

STILL TO BE RATIFIED

EDCHP(M)07/03
Minutes 36-51

East Dunbartonshire
Community Health Partnership



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.

STILL TO BE RATIFIED

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 4 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.

STILL TO BE RATIFIED

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.

STILL TO BE RATIFIED

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.

STILL TO BE RATIFIED

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

STILL TO BE RATIFIED

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.

Mrs Potts

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

STILL TO BE RATIFIED

Lennoxtown Initiative – Mrs Murray fedback 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

STILL TO BE RATIFIED

EDCHP(M)07/04
Minutes 52-77

East Dunbartonshire
Community Health Partnership



GREATER GLASGOW AND CLYDE NHS BOARD

Minutes of East Dunbartonshire Community Health
Partnership Committee Meeting
Held at 9.30 am., 31 August 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
Dr Ian Gordon	Clinical Director
Ms Annemargaret Black	PEG Representative (Lead Nurse)
Mr James Hobson	Head of Finance
Mrs Jenny Proctor	PPF Rep
Cllr Amanda Stewart	GG&C NHS Board – Non-Executive Director

IN ATTENDANCE

Miss Serena Barnett	HR Manager
Mrs Lynda Hamilton	Head of Planning & Health Improvement
Mrs Kate Benson	Head of Primary Care & Community Services
Miss Karen Gillespie	Administration Manager (Minutes)
Mrs Gillian Notman	Joint Occupational Therapist
Mrs Anne Shaw	Nurse Team Leader – Woodlands Centre

ACTION

52. WELCOME & INTRODUCTION

The Chairman welcomed everyone to the meeting and he gave a brief overview of the new Committee Members appointed at the NHS Board meeting. Councillor Amanda Stewart and Dr Douglas Colville will replace Councillor Bob Duncan and Mr John Bannon as the NHS Board Non-Executives. The Chairman expressed his appreciation to both Mr Bannon and Councillor Duncan for their contributions to the CHP in the past year.

STILL TO BE RATIFIED

53. **APOLOGIES**

Apologies were received on behalf of Dr Gerber, Mr Mills, Mrs Murdoch and Dr Colville.

54. **PREVIOUS MINUTES**

Minutes of the last meeting, held on the 29 June 2007 were agreed as correct.

The Chairman took the opportunity to explain the “still to be ratified” header on the minutes.

55. **GG&C NHS BOARD MEETING**

The Chairman gave feedback from the GG&C Board meeting which took place on 21 August 2007. Discussion at the meeting included:-

Cambuslang/Rutherglen area – A paper was presented to the Board on proposals for management arrangements for the Cambuslang/Rutherglen locality of South Lanarkshire CHP. Board members agreed that a consultation exercise should take place on the proposals that were put forward.

Transport Services to NHS Premises – Niall McGrogan had updated the Board on the agreements that have been reached by the Board, First Bus and SPTE to provide dedicated services to hospital sites

Waiting Times – Robert Calderwood had reported the Acute Service waiting times and the improvements that had been made to meet the national targets.

The Chairman advised that this is only a brief summary of what was discussed at the meeting and that Board meeting minutes are available on the website.

CHP COMMITTEE MEMBERSHIP

Paper 07/36 had been previously circulated to Committee members advising them of the new membership for all CH(C)P Committees.

Mr McCulloch requested that the section which details ED CHP Committee membership be updated to show that his position is no longer interim.

Miss
Gillespie

STILL TO BE RATIFIED

56. **MATTERS ARISING**

- i. **Kirkintilloch Initiative Integrated Care Centre** – Miss Black spoke to paper 07/37, which had previously been circulated to Committee members. The paper set out how the steering group would take forward the identified steps necessary to plan the move into the new build. Miss Black advised that a joint approach with East Dunbartonshire Council is being taken forward on many of the issues. The Committee agreed that regular updates from the steering group would be beneficial. Mrs Murray gave a brief overview of the Kirkintilloch Integrated Care Centre initiative for the benefit of Councillor Stewart. Disability access to the building was discussed and it was agreed that Mrs Proctor and Miss Black would discuss this further.

Miss
Black
& Mrs
Proctor

57. **OLDER PEOPLE'S COMMUNITY MENTAL HEALTH TEAM**

Mrs Anne Shaw, Nurse Team Leader gave a presentation on the Older People's Community Mental Health Team Service based at Woodlands Centre in Kirkintilloch. The centre houses both the Community Mental Health Team and Day Services for older people with mental health needs within the CHP. The presentation had previously been circulated to Committee members as paper 07/38 and gave a comprehensive overview of the services provided by the team. The following points were raised and clarified:-

- The service is not age restricted and they will accept referrals for patients with memory problems although in the main it is an older people's service.
- Referrals will also be accepted if they include alcohol problems – as long as alcohol is a secondary issue. Over 65's referred to the service with alcohol problems as a primary diagnosis would be re-directed to the Community Addiction Team.
- Mrs Shaw advised that discussions are taking place within the team with regards to contacting GP's who have referred patients from their caseload that have been on anti-depressants from more than one year. It was suggested that it may be of benefit to engage Elaine Aggleton, CHP Lead Prescriber in this exercise.

58. **CHP WAITING TIMES**

Paper 07/39 was submitted to the Committee by Mrs Benson to update on the waiting times within the CHP. Mrs Benson advised that this is the first report to the Committee and that although regular reports will be submitted to the meetings the format of the report may be changed to come into line with NHS GG&C reporting mechanisms for Board wide reporting on waiting times.

STILL TO BE RATIFIED

The Chairman recognised that this is an early reporting mechanism, but stated that this information is invaluable for the Committee.

Mrs Hamilton informed the Committee that a Board wide group has been established to ensure that there is consistent reporting across the Board. Mrs Murray highlighted the need to establish clear definitions for recording of patients on waiting lists.

Dr Gordon enquired if there were any discussions with the Acute Sector with regards to resource transfer to assist the high level of referrals to the community services. Mrs Murray advised that there was unlikely to be a shift in resources from acute in the short term. Discussions about shifting the balance of care and associated resources are still ongoing.

Mr McCulloch enquired if the Professional Executive Group (PEG) are advised routinely of this data, and could they be used to assist with the reduction of same.

ACTION : NOTED BY COMMITTEE

59. PPF REPRESENTATIVES ATTENDANCE AT CHP COMMITTEE SEMINARS

Mrs Hamilton had submitted Paper 07/40 to the Committee to seek approval for PPF representatives to attend the CHP Committee Seminars. Mrs Proctor advised that, as a PPF representative on the Committee, she found these seminars of great interest and believes it would be a benefit for future PPF reps on the Committee and would also assist with spreading the information to a wider audience throughout Voluntary Organisations and the public networks.

It was agreed by those present that succession planning for future PPF representatives on the Committee is essential, but recognition has to be given that attendance at the Seminars has to be a managed process to ensure the Seminars are not over subscribed.

Mrs Hamilton will discuss agreeing a process for attendance at CHP Seminars with PPF members at their next meeting. Numbers attending may have to be limited for logistical reasons.

Mrs
Hamilton

ACTION : APPROVED IN PRINCIPAL BY COMMITTEE

60. CHP ANNUAL REPORT

Paper 07/41 was previously circulated to Committee members in draft form with an updated version being tabled at the meeting. Mrs Notman, who was part of the team responsible for pulling together the report, gave a brief overview to the background. The report will be circulated as an insert in the October issue of Edlife, the East Dunbartonshire Council magazine.

STILL TO BE RATIFIED

Mrs Proctor said that the report is excellent, in terms of content, but personally feels that there is still some way to go to improve the style of presentation to make it interesting to the public. Mrs Proctor acknowledged that time constraints prevented further improvements for this years report. Mrs Murray advised that all opinions will be taken into account for future reports

Mrs Notman will discuss the possibility of having the report published in other formats i.e. Braille, audio etc.

ACTION : APPROVED BY COMMITTEE

61. **ORGANISATIONAL DEVELOPMENT PLAN**

Paper 07/42 had been updated with comments following discussion at the June Committee meeting. The Committee were asked to approve the plan for the CHP.

ACTION: APPROVED BY COMMITTEE

62. **FINANCE**

Paper 07/43 was submitted to update the Committee on the CHP financial position to month four period (31 July 2007). Mr Hobson gave an overview of the paper and advised that compared to this time last year the budgets are in a favourable position.

The Chairman asked for clarification on the under spend within the Mental Health services. Miss Black explained that this under spend was mainly due to vacancies within the team and these are currently being recruited to.

Mrs Murray advised that robust systems have been put in place for planning spending against non-recurring slippage monies.

The Chairman noted that, from the information contained within the finance report, it is clear that CHP budgets were being well managed.

ACTION : NOTED BY COMMITTEE

RESOURCE ALLOCATION

Mr Hobson drew attention to some of the work currently being undertaken to review resource allocation in NHS GG&C. Mr Hobson indicated that the financial outlook of the Board was becoming increasingly challenging and that the CHP would therefore require to examine how current budgets are being used. Mr Hobson will work with Heads of Finance to review budgets over the coming months.

ACTION : NOTED BY COMMITTEE

STILL TO BE RATIFIED

63. **PERFORMANCE MANAGEMENT REPORTS**

Mr Hobson spoke to paper 07/44 and gave a brief overview of the report for the benefit of those present.

Mrs Proctor raised the point that the Citizen Advice Bureau have a high number of complaints that they are dealing with and this does not seem to be reflected in the performance management reports. Mrs Murray advised that the CAB are taking all health complaints and the CHP are only reporting on those directed at our local services. Mrs Hamilton advised that she is currently discussing the handling of complaints with the CAB, who will advocate on behalf of the complainant.

ACTION : NOTED BY COMMITTEE

64. **COMPLAINTS**

Mrs Benson spoke to Paper 07/45 which details the number of complaints received by the CHP from April 2007 – July 2007. Mr Murdoch asked if the summary contained information on verbal complaints – Mrs Murray advised that the CHP ethos is to try and deal with verbal complaints locally as soon as the issue is raised and may therefore avoid a formal written complaint being submitted.

The Chairman said that he is extremely satisfied with the CHP efforts to meet the deadlines set for dealing with complaints as this was a major concern of the Board.

ACTION : NOTED BY COMMITTEE

65. **HUMAN RESOURCE REPORTS**

Workforce Planning

Miss Barnatt gave an overview of workforce planning for the benefit of the Committee members. A verbal update was given by Miss Barnatt on the work undertaken to develop the plan and advised that, once complete, the plan will be brought back to Committee for approval.

ACTION : NOTED BY COMMITTEE

Communication Group

Paper 07/46 was submitted to the Committee to request approval of the group's terms of reference. The Chairman asked if there was any professional support from the Board Communications Department – Miss Barnatt advised that although they do not send any representative to the group she meets with the Communications Department regularly to keep them updated on the group's workplan.

ACTION : APPROVED BY COMMITTEE

STILL TO BE RATIFIED

66. **STAFF GOVERNANCE**

Miss Barnatt and Mr McCulloch are leading on this, on behalf of the CHP. Paper 07/47 detailed the local staff governance framework which will be presented to staff throughout the CHP, if approved by the Committee. The monitoring framework will be the focus of the next CHP Committee Seminar in September.

ACTION : APPROVED BY COMMITTEE

67. **REGISTER OF INTERESTS**

Paper 07/48 was circulated by the CHP Director to remind Committee members of their obligation to advise the Board of any conflicting interests they may have each year. Mrs Murray requested that the Committee members advise Miss Gillespie of any changes to their register of interests. NHS Board members who are members of the CHP Committee do not need to submit a second register of interests.

ACTION: TO BE COMPLEETD BY COMMITTEE MEMBERS

All
Committee
Members

68. **HEALTH VISITING REVIEW**

Paper 07/49 a&b was circulated to the Committee by Mrs Benson who requested that any comments on the document should be submitted to her by the 28 September 2007 deadline. Mrs Benson gave an overview of the paper for the benefit of those present and Mrs Murray advised on the work being undertaken within the CHP to ensure a wide engagement process is taking place with staff. Mrs Benson will collate the comments from all disciplines on behalf of the CHP and will feedback at a future Committee meeting.

Dr Gordon gave his opinion from a GP perspective and asked that these were taken on board. Mrs Murray reported that work is ongoing at Board level with the Local Medical Committee (LMC) to ensure GP views are considered.

ACTION : NOTED BY COMMITTEE

69. **CHILD PROTECTION UPDATE**

Paper 07/50 was submitted to the Committee to update on the number of referrals made to East Dunbartonshire Social Work Department by the CHP between May 2007 and July 2007. Those present agreed that it would be of benefit to the Committee to receive these reports on a quarterly basis.

Mrs Benson advised the Committee that although the report only details the formal reports that there are ongoing discussions taking place with regards to around thirty other cases.

Miss Black raised her concern that the report does not include any referrals from Mental Health and Partnerships and asked if there

STILL TO BE RATIFIED

was an audit trail for parents involved with those services. Miss Black will ensure that the appropriate referral forms are being used by Mental Health & Partnership Services.

HMIe RE-INSPECTION REPORT

The formal report was tabled at the meeting and the Chairman noted the positive comments made in the report with regards to the CHP and the partnership working with other agencies. Mrs Murray took the opportunity to express her thanks to all the staff who were involved in the re-inspection for their considerable hard work.

ACTION: NOTED BY THE COMMITTEE

70. BUSINESS CONTINUITY & PANDEMIC FLU PLANNING

Mrs Hamilton gave a brief outline of paper 07/51 and advised on the developments that have taken place within the CHP over recent weeks to ensure a draft plan is submitted within the deadline.

Mrs Hamilton also advised the Committee on the work being undertaken with the GP Practice Managers to ensure that they also have a robust plan in place.

ACTION : COMMITTEE AGREED TO SUBMIT DRAFT PLAN TO BOARD

71. WINTER PLANNING

Paper 07/52 was submitted to the Committee by Mrs Hamilton, who advised on the background to developing the plan. Mrs Hamilton made the Committee aware that there is ongoing work being carried out to devise a single winter plan for NHS GG&C.

ACTION : NOTED BY THE COMMITTEE

72. SUMMARY ACTION LIST FOR CHP MANAGEMENT TEAM

Paper 07/53 is circulated to the Committee members to update them on some of the work being undertaken by members of the CHP Senior Management Team.

ACTION: NOTED BY THE COMMITTEE

73. CHP MONTHLY BULLETIN

Paper 07/54 a&b has been circulated to the Committee members for information.

ACTION: NOTED BY THE COMMITTEE

STILL TO BE RATIFIED

74. EAST DUNBARTONSHIRE COUNCIL & CHP JOINT WORKING UPDATE

Paper 07/55 detailed the key areas of work being jointly undertaken. The Chairman, commented that although we are not an integrated CHCP he wished to commend the extensive high quality joint work between NHS and EDC staff.

ACTION: NOTED BY THE COMMITTEE

75. MINUTES OF MEETINGS

- i. Professional Executive Group (01/08/07) – **NOTED**
- ii. Staff Partnership Forum (25/07/07) – **NOTED**
- iii. CHP Seminar Notes (27/07/07) – **NOTED**
- iv. Public Partnership Forum (10/08/07) – **NOTED**
- v. Child Protection Operational Group – **NOTED**
- vi. Delivering for Child and Young People – **NOTED**

76. A.O.C.B.

Nil

77. DATE & TIME OF NEXT MEETING

Seminar - 28 September 2007, 9am, Corporate Meeting Room

- o Staff Governance
- o Capital Planning

Meeting - 26 October 2007, 9.30am, Corporate Meeting Room