WEST DUNBARTONSHIRE COMMUNITY HEALTH PARTNERSHIP

Minutes of the Meeting of the
West Dunbartonshire Community Health Partnership
held at 4.00pm on
Wednesday 24th January 2007
in The Court Room, Clydebank Town Hall

PRESENT

Rani Dhir (Chair)
Keith Redpath West Dunbartonshire CHP Director
Rose Hutchison Public Partnership Forum
Clare McGinley Professional Executive Group
Tom Nimmo Public Partnership Forum
Ross McCulloch Local Partnership Forum
Dr Fiona Coulter Professional Executive Group
Selena Ross West Dunbartonshire Community Voluntary Service

IN ATTENDANCE

Gordon Whitelaw West Dunbartonshire CHP
Jeanne Middleton West Dunbartonshire CHP, Head of Finance

APOLOGIES

Apologies were intimated on behalf of Dr Alan McDevitt; Margaret Hastings; Chris McNeill

ACTION BY

1. MINUTES OF PREVIOUS MEETING

Addition to Previous Meeting

Ross McCulloch had submitted his apologies to the meeting of 29th November 2006.

2. MATTERS ARISING

a) Item 4 (ii) Standing Orders. Director advised that there had been a delay in issuing the Standards of Business Conduct and the pro forma for the Declaration of Interests. This will be issued to Committee members for completion within the next week for return to the CHP Head of Administration.

b) Item 5 Child Protection. The Child Protection Inspection Process and timetable was outlined. This will include the submission of a Report following this process.

c) CHP Committee.
Meeting arrangements 2007/2008

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Venue</th>
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<tbody>
<tr>
<td>9\textsuperscript{th} May 2007</td>
<td>4pm</td>
<td>Conference Room, Dalmuir C.E. Centre</td>
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<tr>
<td>11\textsuperscript{th} July 2007</td>
<td>2pm</td>
<td>The Foyer, Denny Civic Theatre, Dumbarton</td>
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<tr>
<td>12\textsuperscript{th} September 2007</td>
<td>4pm</td>
<td>Conference Room, Dalmuir C.E. Centre</td>
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<td>14\textsuperscript{th} November 2007</td>
<td>4pm</td>
<td>The Foyer, Denny Civic Theatre, Dumbarton</td>
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<td>23\textsuperscript{rd} January 2008</td>
<td>2pm</td>
<td>Conference Room, Dalmuir C.E. Centre</td>
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<td>12\textsuperscript{th} March 2008</td>
<td>2pm</td>
<td>The Foyer, Denny Civic Theatre, Dumbarton</td>
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These arrangements have been designed to alternate venues and times to ensure Committee is easily accessible to the public.

**NOTED**

3. **CHAIR’S REPORT**

(i) The reporting structure for the CHP within NHSGG&C was described. Committee were advised that CHP Chairs will make a formal report to NHSGG&C in relation to their respective CHP Committees and this will include reports on Service Performance Improvement and Monitoring. It was agreed that Draft CHP Committee Minutes would be forwarded to the Board for the subsequent NHS GG&C Board meeting.

Chair

(ii) Health Needs Assessment. Committee were advised of the Public Engagement Meetings planned for 26\textsuperscript{th} February 2007 at the Beardmore Hotel in Clydebank. It was indicated that a request for crèche facilities had been received and that access to the event had been supported by transport arrangements from the Railway Station and elsewhere. Detail of these events will also be circulated through the voluntary organisation network.

Head of Planning & Health Improvement

**NOTED**

4. **DIRECTOR’S REPORT**

Committee were advised that

(i) The Community Engagement Group had met for the fourth time on 23\textsuperscript{rd} January 2007. The Group considered these meetings constructive and will consider feedback from the group reviewing Anaesthetic Services when this is available.

(ii) One Plus Organisation. It was noted that this childcare organisation which is now in liquidation had supported a number of vulnerable families across West Dunbartonshire. The CHP intends to employ a small number of staff previously employed by One Plus for a short period in order to help sustain vulnerable families, pending the surety of reprovision arrangements. The Committee supported and commended this action and anticipate receipt of a full Report in due course.

Head of Children’s Services

**NOTED**

5. **ALEXANDRIA MEDICAL CENTRE**

There was submitted Paper 07/01 which described the PMP Plus proposal
to enable the transfer of Design Rights to NHS ownership for the new facility. The Committee noted the CHP response and re-emphasised the organisational commitment to secure the replacement for Alexandria Medical Centre within the same timeframe as similar schemes that had been recently announced. The Committee noted the report.

NOTED

6. PARTNERSHIP PROVISION OF AIDS AND EQUIPMENT
There was submitted Report Number 07/02 by the Head of Health and Community Care. The paper described this service extension to include the whole of the West Dunbartonshire Council Area. This development was welcomed as a significant improvement within Health and Social Care across West Dunbartonshire and was approved by the Committee.

DECIDED:

- The Committee approved this service extension across West Dunbartonshire

7. COMMUNITY HEALTH SERVICES WAITING TIMES
There was submitted Report Number 07/03 by Head of Health and Community Care. This paper outlined our Waiting Times Performance to date and highlighted issues around the delivery of Physiotherapy Services. It was noted that the CHP has committed an additional £30,000 non-recurrently to Physiotherapy Services this year in order to improve Waiting Times. The Committee approved these actions and discussion continued around the reporting of Waiting Times for the Lomond Care Team. It was agreed that by the nature of the Team it should be excluded from this Report.

DECIDED:

- The Committee approved the actions taken to reduce waiting times

8. CHP FINANCIAL REPORT
There was submitted Report Number 07/04 by the Head of Finance. The Report indicated that for the period ending 30th November 2006, the CHP was £255,000 underspent. Discussion continued around the variances highlighted within the Report and the Report was noted by the Committee.

NOTED

9. COMPLAINTS REPORT
There was submitted Report Number 07/05 by the Head of Administration. The Paper highlighted that 10 formal complaints had been received during the period April until November (inclusive), detail of which was noted by the Committee.

NOTED

10. PROFESSIONAL EXECUTIVE GROUP
There was submitted draft Minute of the Professional Executive Group of 9th January 2007. The draft Minute described the CHP identification of unmet need and highlighted the ongoing activity in developing the WDCHP Civil Contingencies Plan for business continuity. The draft Minute was noted.
11. PUBLIC PARTNERSHIP FORUM
There was submitted draft Minute of the Public Partnership Forum of 10th January 2007, contents of which were noted by the Committee.

12. LOCAL PARTNERSHIP FORUM
There was submitted draft Minute of the Local Partnership Forum of 12th January 2007. An improved staff-side representation was highlighted and the draft Minute was noted by the Committee.

13. AOCB
   (i) Incontinence Service. The funding arrangements for this service will be considered in the preparation of the CHP Development Plan, the outcome of which will be considered by the Committee.
   (ii) Carers. The identification of carers was discussed and a proposal made that a section may be added to prescription sheets in order to identify carers. This proposal was noted and will be forwarded.

14. DATE OF NEXT MEETING
   Wednesday 14th March 2007 4.00pm in the Foyer, Denny Civic Theatre, Dumbarton