

Minute of virtual meeting of the Health & Social Care Partnership Board held on  
**Thursday, 12 November 2020.**

Voting Members Present: EDC Councillor **MOIR & MURRAY**

NHSGGC Non-Executive Directors **FORBES, MILES &  
RITCHIE**

Non-Voting Members present:

<b>C. Sinclair</b>	Interim Chief Officer and Chief Social Work Officer- East Dunbartonshire HSCP
<b>J. Campbell</b>	Chief Finance and Resource Officer
<b>L. Connell</b>	Chief Nurse
<b>G. Cox</b>	Service User Representative
<b>A. McCready</b>	Trades Union Representative
<b>A. Meikle</b>	Third Sector Representative
<b>P. Treon</b>	Clinical Director

**Councillor Susan Murray (Chair) presiding**

Also Present: <b>J. Campbell</b>	Union Representative
<b>M. Cunningham</b>	Corporate Governance Manager
<b>W. Kennedy</b>	Community Justice Coordinator
<b>D. Pearce</b>	Head of Community Health & Care Services
<b>T. Quinn</b>	Head of People and Change

## **OPENING REMARKS**

The Chair welcomed everyone to the meeting.

## **APOLOGY FOR ABSENCE**

An apology for absence was submitted on behalf of Jenny Proctor.

## **ANY OTHER URGENT BUSINESS**

The Chair confirmed there was no urgent items of business but thanked everyone for their ongoing efforts and collaboration throughout the pandemic.

## **1. DECLARATION OF INTEREST**

The Chair sought intimations of declarations of interest in the agenda business. There being none, the Board proceeded with the business as published.

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**2. MINUTE OF MEETING – 17 SEPTEMBER 2020**

There was submitted and approved a minute of the meeting of the Health & Social Care Partnership (HSCP) Board held on 17 September 2020.

In response to a question from A.Meikle the Board agreed that a short presentation would form part of the March agenda.

**3. INTERIM CHIEF OFFICER'S REPORT**

The Interim Chief Officer addressed the Board and summarised the national and local developments since the last meeting of the Partnership Board. Details included:-

- Annual winter process;
- Mobilisation plans through COVID Pandemic;
- Scheduled care – whole system response to 4 key actions;
- Supporting care homes, nursing and social work;
- Flu vaccine programme; and
- Upcoming COVID vaccine.

The Board noted the information.

**4. WOODHEAD PRACTICE PROPOSED CLOSURE OF BRANCH SURGERY**

A Report by the Head of Community Health & Care Services, copies of which had previously been circulated, informing the Board of a formal application received on 11th June 2020 from Dr's Davda, Ness, Fraser & McGroarty of Woodhead Medical Practice of their intention to close the satellite surgery at Twechar Healthy Living & Enterprise Centre. Full details were contained within the Report and attached appendices.

The Board noted the ten reasons provided by the surgery in support of their application to close the satellite surgery.

The Board heard from the Head of Community Health & Care Services regarding the process to be followed when an application like this is received. He advised the Board that consultation had been conducted by the practice and the HSCP to gather the view of patients and people who have an interest and the consultation responses were summarised within the papers. He also advised the Board that the surgery had been closed since March 2020, however, home visits or digital appointments had been available or if patients wished to visit a surgery then they had been attending the one in Kirkintilloch.

There followed questions and further discussion, which included possible further analysis of the situation, safety for medical staff, connectivity issues for patients, transport links to other surgeries, parking issues in Kirkintilloch, links to the Primary Care Improvement Plan, possible financial implication, links to the Health Improvement Plan, possible other uses for the surgery if it was to close, SIMD statistics, stats regarding the number of patients that need to be seen in a surgery and the challenges faced by GPs.

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Following consideration, the Board agreed as follows:-

- a) to note the Report and accompanying appendices; and
- b) to defer the decision to a future meeting of the HSCP Board due to members requiring more information from Woodhead Medical Practice.

**5. CHIEF SOCIAL WORK OFFICER'S ANNUAL REPORT 2019-20**

A Report by the Chief Social Work Officer, copies of which had previously been circulated, presenting the Chief Social Work Officer's Annual Report for the period 2019-20. Full details were contained within the Report and attached Appendix and reflected a summary of the key matters affecting Social Care and Social Work Services over the reporting period.

The Board noted that each year, the Chief Social Work Officer was required to produce a report advising the Council of performance in relation to the discharge of statutory duties and responsibilities, as well as the functions of the Chief Social Work Officer and with the commencement of the Public Bodies (Joint Working) (Scotland) Act 2014, the reporting arrangement was extended to include Integration Authorities (IAs).

The Chief Social Work Officer advised the Board that the report covered a pre-COVID period, however, in response to guidance received this year it was suggested some Covid response information be contained within the report to make it more current for Members. She stated the report provided assurance that the HSCP was committed to and focused on continuous improvement for the people of East Dunbartonshire and that case studies were included within the papers which showed how this was being done. Also contained within the papers was information on inspection performance results/reports, progressing national policy objectives, Frank's Law/Carers legislation and performance reports.

There followed further discussion surrounding commissioned nursing care home reports, self-directed support and usefulness of including case study information.

Councillor Murray highlighted that on P65 there was a good practice case study which showed how the EDC Justice Team were award winning. She congratulated the HSCP for all awards received.

Thereafter, the Board noted the contents of the Report.

**6. COMMUNITY JUSTICE PARTNERSHIP ANNUAL REPORT 2019-20**

A Report by the Interim Head of Children's Services & Criminal Justice, copies of which had previously been circulated, providing the Board with a copy of the Community Justice Annual Report template produced by the Community Justice East Dunbartonshire Partnership submitted to Community Justice Scotland on 25<sup>th</sup> September 2020. Full details were contained within the Report and attached Appendix.

The Board heard from W.Kennedy, Community Justice Coordinator, who stated the information reported cut across a number of key areas hence why it was being reported here today. He explained the multi-agency approach taken by the CJED partnership

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contributed to the health and wellbeing throughout people's lives and despite cutting across the majority of the priority areas, there was specific reference to Community Justice in Priorities 1 and 5 of the plan. He also advised the Board that the template they receive every year changes based on the Performance and Improvement Plan.

W. Kennedy also touched on the following areas; factual information contained within the report, measuring outcomes of activity, cancellation of annual conference, formation of ED Trauma Collaborative, restructure, year on year funding, COVID recovery, multi-agency working and producing own report for next year.

A.Meikle thanked W.Kennedy for the informative report and asked if EDVA could form part of the multi-agency working. He informed the Board that EDVA were currently leading an initiative regarding mentoring and stated he would be more than happy to work with W.Kennedy on this if appropriate. W.Kennedy and the Board agreed the proposition would be favourable.

Following consideration, the Board noted the contents of the Annual report.

**7. FINANCIAL PERFORMANCE BUDGET 2020-21 – MONTH 6**

A Report by the Chief Finance & Resources Officer, copies of which had previously been circulated, updating the Board on the financial performance of the partnership as at month 6 of 2020-21. Full details were contained within the Report and attached Appendices.

The Board noted the financial performance to date was showing that the budget was under significant pressure as a result of Covid related costs and the impact of this on the delivery of savings and transformation during 20/21. In the event that these costs and impacts were fully funded by the Scottish Government, the HSCP would deliver an underspend of £2.2m related to a significant downturn in care home placements. The Board also noted that discussions were still ongoing with the Scottish Government in relation to additional Covid specific funding and that the HSCP had undertaken scenario planning should funding not be forthcoming.

Following consideration, the Board agreed:

- a) to note the projected outturn position was reporting an overspend of £0.4m as at month 6 of 2020-21 based on the level of Scottish Government funding confirmed to support Covid expenditure to date;
- b) to note the HSCP financial performance as detailed in Appendix 3;
- c) to note the progress to date on the achievement of the current, approved savings plan for 2020-21 as detailed in Appendix 5; and
- d) to note the impact of Covid related expenditure during 2020-21.

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**8. CLINICAL AND CARE GOVERNANCE MINUTES HELD ON 19 AUGUST 2020**

A Report by the Clinical Director, copies of which had previously been circulated, providing the Board with a copy of the minutes of the Clinical and Care Governance Group meeting minutes held on 19<sup>th</sup> August 2020. A copy of the minutes were attached as Appendix 1.

The Board heard from Dr P.Treon, Clinical Director, who stated the purpose of the meeting was to ratify the annual report ahead of its presentation to the HSCP Board, and to note the main changes being around membership of the Committee and intention to streamline the agenda moving forward. He stated there was another meeting in October and the minute from this will be presented to the next meeting of the Board.

Following consideration, the Board noted the contents of the Clinical and Care Governance meeting minute of 19<sup>th</sup> August 2020.

**9. PERFORMANCE AUDIT AND RISK COMMITTEE MINUTES HELD ON 28 SEPTEMBER 2020**

A Report by the Chief Finance & Resources Officer, copies of which had previously been circulated, providing the Board with a copy of the minutes of the Performance, Audit & Risk Committee meeting held on 28<sup>th</sup> September 2020. A copy of the minutes were attached as Appendix 1.

The Board heard from J.Campbell, Chief Finance & Resources Officer who stated the focus of the meeting was the presentation of the annual audited accounts for the IJB 2019/20 where Audit Scotland had provided comment.

I.Ritchie asked his apologies be noted for the above meeting.

Following consideration, the Board noted the contents of the Performance, Audit & Risk Committee meeting minute of 28<sup>th</sup> September 2020.

**10. STRATEGIC PLANNING GROUP MINUTES HELD ON 6 AUGUST 2020**

A Report by the Head of Community Health and Care Services, copies of which had previously been circulated, sharing with the Board a copy of the minutes of the HSCP Strategic Planning Group held on 6<sup>th</sup> August 2020. A copy of the minutes were attached as Appendix 1.

Following discussion, which included housing research, partnership with MacMillan, LDP/Workshops and localities, the Board noted the contents of the HSCP Strategic Planning Group minutes of 6<sup>th</sup> August 2020

**11. STAFF FORUM MINUTES HELD ON 21 SEPTEMBER 2020**

A Report by the Head of People and Change, copies of which had previously been circulated, providing re-assurance to the Board that Staff Governance was an integral part of the governance activity within the HSCP. A copy of the minute was attached as

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Appendix 1 and the Scottish Government Update on Workforce Planning Guidance was attached as Appendix 2.

The Board noted this was the first Staff Forum meeting to have a formal minute taken since March 2020 and key items discussed included: rolling action plan, transition planning, finance update, annual report, staff wellbeing activity, Flu immunisation plan, KHCC car parking, Care homes update, update congregate services and workforce update.

Following consideration, the Board noted the contents of the Staff Forum meeting minute of 21<sup>st</sup> September 2020.

**12. PUBLIC SERVICE USER & CARER GROUP MINUTES HELD ON 12 OCTOBER 2020**

A Report by J.Proctor, Carers Representative and G.Cox, Chair of PSUC and Service User Representatives, copies of which had previously been circulated, describing the processes and actions undertaken in the development of the Public, Service User & Carer Representatives Support Group (PSUC). A copy of the minute was attached as Appendix 1 and East Dunbartonshire PSUC group information films was attached as Appendix 2.

The Board noted that the PSUC had held 4 meetings in 2020, with the last one being on 12 October via Microsoft Teams. At this meeting members received a presentation from Anthony Craig (HSCP Development Officer) on the progress of the flu vaccination programme in East Dunbartonshire HSCP and also on current Power of Attorney update figures in East Dunbartonshire.

G.Cox raised the subject of difficulties with existing volunteers and carers being able to engage with the work of the group during the Pandemic, on behalf of J.Proctor. Further discussion took place in relation to this subject.

Cllr Murray thanked the PSUC for all the work they had and were continuing to do.

Following consideration, the Board noted the progress of the Public, Service User & Carer Representatives Support Group minute of 12 October 2020.

**13. EAST DUNBARTONSHIRE HSCP BOARD AGENDA PLANNER**

The Interim Chief Officer provided an updated schedule of topics for HSCP Board meetings 20/21 which was duly noted by the Board. The Board also noted a Development Session was due to take place in February 2021. The Interim Chief Officer stated that she was happy to take suggestions and highlighted that the planner was a live piece of work that may change as new matters emerge.

**14. ANY OTHER COMPETENT BUSINESS**

The Interim Chief Officer talked about a consultation on inclusion of HSCPs as Category 1 Civil Contingency Responders which had come about recently and focussed on any inherent equality issues this inclusion might bring about. Discussion took place in relation to this subject, specifically in relation to the HSCP and their IJB's not currently being category 1 responders where Local Authorities were. The Interim Chief Officer advised

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that she would pull together the implication in relation to this subject and circulate the information to members.

**15. DATES OF NEXT MEETINGS**

The HSCP Board noted the next scheduled meeting for 2020/21 was as follows:

- Thursday, 21 January 2021 at 9.30am.

Members noted that the meeting would be held within the Council Committee Room, 12 Strathkelvin Place, Kirkintilloch, G66 1XT or via remote access during COVID Pandemic restriction arrangements. If a seminar was scheduled, this would start at 9.00am prior to Board business commencing at 9.30 am.

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