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
Frances Farrell, Public Partnership Forum
Terry Findlay, CHCP Director
Mary Hanley, Professional Executive Group
Cathy Holden, Professional Executive Group
Councillor Kenny McLean
Baillie Dr Christopher Mason

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 Maclver, Public Partnership Forum
Karen Whyte, West CHCP (Minutes)

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 Glasgow CHCP; Willie Kelly, Head of Addiction Services, West Glasgow CHCP; Dr John Nugent, Clinical Director, West Glasgow CHCP; Ray de Souza, Head of Planning and Health Improvement, West Glasgow CHCP and Amanda Taylor, Acting Head of Learning Disability, West Glasgow 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]. As Dr Nugent had given his apologies for today’s meeting, 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 Glasgow CHCP today and T Findlay agreed that the main areas from this Event would be reported 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]. In Ray de Souza’s absence, Terry Findlay spoke to the report. New Members for the Forum had been reached after a long discussion. A PPF executive 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 Glasgow 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. It was also asked what is currently being done to reduce it and 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 Maclver 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 issued 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 was also attending the CHCP Shared Learning Event and Terry Findlay gave a brief update to the Committee in her absence 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 may be a worthwhile option if reopening of the baths was not feasible.

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.
DRAFT

West Glasgow Community Health Care Partnership Committee

Minutes of the Meeting held at 1.30 p.m. on Tuesday, 14 August 2007 in the Councillors’ Corridor, City Chambers, George Square, Glasgow

PRESENT

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

Councillor Aileen Colleran
Terry Findlay, CHCP Director
Paul Higgins, Professional Executive Group
Councillor Kenny McLean

Frances Farrell, Public Partnership Forum
Marie Garrity, Staff Partnership Forum
Mary Hanley, Professional Executive Group
Thelma Sneddon, Public Partnership Forum

IN ATTENDANCE

Yvonne Campbell, Senior Organisational Development Advisor, West Glasgow CHCP
Pam Fenton, Head of Health and Community Care, West Glasgow CHCP
Willie Kelly, Head of Addiction Services, West Glasgow CHCP
Chris Melling, Head of Learning Disability, West Glasgow CHCP
Justine Murray, Head of Human Resources, West Glasgow CHCP
Dr John Nugent, Clinical Director, West Glasgow CHCP
Liam Purdie, Integration and Service Development Manager, West Glasgow CHCP
Ray de Souza, Head of Planning and Health Improvement, West Glasgow CHCP
Valerie Smith, Business Support Manager, West Glasgow CHCP
Karen Whyte, West Glasgow CHCP (Minutes)

ACTION BY

1. APOLOGIES

Apologies were received from Lorna Barr, Professional Executive Group; Councillor Paul Carey; Cathy Holden, Professional Executive Group; Baillie Dr Christopher Mason; Jim Crichton, Head of Mental Health; West Glasgow CHCP; Matt Forde, Head of Children’s Services, West Glasgow CHCP; Jeanne Middleton, Head of Finance, West Glasgow CHCP; and Amanda Taylor, Acting Head of Learning Disability, West Glasgow CHCP.
2. MINUTE OF LAST MEETING ON TUESDAY, 19 JUNE 2007

The minutes of the last meeting held on Tuesday, 19 June 2007 [Paper No. 07/31] were agreed as accurate.

Matters Arising:

Children’s Services Performance

The Director announced that unfortunately due to Matt Forde’s leave this item would be deferred to the next meeting in October.

Partick Hub

The Director confirmed that there is currently an on-going options and feasibility study being done and this will be brought back to a future meeting.

3. REPORTS FROM SUB-COMMITTEES

a) Professional Executive Group (PEG) – Update

The Clinical Director gave a verbal update. A well attended and very constructive Shared Learning Event for GPs had recently taken place and a report was being prepared for presentation at the next Committee meeting in October.

A meeting of the (PEG) had not taken place since the last committee meeting but a Board wide meeting to review the first year of Professional Executive Groups meeting had been arranged for 28 August 2007. The Clinical Director also planned to share the findings of this review with the committee at the October meeting.

Dr Nugent gave a verbal update on the Clinical Governance Group. This group was reviewing progress after the first year and planned to meet on 11th September to decide how to best develop the Clinical and Care Governance agendas. The group intended to finalise a job description for a key clinical Governance post and hoped to shortly thereafter begin the recruitment process.

The Clinical Director also gave an update on the changes made in order to increase the prescribing support structures within the CHCP. In this update he emphasised the risks inherent in the prescribing budget and therefore the need to ensure that the prescribing support structure was adequately resourced in order to manage the task of supporting prescribers in their efforts to provide a safe and effective prescribing practice.

NOTED
b) **Public Partnership Forum: Progress Report**

A report was submitted by the Head of Planning and Health Improvement [Paper No. 07/32]. Ray de Souza provided the Committee with background information on this paper. A productive meeting had taken place with the Voluntary Sector Network Steering Group and misunderstandings had been cleared up. It was agreed that further consideration will be given as to how the PPF will nominate a representative onto the CHCP Committee next year. Links between the CHCP and the Network will be strengthened with the development of a protocol for engagement between both parties in due course.

Frances Farrell highlighted that both she and Thelma Sneddon had only received the Committee papers on Monday due to a postal strike. To avoid a reoccurrence of this situation, it was agreed that Committee papers would sent to both Frances and Thelma by courier.

Paper was agreed by the Committee.

**NOTED**

**c) Staff Partnership Forum**

The Head of Human Resources and the Joint Chair of the Staff Partnership Forum had submitted a report [Paper No. 07/33]. Marie Garrity outlined the paper, highlighting areas of service development where SPF input had been arranged; i.e. the Management of Medication pilot and implementation of care management training.

Paper was agreed by the Committee.

**NOTED**

**d) Employability Services in West Glasgow: Progress Report**

A report was submitted by the Head of Planning and Health Improvement [Paper No. 07/34]. Ray de Souza highlighted the good work being done by the West Referral Team (WRT) especially the positive and encouraging outcomes for the first quarter of 2007/8 and the increasing number of referrals from criminal justice social work. Ray said that although the WRT was set up as a pilot project, it has already clearly demonstrated its value and benefit to the CHCP; the project is being evaluated. However to avoid the project coming to an abrupt end and staff leaving due to uncertainty about the future, the CHCP is exploring options to continue funding the WRT in partnership with West Local Regeneration Agency.

The Chinese Employability Project will formally be launched on 23 August 2007 and this project would run initially for six months but was hoped to continue it for a full year, subject to the outcome of evaluation.

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. 07/35]. The Head of Human Resources gave an update on Establishment; Turnover; Attendance figures and progress on Agenda for Change. Highlighted in this paper was the statistical breakdown of reasons for short term and long term absence for social work staff, and the work being done within NHS to clarify workforce information to improve the ability to produce more meaningful statistics.

A report on the programme of work to reduce sickness absence would be tabled later in the agenda.

Paper was agreed by the Committee.

NOTED

5. FINANCIAL AND CAPITAL WORK REPORT

A report was submitted by the Head of Finance [Paper No. 07/36]. The Director advised that the financial position for NHS was that it would be near to break-even and that there was overspend in the Social Work budget. Since the report was written it was noted that Children’s Services have reduced expenditure due to a number of vacancies. Children’s Services also have a challenging target to reduce numbers for reduction at residential schools.

Health and Community Care is putting in place strategies to deal with over expenditure in homecare and Social Worker establishment.

There is currently an imbalance of care between residential and community care which is a huge challenge for Children’s Services staff. This issue will be covered at the next Committee meeting. Bailie Malik asked what steps are currently being taken to deal into this issue? The Director noted that there are currently active case meetings to seek alternatives. Mary Hanley advised the Committee that each case was currently being looked at individually. This was a huge challenge for Staff to undertake due to the recent strike action. Bailie Malik noted that he would like to monitor this closely.

Also tabled with this paper was a copy of the Accommodation and Capital Works Plan 2006-2010.

Paper was agreed by the Committee.

DECIDED

Committee to be updated regularly at future meetings on Children’s Residential School issues.
6. **SOCIAL WORK INSPECTION AGENCY (SWIA) REPORT**

The Head of Children’s Services had submitted a report [Paper No. 07/37]. Liam Purdie, Integration and Service Development Manager was in attendance for Matt Forde to provide the Committee with background information on this report. A SWIA inspection had taken place from November 2006 to January 2007. The Report was produced in June 2007. In response to that report we have an opportunity to respond to the report. From this report there were a lot of good and adequate outcomes as detailed in the summary of evaluation with one area being noted as weak. Social Work Directorate and Senior Management agreed a process of information and discussions with staff via CHCP. Within West this is being led by Matt Forde, Head of Children’s Services.

There are 4 significant areas to address:

i) Our service;
ii) Communication and engagement;
iii) Support to Staff; and
iv) Engagement with elected members.

3 events were arranged for Staff within the West CHCP but attendance was poor due to the strike action. A meeting with middle Managers is due to take place on 30 August 2007 and from this meeting feedback to the Directorate. The City Council will report back in September to SWIA. It was noted that SWIA will return in one year’s time to review progress.

Cllr Colleran asked if the event for Staff could be re-run? Liam advised that this could not happen as there was no time but that there were other opportunities for Staff to feedback. From the report it was noted that the one area which was weak was impact and morale of staff. Liam highlighted however, that from the SWIA report the feedback from service users who were consulted was that they reported receiving a good service from Social Work. This was in spite of the low morale and issues for staff from the report. Liam also highlighted that the impact for staff and morale should not be seen in isolation as the inspection coincided with developing and establishing of CHCPs and issues for staff around managing change as well as on the back of the Workforce Pay and Benefits Review.

Communication was also an issue highlighted for staff and action will look at how to address this in the future. Events have taken place in the past 6 months at a local level to inform staff of issues which are of concern to them. It was noted that the Social Work Directorate is putting in place an action plan. All 5 CHCPs are currently in a Group to look at communication issues. A communication strategy is currently being rolled out with staff to improve communications.

Paper was agreed by the Committee.

**NOTED**
7. **ABSENCE MANAGEMENT**

A report was submitted by the Head of Human Resources and the Business Support Manager [Paper No. 07/38]. Valerie Smith, Business Support Manager explained that the report followed the request from last meeting to update the Committee on actions being taken to reduce sickness absence. The programme of work has begun by surveying managers' views and experiences of managing absence; four focus groups had taken place in July involving 33 managers. The initial findings of these focus groups was outlined and Committee advised that the Extended Management Team scheduled for 15 August would focus on this. Case reviews would be undertaken and we would then engage with respective Occupational Health Services before completing the final report.

The Director noted that there has however been a slight reduction in the most recent quarter and was hopeful that the CHCP can take this forward and improve action.

The Clinical Director asked if there was a training need for Managers in dealing with this important issue? Justine Murray advised that the focus groups had indicated that there are experienced Managers who have had training, and that there are Managers who have had no training. Part of this programme of work would be to identify the training needed by Managers.

Paper was agreed by the Committee.

**NOTED**

8. **DRUMCHAPEL RESPITE CENTRE – UPDATE**

Chris Melling, Head of Learning Disability gave the Committee a brief verbal update on what has happened since the last meeting. The Council has made an arrangement with a Developer to make available three sites, one of which will be for the Respite Centre. The Developer will build on the site and the Council will own the building. Meetings will now be arranged to take this forward and although the timescale is unsure it is hoped to be within the next two years. Chris will keep the Committee informed of developments as and when they happen.

**NOTED**
9. OLDER PEOPLE’S MENTAL HEALTH SERVICES

The Head of Health and Community Care submitted a report [Paper No. 07/39]. Pam Fenton noted that this paper looked at the quality of in-patient care and the needs to move patients from Canniesburn Care Home to Gartnavel Royal Hospital. There are currently two phases of the plan. One is to move patients to a recently upgraded McNiven House at Gartnavel Royal Hospital and the second is then move the patients from this Ward to a new building at Gartnavel Royal Hospital. Patients will be moved from Canniesburn Care Home to McNiven House in the autumn. The next move to the new building will not be before 2-3 years. The Head of Health and Community Care highlighted that the bathrooms and shared facilities at McNiven House were of a better standard and that the same Staff who looked after these patients would also be moved to McNiven House.

Paper was agreed by the Committee.

NOTED


A report was submitted by the Senior Organisational Development Advisor [Paper No. 07/40]. The Senior OD Advisor noted that the paper outlines a number of areas and asked the Members of the Committee to note point 2.1 of the paper. Three proposals were put to the Committee:

i) Visits to service areas;
ii) Knowledge sharing session with the Committee as a whole; and
iii) Individual Members support. The Senior OD Advisor advised that she would be happy to meet with any Committee Member on a one to one basis to take certain issues forward.

Bailie Malik noted that the paper was very useful and encouraged people to take up the offer of one to one meetings. It was agreed that Members should contact Yvonne direct and a decision would be made at a future meeting whether or not Group meetings should be held to discuss certain areas if this is what Members considered appropriate. Members who were not at the meeting today were also encouraged to fill in the form and return it for consideration.

Paper was agreed by the Committee.

DECIDED

Committee Members to complete and return Appendix 1 and a decision on how best to take Group meetings forward will be discussed at a future meeting.

Meeting concluded at 2.30 p.m.