19. WELCOME & INTRODUCTION

The Chairman opened the meeting by thanking Dr Ian Gordon for chairing the CHP Committee Seminar in March in his absence. A welcome was also extended to the members of the Public who were in attendance.

The Chairman took the opportunity to give feedback on visits that had been undertaken by Mrs Murray and the Chairman to both the Community Older People Team (COPT) and Elderly Mentally Health Team based at the Woodlands Centre. The Chairman found these visits to be both uplifting and interesting, although some issues were raised by staff that require attention. Mrs Murray will take these issues forward with members of the Senior Management Team and an action plan will be developed to address them. A rolling programme of visits to teams throughout the CHP for both the Chairman and Mrs Murray will be continued throughout the coming year.

20. APOLOGIES

Apologies were received on behalf of Councillor Bob Duncan, Mrs Jenny Proctor, Mrs Kate Benson, Mr Charlie Allan and Mr John Bannon.
21. **PREVIOUS MINUTES**

Minutes of the last meeting, which were circulated as paper 07/12, held on 23 February 2007 were agreed as an accurate record.

22. **MATTERS ARISING**

i. **CHP Committee Meeting – forward plan** – Paper 07/13 had been changed and circulated to Committee members to reflect the discussion that had taken place at the Committee Meeting on 23 February 2007. The Chairman reminded the Committee that the schedule is open to change as the Committee feel necessary. It was noted that the seminar programme did not yet cover Voluntary Sector and Learning Disability issues and it was suggested a presentation should be made at a future seminar from the Voluntary Sector. It was also agreed that the Joint Learning Disability Team be asked to a future seminar to present on their team.

ii. **HMIe Child Protection Inspection** – Mrs Murray advised that the visit had now taken place, although official feedback will not be received from the Inspectors for approximately 6-8 weeks. Mrs Murray expressed thanks to Kate Benson and her team and also to Freda McShane, Service Manager, East Dunbartonshire Social Work for the hard work in obtaining the evidence required by the Inspectors. Mrs Murray indicated that initial verbal feedback given from the inspectors highlighted the strength of partnership working, the information sharing process and also the Triple P Project. Mrs Murray indicated that the full report from the Inspectors will be circulated to Committee members and will be accompanied by an action plan. The Chairman asked that the appreciation of the committee be extended to all staff involved in the visit.

23. **CHP DEVELOPMENT PLAN**

Paper 07/14 had been circulated to the members of the Committee and Mrs Hamilton indicated that this is the final version of the plan which had been developed in consultation with Stakeholders throughout the CHP. Mrs Hamilton gave a brief overview of the plan and advised that it had been Equality Impact Assessed using East Dunbartonshire’s Equality Impact Assessment Tool. A Discussion took place and the following issues were covered:

- There are no identified leads on the action plan – Mrs Murray advised that the CHP Senior Management Team have an Organisational Development Session arranged for 10 May 2007 and this will link the action plan to individual performance objectives for the SMT.
- Mr Hobson indicated that each CHP had to include a template to show the financial impact of implementing the plan. There are limited expectations of significant sums of new funding so many of the plan’s priorities will have to be achieved within current resources and budgets aligned to match priorities.
- Mr McCulloch commended the inclusion of staff in developing the plan.
- Clarification was requested on how the plan could be distributed to staff and the stakeholders. Mrs Hamilton said that feedback will be given to stakeholders who have commented on previous versions.
of the plan on how their comments have been incorporated. Discussion took place around the most appropriate way to disseminate the information to staff; Mrs Hamilton advised that a summary of the plan is being developed for distribution to staff.

- The Chairman requested confirmation that the comments made by Mr Divers, Chief Executive at the meeting on 23 February 2007 were included in the final version of plan, Mrs Hamilton confirmed that these had been taken into account.
- Following discussion it was agreed that Mrs Hamilton would revisit the wording on the table on page eight as it came across as slightly confusing.

The Chairman expressed thanks on behalf of the Committee to Mrs Hamilton and her team for their hard work on this plan.

Mrs Hamilton asked that the Committee accept this final version which would allow it to be submitted to NHS Greater Glasgow & Clyde Board.

**OUTCOME : ACCEPTED BY COMMITTEE**

**24.  FINANCE REPORT**

Paper 07/15 was tabled at the meeting due to the deadlines for the year end close of budgets. Mr Hobson advised that this report is subject to verification by external auditors. Mr Hobson highlighted that overall there was a favourable result on the year end position. Mr Hobson will now develop a budget proposal for the Senior Management Team to take forward for 2007/2008. Mr Hobson expressed his thanks to the budget holders and staff involved for their input over the last few weeks.

The Chairman commended the layout of the budget reports and thanked Mr Hobson for ensuring that these are easily read documents. The Chairman also commended Mr Hobson and the SMT for ensuring delivery of financial targets in the first year of the CHP.

Mrs Murray gave an overview of the Corporate Finance Plan and gave brief verbal feedback from the recent Corporate Financial Planning sessions, which indicates that financial allocations over the next few years are unlikely to include significant funds for development. It will be very important that the CHP maintains good financial control systems and ensure best use of the resources available to us over the coming years.

**OUTCOME : ACCEPTED AND NOTED BY COMMITTEE**

**25.  AUDIT SCOTLAND REVIEW OF CHP GOVERNANCE**

Paper 07/16 had been previously circulated and Mrs Murray advised that it had been redistributed on this occasion as the action plan attached to the document now had identified leads. Mrs Murray advised that Audit Scotland will be undertaking audits during the summer months, focussing on financial management and accountability. It is Mrs Murray’s intention to discuss the report further with the Senior Management team to ensure this work is progressed.

**OUTCOME : ACCEPTED AND NOTED BY COMMITTEE**
26. **CHP RISK REGISTER UPDATE**

Mr Hobson provided the background to the Risk Register for the benefit of those present. Mr Hobson advised paper 07/14 had been developed following a session with the extended Senior Management Team. An explanation of the scoring systems was given by Mr Hobson and he informed that leads now have to be identified to take this process forward. It was agreed that an update would be presented to the June Committee Meeting on the actions put in place for the identified risks. The draft risk register has also been shared with other CHP’s and CHCP’s in NHS Greater Glasgow and Clyde.

**OUTCOME : ACCEPTED AND NOTED BY COMMITTEE**

27. **CHP PERFORMANCE MANAGEMENT REPORT**

Paper 07/18 was circulated to update the Committee members on the performance of the CHP for the last quarter.

Lengthy discussion took place with regards to the Delayed Discharge Targets; Mrs Hamilton advised the group that although this data includes Mental Health it does not include Adults with Incapacity. Mrs Murray gave a brief background to the process that has been put in place to capture primary care waiting times data and that a short life working group has been established to take this forward for all CHP’s and CHCP’s in NHS Greater Glasgow and Clyde.

Discussions are currently ongoing with some of the CHP’s throughout Scotland to have a benchmarking system in place, these discussion are being progressed by Jennifer Allan, Planning Manager and Mrs Hamilton.

Mrs Murray spoke about the 4% absence target that the CHP has to meet and indicated that this could be problematic for the CHP because of the small number of WTE employees i.e. ED CHP has 230 WTE. To achieve the 4% absence target the CHP must ensure that there are fewer than 8WTE absent through sickness on average for each working day. The NHS GG&C Attendance Management Policy will be used by all managers within the CHP to support staff with health problems and to ensure best practice is followed consistently across the CHP in managing attendance. The 4% target is to be achieved by March 2008, which is a short time scale to deliver a significant improvement in % absence for this CHP. Mrs Murray represents the CHPs/CHCPs in the Boards attendance Management Group.

Mr Hobson drew the attention of the Committee to the exception report that was tabled at the meeting which shows the actions being taken in the Physiotherapy Department to tackle the high waiting times.

The Chairman asked in future in the sections that have no information available that an explanation is given as to why.

**OUTCOME : ACCEPTED AND NOTED BY COMMITTEE**
28. GREATER GLASGOW & CLYDE NHS BOARD MEETING – 17/04/07

The Chairman gave verbal feedback from the Board meeting which had taken place on 17 April 2007. The Board discussed the following:

- Local Delivery Plan has now been approved and the Board was updated on priorities for 2007-2010
- Single Equality Scheme will be introduced during 2007-2008
- Annual Review of Governance Arrangements – revision of roles, responsibilities and group membership was reviewed and approved by Board
- Risk Management Strategy sets out for the public the risks that have been identified and the management process that has been put in place for corporate risks to NHS GG&C.

The Chairman advised that he has the opportunity at each Board meeting to give an update from the Committee minutes/meetings. However the sequencing of ED Committee meeting and Board meetings is out and therefore minutes can be out of date before they get to the Board meeting. The Chairman asked the Committee members to agree that once the minutes have been passed by himself and the Director that they are submitted to the Board as “still to be ratified”.

OUTCOME : AGREED BY COMMITTEE

29. SUMMARY ACTION LIST FOR CHP MANAGEMENT TEAM

Mrs Murray requested comments from the Committee on the new layout of the report; those present agreed that this was acceptable. The Chairman asked that abbreviations are not used in this report.

OUTCOME : AGREED BY COMMITTEE

30. CHP MONTHLY UPDATE – FEBRUARY & MARCH 2007

Paper 07/20 was submitted to the Committee for information. Mrs Murray asked the Committee to give some thought to these bulletins and if they want to include an article to get in touch with Miss Gillespie.

OUTCOME : NOTED BY COMMITTEE

31. PODIATRY SERVICE UPDATE

Mrs Murdoch spoke to paper 07/21 giving an overview of the Podiatry Service within the CHP. This overview included staffing levels, areas of development, Primary Care Audit Tool (PCAT) and the new Bishopbriggs Clinic. Mrs Murdoch also updated Committee on the referral pathways and how the service monitors waiting times.

Following the discussion Mrs Murray asked that a business planning process be put in place to ensure that the new services are supported and budgets are in place for any new developments before services are commenced.

OUTCOME : NOTED BY COMMITTEE
32. **ED & CHP JOINT WORKING UPDATE**

Paper 07/22 was submitted to the Committee by Mrs Hamilton to ensure that they are aware of the range and spread of joint working being undertaken throughout the CHP.

Mrs Murray asked the Committee to note that both the Kirkintilloch Initiative and Lennoxtown Initiative have CHP representation on their Boards, Mrs Murray for the Lennoxtown Initiative and both the Chairman and Mrs Murray for the Kirkintilloch Initiative.

**OUTCOME : NOTED BY COMMITTEE**

33. **MINUTES OF MEETINGS**

The Chairman asked for items to be highlighted to the Committee from the meeting of the Committee Sub groups.

i. **Professional Executive Group - 28/03/07**

Dr Gordon drew to the Committee’s attention that Mike Moran, Senior Manager Community Care had attended the PEG on 28/03/07 and it was hoped that EDC SW Department would continue to be represented at the PEG. Dr Gordon informed that Tariq Ali had resigned from his position as Dental Representative and a replacement is currently being sought from local Community Dentists.

ii. **Public Partnership Forum – 16/03/07**

Mr Mills updated that work is underway to raise the profile of the Voluntary Organisations within the CHP. Discussions are currently taking place regarding the interface between the PEG & PPF.

iii. **CHP Seminar Notes - 30/03/07**

Those present agreed that the presentations have been beneficial and interesting. Mrs Murray suggested that the speakers be contacted to establish if they found this a worthwhile experience.

iv. **Staff Partnership Forum – 11/04/07** Mr McCulloch informed the group that the Terms of Reference for the group have now been signed off and that a structure is being devised for the agenda setting process.

**OUTCOME : NOTED BY COMMITTEE MEMBERS**

34. **A.O.C.B.**

Nil

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

Seminar – 25 May 2007, 9am, Corporate Meeting Room
Meeting – 29 June 2007, 9.30am, Corporate Meeting Room
STILL TO BE RATIFIED

GREATER GLASGOW AND CLYDE NHS BOARD
Minutes of East Dunbartonshire Community Health Partnership Committee Meeting
Held at 9.30 am., 29 June 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 Audrey Murdoch PEG Representative (AHP Lead)
Dr David Gerber   PEG Representative (Consultant Psychiatrist)
Dr Ian Gordon   Clinical Director
Ms Annemargaret Black PEG Representative (Lead Nurse)
Mr James Hobson   Head of Finance
Mrs Jenny Proctor   PPF Rep

IN ATTENDANCE

Miss Karen Gillespie Administration Manager (Minutes)
Mrs Isla Hyslop   Head of Organisational Development

ACTION

36. WELCOME & INTRODUCTION

The Chairman opened the meeting by welcoming those present, a warm welcome was also extended to a member of the public who attended the meeting.

37. APOLOGIES

Apologies were received on behalf of Lynda Hamilton, Serena Barnett, John Bannon, David Gerber and Kate Benson.

38. PREVIOUS MINUTES

Minutes of the last meeting, held on the 27 April 2007 were agreed as correct.
39. MATTERS ARISING

i. **HMIE Inspection** - Mrs Murray advised that the draft report has been produced and received for comment. The report has been checked for factual accuracy and has been returned to HMIE for finalising. The final published report will be submitted to the CHP Committee at a future meeting.

ii. **CHP Development Plan** - Paper 07/25 was previously circulated to the Committee. Mrs Murray highlighted that this version of the document contains the action plan which identifies lead officers responsible for each piece of work.

The action plan responsibilities for leads are linked to their individual performance appraisal objectives and progress will be monitored both through Performance Reports to the CHP Committee and through the individual Performance Appraisal system.

Mrs Proctor enquired when the summary document will be available for the CHP Development Plan. Mrs Murray advised that the summary document was currently in draft and that Mrs Hamilton will confirm the timescale for availability of the document.

The CHP Annual Report was discussed. Mrs Murray advised that the costs for using local newspapers to print and distribute the annual report appeared to be unaffordable and other options for printing and distribution are currently being explored. This may delay distribution of the annual report until the Autumn.

Clarification was given on Physiotherapy Department waiting times as this was not clear in the Action Plan.

iii. **CHP Podiatry Service** - Mrs Murdoch advised that the Podiatry Service is moving to Springfield House. The official opening is taking place on 24 August 2007, and the clinic is opening for service on 1 September 2007. Mrs Murdoch gave a brief overview of the premises and services that will be provided. Mrs Murdoch advised that contact details for the relocated clinic have been circulated to patients and GP’s throughout the CHP.

Work is currently underway to consult with patients on the service they are currently receiving from the Podiatry Department. The result of this consultation will be reported to a future Committee Meeting.
Performance Management Report – Mr McCulloch asked for clarification on how the CHP intends to meet the 4% absence target as the new policy has not been notified. Mrs Murray indicated that in the absence of the new Attendance Management Policy managers will continue to use the previous policy for the Primary Care Division.

Mrs Murray stressed the importance of all Operational Managers being aware of the need to deliver an absence level of less than 4% by March 2008 and the challenge this will present for the CHP. Mrs Murray was pleased to highlight to the Committee that absence data collected over the last three months showed an improving trend.

40. PPF Representatives Term of Office on CHP Committee

Paper 07/26 was submitted by Mrs Hamilton and spoken to by Mrs Murray in her absence. Following discussion it was agreed that the current term of office for both Mrs Proctor and Mr Mills be extended for a further year. Mrs Hamilton has agreed to discuss with the PPF at their next meeting the formal process required for selection and nominations of future PPF representatives to the CHP Committee.

The PPF will also consider the training and support needs for individuals who wish to be nominated to sit on the Committee in future years.

The PPF have already established an induction pack for new members of the PPF and may wish to consider a similar induction pack for PPF representatives new to the CHP Committee.

The Chairman took the opportunity to express his thanks to both Mrs Proctor and Mr Mills for their contributions to the work of the Committee.

ACTION: Approved by Committee

41. Risk Register Update

Mr Hobson presented paper 07/27 and gave an overview of the Risk Management Strategy. Mr Hobson advised the Committee that it is the intention that the Committee should receive annual reports on “status of risks within the CHP”. The CHP Senior Management Team will also regularly update and discuss the CHP Risk Register at the extended SMT meetings which take place on an eight weekly basis. Mr Hobson advised that work is currently underway to assist Independent Contractors with the establishment of their own Risk registers.
Mr Hobson asked that the Committee approve the proposed approach to Risk Management within the CHP. Dr Gordon advised that the CHP had received a commendation for the work undertaken with regards to the Risk Register from the Clinical Governance Support Unit.

**ACTION: Approved by Committee**

42. **2007/2008 CHP Budget**

Paper 07/28 was circulated by Mr Hobson to update the Committee on the process for budget setting, monitoring control and reporting arrangements for the indicative budgets for 2007-08. Mr Hobson asked the Committee to note the budget setting process and approve the initial revenue budget for 2007/2008, although this is not finalised at present. Mr Hobson advised that it is not common practice for NHS Boards to report on budgets until the 1st quarterly report which is not due until early July 2007. An overview of how the budgets are monitored within the CHP was given by Mr Hobson for the benefit of the CHP Committee members who are not routinely involved in this process.

**ACTION: Noted by Committee**

43. **HR Reports**

Paper 07/29a focussed on Agenda for Change (AfC) & Attendance Management. Mrs Murray spoke to the paper on behalf of Ms Barnett who had submitted her apologies for the meeting.

Mrs Murray gave an overview of AfC and the Knowledge, Skills Framework (KSF) for the benefit of those present and advised that this process is underway and all Line Managers/Operational Managers are aware of the importance of progressing this as a matter of urgency.

The Attendance Management section of the report highlights the reduction in the % sickness since beginning of the year. All Line Managers have recently undergone training to ensure everyone is competent to deal appropriately and effectively with sickness/absence. Mr McCulloch asked for clarification on the process that should be followed with regards to Attendance Management, in the absence of the new policy being ratified. Mrs Murray confirmed that until the new policy is in place managers should continue to follow existing Primary Care Policy.

Mr McCulloch highlighted Section 3.3 of the paper which focuses on the change in working hours for staff from December 2007 arising from the implementation of AfC, and the need to ensure staff are aware of these changes.

**ACTION: Noted by Committee**
STILL TO BE RATIFIED

Paper 07/29b - Workforce Planning was the focus of paper 07/29b and was again presented by Mrs Murray. The Workforce Planning Report summarises the process and includes the project plan for production of the Workforce Plan. Mrs Murray advised a project team had been established to take this forward and it is anticipated that through the monthly meetings it is hoped to complete this by end of the calendar year.

Dr Gordon raised the issue of Child Care Leave and how this will impact on staffing levels: Mrs Murray advised that in the first instance it will be difficult to assess the potential impact on services as the family friendly policy is only now being implemented. We will need to monitor requests under the policy over this year in order to be able to forecast the impact for future years and plan for how we will cover such absences to minimise risks to service and avoid expenditure above budgets.

**ACTION: Noted by Committee**

Paper 07/29c identified that the Communications Group has been re-established with the group membership being revised. Mrs Proctor fed back from the meeting that had recently taken place, where discussion around issues such as attendance at events and the possibility of a standardised approach should be implemented throughout the CHP. Mrs Murray advised that this will be discussed further at the next SMT.

**ACTION: Agreed by Committee**

44. **Organisational Development Plan**

Isla Hyslop, Head of Organisational Development (OD) presented Paper 07/30 which focussed on the CHP OD Plan. Mrs Hyslop gave some background to the work undertaken to establish this plan and summarised the plan for the benefit of those present. Mrs Hyslop highlighted key areas within the plan that are underway and will be updated regularly.

The Boardwide OD Group receives copies of all the OD Plans for Partnerships and the Acute Division. OD Plans have common themes board-wide and are linked to NHS GG&C transformational themes.

Mrs Murray advised that the OD plan identified a programme of work for the CHP staff to support the development of their knowledge and skills to continuously improve performance in the CHP. The OD plan will be supported by a local Education Plan, currently under development and this will be presented to the CHP Committee at a future meeting.
Mr McCulloch advised that OD had been involved with the extended SMT and SPF to look at the Staff Governance Framework and work towards its implementation within the CHP, and this was found to be of great benefit.

**ACTION:** Noted by Committee

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

The Chairman expressed how useful he found this paper (07/31). Mrs Murray gave some explanation to each of the bullet points for the benefit of those present.

**ACTION:** Noted by Committee

46. **NHS Board Meeting Feedback**

The Chairman gave verbal feedback from the Board meeting which had taken place on 26 June 2007. The Board discussed the following:

- Finance and Annual Accounts – The Chairman expressed his thanks to Mr Hobson and his Corporate Finance Team for their input. Statement of Annual Accounts had shown resources had been used appropriately.
- Waiting time reports are submitted to the Board at their formal meeting. The Chairman advised that use of Availability Status Codes (ASC) will be abolished by December 2007. Work is currently underway to implement new ways of recording waiting times and new reports to the Board to reflect the changes in waiting times recording.
- There were significant papers proposing change to Clinical Services in “Clyde” discussed and approved by the Board for public consultation. However, the Cabinet Secretary had indicated that consultation cannot take place until the proposals for change have been subjected to independent scrutiny. The Board is seeking clarification from the Health Department on the detail of this independent scrutiny in order to progress with the consultation as quickly as possible.
- Membership of CHP Committee was also on the Board’s agenda. The Chairman advised that Councillor Amanda Stewart is the nominated East Dunbartonshire Council Representative to the CHP Committee, subject to Cabinet Secretary approval.

**ACTION:** Noted by Committee
47. **EDC & CHP Joint Working Update**

April 2007 bulletin (paper 07/32a) had been re-circulated as the previous issue contained incorrect information.

Mrs Proctor highlighted that discussions had taken place at the Communication Group regarding getting staff interested in this bulletin.

**ACTION:** Noted by Committee

48. **Joint Working Update**

Mrs Murray spoke to paper 07/33 on behalf of Mrs Hamilton. The Committee were asked to note the span and range of joint working with East Dunbartonshire Council.

Mrs Murray highlighted that “Disabled Go” have completed their survey and have information on the website. Nancy Potts, CHP Projects Co-ordinator is currently distributing information to GP Practices, Heads of Service etc to ask them to check that the information on the website is accurate for their premises.

**ACTION:** Noted by Committee

49. **Minutes of Meetings**

i. **Professional Executive Group (30/05/07)** – Psychology Representative now Dr Susan Crossen. Process currently taking place to recruit to the Dental Representative vacancy.

ii. **Staff Partnership Forum (06/06/07)** – Mr McCulloch commended the brevity of the minutes and highlighted the meeting had been split into two sections; first section focussed on Staff Governance with input from the extended Senior Management Team followed by the actual SPF meeting.

iii. **Public Partnership Forum (18/05/07)** – was cancelled to allow members to attend another event

50. **A.O.C.B.**

**Kirkintilloch Initiative Integrated Care Centre**– Mrs Murray update that capital receipt for Woodilee Site has been received and work is now beginning, on the new link road. Ms Black has established a project group who will develop a plan for the move into the centre, this will become an integrated group with East Dunbartonshire Council.
Lennoxtown Initiative – Mrs Murray feedback from the recent Board meeting and advised that the profits from the local land sales will go towards funding the next steps in the Lennoxtown Initiative. It was reported by the Board that The Lennoxtown Enterprise Centre is now up and running and has been well utilised by local community. The next project for Lennoxtown Initiative will be the installation of CCTV in the village.

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

   Seminar – 27 July 2007, 9am – Corporate Meeting Room

   Meeting – 31 August 2007, 9.30am – Corporate Meeting Room