

GREATER GLASGOW AND CLYDE NHS BOARD

Minutes of East Dunbartonshire Community Health
Partnership Committee Meeting
Held at 9.30 am., 23 February 2007
Corporate Meeting Room, Headquarters, Stobhill Hospital
Balgrayhill Road, Glasgow, G31 3UR

PRESENT

Mr Gerry McLaughlin (The Chairman)

Mrs Karen Murray	CHP Director
Mr Ross McCulloch	Staff Partnership Forum Co-Chair
Mr Bernard Mills	PPF Representative
Mrs Jenny Proctor	PPF Representative
Cllr Bob Duncan	Non Executive Director GG&C NHS Board
Mrs Audrey Murdoch	PEG Representative (AHP Lead)

IN ATTENDANCE

Mr Tom Divers	Chief Executive, GG& C NHS Board
Mrs Lynda Hamilton	Head of Planning & Performance
Mr James Hobson	Head of Finance
Ms Serena Barnatt	HR Manager
Ms Annemargaret Black	Head of Mental Health & Partnerships
Mrs Kate Benson	Head of Primary Care & Community Services
Ms Jac Ross	Corporate Equalities Manager
Miss Karen Gillespie	Administration Manager (Minutes)

ACTION

1. WELCOME & INTRODUCTION

The Chairman opened the meeting by welcoming everyone to the first meeting of 2007 and extended a welcome to those attending their first CHP Committee Meeting. The Chairman took the opportunity to express thanks on behalf of the CHP Committee to Cllr Bob Duncan for his contributions over the last year. Cllr Duncan will retire from his position in April.

The Chairman introduced Mr Tom Divers, Chief Executive of GG&C NHS Board to the Committee and advised that Mr Divers and Sir John Arbuthnott plan to attend each of the CHP and CHCP's during March and April.

2. APOLOGIES

Apologies were received on behalf of Dr Ian Gordon, Dr David Gerber, Mr Charlie Allan and Mr John Bannon.

3. **MR TOM DIVERS, CHIEF EXECUTIVE**

Mr Divers expressed his thanks to members of the Committee for their efforts, focus and contributions during the first year of the CHP. Mr Divers explained that Sir John Arbutnott had intended accompanying him on his visits to the CH(C)P Committee meetings but today he had a prior engagement and sends his apologies.

Mr Divers gave a brief overview on the current financial situation for GG&C indicating that all financial targets will be met by the end of the current financial year. Mr Divers went on to describe that allocations from 2008/2009 onwards are likely to present a significantly greater challenge as uplifts will be reduced compared to the previous five years. This will be particularly significant in NHS GG&C as we plan for the financial impact of the implementation of the Acute Services Strategy and continue to deliver our commitments in the Local Delivery Plan.

Mr Divers asked that credit be given to staff throughout the CHP for their input into the development of the CHP and their ongoing contributions to improving service delivery. Mr Divers indicated that he expected that NHS GG&C would achieve all of the targets expected by the SEHD for the current year and wished to acknowledge the efforts of all staff who had contribute to this.

4. **NHS GREATER GLASGOW & CLYDE EQUALITIES SCHEME**

Jac Ross, Corporate Equalities Manager was welcomed to the meeting by the Chairman. Ms Ross gave a presentation on NHS Greater Glasgow and Clyde Equalities Scheme which was previously circulated as paper 07/01b.

Following the presentation the following points were raised

- Mrs Murray advised that Kathleen McGill, Health Improvement and Inequalities Manager and the CHP Health Promotion Team are currently working on the CHP Equalities Action Plan prior to the April 2007 deadline. Mrs Murray indicated that the CHP priority would be to ensure that the CHP Development Plan is complying with the inequalities scheme.
- Mr McCulloch asked how measures would be reported on from a Staff Partnership perspective? Ms Ross advised that staff governance surveys would provide valuable information. Ms Ross had also emailed throughout GG&C asking for volunteers to become involved in the scheme, although uptake had been disappointing.
- Mr Mills also expressed his disappointment at the lack of feedback from service users when they are contacted for comment.
- Mr Divers advised that Sue Laughlin and Ian Reid had recently undertaken to develop an ethnicity survey and findings will be circulated in due course.
- Mrs Proctor suggested that a register be established by the CHP of staff who speak more than one language and this would allow them to be contacted in the event that a patient/service user does not speak English. Ms Ross advised that best practice states we should have a robust interpreting service in place and this is available in NHS GG&C.

5. PREVIOUS MINUTES

Minutes of the last meeting, which were circulated as paper 07/02, held on 21 December 2007 were agreed as an accurate record.

6. MATTERS ARISING

- i. **CHP Development Plan** – Mrs Hamilton briefed the Committee on the draft plan which had been circulated as paper 07/03 and invited questions or points for clarification.
 - Mr Divers commented that there is a lot of good work within the document and commended Mrs Hamilton and her team for producing a draft plan which is easy to read.
 - Mr Divers asked for clarification on the interface with Children's Services, Mrs Hamilton responded by giving an overview of her input into Children's Services and the work undertaken by the CHP in response to Child Protection. Mrs Hamilton stated that there had recently been some joint working with EDC to ensure a comprehensive service is provided. The Chairman took the opportunity to feedback from his recent visits throughout the CHP with the Director and informed that the Health Visitors feel there is an excellent working relationship between themselves and EDC Social Work staff.
 - Mr Divers highlighted the section on QOF and the importance of being able to describe the benefits to patients arising from the nGMS Contract. At some point he will be required to present these findings on benefits to the Scottish Executive Audit Committee.
 - Clarification was requested on the interface between CHP and Acute Services – Mrs Benson informed that she had attended a meeting last month although this is not a regular occurrence. Mr Divers suggested that the wording on page twenty-four requires to be re-written to reflect this. Discussion took place around resource allocation being given directly to Acute Service and the impact this has on community services as a follow up service. Mrs Murray suggested that as a CHP we should be working in partnership with Acute colleagues to ensure that any changes in Acute Services are discussed early and impact on community services identified and addressed as part of the planning process for that service change.
 - The section on delayed discharges was highlighted by Mr Divers – Mrs Benson indicated that these targets may not be met as delayed discharges have increased by 100%, however work is being undertaken to take this forward and improve current performance.
 - Mrs Murray gave examples of work that had been undertaken in areas of deprivation within the CHP and Mrs Hamilton gave an update on areas that would get focussed on i.e. smoking and alcohol consumption in young women.
 - Mr Divers expressed his recognition of the move into the Kirkintilloch Initiative Integrated Care Centre and the OD work that is being undertaken prior to the move into the new build.
 - Mrs Murray highlighted the Clinical Governance work being undertaken by Dr Campbell, Associate Clinical Director and stressed the importance of this work.

Mrs Hamilton indicated that an action plan would be developed for the plan showing CHP priorities over the next three years. Mrs Hamilton also highlighted that the process of development of the plan had been much more inclusive than the previous plan with input from PPF, SPF and various forums within the CHP having the opportunity to input during the process, although at this point comments are still awaited from East Dunbartonshire Council.

- ii. **Endowment Funds** – Mr Hobson advised the Committee of the on bids that had been approved under the bidding process guidelines. These bids totalled £7,500 to date. The Committee were reminded of the deadline for the use of this allocation of money and Mr Hobson asked that any remaining bids to be submitted as soon as possible.
- iii. **Gifts & Hospitality Register** – Mrs Murray reminded Committee members that they have a responsibility to declare any hospitality or gifts that they have received. Mrs Murray asked that Committee members email a response to Miss Gillespie even if it is a nil declaration.
- iv. **CPH Committee Meeting Schedule** - Those present agreed that due to the festive holidays the December Committee meeting will be cancelled. As an alternative it was agreed that November 2007 and January 2008 would be meetings as opposed to seminars.

6. Children's Services

- i. **Child Protection Inspection Visit** – Mrs Benson provided details of the visit which will take place between 16-18 April 2007. Mrs Benson advised that three inspectors will visit but prior to this a scoping exercise will take place. Authorisation has already been given for the inspectors to have access to patient notes. Mrs Benson informed that a six point scoring system will be in use during the visit. Inspectors have not expressed a desire to speak to CHP Committee members en masse but they may request to speak to some individuals. Verbal feedback will be given at the end of the inspection and this will be followed up by a written report. An action plan will be devised by the Senior Management Team in response to any failings identified within the report; both the report and action plan will be submitted to a future Committee Meeting.
OUTCOME : NOTED BY COMMITTEE MEMBERS
- ii. **CHP Child Protection Referral Process** – Mrs Benson referred to papers 07/05a-c which were previously circulated to Committee members and described the process that would formalise the reporting procedure for staff. It has been agreed that a copy of the completed referral form would also be submitted to Head of Primary Care and Community Services to allow the CHP to monitor the process. Mrs Benson will meet regularly with the Head of Children's Services for East Dunbartonshire and the Committee will receive regular reports. Miss Black added that the Clinical Governance Group is currently looking at establishing a training programme for staff.
OUTCOME : NOTED BY COMMITTEE MEMBERS

- iii. **Child Protection Governance Arrangements** – Paper 07/06a-b had previously been circulated and Mrs Murray indicated that the purpose of the papers was to give assurance to Committee members that the CHP have robust systems in place with regards to Child Protection.

OUTCOME : NOTED BY COMMITTEE MEMBERS

7. Long Term Conditions Management

Mrs Murray presented this paper (07/07a-c) on behalf of Dr Gordon who had submitted his apologies for the meeting. Mrs Murray stated that the general consensus of the CHP Senior Management Team was that as this information was caught in a variety of other toolkits there would be no benefit to complete this particular toolkit. It was agreed that Mrs Murray and Dr Gordon would contribute to the response to the SEHD from NHS GG&C about the implications of the toolkit

Mrs
Murray &
Dr Gordon

OUTCOME : AGREED BY COMMITTEE MEMBERS

8. EDC & CHP Joint Planning Forum

Mrs Hamilton asked the Committee to note the contents of paper 07/08 which had been previously circulated and documents the extensive joint working between the CHP and East Dunbartonshire Council.

OUTCOME : NOTED BY COMMITTEE MEMBERS

9. GG&C NHS Board Meeting

The Chairman gave verbal feedback from the NHS Board meeting which took place at Dalian House on Tuesday 20 February 2007. He reported that:

- A decision was taken at the meeting to retain A&E and core inpatient services at both the Inverclyde Royal Hospital and Royal Alexandra Hospital
- A business case was put forward for Maternity Services at Southern General Hospital and an allocation of £28 million was made to house Maternity and Children's services on the Southern General site.
- The financial position of the Board was discussed at the meeting.
- The Chief Operating Officer for Acute Services reported that all waiting times are currently being met
- The Local Delivery Plan was approved by the Board, after inclusion of some additions from the Chief Executive.

OUTCOME : NOTED BY COMMITTEE MEMBERS

10. Acute Services

Mrs Hamilton brought Committee Members up to date on the interface with Acute Services. Mrs Hamilton informed that Catriona Renfrew, Director of Corporate Planning & Policy had implemented a twinning arrangement between CH(C)P's and Acute Services; both East and West Dunbartonshire have been twinned with the Emergency Services Medicine Directorate.

Mrs Murray informed that she also has the Lead for Referral Management Process.

OUTCOME : NOTED BY COMMITTEE MEMBERS

11. **Summary Action List for the CHP Management Team**

Mrs Murray indicated that although the list will continue to be circulated to Committee Members the format will be revised for the next meeting. The revised layout will show completed action by the Senior Management Team.

Miss
Gillespie

OUTCOME : NOTED BY COMMITTEE MEMBERS

12. **CHP Monthly Bulletin**

It was agreed by those present that a paragraph should be in the next bulletin highlighting Mr Divers visit to CHP Committee Meeting.

Miss
Gillespie

OUTCOME : NOTED BY COMMITTEE MEMBERS

13. **Finance Report**

Mr Hobson gave an overview of paper 07/11 which was previously circulated. Mrs Hobson indicated that as a CHP all financial targets would be met by the end of the financial year.

OUTCOME : NOTED BY COMMITTEE MEMBERS

14. **Individual Performance Management**

Mrs Murray informed the Committee that there is a requirement for all Senior Managers within GG&C to receive an annual appraisal. This is now done on a electronic system for CHP Directors and their direct reports. Meetings have been set up for each of the Senior Management Team to meet with Mrs Murray to finalise last year's appraisal and plan for the coming year. This process also supports the creation of Personal Development Plans for the Senior Management Team.

OUTCOME : NOTED BY COMMITTEE MEMBERS

15. **Audit Scotland Review of CHP Governance**

The Committee were informed that Price Waterhouse Cooper are in the process of finalising the audit report which will be submitted to the Board Audit Committee and will be reported back to the CHP.

OUTCOME : NOTED BY COMMITTEE MEMBERS

16. **Minutes of Meetings**

- i. Professional Executive Group - 31 January 2007
- ii. Public Partnership Forum – 19 January 2007
- iii. CHP Seminar Notes - 26 January 2007
- iv. Staff Partnership Forum – 14 February 2007

OUTCOME : NOTED BY COMMITTEE MEMBERS

17. **Any other competent business**

Nil

18. **DATE & TIME OF NEXT MEETING**

Seminar – 30 March 2007, 9am, Corporate Meeting Room
Meeting – 27 April 2007, 9.30am, Corporate Meeting Room