



**South East Community Health & Care Partnership (SE CHCP)**

**Minutes of Meeting held on 28 June 2006  
in Twomax 187 Old Rutherglen Road Glasgow.**

**Present**

Bailie Alan Stewart	Chair
Donald Sime	Vice Chair
Cathie Cowan	Director
Anne Marie Millar	Glasgow City Council Councillor
Archie Graham	Glasgow City Council Councillor
Kevin Fellows	Professional Executive Group Interim (PEG) Representative
Sheena Morrison	PEG - Social Work Lead
Sheena Wright	PEG Interim Representative
Margaret Millmaker,	Community Representative
Anne McGinley	Staff Partnership Forum - Chair

**In Attendance**

Les Jacobs	Head of Finance
Tom Quinn	Head of Human Resources
Helen Molloy	Committee Administrator

**1 APOLOGIES**

Councillor Bashir Ahmed, , Councillor Malcolm Cuning, Colin McGowan  
Community Representative

**2 WELCOME AND INTRODUCTION**

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

**3 MINUTES OF PREVIOUS MEETING**

Approved

**4 GOVERNANCE ARRANGEMENTS**

Alan Stewart, Chair of the SE CHCP in presenting the paper on governance arrangements updated members of the Committee on progress to establish the 3 governance sub committees, (Care Governance, Staff Governance and Corporate Governance) of the SE CHCP. Following discussion it was agreed that these sub committees should meet quarterly and that minutes be presented by the respective Chairs to the CHCP Committee.  
The Committee also noted progress to formally appoint PEG and Public Partnership (PPF) members representatives to the Committee.

The Committee noted the work underway to establish the CHCP Governance Sub Committees and the process underway to formally appoint PEG and PPF members to the SE CHCP Committee.

## 5 INDUCTION COMMITTEE MEMBERS

Tom Quinn, Head of Human Resources outlined the importance and benefits of Induction and ongoing development of Committee members. Cllr Millar agreed with the proposal to have development sessions either before/after Committee meetings.

Committee members supported the proposal to have development sessions for Committee members with themes or topics being proposed/agreed at the previous Committee meeting.

Following discussion, Committee members agreed to spend the one hour session looking at Governance and the links to delegation, standing orders and the role of Committee members and the Committee collectively.

It was also noted that a development session was planned for **21 Sept 2006** with the Centre for Population Health. Invites had also gone out to Community planning Partnership members and senior managers within the CHCP.

TQ

The Committee endorsed the proposal to establish an ongoing series of development sessions. Members were asked by the Chair to give thought to future themes or topics for the development sessions.

## 6 REPORTS FROM SUB COMMITTEES

### (a) Public Partnership Forum (PPF)

Cathie Cowan, Director updated the Committee on progress to establish the PPF. She outlined the community engagement process to date and the engagement model developed through a series of community involvement events/processes.

Cathie highlighted the work underway to support the 12<sup>th</sup> September 'health improvement' event in Hampden. She reminded Committee members that this event whilst formally launching the PPF was also about raising the profile of the CHCP and engaging with the local communities.

The programme for the event was appended to the paper and Committee members congratulated Cathie on the programme and in particular the buy in from local communities, schools and staff. It was noted that the SE CHCP would also formally sign up to Scotland's Health At Work (SHAW) Scheme at the event.

The Committee agreed to adopt the PPF model attached as Appendix 1 and noted the work underway as outlined in paragraph 3.

The Committee approved the formal launch of the PPF as part of the event on 12 September and the sign up to SHAW.

### (B) Professional Executive Group

Kevin Fellows Clinical Director updated the Committee on the work of the PEG and in particular progress on the Work Plan previously endorsed by the Committee.

The Committee were also informed that nominations for the CHCP Committee from the PEG had been sent to the Director for ratification. The Director had now formally accepted the nominations and from September the

PEG representatives on the CHCP Committee would be:

- Sheena Wright (Lead Nurse) Elizabeth Riddock (Pharmacist), Graeme Marshall (GP). It was noted that the 4<sup>th</sup> member would be Sheena Morrison – Lead Social Worker.

It was also noted that a series of workshops were planned in Sept/Oct to inform the care governance agenda.

The Committee noted the nominations for the CHCP Committee and the ongoing work of the Professional Executive Group.

### **( c ) Staff Partnership Forum**

Tom Quinn, Head of Human Resources presented a paper on the Staff Partnership Forum. Tom apologised to Anne McGinley for not having had the opportunity to share the paper with her prior to the meeting. Tom highlighted the early retirement of Isobel Quarrell from the NHS and Anne McGinley appointed as Chair of the Staff Partnership Forum. It was noted that Anne will represent the SPF on the CHCP Committee.

Tom updated Committee members on the outcome of an initial meeting with union colleagues from Glasgow City Council. The meeting took place in May and discussions centred on the Staff Partnership model and the potential for Glasgow City Council unions to merge work with the Staff Partnership Forum. Glasgow City Council unions felt this was not possible at this stage and it was agreed workplace related meetings would continue. It was also agreed that agendas/minutes from separate meetings would be shared. It was noted that the use of similar agendas in future meetings may establish common joint themes. It was also noted that work will continue to support the notion of a joint Forum.

The Committee noted the change to the Chair of the Staff Partnership Forum and thanked Isobel Quarrell for her support. The Committee also noted the progress to integrate staff side representatives/unions into a joint staff forum.

## **7 DELIVERING INTEGRATED SERVICES**

Sheena Wright Head of Health & Community Care highlighted the 3 overarching core principles underpinning the proposal to establish 'new' Older people and Physical Disability teams using Community Planning boundaries. Sheena in presenting the model highlighted the benefits for service users/carers, reception duty coverage and waiting times. It was noted the level of staff involvement in the development of the model. Cllr Graham raised the issue of timescales and the need for early implementation of the model to realise the benefits for the organisation and more importantly for service users and their carers.

It was also noted that this had been discussed with the Staff Partnership Forum and Bill Stewart RES Manager had raised it with Glasgow City Council Unions. Sheena accepted the need for early implementation and agreed to provide a verbal update on progress and timescales to the next Committee meeting.

Cllr Graham also asked about the future management of residential homes and how the model would incorporate this change. Sheena Wright in response indicated that whilst one RES Manger would be responsible the ownership and day to day operational management for residential and day care would lie with each of the RES Managers working within their Community Planning boundary. Cllr Graham went onto to ask about the contribution of the voluntary sector and their involvement in delivering future

SW

services within communities. Sheena Wright acknowledged the contribution of the voluntary sector and the potential for further involvement in service provision.

The Committee noted the proposals and agreed to the ongoing process of engagement with appropriate staff groups regarding any changes to social work team boundaries.

## 8 SOCIAL WORK INSPECTION AGENCY

Sheena Morrison, Head of Children & Families outlined the Inspection process and the role of the Committee and CHCP to Committee members. Sheena highlighted that the Fieldwork part of the inspection will be late September 2006. It was noted that a Project Board had been set up to provide leadership and direction within the CHCP led by the Director.

The Committee noted the contents of the report and acknowledged the need for preparatory work for the inspection. The Committee also endorsed the formation of a Project Team to prepare for the inspection and requested an update on progress in 3 months time.

SM

## 9 COMMUNITY HEALTH PROJECTS (tabled paper)

Cathie Cowan apologised for tabling the paper but Committee members noted that meetings with the Community Projects involved had only conclude the day prior to the meeting of the Committee. It was noted that Cathie had progressed this work in the absence of Hamish Battye, Head of Planning and Health Improvement, who was on annual leave.

Cathie in presenting the paper outlined in detail the decisions reached at the last meeting of the Committee. She highlighted the potential financial risk for the CHCP and the staffing implications for the Projects involved. It was noted that a single integrated model (with a local forum established) involving all the community health related projects would deliver many benefits and minimise costs associated with duplication and economies of scale.

Cllr Graham acknowledged the significant contribution of the voluntary sector and opportunities in future for the CHCP and voluntary sector to develop joint agreements to deliver services on behalf of Council and the NHS.

It was noted that discussions were ongoing with both Healthy Castlemilk and SEAL and Cathie highlighted the significance of the work done by both projects. However, it was agreed that funding must be linked to delivering health improvement whilst addressing inequalities.

It was noted that voluntary redundancy requests had been received from members of staff: one from Healthy Castlemilk and two from SEAL. Discussion took place re redundancy and project running costs and the need to recoup costs to fund both. The Committee accepted that whilst the model was developed staff currently working within each project be given a further opportunity to pursue voluntary redundancy. The deadline for this was extended to January 2007.

Margaret Millmaker asked for clarification of para 4.1. It was noted and accepted that this referred to non recurring redundancy and running costs and the need to recoup these costs from Development and Regeneration Services – Glasgow City Council. Cathie Cowan agreed to formally write to Margaret Millmaker confirming these points.

CC

The Committee endorsed the proposal/timescale to establish a single

integrated model and noted the work underway to meet in full redundancy costs for those staff who have volunteered to leave the projects.

The Committee also endorsed the proposal to review the new way of working proposed and to support those staff wishing to volunteer for redundancy thereafter.

## 10 **FINANCE REPORT**

Les Jacobs, Head of Finance in presenting his report informed Committee members of the financial position as at the end of June 2006. Les indicated that it had been a significant task for both Social Work and the NHS to realign funding to the CHCPs and the process of realignment will continue for some time.

The Chair asked for clarification on the timescales to realign budgets and the current adverse variance of £456k. Les highlighted that budgets are still being realigned and whilst a deficit of £456K was being reported this was due to the realignment process not being completed. Les indicated reassurance had been sought from both Council and the NHS in relation to the magnitude of the deficit and was reassured that this was in most related to budget realignment and not expenditure.

It was noted that a Capital Planning Group had now been established. It was suggested and endorsed that a future Committee development session be dedicated to capital planning for Committee members.

TQ/LJ

The Committee noted the financial position of the CHP and the work underway by Heads of Service to review and address budget variances.

## 11 **ACCOMMODATION STRATEGY**

Les Jacobs in presenting the paper outlined the need to secure appropriate Headquarters Accommodation and indicated that a potential property had been identified where CHCP senior management and support staff could be located. Legal advice is being sought regarding the lease arrangements. It was also noted that a property search is being undertaken by Glasgow City Council and that the Head of Finance would report back findings to a future Committee meeting.

It was noted that the Health Improvement Team is currently based in Govanhill Work Space and additional space on a short term lease to accommodate more staff maybe required. This work is linked also to final headquarter agreements being reached and the need to utilise City Wall House.

The Capital Planning Group will progress these areas of work.

The Committee noted the contents of the report and instructed the Director to develop a proposal regarding the CHCH Headquarters accommodation and to proceed with obtaining short term accommodation for the Health Improvement Team in parallel to the outcome of discussions and future use of City Wall House.

CC

## 12. **AOCB**

Councillor Millar highlighted the changes to the population in terms of increased numbers from EU countries now settling in the Govanhill area. Cllr Millar was keen to establish the impact and response to accommodate people from EU countries from public services and the access to translation services.

The Chair asked for a written report to the next Committee meeting to address the issues raised by Cllr Millar. KF

10 **DATE OF NEXT MEETING**

**20 September at 9.30 am in Pollokshields Burgh Hall (map attached)**