GREATER GLASGOW AND CLYDE NHS BOARD

Minutes of East Dunbartonshire Community Health Partnership Committee Meeting
Held at 9.30 am., 22 December 2006
Corporate Meeting Room, Headquarters, Stobhill Hospital
Balgrayhill Road, Glasgow, G31 3UR

PRESENT
Mr Gerry McLaughlin (The Chairman)
Mrs Karen Murray  CHP Director
Dr Ian Gordon   PEG Representative (GP)
Mr Derek Barron  PEG Representative (Lead Nurse)
Mr Ross McCulloch  Staff Partnership Forum Co-Chair
Dr David Gerber   PEG Representative (Psychiatrist)
Ms Gillian Notman PEG Representative (AHP Lead)
Cllr Bob Duncan  Non Executive Director GG&C NHS Board
Mr Bernard Milis  PPF Representative
Mrs Jenny Proctor  PPF Representative

IN ATTENDANCE
Mrs Lynda Hamilton  Head of Planning & Performance
Mr James Hobson   Head of Finance
Mrs Kate Benson  Head of Primary Care & Community Services
Mr Charlie Allan  OD & Training Advisor
Dr Malcolm Campbell  Associate Clinical Director
Mrs Mahri Nicolls  Community Older People’s Team Co-ordinator
Miss Karen Gillespie  Administration Manager (Minutes)

1. WELCOME & INTRODUCTION

The Chairman opened the last meeting of 2006 by commending the good work that had been carried out by both the Committee and staff within the CHP since it was established. The Chairman extended a welcome to those attending their first CHP Committee Meeting – Dr Malcolm Campbell, Charlie Allan and Mahri Nicolls.

The Chairman took the opportunity to highlight the joint working that had taken place between the CHP, East Dunbartonshire Council and voluntary organisations in the shape of the Joint Carers Strategy which had been launched two weeks previously.

The Chairman updated the meeting that Karen Murray, CHP Director has now been appointed to the Kirkintilloch Initiative Board.

Mrs Murray informed the meeting that Mr Derek Barron has been appointed as Director of Nursing for Mental Health Partnerships on a one year secondment and that Ms Annemargaret Black had been successful in
applying to be seconded to the CHP as Head of Mental Health and Partnerships to cover Mr Barron’s absence. Annemargaret will commence her secondment to the CHP in February 2007 in the meantime Mr Barron continues to cover both roles.

2. APOLOGIES

Apologies were intimated on behalf of Mr John Bannon and Ms Serena Barnatt.

3. PREVIOUS MINUTES

The minutes of the last meeting held on 27 October 2006 were agreed as accurate, subject to the amendment noted by Mr McCulloch under those present. The minute should read that Mr McCulloch attends the Committee as Co-Chair of the Staff Partnership Forum.

4. MATTERS ARISING

i. ED CHP Complaints Process – Mr Barron advised the Committee that the local process had been reviewed and now complied with the recently issued Board policy. Mrs Murray added that once the process has been approved by the Committee it will be circulated to CHP staff with an appendix detailing timescales for responding to complaints.

   **Outcome:** Approved by Committee

ii. CHP Governance Self Assessment Tool – The information contained within the document has been updated following circulation of the document to Senior Management Team for their input. Mrs Murray asked the Committee to approve the changes to the document prior to submission to Audit Scotland. Mrs Murray also indicated that Audit Scotland have been provided with evidence to corroborate the assessments made in the document. The Chairman reviewed the additions to the document point by point and gave Committee members the opportunity to comment. Audit Scotland will produce a report to then NHS Board early in the New Year with feedback also being given to CH(C) P’s.

   Mr McCulloch raised a point on page 44, item 6 and asked for clarification on what are the joint services. Mr Barron informed that both the Learning Disability Team and Community Addiction Team are joint teams, but Mental Health is a co-located team and that governance issues are dealt with accordingly. Mr McCulloch asked that the process for dealing with issues should be detailed, Mrs Murray took the opportunity to clarify that each member of staff working in a Joint Team are nevertheless employed by a single agency and their professional and managerial lines of accountability are usually specified in their job description. There are a number of multi-agency policies being developed for staff who work in joint teams.

   **Outcome:** Approved by Committee
5. CLINICAL GOVERNANCE

Dr Campbell introduced himself as Associate Clinical Director and gave some brief background to his career and involvement in Clinical Governance.

Dr Campbell updated the Committee on Clinical Governance within the CHP by presenting paper 06/38 – copy of presentation attached.

- Following the presentation discussion took place about the SIGN Guidelines; Dr Gordon advised that when SIGN issue new or updated guidelines these will be reviewed by GG&C NHS Board who may implement all or only some of the recommendations.
- The Chairman advised that problems can arise as SIGN and NICE do not review recommendations in the same timescales.
- Mrs Proctor raised the issue of the difficulty of including CHI (Community Health Index) Number on the information contained within the “Message in a Bottle” as the patient or carer may not have access to their CHI number. A discussion took place around issuing people with their CHI Numbers.
- Mrs Proctor asked that the Scottish Council for Voluntary Organisations be included as Independent Contractors and that they be included in audits etc. Mrs Proctor informed that funding applications require them to be classed as independent contractors.
- Dr Gordon asked for clarification on the process for sharing information on Clinical Governance between CHP(C) P’s. Dr Campbell indicated that a meeting is planned between Clinical Governance Leads and Andy Crawford in January to discuss this.

Clinical Governance to be included in forward plan for seminar in 2007 for update and further discussion.

OUTCOME - noted by Committee Members

6. CHP Development Plan

Mrs Hamilton presented paper (06/39) to update the Committee on the CHP Development Plan. Mrs Hamilton informed the meeting that the template had been circulated to all staff groups requesting their contribution to the plan. Mrs Hamilton updated the Committee on events that had taken place to ensure that both the Public Partnership Forum (PPF) and Professional Executive Group (PEG) had been given the opportunity to be actively involved in developing the plan and asked that the Committee Seminar on 24 January 2007 be used to focus on the plan. Mrs Hamilton requested that a wider audience be invited to the January seminar to participate in discussion. Mrs Hamilton informed the Committee that a summary of the plan is available and should anyone wish a copy they should contact her direct.

A number of issues were raised following Mrs Hamilton’s presentation:-

- Mrs Murray asked if there had been any involvement with the Community Planning Partnership Board. Mrs Hamilton indicated that
the Board had not been approached as yet, but she intended to contact the Community Planning Officer in the near future.

- Councillor Duncan raised the issue of public transport links between hospital sites and the Bearsden and Milngavie area. Mrs Hamilton advised that this issue had already been highlighted and that it was being investigated by the Transport Manager at GG&C NHS Board. Mrs Proctor pointed out that this is a huge issue with the residents within the CHP and that efforts should be made to ensure that they are engaged in the process.

- Mrs Hamilton informed that Kathleen McGill, Health Improvement Manager will be the CHP link for the Transport Consultation which is due to end in February 2007. A Community Transport Officer has also been appointed to develop transportation within the CHP.

- The Chairman asked Mr McCulloch if the Staff Partnership Forum had been involved in the Plan, Mr McCulloch indicated that staff will have every opportunity to influence the work via the Staff Partnership Forum (SPF) although at this time the message is still being put across to staff that they can be actively involved.

- Mr Mills intimated that there are problems getting wider public engagement in developing the plan and he hopes that this may change through the use of newsletters and as the CHP website develops. Mrs Murray suggested that the Committee might consider producing a summary of the plan showing the CHP top ten priorities to raise a wider awareness of the CHP plan with the general public.

Outcome: It was agreed by the Committee that the CHP Plan will be discussed further at CHP Seminar in January 2007.

7. Health & Homelessness Action Plan

Mrs Hamilton presented paper 06/40 a & b which is an example of partnership working highlighting homelessness issues. Councillor Duncan informed that builders and developers should be providing a percentage of low cost housing in any development within the area but unfortunately this is not happening. Mrs Benson reiterated that the numbers of homeless people is low within East Dunbartonshire compared to other areas. Mrs Benson indicated that the main reason for homelessness in the area is due to the lack of suitable council housing stock.

OUTCOME - noted by Committee Members

8. Agenda for Change – Knowledge Skills Framework

Mrs Murray presented paper 06/41 on behalf of Ms Barnatt, HR Manager who had submitted apologies to meeting. Mrs Murray highlighted the current Agenda for Change situation and detailed the process from devising a job description through to Knowledge Skills Framework.

Mr Allan, OD & Training Advisor informed the meeting that the timescales for developing KSF outlines had been changed to three months from the date the Line Manager attends the training rather than three months from assimilation of a particular post.
Mrs Benson advised the Committee that progression on KSF outlines is a standing item on the Direct Reports meeting agenda. Mr Barron clarified that the Mental Health Partnership has taken responsibility for developing KSF outlines for CHP mental health staff.

**Outcome: noted by Committee**

9. **Endowments Funds**

Mr Hobson presented paper 06/42 informing the Committee of the process for making a bid against the allocation of £34k from Endowments. Mr Hobson asked that the Senior Management Team ensure that all staff have been made aware of this process and have been issued with a deadline of 22 January for submission of bids. Mrs Murray asked the representatives from the PPF discuss any suggestions with Mrs Hamilton, Head of Planning and Performance who will assist them. The Chairman advised that the Board NHS Non-Executive Directors are all Trustees for the Board’s Endowment Fund.

**Outcome: noted by Committee**

10. **Gifts & Hospitality Register**

Mrs Murray presented paper 06/41 and advised that although it dates back to October 2002 it is still extant. Mrs Murray advised the Committee that all staff within the CHP and including Committee Members have a responsibility to report any gifts or hospitality they receive. The Gifts and Hospitality register will be kept by Ms Gillespie and will be available for inspection by any member of the public on request. Mrs Murray indicated that the guidance to support Standards of Business Conduct will be reviewed by the Board’s Policy, Planning and Performance Group in January to reflect the change to single system structure and would be re-issued, meantime the current guidance has been re-circulated to staff to remind them of the extant guidance.

**Outcome: noted by Committee**

11. **Month 7 Financial Report**

Mr Hobson presented paper 06/42 to the Committee which reports the CHP financial situation to Month 7. Mr Hobson also presented a year end forecast and financial risks for the CHP.

Discussion took place on the impact high energy bills may have on the budget, The Chairman noted that this had previously been discussed at Board level. Mr Hobson stated that this issue has already been taken into consideration and should be manageable within the annual budgets.

**Outcome: noted by Committee**
12. **Managing Performance 2006/2007**

Mr Hobson submitted paper 06/45 which had been updated from a previous version that was submitted to the Committee. Mr Hobson asked that the Committee note the report and consider how often they would like to receive this report.

Discussion took place around the colour coding of some of the arrows and Mr Hobson has agreed to revisit this.

Dr Gerber highlighted that although the report shows no data is available for breastfeeding that as a baby friendly CHP we should be showing the data that is available. Mrs Proctor asked that when looking at data for breastfeeding that a section should be included to show those who wished to breastfeed but couldn’t due to various reasons.

**Outcome:** Noted by Committee and agreement reached that report should be submitted on a four monthly basis.

13. **Summary Action List for CHP Management Team**

Papers 06/46 was submitted to Committee for noting, no issues were raised by those present.

**Outcome:** Noted by Committee


Paper 06/47 a & b were submitted to Committee for information.

Dr Gerber raised an issue from the November bulletin which described the targets recently announced in the Network Mental Health Delivery Plan. These include a target of a reduction of re-admission (within one year) for those who have had a hospital admission lasting for seven or more days. Discussion took place around this being an issue throughout NHS GG&C and improvement should be delivered with the introduction of the Crisis Resolution Services.

**Outcome:** Noted by Committee

15. **CHP Committee Meetings – Forward Plan**

Following on from a previous meeting where it was agreed that the above would be reviewed at the end of the year, Mrs Murray submitted an updated forward plan as paper 06/48.

The Committee agreed to changing topics for the January Seminar to consider the CHP Development Plan and that a wider audience should be invited to participate in discussions.

Ms Murray asked for comment on the following to be submitted to Ms Gillespie by end of January 2007.

- Feedback on topics covered by recent seminars
Suggestions for future seminars
Comments on format of seminars

Mrs Murray also reminded the Committee that Mr Allan is now in post as OD & Training Advisor and is available to advise on future use of seminars.

16. MINUTES OF MEETINGS

i. Professional Executive Group – the minutes of the meeting held on 29 November 2006 were noted by Committee Members although the still have to be approved at next PEG meeting.

ii. Public Partnership Forum – no meeting in November

iii. Clinical Governance Sub Group - the minutes of the meeting held on 14 December 2006 were noted by Committee Members although the still have to be approved at next CG Sub Group meeting.

iv. CHP Seminar Notes & Presentations – noted by Committee

v. Staff Partnership Forum - the minutes of the meeting held on 11 December 2006 were noted by Committee Members although the still have to be approved at next SPF meeting.

17. A.O.C.B.

CHP Committee Meeting Agenda items – Mrs Murray asked for feedback from Committee if they felt it would be of value for them to be updated and given some insight from NHS GG&C Board Meetings which could be done by one of the Non-Executive Directors who sits on the Board and the CHP Committee. Those present agreed that this would be of benefit to the Committee. Mrs Murray also asked that a robust process is in place to ensure that Mr John Hamilton, Head of Board Administration is issued with copies of papers and minutes of each Committee meeting, as the CHP Committee meeting minutes for October do not seem to have been considered at the December Board meeting.

Miss Gillespie

Mrs Murray also requested that the Committee receive regular updates from the Joint Planning Forum meeting and it was agreed that this should be a standing agenda item.

Miss Gillespie

Adult Protection Procedures - Mr Barron informed the Committee that the launch date for the procedures planned for January had to be changed. Since the CHP Committee Meeting on 22 December, the new date for the launch has been confirmed as 9 March 2007.

Health Reading / Book Prescription Scheme – Mr Barron advised that the launch for this scheme will take place on 17 January 2007 in William Patrick Library.
MEETING CLOSED AT 12.10PM with the Chairman taking the opportunity to wish everyone a Merry Christmas and a Happy New Year.

DATE & TIME OF NEXT MEETING

Seminar - 26 January 2007 at 9am, Corporate Meeting Room, Stobhill Hospital

Meeting - 23 February 2007 at 9.30am Corporate Meeting Room, Stobhill Hospital