West Glasgow Community Health Care Partnership Committee

Minutes of the Meeting held at 1.30 p.m. on Tuesday, 17 April 2007 in the Councillors’ Corridor, City Chambers, George Square, Glasgow

PRESENT

Councillor Aileen Colleran (Chair)
Terry Findlay, CHCP Director
Mari e Garrity, Staff Partnership Forum
Baillie Gordon Matheson (part of meeting)
Dougie Taylor, Public Partnership Forum

IN ATTENDANCE

Pam Fenton, Head of Health and Community Care, West CHCP
Matt Forde, Head of Children’s Services, West CHCP
Willie Kelly, Head of Addiction Services, West CHCP
Chris Melling, Head of Learning Disability, West CHCP
Justine Murray, Head of Human Resources, West CHCP
Dr John Nugent, Clinical Director, West CHCP
Ray de Souza, Head of Planning and Health Improvement, West CHCP
Valerie Smith, Business Support Manager, West CHCP
Karen Whyte, West CHCP (Minutes)

ACTION BY

1. APOLOGIES

Apologies were received from Lorna Barr, Professional Executive Group; Jim Crichton, Head of Mental Health; West CHCP; Barbara Elliott, Professional Executive Group; Councillor Irene Graham; Councillor Dr Malcolm Green; Paul Higgins, Professional Executive Group; Baillie Dr Christopher Mason; Jeanne Middleton, Head of Finance, West CHCP; Tam Munro, Public Partnership Forum; Jessica Murray (Vice Chair) and Amanda Taylor, Acting Head of Learning Disability, West CHCP.

2. MINUTE OF LAST MEETING ON TUESDAY, 20 FEBRUARY 2007

The minutes of the last meeting held on Tuesday, 20 February 2007 [Paper No. 07/10] were agreed as accurate.
3. REPORTS FROM SUB-COMMITTEES

a) Professional Executive Group (PEG) – Update

A report was submitted by the Clinical Director [Paper No. 07/11] to outline the activity undertaken by PEG Members as they develop in their CHCP committee role. The Clinical Director described actions from the Development Session and the priorities to date. He also advised that finalisation of the Membership for the PEG would be completed by 19 June 2007 for Optometry and also the Co-Chair. The permanent representatives to the CHCP Committee will be finalised by the June meeting. In respect of Clinical Governance the detail of the report was outlined to Members. Finally, the Prescribing Lead continues to support Practices in their efforts to provide safe and effective prescribing.

NOTED

b) Public Partnership Forum (PPF)

The Head of Planning and Health Improvement gave a verbal report on progress. A recent public meeting in Woodside – the first meeting of the Forum – attracted more than 50 people – service users and ordinary members of the public. Generally the number of people interested in the PPF and having their details recorded on the PPF database is steadily increasing. At the Woodside meeting, twenty six people were elected to the PPF Steering Group. Service users have shown a keen interest in being involved in the Steering Group and the PPF generally.

It was noted that appropriate training and development programmes and publicity are being developed for the PPF, to be implemented mid-summer.

It was intended that the PPF Executive would elect two Representatives to the CHCP Committee by end of June; to serve for a two year period. In this context Cllr Colleran and the Head of Planning thanked D Taylor and T Munro for their valuable contributions to the development of the CHCP over the last year.

D Taylor complemented the Head of Planning and Health Improvement on the excellent job that had been undertaken in engaging with the public in this forum. Cllr Colleran agreed with D Taylor and also agreed with the Head of Planning and Health Improvement to thank the Steering Group for their efforts.

NOTED
c) Staff Partnership Forum (SPF)

The Head of Human Resources and the Joint Chair of the Staff Partnership Forum had submitted a report [Paper No. 07/12]. The Head of Human Resources outlined the content of the paper and gave feedback on the Staff Involvement and Learning Events. A special meeting of the Staff Partnership Forum is being held to discuss the CHCP Development Plan.

**NOTED**

d) Employability

The Head of Planning and Health Improvement gave a verbal report on progress over the last three months. The agreed framework for employability in West Glasgow has begun to be implemented with the Strategic and Operational Groups meeting soon to identify the strategic priorities for the next three years. The Practitioner Forum is due to be developed in June.

There has been a re-focussing of Equal Access resulting in closer working with CHCP’s at a City-wide and a local level. The Equal Access Manager in West will join the CHCP Extended Management Group.

The CHCP continues to work at strategic city/board level as part of the Employability Policy and Implementation Group (PIG) and the Health and Employability Strategic Group.

The various initiatives within the CHCP previously agreed by the Committee, namely the Employability Referral Team, Chinese Employability Project and Workplace Initiative, are being developed in partnership with Opportunities and Equal Access.

D Taylor congratulated the work undertaken in respect of employability. West Glasgow CHCP is leading the way in this area of work and Cllr Colleran endorsed these comments. The CHCP Director commented that he had attended a meeting with the Pathways to Work Co-ordinator that highlighted the rate of return to work after completion of the programme.

**NOTED**
4. HUMAN RESOURCES/LEARNING AND ORGANISATIONAL DEVELOPMENT

The Head of Human Resources and the Business Support Manager had submitted a report [Paper No. 07/13]. The Business Support Manager gave an update on Establishment; Turnover and Attendance figures and progress on the Workforce Pay and Benefits Review. The Head of Human Resources gave an update on Agenda for Change; CHCP Learning Plan; KSF and PDP Implementation and reported on the Organisational Development Plan and the Learning Education Development Group meeting that had taken place.

NOTED

5. FINANCIAL REPORT

A report was submitted by the Head of Finance [Paper No. 07/14]. The Director of the CHCP gave an update this paper.

The Director highlighted the significant change in the variance summary. This was explained by the movement in prescribing, Hosted Services and a late reallocation of expenditure in Mental Health. Due to risk sharing arrangements and time lapse in receiving data, the prescribing under expenditure is not available to the CHCP. However, we should benefit in future years. Similarly, both Primary Care and Sexual Health Services are hosted Services these saving are not available to the West CHCP.

The Director commented on the capital programme position stating that it was on track. Discussions are currently taking place with the Council about tenure of the site adjoining the Health Centre at Drumchapel.

NOTED

6. PERFORMANCE MANAGEMENT REPORT 2006/7: QUARTER 3

The Head of Planning and Health Improvement submitted a report [07/15]. The paper reflects work in progress and the improvements on collecting data. Considerable progress has been made especially at 2.1. The “hotspots” are receiving attention with particular emphasis being placed on improving Children’s Services; Health Equality and Dental disease. For the next Committee meeting 10 key indicators could be reported on specifically and the Head of Planning and Health Improvement asked for feedback on which 10 these should be.

DECIDED

The Committee were requested to provide suggestions on the 10 key indicators to the Head of Planning and Health Improvement

ACTION BY

TF

ALL
7. **STAFF INVOLVEMENT & LEARNING EVENTS MARCH 2007 – FEEDBACK**

The Head of Human Resources and the Head of Planning and Health Improvement submitted a report [Paper No. 07/16]. The Head of Human Resources reported on the feedback to the events on 8 and 14 March 2007 in which 150 staff attended. The main areas highlighted by staff were:

- Communication
- Resources; and
- Practice Issues.

The Head of Human Resources outlined what the CHCP planned to do to address these areas.

Cllr Colleran raised the issue of learning and development needs for Social Work Staff especially those Staff who are currently going through the Workforce Pay and Benefits Review and acknowledged the importance of section 4.1 of the paper.

D Taylor stated that a considerable amount of training is the same for both Social Work and NHS Staff. It could be beneficial to set up a Working Group to look at this area of training to see what is needed especially within partnerships. D Taylor and the Head of Human Resources agreed to take this forward.

**DECIDED**

D Taylor and the Head of Human Resources to discuss setting up a working Group to take forward training needs for Staff.

8. **WEST GLAGOW CHCP PLAN 2007/10**

The Head of Planning and Health Improvement introduced this report [Paper No. 07/17]. The 3 year draft plan has been issued for consultation. The timescales for this are outlined within the report. Feedback had been received from the NHS Chief Executive, Tom Divers and a meeting had been arranged with the Director of Social Work for later in the week. Finally, the plan will be produced in its final version by the end of May 2007.

**DECIDED**

Committee Members to comment on the Draft Plan and the final version issued at the end of May.
9. INTERNAL AUDIT OF CHCP GOVERNANCE ARRANGEMENTS

The Director introduced this report [Paper No. 07/18] and stated that there were 3 main issues to focus upon:

- Achieving permanent appointment to the Committee from the various Sub-Groups;
- Risk management strategy; and
- Performance monitoring data.

An Action Plan will be developed.

NOTED

10. FUTURE COMMITTEE MEETING DATES 2007

The Director submitted [Paper No. 07/19] which stated the dates of future meetings.

Tuesday, 19 June 2007
Tuesday, 14 August 2007
Tuesday, 16 October 2007
Tuesday, 18 December 2007

Cllr Colleran intimated that until the GCC nominations to the Committee were finalised in May it would not be possible to confirm the dates until then.

Meeting concluded at 3.00 p.m.
DRAFT

West Glasgow Community Health Care Partnership Committee

Minutes of the Meeting held at 1.30 p.m. on Tuesday, 19 June 2007 in the Councillors’ Corridor, City Chambers, George Square, Glasgow

PRESENT

Bailie Hanzala Malik (Chair)
Jessica Murray (Vice Chair)

Lorna Barr, Professional Executive Group
Terry Findlay, CHCP Director
Cathy Holden, Professional Executive Group
Baillie Dr Christopher Mason

Frances Farrell, Public Partnership Forum
Mary Hanley, Professional Executive Group
Councillor Kenny McLean

IN ATTENDANCE

Jim Crichton, Head of Mental Health; West CHCP
Matt Forde, Head of Children’s Services, West CHCP
Chris Melling, Head of Learning Disability, West CHCP
Jeanne Middleton, Head of Finance, West CHCP
Justine Murray, Head of Human Resources, West CHCP
Valerie Smith, Business Support Manager, West CHCP
Evelyn MacIver, Public Partnership Forum
Karen Whyte, West CHCP (Minutes)

ACTION BY

1. **APOLOGIES**

   Apologies were received from Councillor Paul Carey; Councillor Aileen Colleran; Marie Garrity, Staff Partnership Forum; Paul Higgins, Professional Executive Group; Thelma Sneddon, Public Partnership Forum; Pam Fenton, Head of Health and Community Care, West CHCP; Willie Kelly, Head of Addiction Services, West CHCP; Dr John Nugent, Clinical Director, West CHCP; Ray de Souza, Head of Planning and Health Improvement, West CHCP and Amanda Taylor, Acting Head of Learning Disability, West CHCP.
2. MINUTE OF LAST MEETING ON TUESDAY, 17 APRIL 2007

The minutes of the last meeting held on Tuesday, 17 April 2007 [Paper No. 07/20] were agreed as accurate.

3. REPORTS FROM SUB-COMMITTEES

a) Professional Executive Group (PEG) – Update

A report was submitted by the Clinical Director [Paper No. 07/21]. Unfortunately, Dr Nugent had given his apologies for today’s meeting and Terry Findlay gave a brief update to the Committee. Discussion then took place around delayed discharges for patients. Dr Nugent was attending a Shared Learning Event for Practices in the West CHCP today and T Findlay agreed that the main areas from this Event would be given as an update at the next Committee meeting.

Paper was agreed by the Committee.

**NOTED**

b) Public Partnership Forum (PPF)

The Head of Planning and Health Improvement had submitted a report [Paper No. 07/22]. Unfortunately, Ray de Souza had given his apologies for today’s meeting and Terry Findlay gave a brief update to the Committee. New Members for the Forum had been reached after a long discussion. A network has now been established with a 24 member Executive. Two members were nominated to the CHCP Committee; Frances Farrell and Thelma Sneddon.

Frances Farrell highlighted that there is still work to be done on the Working Agreement and noted an error on page 4, paragraph one of the document. (45%) should be inserted at the end of this paragraph. T Findlay asked F Farrell to discuss this further with R de Souza on his return from annual leave and asked that the document be brought back to the next meeting for clarity.

Paper was agreed by the Committee.

**NOTED**
c) Staff Partnership Forum (SPF)

The Head of Human Resources and the Joint Chair of the Staff Partnership Forum had submitted a report [Paper No. 07/23]. Justine Murray gave brief background on the Staff Partnership Forum for the new Members of the Committee and is happy to provide more information to Members if they request it. The Forum currently meets bi-monthly and work is currently being taken forward regarding HR Priorities – Improving Attendance and an update will be provided at a future Committee meeting.

Paper was agreed by the Committee.

**NOTED**

### d) Employability

The Director gave a verbal report on behalf of the Head of Planning and Health Improvement on progress and advised that an agreement had been reached on a joint work plan for the West CHCP area. Bailie Matheson chaired the recent Strategic Group that ratified the plan. Bailie Mason indicated that he would find it helpful to receive this report by e-mail before the next Committee meeting. Cllr Mason and Jim Crichton then discussed Dr Alistair Wilson from a project called Boomerang and Cllr Mason asked if he could be invited along to a Committee meeting to discuss what he does and the projects he is involved in. It was agreed that Dr Wilson be invited along to give a presentation at one of the special events for Committee Members and not an actual Committee meeting.

Paper was agreed by the Committee.

**NOTED**

### 4. HUMAN RESOURCES/LEARNING AND ORGANISATIONAL DEVELOPMENT

The Head of Human Resources; Business Support Manager and the Senior OD Adviser had submitted a report [Paper No. 07/24]. The Business Support Manager gave an update on Establishment; Turnover; Attendance figures and progress on the Workforce Pay and Benefits Review. Cllr Mason asked why there is such a high absence rate in Social Work and Health and what is currently being done to reduce it and also asked what proportion is depression and stress? Valerie Smith provided the Committee with additional information and systems which are currently in place to reduce these figures.

Additional temporary resource has been obtained to support managers and HR in reducing sickness absence. This person will look into this issue more thoroughly via an in-depth study and subsequent recommendations.

T Findlay noted that a report on progress could be prepared for the next meeting. Cllr Malik highlighted that it may be worthwhile to find out what other Authorities are doing in terms of good practice and asked that a progress report should be meaningful.
The Head of Human Resources gave an update on Agenda for Change; reported on the Learning and Education Progress Report and the Organisational Development Progress Report and provided an update on the Learning, Education and Development Group.

Paper was agreed by the Committee.

**NOTED**

5. **FINANCIAL REPORT**

A report was submitted by the Head of Finance [Paper No. 07/25]. Jeanne Middleton highlighted the revenue position overview for 2006/7 and also summarised both Health and Social Work significant variances summaries. Cllr Mason raised the issue around underspend in the respite budget and highlighted his concerns to the Committee. Chris Melling gave Cllr Mason a comprehensive update on why this had happened. It was noted that respite is being looked at for all the CHCPs and this needs to be phased in over a period of time and work still needs to be completed on this issue and that the West CHCP should receive an increase in the future.

Evelyn MacIver confirmed that there are issues around patients being transported from the West to Riddrie Respite Centre. Cllr Mason highlighted that not enough is being invested into families and hopes that the new Committee makes this a priority to be taken forward. Cllr Malik asked C Melling to take these views on board.

Cllr Mason asked about the new build for respite in the West. C Melling advised that it had been agreed in principle by DRS but as yet, no site had been allocated. The Committee were advised that the West CHCP will not be undertaking this as a capital project, developers would construct and lease to the agency operating the respite service. The CHCP would purchase respite services from this agency. T Findlay commented that once a site has been identified, work should start next year. E McIver confirmed to T Findlay that Cllr McDougall was currently taking forward a meeting to discuss respite issues and would ensure that T Findlay was invited along to the next meeting.

J Middleton then advised that there are currently no significant issues on the on-going work on the Capital Programme Position. Also, the brochure for the Capital and Accommodation Plan 2006-10 is near completion and a draft was attached to the report for information.

Paper was agreed by the Committee.

**NOTED**
6. PERFORMANCE MANAGEMENT REPORT 2006/7: QUARTER 4 AND FULL YEAR IMPACT

The Head of Planning and Health Improvement submitted a report [Paper No. 07/26]. The Director announced that the paper shows that after a year there has been significant overall improvements as highlighted in Appendix 1 but there is still considerable room for improvement. Cllr Malik noted that he was happy with the marked improvement set out in the paper. Jessica Murray asked if pressure could be kept on the targets which are just off target i.e. looked after children. Cllr Mason noted that the majority of red is for Children’s Services and commented that he would like to see this reported further at the next Committee meeting. Cllr Malik advised that people would need to be given the opportunity to focus in on these figures and then take this forward at a future meeting. Cllr Mason was therefore happy to give Matt Forde, Head of Children’s Services the opportunity to give an update on what progress had been made at the next meeting.

Paper was agreed by the Committee.

NOTED

7. DRAFT CHCP PLAN 2007-2010: UPDATE

A report was submitted by the Head of Planning and Health Improvement [Paper No. 07/27]. The Head of Children’s Services gave an update on the report and announced that the draft plan will be available for circulation from 12 July 2007.

Paper was agreed by the Committee.

NOTED

8. PARTICK “HUB” INITIATIVE – CHURCH STREET REGENERATION PROJECT

A report was submitted by the Head of Health and Community Care [Paper No. 07/28]. Unfortunately, Pam Fenton had given her apologies for today’s meeting and Terry Findlay gave a brief update to the Committee as he is involved in this initiative.

The proposal had been submitted to the Director of Social Work for consideration but no action will be taken until the Council’s Executive Committee has given approval to proceed. The first stage is to conduct a feasibility study that would include looking at potential uses for the site, including existing CHCP services in the area.

Cllr McLean asked about the timescale and was advised by T Findlay that it was a three year programme starting in 2008/9 if approved to proceed.

It was also noted that Western Infirmary buildings at Church Street would be of interest dependent on the university use. T Findlay advised that a location for local services will need to be found when Yorkhill Hospital moved to the Southern General site. Cllr McLean highlighted that concerns had been raised by residents that this site is not left derelict.
Cllr Mason raised the issue around the swimming baths within this area and if these were to be left intact? T Findlay advised that they were derelict and the site did not lend itself to the scale of a modern pool/leisure development. The Kelvin Hall Sports Centre is the closest local sport facility that may lend itself to further development. Cllr McLean acknowledged that this would be an ideal proposition and asked if this could be continually pursued.

Paper was agreed by the Committee.

**NOTED**

9. COMMITTEE DEVELOPMENT & ORIENTATION

The Director apologised that this report had not been completed and would be carried forward to the next Committee meeting for discussion.

**NOTED**

10. DRAFT CHCP EQUALITIES ACTION PLAN 2007-10

The Head of Planning and Health Improvement submitted a report [Paper No. 07/30]. The Head of Mental Health provided the Committee with a brief update on this paper. J Crichton advised that R de Souza has established an Equalities Group to take issues forward and that there is a draft action plan at the back of the report. Cllr Malik recommended that Members of the Committee who have not had training on equality issues be given training.

Paper was agreed by the Committee.

**DECIDED**

Committee Members to be given training, if required.

11. FUTURE COMMITTEE MEETING DATES

Discussion took place around future dates of the Committee. Proposed dates had been set before the elections and it was agreed to hold the next date of Tuesday, 14 August 2007 at 1.30 p.m. This date to be e-mailed out to Committee Members to see who can attend the next meeting or not. A decision would need to be taken as to see how dates are scheduled in the future.

Meeting concluded at 3.00 p.m.