Minute of the CHCP Committee Meeting held on 4 April 2007
in the Church Hall, Queens Drive Glasgow

Present
Bailie Alan Stewart     Chair
Donald Sime,   Vice Chair
Archie Graham Glasgow City Councillor
Anne Marie Millar  Glasgow City Councillor
Cathie Cowan  Director
Anne Cox  PPF Representative
Margaret Millmaker  PPF Representative
Elizabeth Roddick PEG Representative
Sheena Wright  PEG Representative

In Attendance
Kevin Fellows  Clinical Director
Les Jacobs  Head of Finance
Tom Quinn  Head of Human Resources
Colin McCormack  Head of Mental Health Services
Helen Molloy  Committee Administrator

1 APOLOGIES
Councillor Bashir Ahmed,  Councillor  Malcolm Cunning,   Anne McGinley,
Staff Partnership Representative,  Sheena Morrison,  PEG Representative,
Graeme Marshall,  PEG Representative.

2 WELCOME AND INTRODUCTION
Bailie Alan Stewart, Chair of the South East Community Health and Care Partnership (SECHCP) welcomed everyone to the meeting of the SECHCP Committee.

3 MINUTES OF PREVIOUS MEETING
Approved.

4 MATTERS ARISING
Developing Culturally Sensitive Services
Dr Kevin Fellows, Clinical Director updated the Committee on access to service improvements to support the increasing Roma Population settling in Govanhill. Dr Fellows also updated the Committee on work in East Pollokshields to improve access for service users in this area of the CHCP.
Dr Fellows informed the Committee that he had met with the two Slovakian development workers who are now in post. A base for the workers is required; however Daisy Street, Resource Centre and the Larkfield Centre locally will continue to be used in the meantime as drop in centres.

Cathie Cowan updated the Committee on a proposal to secure CRF to offset the start up costs to support this Programme of work. Committee members asked to be kept updated on the proposal and the funding being requested.

Dr Fellows went on to inform the Committee that a shop had been identified as suitable for service users in East Pollokshields, Committee members were supportive of such a project and asked for future updates.

The Committee noted the work underway, approved the recommendation to find suitable accommodation in Govanhill to support the Roma community and endorsed the work to secure facilities to serve the East Pollokshields community.

**Community Projects – Integrated Model Update**

Cathie Cowan, Director, informed the Committee that a Company had been appointed to take forward the mapping and audit work and it was agreed Hamish Battye would be asked to report back to the Committee on progress. Margaret Millmaker gave short update on the Healthy Castlemilk position, indicating that the Community Development Worker had taken a redundancy package. Within Healthy Castlemilk there is now only one worker and it was agreed that that this member of staff be supported and work alongside both Health Promotion staff and the Public Involvement Worker within the CHCP.

Committee members supported the ‘Fit for Life’ Pilot (targeting primary 6 schools within Castlemilk) that would involve Healthy Castlemilk, Celtic and Rangers Football Clubs and Active Schools. The pilot would run over 4/6 weeks and an evaluation would inform future programmes.

The Committee noted the progress to date and endorsed the appointment made to undertake the work programme as detailed in Appendix 2.

**Staff Conference**

Tom Quinn, Head of Human Resources verbally updated the Committee. It was noted that the original date for the Conference was to have been April but due to a number of issues and the Easter Break this would now be postponed till July/August. It was noted that the Conference will run over 3 days to enable all staff to attend and services to continue.

Questionnaires capturing views/ideas on improving internal communication and learning and development opportunities would be a feature of the conference.

The question of independent contractors attending was raised by Elizabeth and it was agreed they would be offered the opportunity to attend if they wished. This invitation would also be extended to members of the PPF.
5 SUB COMMITTEES

Corporate Governance
Donald Sime, Vice Chair highlighted that they are still data recording issues to provide comparison by CHCP. The Chair under this item updated the Committee on a performance meeting that include Tom Divers, Chief Executive of NHSGG&C, the CHCP Chair and the SE CHCP Senior Management Team. Cllr Alan Stewart highlighted that Mr Divers had been extremely positive about the work and progress to date particularly in relation to the Development Plan within the CHCP. Cathie Cowan indicated she had also received good feedback from Social Work Centre in relation to the Plan and progress to date.

6 PUBLIC PARTNERSHIP FORUM – UPDATE

Margaret Millmaker, Community Representative and Chair of the PPF indicated that she was delighted to present this paper to the Committee. The first formal meeting of the PPF had taken place on 21 March 2007 and consisted of 25 members from diverse backgrounds across South East of Glasgow. It was agreed that members of the PPF should be encouraged to attend Committee meetings over the next year.

The Committee noted the progress underway to support the PPF.

7 EQUALITIES

Colin McCormack, Head of Mental Health Services, in presenting this paper highlighted that an Equality Action Plan would be produced, taking into account the guidance and template which have been developed jointly by NHS and Social Work. It was noted that there is a pressure on the CHCP as the lead on Equalities to demonstrate exemplary progress in respect of this area of work. It was agreed that a more detailed action plan would be brought back to a future Committee Meeting.

Margaret Millmaker highlighted that it was important that equality training should be throughout the whole of the spectrum not just public sector workers.

The Committee endorsed the way forward as outlined within this report and at Appendix 1 and noted that an Action Plan will be developed and presented at a future Committee Meeting.

8 COMMUNITY PLANNING HEALTH THEME

Cathie Cowan, Director, updated the Committee and indicated that there are two Community Planning areas within the CHCP boundaries and this paper highlights the work on Health Theme.

Within the South East Model, Hamish Battye, Head of Planning and Health Improvement, and his Team propose to involve a number of Health Forums and if necessary establish a Local Health Forum.

It was noted that the Pathfinder Board was looking to establish some type of geographical coordination group to encourage collaborative working that would impact positively on key outcomes for CHCP populations, these
targets would certainly focus on employment, inequalities, including social reform/renewal and health improvement.

The Committee noted that further information on how the city wide Health Theme will be taken forward prior to proceeding with the South East model. The Committee also agreed this was an area for a future seminar and Cathie Cowan agreed to take this forward.

In addition, it was agreed that the Chair of the CHCP take on the role of Chair of the CPP Health Thematic Group. It was agreed that the CHCP Director take this forward after the elections.

9 DATE OF NEXT MEETING

The Chair indicated that it was not appropriate to plan a date for the next meeting until after the local council elections which will take place on 3 May. Cllr Stewart thanked everyone for their support during the last year. Details of future dates will be circulated after the May elections.
South East Community Health & Care Partnership (SE CHCP)

Minute of the CHCP Committee Meeting held on 12 September 2007
in Samaritan House, 70 Coplaw Street Glasgow G42

Present
Bailie James Scanlon   Chair
Donald Sime,    Vice Chair
Cathie Cowan   Director
Sadie Docherty   Glasgow City Councillor
James Dornan   Glasgow City Councillor
David Meikle   Glasgow City Councillor
Anne Marie Millar   Glasgow City Councillor
Margaret Millmaker  Public partnership Forum (PPF) Representative
Ann McGinely   Staff Partnership Forum (SPF) Representative
Elizabeth Roddick  Professional Executive Group (PEG) Representative
Sheena Wright   PEG Representative
Sheena Morrison   PEG Representative
Graeme Marshall   PEG Representative

In Attendance
Kevin Fellows   Clinical Director
Hamish Battye   Head of Planning & Health Improvement
Evelyn MacKinnon   Business Support Manager
Helen Molloy   Committee Administrator

1 APOLOGIES
Anne Cox, PPF Representative,

2 WELCOME AND INTRODUCTION
Baillie Jim Scanlon, Chair of the South East Community Health and Care Partnership (SECHCP) welcomed everyone to his first meeting as Chair of the SECHCP Committee.

3 MINUTES OF LAST MEETING
The minutes of the meeting held on 4th April 2007 were accepted.

4. MATTERS ARISING
   a. Developing Culturally Sensitive Services

Dr Kevin Fellows, Clinical Director, provided a verbal update highlighting the developments to improve access for the population in both Govanhill (Roma) and East Pollokshields areas.
The Committee heard a ‘drop in’ centre was now well established within Govanhill and 2 dedicated workers were funded by the CHCP to assist staff respond to the needs of the Roma community. The Committee noted that funding for the 2 Roma workers has been secured for a further 6 months.

Following significant discussion it was agreed a Local Steering Group be established to coordinate and support integration activities of key partners to improve health & wellbeing, address inequalities and develop access for in particular A8 nationals moving to the Govanhill area. This Group would report back to the Committee. The Chair thanked Dr Fellows for his update and asked that a progress report be prepared for the next meeting of the Committee.

Cllr Millar in respect of this item updated Committee members on a local event which would involve residents in ‘clean up’ activities. Cllr Miller asked the Committee if they would support this event. The Committee agreed that the Director use her discretion (up to £500 limit) and send a donation to support the costs of this event.

The Committee gave approval to support the ongoing work and funding to support the event in September 2007.

b. Community Projects – Integrated Model

Hamish Battye, Head of Planning and Health Improvement, reported on the progress to develop integrated working and closer working between community projects within the South East.

Committee members were updated on previous decisions taken by the Committee, which included a mapping exercise to capture and describe all current community based health improvement and inequalities activity in the South East and an audit of projects’ governance arrangements. Following this exercise an Action Plan would be drawn up. The first and second stages of this work has now been completed and a summary of the exercise was attached to the paper. A workshop has taken place to discuss the findings and the write up of the outcomes is now in progress. An Action Plan and Report will be submitted to the next Committee Meeting and also to the Community Planning Partnership Board meetings later in the year.

It was highlighted that funding was available for the two projects to the end of March 2008. Margaret Millmaker, Public Partnership Forum Representative raised her concerns relating to Healthy Castlemilk. It was reported a meeting was to take place later today with Healthy Castlemilk. Cathie Cowan agreed to give an update on the outcome of the meeting to members of the Committee.

The Committee noted the progress.

c. Staff Conference

Cathie Cowan, Director, in the absence of Tom Quinn, Head of Human Resources updated the Committee on the Staff Conference which took place on 27 – 29 August 2007 in Destiny Centre, Shawlands.
Committee heard that just over 700 staff had participated in the events over 3 half days.

Various service groups had ‘stands’ at the Conference including the Public Partnership Forum. Margaret Millmaker highlighted that many of the Community Health and Social Care Workers were not sure of the abbreviations used and suggested less use of abbreviations. Margaret also thanked staff for their hard work in getting the stand and leaflets ready and intimated the conference was a huge success from her point of view.

It was agreed that an annual staff conference would take place to give staff another opportunity to network with colleagues, share innovative practice and meet up with elected members and senior management. It was agreed that preparation would be directed through the Staff Governance Sub Committee, chaired by Cllr Jim Dornan. It was noted that minutes of this and other sub governance committees are regularly reported to the CHCP Committee.

It was suggested that at the next Conference there should be an evening session to enable Pharmacists, GPs, and Optometrists etc to attend.

The Committee in reviewing feedback from the Conference were reassured by the responses and the commitment to further improve communication, involvement of staff in decision making and opportunities for staff development. The Committee were keen to see the Action Plan from the Conference and noted the involvement of staff in its development.

d. Community Planning Themes

Cathie Cowan, Director, provided a verbal update and asked the Committee to agree a Chairperson to support the work of the Community Planning Health Theme. The Committee endorsed Bailie Scanlon as Chair of this Working Group.

5 SUB COMMITTEES

Care/Practice Governance

Dr Kevin Fellows, Clinical Director, verbally updated the Committee. The Committee noted that the Care Governance Committee has various sub groups including; the Professional Executive Group (PEG) which represents professional staff from both Social Work and the NHS. The PEG has 4 representatives on the SE CHCP Committee. The Care Governance Group has produced an Annual Plan and the next plan will be ready by March/April 2008. Performance against Plan will be reported to the Committee through this sub governance structure.

Corporate Governance

Hamish Battye, Head of Planning & Health Improvement gave a verbal update. The role of the Corporate Governance Committee is to monitor corporate governance and look at performance reports throughout the year. This sub committee is also tasked with monitoring the CHCP Development Plan and is chaired by the Vice Chair- Donald Sime.
Staff Governance

Evelyn MacKinnon, Business Support Manager, verbally updated the Committee on behalf of Tom Quinn, Head of Human Resources. A key piece of work for the Staff Governance Committee was the Staff Conference. Meetings of the sub committee took place in November 2006 and February 2007. Membership has now been reviewed and the next meeting is on 27 September 2007.

6 GOVERNANCE ARRANGEMENTS

Governance Arrangements (1)

Cathie Cowan, Director, in presenting this paper outlined the governance arrangements that are in place to support decision making, reporting and accountability issues. The paper also considered induction for committee members.

Induction is recommended for new Committee Members and it is proposed that each committee member will have a member of the CHCP to act as a ‘buddy’ in the first 3/6 months. It was noted that two Induction sessions have already taken place.

The Committee endorsed the governance framework, governance memorandum and standing orders and approved the induction arrangements.

Governance Arrangements (2)

Baillie James Scanlon, Chair, in presenting his paper outlined the CHCP governance structures and proposed the new Chairs, and Vice Chairs to the Care/Practice, Staff and Corporate governance sub committees.

It was agreed Chairs would be appointed and support provided by members of the SMT. A list of dates of meetings for these sub groups to be collated and distributed to Committee members. The following appointments were agreed.

Care/Practice Governance Sub Committee
Chair – Sadie Docherty
SMT Support – Dr Kevin Fellows
Admin Support – Linda Gallacher

Staff Governance
Chair – Cllr James Dornan
SMT Support – Tom Quinn
Admin Support – Irene Johnston

Corporate Governance
Chair – Donald Sime
SMT Support – Hamish Battye
Admin Support – Inca Durnan

The Committee endorsed the remit, proposed membership and nominated support.
7  IMPROVING HEALTH & WELLBEING FOR SE GLASGOW
CHCP DEVELOPMENT PLAN

Cathie Cowan, Director, in her introduction indicated that the purpose of this paper was to present the CHCP’s Development Plan for 2007/10 for approval. Cathie gave a brief outline of the Plan to new members and highlighted the use and purpose of cross cutting themes. In terms of purpose the Plan sought to deliver high quality responsive integrated services whilst acting to improve health of the population and addressing the wider social determinants that impact adversely on the widening inequalities gap.

Hamish Battye, Head of Planning & Health Improvement outlined key priorities and their link to improved outcomes and how they would come together in a detailed action plan. Cllr Docherty enquired about the detailed Action Plan and asked that it be presented to the next CHCP Committee. Hamish went onto to inform the Committee that 2 summary documents of the Plan were being produced for Staff and Service Users/Carers/Public.

Cllr Dornan enquired about the £23m prescription budget and how this was used to improve health and maintain people in communities. Cathie Cowan in response outlined the allocation and how it supported a shift in balance of care and chronic disease management agendas to maintain people in their own homes, the risk sharing scheme to reduce CHCP overspends and the process for agreeing/prescribing new medicines.

A lengthy discussion then focused on Addiction Services and the prescription of Methadone. Elizabeth Roddick, Pharmacist and Dr Marshall, explained the benefits and positive outcomes associated with a methadone programme and the role of the Pharmacists in dispensing Methadone. The Chair welcomed the opportunity to share the positive outcomes from the Methadone programme and asked how these messages could be shared with local communities to reassure people of the benefits and dispel some of the concerns that often older people raise about the programme. Elizabeth agreed to attend Community Council meetings along with clinical colleagues to alleviate concerns and answer questions from the public and members.

The Committee approved the Development Plan and noted the arrangements for publicising the Plan including regular progress reports to the Committee.

8  CHCP EMPLOYABILITY ADVISORY COMMITTEE

Hamish Battye, in presenting this paper explained the role of the CHCP in supporting people back into employment. The paper proposed to establish a CHCP Employability Advisory Service in partnership with Glasgow South East Regeneration Agency. It was noted that a local launch of the city strategy would take place on 19 September were employment targets for the SE would be confirmed. Hamish outlined the funding to support a Project Manager and 2 Employability Advisors. Cllr Millar asked about Section 10 Funding and the impact on other organisations. Hamish explained that separate money had been made available for this project.

Graeme Marshall, PEG Representative, indicated that several agencies
were already in place however Hamish explained that this project will be bringing different agencies together, creating one point of access which would signpost people and simplify the referral process.

The Committee approved the model and the financial contribution from the CHCP and noted that other sources of funding are being actively sought. The Committee noted a further report on progress following the appointment of a Project Manager will be brought to Committee.

9  HOME CARE

Sheena Wright, Head of Health & Community Care, highlighted that this paper is in response to a request from an earlier CHCP Committee regarding concerns about the Homecare Budget. The paper sets out the actions being taken both to reduce the inherent overspend through efficiency measures and to ensure that an appropriate budget is agreed for future years.

Sheena gave a detailed account of the background to the historical budget and the current budget position. It was noted that an Action Plan was finalised in March 2007 and progress was being made to maintain budget expenditure with minimal impact on services.

The Chair highlighted that the overspend of £1.2 m was an inherited budgetary position based on previous practice.

Cllr Docherty asked why the CHCP was given such a large overspend, as to incorporate overspend into current spending would reduce services. Cllr Millar asked was it the responsibility of the CHCP to hold Direct & Care Services (DACs) to account or Policy Development & Scrutiny Committee (PDSC). Cllr Dornan asked when the accountability arrangements for PDSC and CHCP Committees would be commenced.

Cathie indicated that work to further devolve social work budgets and reconcile income to CHCP service provision was still ongoing. Cathie also indicated that links with DACs since the CHCP had come into place were established and scrutiny of information/spend is ongoing. Cathie in response to PDSC arrangements updated the Committee on progress to establish accountability/scrutiny reporting links similar to those in place with the NHS Board.

The Committee noted the content of the report and acknowledged that actions were being taken.

10  ABSENCE MANAGEMENT

Evelyn Mackinnon, Business Support Manager, in presenting this paper explained that this paper reports on the absence management trends within the CHCP. Evelyn highlighted that there are different reporting cycles between the different organisations and gave an update on the current position of the CHCP.

Cllr Millar indicated absence was high in both Addiction and learning Disability Services in both the NHS and Council. Evelyn explained that both these areas of work are challenging for staff and that as indicated in many staff surveys including SWIA findings that Agenda for Change and
Workforce Pay & Benefits Review had impacted on staff morale and feeling valued by the employer.

Cllr Dornan asked about the two different reporting systems and Evelyn whilst being committed to a joint reporting system indicated that this was some time off. It was noted that the same criteria is used across both systems.

The Committee discussed the findings and agreed that this along with finance be a regular performance report to Committee.

11 FINANCE

Cathie Cowan talked to the paper as Les Jacobs, Head of Finance was on annual leave.

It was noted that the purpose of the report was to:
- inform member of the financial out turn of the CHCP for the year to 31 March 2007.
- Inform members of the financial performance of the CHCP for the period 1 April to end June 2007 for NHS and Period 4 to 13 July for Social Work.
- To present to Committee for approval the NHS 2007/08 budget based on the CHCP Greater Glasgow & Clyde NHS funding allocation.

Cathie briefly outlined the Capital Programme for the CHCP.

Margaret Millmaker raised issue of aids and the reported overspend of £5,200 and asked if aids were returned and recycled. Sheena Wright indicated that measures have been set up to monitor the return and recycling of equipment.

Committee members referred to areas of previous overspends since the inception of the CHCP – Homecare, Learning Disability Services, Residential Services. Cathie in response: referred to the homecare paper, its findings and the action in place to reduce the overspend; the overspend in Residential Homes is related to the cost of agency staff and work locally to recruit staff into posts was being progressed with social work centre; the staffing establishment and budget positions in Learning Disability required to be reconciled. It was noted that these overspends had been discussed with social work centre and budget reconcile and devolvement may help to address some of the inherited positions.

The Chair asked that the Committee be kept updated on these issues.

Cllr Millar declared interest in the £5,265 being paid to Dixon Community Centre as she was a member of the Executive Committee.

It was highlighted that the NHS funding was broadly in line with budget and the Committee noted and approved the NHS element of the budget.

12 AOCB

Margaret Millaker informed the Committee that Sandra Kerr who was seated in the public gallery was here as a visitor today but in future would
attend the Committee as Deputy for Anne Cox, who is currently unwell.

The Chair welcomed Sandra to the Committee meeting.

13 DATE OF NEXT MEETING

13 November at 6.30 pm (venue to be confirmed).