WEST DUNBARTONSHIRE COMMUNITY HEALTH PARTNERSHIP

Minutes of the meeting of the
West Dunbartonshire Community Health Partnership
Held at 4.00 p.m. on 11th October
in The Court Room, Clydebank Town Hall

PRESENT

Rani Dhir (in the chair)

Keith Redpath West Dunbartonshire CHP Director
Cllr. Martin Rooney West Dunbartonshire Council
Dr. Alan McDevitt Clydebank Health Centre
Selena Ross Human Resources Advisor
Muriel Robertson Public Partnership Forum
Betty McIntosh Public Partnership Forum
Margaret Hastings Professional Executive Group
Claire McGinley Professional Executive Group
Dr. Fiona Coulter Professional Executive Group
Ross McCulloch Staff Partnership Forum

IN ATTENDANCE

Jeanne Middleton West Dunbartonshire CHP
Soumen Sengupta West Dunbartonshire CHP
Chris McNeill West Dunbartonshire CHP
Gordon Whitelaw West Dunbartonshire CHP

ACTION

1. APOLOGIES

Apologies were intimated on behalf of Cllr. Andy White

2. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the West Dunbartonshire Community Health Partnership Committee held on 23rd August were approved.

3. MATTERS ARISING

There were no matters arising from the previous minute.

4. CHAIRS REPORT

(i) Chair reported on her recent visit to Clydebank Health Centre and recorded the Committee’s congratulations on the recent Investors in People award to Dr Singh and Dr Rai practice.
Chair also reported on her attendance at the recent NHS GG&C event on CHP development and provided a feedback on the discussions held around barriers to integration within CHPs.

5. **DIRECTOR REPORT**
   (i) Director welcomed and introduced Soumen Sengupta, Head of Planning and Health Improvement, to the Committee.
   
   (ii) Director outlined the financial planning process in which:
       
       a) NHS GG&C has re-confirmed their commitment to achieve financial balance in Clyde on which a £28m. recurrent deficit has been reported.
       
       b) Director’s discussions with senior officers anticipate uplift to allocations in year 2007-08. This will be supported by a plan to commission projects that will help address the recurrent financial deficit.
       
       c) A Review session has been arranged for senior officers around the planning framework and the endorsement of budgets for next year. The Management Team are presently working towards an agreed budget in early 2007.
       
       d) Director re-affirmed the overall financial context and the potential for non-recurrent savings to be applied this year.
       
       e) The Corporate Management Team is currently refining the Corporate Objectives to ensure a prioritisation within a rolling three-year plan.
       
       f) Director confirmed that year 2006 / 07 objectives included the identification of any inequities across West Dunbartonshire and that these will be incorporated within the 2007 – 08 CHP Service Development Plan.
       
       g) Director agreed to provide regular progress reports to update Committee on these ongoing issues.

6. **Alexandria Medical Centre – Proposed Replacement**

   There was submitted Report No. 06/14 by the Director which described:
   
   i. The establishment and membership of the Project Group in which the GP Practices have been fully engaged. A meeting has been arranged with the Communications department to prepare a media release, detail of which will reflect the present position.
   
   ii. The potential to purchase the design rights to the premises which if positive, would potentially reduce any overall re provision timescale by at least 9 months.
   
   iii. It has been acknowledged that the earlier Business Case failed on the grounds of its failure to provide Value for Money. The preparation of a revised Business Case in which Treasury capital will be sought rather than through a third party developer route will ensure that this issue is addressed and the revised proposal will achieve value for money.
iv. The proposed location for the replacement AMC has been confirmed as adjacent to the main entrance to VOLDGH.

The Director reported that the CHP remains confident that a revised Business Case will be approved and that the replacement timescale will be within the same overall timescale as the recently approved Barrhead and Renfrew Health Centre replacements. This commitment was also endorsed in a recent letter from NHS GG&C Chief Executive to a local MSP.

7. **Waiting times to access Community Services**

There was submitted report No 06/15 by Head of Health and Community Care in which CHP waiting times and access to community services were discussed. Discussion continued around waiting times for dietetic services in Clydebank, the different service models reported in physiotherapy and the overall consistency in reporting.

The format of performance reporting was considered and it was agreed that future reports would include trends with performance detail presented graphically.

It was noted that CCI funding will cease on 31st March 2007 and discussion continued around limiting any impacts on service performance upon the withdrawal of this funding.

8. **Staff Governance**

There was submitted draft Minute of Local Partnership Forum of 29th September 2006.

The Staff Side Joint Chair of the Forum highlighted discussions around:

- i. Child protection;
- ii. Local Partnership Forum membership arrangements;
- iii. Local Partnership Forum representation on the Professional Executive Group.

The Committee noted the draft Local Partnership Minute.

9. **Professional Executive Group**

There was submitted draft Minute of the Professional Executive Group of 26th September 2006.

The PEG Vice Chair highlighted the Group’s discussions around:

- i. Vale of Leven Integrated Pilot Project;
- ii. Child protection;
- iii. Clinical governance.

Discussion continued around the GP and Practice role in child protection and Director will confirm this during his discussions with the Head of Children’s Services.

The Committee noted the draft Professional Executive Forum Minute.

10 **Public Partnership Forum**

There was submitted draft Minute of the Public Partnership Forum of 27th September 2006.
PPF representatives outlined recent discussions and highlighted their request for Committee papers to be forwarded earlier. This was noted and Committee papers will be issued earlier whenever this is possible.

The Committee noted the draft Minute of the Local Partnership Forum.

**Integrated Care Pilot – Vale of Leven Hospital**

There was submitted Report No 06/16 by Director setting out the recent background to the decision not to proceed with the next phase of the pilot on the grounds of clinical safety.

The Report further advised of planning processes and structures that are being established to take forward work on the implications of not being able to proceed with the further implementation of the Pilot.

The Committee noted that of particular significance from the CHP perspective was the proposal to establish a community engagement group – led by the CHP to ensure that the community engagement obligations were fully taken on board.

Committee discussion focused on the reasons why continuation of the Pilot was considered unsafe and whether a risk assessment had been conducted on the impact of extended journey times to Paisley and/or Glasgow.

It was re-confirmed that the discontinuation of the Pilot was not based on cost considerations and that the sole basis for discontinuation of this pilot was solely on the grounds of clinical safety.

It was also clearly confirmed that in the interim period, the current service arrangements which saw anaesthetic cover remain in place, would be maintained and that in the short term there were no changes to the service model being delivered from the hospital.

The community engagement process will be established at the earliest opportunity and will support overall decision making in taking this issue forward.

The Committee noted the report and instructed the director to bring forward further reports as the process developed.

**West Dunbartonshire Joint Performance Information & Assessment Framework (JPIAF) for Community Care – Response to 2005 / 2006 assessment by Scottish Executive.**

The Head of Health and Community Care outlined the background to this report in which it was confirmed that the overall function was to set targets related to the National targets and to ensure joint working with the Local Authority.

The Committee acknowledged the overall need to improve services including:

i. Further developing single shared assessment;
ii. Improving support for people at home &
iii. Reducing admission and re-admission rates.

The Committee noted the report and the Joint response that had already
been submitted to the Scottish Executive.

13 **Date of the Next Meeting:**

As per the previously agreed schedule of the meetings, the next meeting of the Committee will be held on **29th November 2006 at 4.00 pm within the Foyer area, Denny Civic Theatre, St. Mary’s Way, Dumbarton.**
WEST DUNBARTONSHIRE COMMUNITY HEALTH PARTNERSHIP

Minutes of the Meeting of the
West Dunbartonshire Community Health Partnership
Held at 4.00pm on
Wednesday 29th November 2006 in Denny Civic Theatre, Dumbarton

PRESENT

Dr Alan McDevitt (Vice-chair)

Keith Redpath                  West Dunbartonshire CHP Director
Cllr. Martin Rooney (Representing Cllr. A White)  West Dunbartonshire Council
Dr Fiona Coulter               Professional Executive Group
Muriel Robertson               Public Partnership Forum
Tom Nimmo                      Public Partnership Forum
Margaret Hastings             Professional Executive Group
Martin Docherty (Representing Selena Ross)     Dunbartonshire C.V.S.

IN ATTENDANCE

Gordon Whitelaw              Head of Administration
Dr. Patrick Trust           Clinical Director
Jeanne Middleton            Head of Finance
Soumen Sengupta             Head of Planning and Health Improvement
Jacqui McGinn               Public Health Practitioner
David McCrae                Head of Mental Health and Partnerships

Action

1. APOLOGIES
   Apologies were intimated on behalf of
   Rani Dhir, Clare McGinley, Selena Ross

2. MINUTES OF PREVIOUS MEETING
   Correction
   (i) Attendance list: typographical correction – Selena Ross representing CVS;
   (ii) Item 6 (iv) - VOLDGH should be corrected to VOL

   The Minutes of the meeting of the West Dunbartonshire Community
   Health Partnership Committee held on 11th October 2006 were approved.

3. MATTERS ARISING
   There were no matters arising from the previous minute.

4. DIRECTOR REPORT
   (i) The Director advised that Michele Mackintosh had been appointed
       as Lead Allied Health Professional for the CHP.
   (ii) Standing Orders. Director advised that the Standard of Business
       Conduct and the Pro Forma for the Declaration of Interests will be
       issued to Committee members for completion and return to West
       Dunbartonshire CHP Head of Administration.

5. CHILD PROTECTION

- 1 -
There was submitted Report No. 06/18 by Head of Children’s Services which outlined the progress on preparation for the HMIe Inspection of Child Protection arrangements. The paper described the key quality indicators on which the Inspection will focus. The overall context, the self evaluation template and the timetable for the Inspection were outlined.

The Committee noted this report and will anticipate a further report on completion of the Inspection.

6. VALE OF LEVEN HOSPITAL
There was submitted Report No. 06/19 by the CHP Director advising that the Health Minister had asked for an overall health needs analysis for the West Dunbartonshire area and also a further review into the maintenance of anaesthetic services at the VOL hospital.

The Committee noted this paper and the Director will provide further updates to the Committee as this process develops.

7. MENTAL HEALTH SERVICES
There was submitted Report No. 06/20 by the Head of Mental Health and Partnerships which described the proposed investment of £420,000 in Ailsa ward at Dumbarton Joint Hospital. The Report outlined the re-location of the Adult Mental Health Teams to the Dumbarton Joint Hospital to form a base for Mental Health Services and described the improvement to the therapeutic provision and staff conditions. The Report included the potential to integrate Adult Mental Health and Social Work services within the refurbished Ailsa ward area.

The Committee noted this paper and it was agreed that a further Report would be provided to the Committee in due course on the operational aspects of the service.

8. WORKFORCE PLANNING
There was submitted Report No. 06/22 by the Head of Human Resources advising that the CHP will pilot the production of a workforce plan for the area. It is expected that as this process will take some nine months to complete and it was highlighted that whilst there is potential to link with Social Work staffing and projections, this workforce planning activity is primarily an NHS function but could include crossover Services, for example Occupational Therapists.

The Report was noted and and a status report will be reviewed by Committee in late 2007.

9. SERVICE PERFORMANCE
There was submitted Report No. 06/23 by Head of Planning and Health Improvement which introduced the service performance reporting framework. This paper identified the progress to date and confirmed that this paper represents a mid-year review. The format of this Report describes service achievement against standards using a traffic-light system of reporting.

Discussion concluded that future performance reports would benefit by the inclusion of a summary highlighting any significant areas of achievement and identifying any specific areas of concern.

10. WEST DUNBARTONSHIRE CHP DEVELOPMENT PLAN 2007/08
There was submitted Report No. 06/24 by Head of Planning and Health Improvement which described the preparation arrangements for the Development Planning process. This process will build on key areas and enable us to more fully understand the position in West Dunbartonshire.

The preparation arrangements were approved and a draft of the WD CHP Development Plan will be submitted to the Committee in early 2007.

11. **TACKLING DOMESTIC ABUSE – A PARTNERSHIP APPROACH**
There was submitted Report No. 06/25 by the WDCHP Public Health Practitioner. This Report emphasised the high prevalence rates in West Dunbartonshire and the strong research links between domestic abuse and child abuse. Committee were advised that a Pathfinder Pilot is being put in place within Clydebank and that a monitoring framework is being developed.

The Committee acknowledged that this subject requires a range of public and voluntary agencies to co-ordinate their activities to achieve any reduction to these high prevalence rates.

12. **PUBLIC INVOLVEMENT**
There was submitted Report No. 06/26 by Head of Planning and Health Improvement which advised of the steps the CHP had taken to improve public involvement. The benefits in this approach were acknowledged and it was noted that the CHP had a real sense of ownership around this subject.

The Committee noted the Report and approved the continued development of these local mechanisms to involve patients, carers and the community.

13. **GREATER GLASGOW HEALTH AND WELLBEING STUDY 2005**
There was submitted Report No. 06/27 by Head of Planning and Health Improvement. This Study described some health behaviours, including smoking and alcohol intake and analysed the use of health services locally. The Report also highlighted social health needs, environmental issues and some individual circumstances. The paper concluded that respondents from West Dumbarton reported poorer health and well-being to that of the rest of Glasgow. It was emphasised that the NHS cannot address these issue alone and that a positive impact would require a robust community and partnership approach. This Study will provide a reference paper for the Development Plan and the Committee noted that the findings in this Study are consistent with the earlier “Let Glasgow Flourish”.

The Committee noted this Report and approved the continued focus on health improvement and it’s work with partners to address health inequalities.

14. **CHP FINANCIAL REPORT**
There was submitted Report No. 06/28 by the Head of Finance advising a net under spend of £189,000 in the year to date position. The paper continued that the CHP was expected to sustain this under spend position over the remainder of the year.

15. **COMPLAINTS REPORT**
There was submitted Report No. 06/29 by Head of Administration which identified the formal complaints which had been received within the
period April to September 2006. The Report outlined the particularly low incidence of complaints in this area and it was emphasised that staff strive to resolve complaints locally wherever possible.

16. **THE PROFESSIONAL EXECUTIVE GROUP**
   There was submitted and noted Draft Minute of the Professional Executive Group Meeting of 15th November 2006

17. **PUBLIC PARTNERSHIP FORUM**
   There was submitted and noted Minute of the Public Partnership Forum of 15th November 2006

18. **STAFF GOVERNANCE**
   There was submitted and noted Minute of the Local Partnership Forum of 10th November 2006

**Date of Next Meeting**

This was re-confirmed as **Wednesday 24th January 2007 at 4.00 pm within the Court Room of Clydebank Town Hall.**