provided the actions undertaken to ensure services were prepared for all possible adverse events during the winter period. Members noted there were no disruptions reported by HSCP services during the winter period.

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

**5. DELAYED DISCHARGES**

The Chief Officer presented Report HSCP/027/16/KM, copies of which had previously been circulated, advising the Board on the progress being made in relation to the Delayed Discharges Action Plan.

Members noted the Scottish Government provided an allocation of £510,000 to East Dunbartonshire HSCP to support improvement in reducing Delayed Discharges. A report was presented to the HSCP in December 2015 outlining the proposed allocation of the funding and the Action Plan to support progress.

Thereafter the Board noted:

- a) the contents of the Report; and
- b) the achievements of the 50% target reduction of bed days lost to delayed discharge in 2015/16.

**6. INTERMEDIATE CARE MODEL**

The Chief Officer submitted Report HSCP/028/16/KM, copies of which had previously been circulated, seeking the Board's consideration and approval on a range of proposed

**HEALTH & SOCIAL CARE PARTNERSHIP (HSCP) BOARD**  
**26 MAY 2016**

service developments designed to further reduce delays of patients from East Dunbartonshire in hospital.

The report proposed a number of service developments, including the commissioning of an intermediate facility in a local care home, an associated model of GP provision, community clinical and home care support, and a process of proactive care management to ensure that patients from East Dunbartonshire were discharged within the Scottish Government's target of 72 hours from being declared fit for discharge.

Following consideration, and having noted the discussions regarding blockages caused by the complexity and assessment of cases, the Board agreed to:

- a) Note the content of the report;
- b) The recommendations made by the Multi-disciplinary Delayed Discharges Planning Group of the HSCP to move to implementation of Option 1 and Option 4;
- c) The financial and commissioning proposals associated with implementation of Option 1 and Option 4;
- d) Requested a report to the Board after 6 months of the pilot's implementation to monitor progress and impact of the pilot on delayed discharges.

**7. COMMISSIONING OF COMMUNITY CARE PACKAGES**

The Head of Adult and Primary Care Services presented Report HSCP/029/16/AM, copies of which had previously been circulated, informing the Board of the steps undertaken to identify an appropriate service to support the safe discharge home of a patient with complex needs, and to seek approval to commission the identified service by a negotiated route and at the terms proposed.

Following consideration, the Board requested regular progress updates and thereafter noted:

- a) The progress on securing an appropriate care package for the patient with complex needs to be discharged home;
- b) That the HSCP Strategic Development Group approved the proposal to commission the service for one year; and
- c) Further work would be undertaken by the commissioning team with support from Council Procurement and Legal departments the development of a framework for commissioning of complex care packages.

**8. ORAL HEALTH DIRECTORATE – PERFORMANCE REPORT**

Report HSCP/030/16/KM by the Chief Officer, copies of which had previously been circulated, advising the Board of the performance of the Oral Health Directorate (OHD) in respect of national waiting times (access) targets and guarantees, the progress of capital works across OHD premises, the progress on delivery of the current Oral Health Improvement and prevention strategies across GG & C and report on oral health activity/performance specific to the residents of East Dunbartonshire HSCP.

**HEALTH & SOCIAL CARE PARTNERSHIP (HSCP) BOARD**  
**26 MAY 2016**

Following consideration, the Board agreed that work across the various Health teams should continue and data should be provided for participating schools to assist the progress towards the 2022 targets. Thereafter the Board noted:

- a) The information provided and acknowledged the maintenance of the acute access waits across all specialties;
- b) The progress on the capital projects;
- c) The health improvement programmes and performance; and
- d) The oral health activity and performance data specific to residents within East Dunbartonshire HSCP.

**9. ALCOHOL & DRUG PARTNERSHIP (ADP) ALLOCATION FUNDING 2016/17**

Report HSCP/031/16/KM by the Chief Officer, copies of which had previously been circulated, advising the Board of recent reductions in the budgetary allocation made to East Dunbartonshire Alcohol & Drug Partnership and to outline to the Board the proposed revisions to funding across the ADP's activities.

Following consideration, the Board noted the reduction in funding by the Scottish Government resulting in the recommendations from the Alcohol and Drug Partnership (ADP) to deliver a reduction in expenditure of £124,757 per annum to ensure delivery of services within the reduced ADP funding allocation for 2016/17.

**10. HSCP INFORMATION GOVERNANCE PLAN**

Report HSCP/032/16/KM by the Chief Officer, copies of which had previously been circulated, updated the Board on the progress to date with regard to a number of strategic information governance plans required to be in place by the 31st March 2017.

Following consideration, the Board noted the contents of the Report and progress to date.

**11. HSCP RISK MANAGEMENT REGISTER**

Report HSCP/033/16/KM by the Chief Officer, copies of which had previously been circulated, provided the Board with a copy of the Health & Social Care Partnership Risk Management Register, which covered risk policy, procedure, process, systems, risk management roles and responsibilities.

Following consideration, the Board:

- a) Approved the updated HSCP Risk Management Register
- b) Instructs officers to progress the HSCP Risk Strategy for future approval by the Board.

**HEALTH & SOCIAL CARE PARTNERSHIP (HSCP) BOARD**  
**26 MAY 2016**

**12. REVISION TO SCHEME OF INTEGRATION & TRANSITION PLAN**

Report HSCP/034/16/KM by the Chief Officer, copies of which had previously been circulated, sought the Board's approval for a detailed Transition Plan that sets out the preparatory processes and approvals for the delegation of certain additional functions pertaining to NHS local children's services and Council Social Work Children and Criminal Justice services.

Following consideration, the Board:

- a) Approved the Transition Plan at Appendix 1;
- b) Noted the outline timescales for the proposed delegation of the additional health and social care functions; and
- c) Requested that the Chief Officer provides regular updates on the progress of actions contained within the Transition Plan.

**13. STRATEGIC PLANNING GROUP AND LOCALITY GROUP UPDATES**

Report HSCP/035/16/KM by the Chief Officer, copies of which had previously been circulated, informing the Board of the actions undertaken and agreed by the Strategic Planning Group (SPG) and Locality Planning groups.

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

**14. PUBLIC USER AND CARER GROUP UPDATE**

Report HSCP/036/16/KM by the Chief Officer, copies of which had previously been circulated, informed the Health & Social Care Partnership Board of the activity undertaken by the Public, Service Users and Carers Network (PSU&CN) for the period between December 2015 and March 2016.

Following consideration, the Board:

- a) Noted the activities undertaken by the Public, Service User and Carer Network;
- b) Approved the PSU&CN Terms of Reference; and
- c) Agreed the improvement actions outlined in the Equality Impact Assessment.

**15. DEVELOPMENT PROGRAMME FOR THE HSCP BOARD 2016/17**

Report HSCP/037/16/KM by the Chief Officer, copies of which had previously been circulated, invited Board members to consider and agree the attached proposals for further HSCP Board development.

Following consideration, the Board:

- a) Considered the programme of development activities contained in Appendix 1; and
- b) Agreed the dates, times and topics for the development programme as detailed in Appendix. 1.

**HEALTH & SOCIAL CARE PARTNERSHIP (HSCP) BOARD**  
**26 MAY 2016**

**16. DATE OF NEXT MEETING**

Members of the Partnership noted the next meeting of the Health & Social Care Partnership Board was Thursday 11 August 2016 at 9.30am in the Council Committee Room, Southbank Marina.