



**South East Community Health & Care Partnership (SECHCP)**

**Minutes of Meeting held on 17 May at 9.30 am in  
Twomax Building 187 Old Rutherglen Road Glasgow.**

**Present**

Baillie Alan Stewart	Chair
Cathie Cowan	Director of SECHCP
Anne Marie Millar	Glasgow City Council Councillor
Bashir Ahmed	Glasgow City Council Councillor
Margaret Millmaker	Public Partnership Forum (PPF) Interim Rep
Kevin Fellows	Professional Executive Group Interim (PEG) Rep
Isobel Quarrell	Staff Partnership Representative Interim
Sheena Morrison	PEG Social Work Lead

**In Attendance**

Hamish Battye	Head of Planning and Health Improvement SECHCP
Tom Quinn	Organisational development SECHCP
Helen Molloy	Meeting Administrator

**1 APOLOGIES**

Donald Sime Vice Chair, Councillor Malcolm Cumming, Councillor Archie Graham, Colin McGowan, Sheena Wright, Fiona McNeill, David Miller.

**2 WELCOME AND INTRODUCTION**

Baillie Alan Stewart, Councillor for Carmunnock Ward and Chair of the South East Community Health and Care Partnership (SECHCP) welcomed everyone to the first formal meeting of the SECHCP Committee.

**3 MINUTES OF PREVIOUS MEETING**

Change Ms Millmaker to Mrs Millmaker. Minutes approved.

**MATTERS ARISING**

Cathie Cowan, Director SE CHCP agreed that the SE CHCP Committee meeting would be held in public after the summer recess.

**(a) Governance Arrangements,**

Councillor Stewart in presenting the paper outlined the 3 main sub groups that make up the Governance Meetings and asked the Committee for their views on these suggestions. It was agreed

- Councillor Miller would be on the Care Group
- Councillor Ahmed and Councillor Graham to agree which group they would be on.
- If the Chair was unable to attend a named Councillor would deputise.

It was noted that a meeting with Health Staff Side is planned for 30 May and

**ACTION**

representatives for the Staff Side Care Group will be identified at that meeting. Once identified the Resource Manager be on the Staff Governance Group. The Committee Paper on Governance to be circulated at the Glasgow City Council Trade Union meeting this afternoon.

The Committee was asked to endorse the report.

#### **(b) Induction**

Tom Quinn, O D and Training Manager who has taken over from Gerry Hope, explained the development programme for the CHCP and suggested these events could be bil monthly. Briefing Packs will be available on a city wide basis.

Committee members were offered the opportunity to visit some of the Local Services, giving them a chance to meet staff and were asked to complete a form indicating their preferred time and service. Tom asked that forms be returned ASAP.

The Committee was asked to :

- Note the contents of this report
- Agree the format for the Committee Development Session in June and identify the suitable date/ times for this session to take place
- Consider the table of possible “visits” to local services (Appendix 1) on an individual basis and submit the completed form to Tom Quinn

#### **4 REPORTS FROM SUB COMMITTEES**

##### **a) Public Partnership Forum.**

Hamish Battye Head of Planning and Health Improvement gave update on a successful event that took place on 10 May. The output from the workshop is currently being processed and would be circulated in due course. He highlighted the need to build on existing networks and groups already established and the necessity to support people who would be involved in the PPF.

Cathie indicated there would be a radio campaign and a leaflet was being produced for each of the CHCPs. The leaflet would be widely circualted out and be available from GP Practices and Social Work Area offices. Starting with the August meeting there would be a press release after each Committee meeting.

Councillor Ahmed raised the issue of resources for peope in East Pollokshields. Resources already within the area were discussed. Sheena Morrison, Lead Social Worker, highlighted that work was underway in East Pollokshields and discussions have taken place Barnardos regarding the possibility of a new build which could provide office space for health visitors and social work staff.

Councillor Miller raised the issue of migrant workers in Govanhill and Strathbungo. Kevin Fellows Clinical Director, was leading a group looking at migrants and extra Health Visitor resources had been put in place. Kevin had produced a paper and this would be sent to NHS Board asking for additional resources including additional community development workers. The question was raised regarding the Diversity and Inequality issues and appropaiite training for staff.

The Committee was asked to note the progress on the PPF.

##### **b) Staff Partnership Forum**

Isobel Quarrell, Interim Staff Partnership Chair, in presenting this paper

ALL

highlighted the importance of a good communication network for staff and looked forward to a joint approach with both Health and Social Work.

The issue of accommodation for staff representatives was raised and Cathie explained she was looking at Gorbals Health Centre as a possibility for a dedicated room.

The Committee was asked to note the work underway to establish a Staff Partnership Forum

### **c) Professional Executive Group**

Kevin Fellows Clinical Director, in presenting this paper outlined the work currently being taking forward, including plans to set up a training data base. The first meeting had taken place on 23 March with the next meeting on 25 May. Representation from the PEG for the SE CHCP Committee had still to be identified. A Care Governance Working Group had been set up as well as a GP Sub Group and a Nursing Sub Group. It was highlighted that the SE CHCP would represent the Glasgow CHCPs in Respiratory Disease and Waiting Times Initiatives.

The appointment of AHP Leads had not yet taken place however the paperwork has now been circulated and interviews will be arranged.

The Committee was asked to note the work in progress in the PEG and continue to support its work.

## **5 HEALTH IMPROVEMENT PLAN**

Hamish Battye, Head of Planning and Health Improvement briefly outlined the plan which had been submitted and comments were awaited from the Scottish Executive.

Nichola Brown, Health Improvement Manager, outlined the development of the plan and talked through the Action Plan. The Plan was a one year Plan and work on next year's plan would commence in September/October. A Report 'Let Glasgow Flourish' has just been published and this would be linked to the CHCP Plan. Nichola highlighted that the core health improvement work going on across the City in addition to the work highlighted within Action Plan.

A Public Event was being planned for 12 September in Hampden and that would have a health improvement theme, and be an opportunity to show case the work of the CHCP.

Councillor Millar asked about the support available to young people. The Methadone Programme was discussed and the specific needs of this group. Sheena Morrison suggested as part of the Induction Programme for the CHCP the Addictions Team should be included so that Committee members could discuss this area in detail.

Alan thanked Nichola for her update on the Action Plan.

After further discussion the Committee approved the Plan.

## **6 CHCP ANNUAL PLAN**

Hamish in presenting this paper outlined the draft Annual Development Plan indicating that this was a requirement of the Scottish Executive. Hamish explained that this was a working document and there were sections still to be completed. The Plan also linked in with the Community Planning Partnership.

It was agreed there would be a progress report at the next meeting.

The Committee was asked to note and comment on the draft annual plan for 2006/7 and the process to finalise the Plan.

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**7 FINANCE REPORT**

Leslie Jacobs, Head of Finance, presented a draft Budget for the CHCP for 2006/07. Les indicated that the CHCPs were still awaiting details of the budgets from the Board and the Council. Les intimated that although the CHCP will have joint funding the CHCP would be accountable to both NHS Standing Financial Instructions and the Glasgow City Council systems. He indicated that a number of Social Work budgets currently centrally managed maybe passed to CHCPs in the future.

The prescribing budget was highlighted as it was about 25% of the CHCP budget and it was acknowledged that this would require tight controls.

The Committee was asked to note financial report including the initial draft budget for 2006/7.

**8 AOCB**

The venue of future CHCP Committee meetings was discussed and it was agreed that the Committee Meetings would be held in different venues around the South East of Glasgow. If possible the next meeting would be held in the Pollokshields East area of the CHCP.

**9 DATE OF NEXT MEETING**

28 June at 9.30 am to be held in South East Area Offices 10 Ardenraig Place Castlemilk



## South East Community Health & Care Partnership (SECHCP)

Minutes of Meeting held on 28 June 2006  
in Area Social Work Offices, 10 Arden Craig Place, Glasgow,

### Present

Bailie Alan Stewart	Chair
Donald Sime	Vice Chair
Anne Marie Millar	Glasgow City Council Councillor
Archie Graham	Glasgow City Council Councillor
Malcolm Cuning	Glasgow City Council Councillor
Kevin Fellows	Professional Executive Group Interim (PEG) Rep
Sheena Morrison	PEG Social Work Lead
Sheena Wright	PEG (Interim) Rep

### In Attendance

Hamish Battye	Head of Planning and Health Improvement SECHCP
Les Jacobs	Head of Finance
Peter Barrie	Community Planning Manager
Jackie Irvine	Planning Manager
Helen Molloy	Meeting Administrator

### 1 APOLOGIES

Cathie Cowan, Director, Councillor Bashir Ahmed, Margaret Millmaker, Anne McGinley

### 2 WELCOME AND INTRODUCTION

Bailie Alan Stewart, Chair of the South East Community Health and Care Partnership (SECHCP) welcomed everyone to the meeting of the SECHCP Committee.

### 3 MINUTES OF PREVIOUS MEETING

It was noted that Les Jacobs had attended the last meeting and with that amendment the minutes were approved.

### 4 MATTERS ARISING

The NHS Board has now formerly confirmed that all CHCP Committee meetings will be held in public from September onwards. The Chair agreed that the Director would produce an updated CHCP membership paper to the next Committee Meeting. It was noted that members of staff attending would be observers and join the Committee only when presenting reports.

#### Update on Committee Induction

It was agreed that the Director in collaboration with the CHCP OD Lead would revisit training opportunities for all CHCP Committee members. A proposal would be brought back to a future Committee Meeting.

## **5 REPORTS FROM SUB COMMITTEES**

### **Public Partnership Forum Progress Report**

Hamish Battye, Head of Planning and Health Improvement updated Committee members on work underway to establish the PPF. The Committee also heard feedback from the May event and the preferred PPF model being developed and supported by those groups and individuals involved to date. The Programme for 12 September public event where it was planned to launch the PPF would be shared with Committee members at the next CHCP meeting.

Councillor Graham highlighted the importance of involving representation from all groups/sectors/public from within the SE CHCP

## **6 ANNUAL DEVELOPMENT PLAN**

Hamish Battye in presenting the Plan for approval outlined the requirements placed on CHCPs to produce an Annual Development Plan. It was noted that this year's first Development Plan had limited public and staff involvement and this would be addressed in the preparation of the 2007/08 Plan. The Professional Executive Group and the Staff Partnership Form had discussed the Plan and work to ensure their full involvement in the 2007/08 Plan was underway.

The Committee was then taken through the contents of the Plan in detail and it was noted that as part of local performance monitoring arrangements that regular exception reports on key targets would be presented to future Committee Meetings.

Councillor Malcolm Cuning in terms of accuracy highlighted the significance of the BME community within the CHCP. Councillor Cuning also referred to the incidence of drugs and the issues that raised for the CHCP.

The Committee approved the draft annual plan for 2006/7 and it was noted that the Committee would receive ongoing progress reports.

## **7 COMMUNITY CARE STRUCTURES**

Sheena Wright, Head of Health and Community Care presented a proposal that outlined the options for the revision of the Community Care Older People/Physical Disability structures within Glasgow City. The future function of the Community Care Strategic Centre was outlined.

The Committee was asked to note the proposals and receive regular updates on progress.

## **8 SOCIAL INCLUSION BUDGET 2006/07 (Community Health Projects)**

Hamish Battye in presenting this Report outlined the funding arrangements in place to support Health Castlemilk and South East Area Lifestyle Group (SEAL) Community Health Projects. It was noted that Social Inclusion Budgets (SIB) had been reduced and work to redistribute resources had now

been completed. The outcome of this work had been shared with both Community Projects and a number of options developed.

The options considered included:

- Equal allocation of the funds available to each of the projects.
- Allocation of available funding to only one project.
- A merger of both projects to maximise funds available and reduce infrastructure costs.

The Committee discussed at length the future of both projects and it was agreed that it would be beneficial if option 3 could be supported by the Community projects involved.

Donald Sime, Vice Chair, sought reassurance that staff involved were kept informed and that redundancy costs be met if that became an option.

The Chair asked that an updated report be presented to the next meeting of the Committee and that discussions with each of the projects continue.

The Committee agreed that Option 3 should be pursued with each of the Community Projects.

9 **AOCB**

It was highlighted that a copy of the Minutes of CHCP Committee meetings be sent to the NHS Board. Helen Molloy Committee Administrator agreed to undertake this action.

HM

10 **DATE OF NEXT MEETING**

9<sup>th</sup> August 2006 at 9.30am