

Agenda Item Number: 2

Minute of meeting of the Health & Social Care Partnership Board held within the Committee Room, 12 Strathkelvin Place, Kirkintilloch on **Thursday, 14 November 2019.**

Voting Members Present: EDC Councillors **MECHAN, MOIR & MURRAY**

NHSGGC Non-Executive Directors **McGUIRE & RITCHIE**

Non-Voting Members present:

S. Manion	Chief Officer - East Dunbartonshire HSCP
J. Campbell	Chief Finance and Resource Officer
A. McCready	Trades Union Representative
A. Meikle	Third Sector Representative
J. Proctor	Carers Representative
V. Tierney	Chief Nurse
L. Williams	Clinical Director
C. Sinclair	Head of Mental Health, Learning Disability, Addictions & Health Improvement. (Acting Chief Social Work Officer)

Councillor Susan Murray (Chair) presiding

Also Present: C. Carthy	Interim Head of Children's Services & Criminal Justice
A. Craig	Development Officer
M. Cunningham	Corporate Governance Manager
G. Healey	Team Leader Planning & Service Development
L. Johnston	Interim General Manager – Oral Health Directorate
D. Pearce	Head of Community Health & Care Services
T. Quinn	Head of People and Change
D. Radford	Health Improvement Manager

APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Jacqueline Forbes, Martin Brickley, and Adam Bowman

ANY OTHER BUSINESS WHICH THE CHAIR DECIDES IS URGENT

The Chair advised that there was no urgent business.

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**SIGNATURE OF MINUTE OF MEETING FOR THE HSCP BOARD HELD ON
5 SEPTEMBER 2019**

The Chair advised that the minutes would be signed at the conclusion of the meeting.

SEMINAR – CORPORATE PARENTING

Claire Carthy provided a presentation on the Corporate Parenting followed by questions from the Board.

The Board thanked her for an informative presentation on Corporate Parenting in East Dunbartonshire.

1. DECLARATION OF INTEREST

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

2. MINUTE OF MEETING – 5 SEPTEMBER 2019

There was submitted and approved a minute of the meeting of the Health & Social Care Partnership (HSCP) Board held on 5 September 2019.

3. CHIEF OFFICER'S REPORT

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

- Standards Commission for Scotland have published Code of Conduct and standards for IJB Members to be circulated to members followed by a future development session led by Standards Officer – Karen Donnelly
- Visit to EDVA by Chief Officer – very positive feedback
- Partnership Meeting with Scottish Government attended by Chief Officer and Chief Executives of both East Dunbartonshire Council and NHSGG&C - Ministerial Steering Group – including self assessment, SAIS Inspection and ED HSCP Budget discussed
- Staff Awards – local event attended by IJB Chair & Vice Chair
- NHS GG&C Support Staff Awards – nominations from 6 HSCPs
- Frances McLinden appointed as Director of Acute Services NHS GG&C
- Lisa Williams resigning from the post as Clinical Director to concentrate her efforts as a full time GP.

Following consideration, the Board noted the information.

4. MOVING FORWARD TOGETHER UPDATE

A Report by the Chief Officer, copies of which had previously been circulated, highlighted the progress in implementing the “Moving Forward Together” (MFT) vision and sought the Board’s approval in relation to the priorities detailed in the

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conclusion of the Report and the development of the next steps. Full details were contained within the Report and attached Appendix.

The Board heard from Fiona MacKay, Associate Director of Planning, NHSGGC, regarding the implementation and roll out of MFT including the whole system approach to shape services around a tiered model of care.

Following questions and further discussion, the Board agreed:

- a) To note the clinical and service priorities to improve healthcare across the NHS and care system as they implement the MFT vision;
- b) To note the financial implications of the priorities; and
- c) To note the future planning work required.

5. HSCP: DRAFT COMMUNICATIONS STRATEGY (2019 – 2022) AND ACTION PLAN AND HSCP PARTICIPATION AND ENGAGEMENT STRATEGY (2019 – 2022)

A Report by the Interim Chief Social Work Officer, Head of Mental Health, Learning Disability, Addictions and Health Improvement was considered, copies of which had previously been circulated, sought the Boards approval on the content of the HSCP Communication Strategy and Action Plan; HSCP Participation and Engagement Strategy and to support the implementation for the Health and Social Care Partnership to begin the consultation process with stakeholders. Full details were contained within the Report and attached Appendices.

The Board heard from David Radford and Anthony Craig the main operational lead and contact officers for the strategy in response to questions from Board members and thereafter the Board agreed as follows:

- a) To approve the content of the HSCP Communication Strategy and Action Plan;
- b) To approve the content of the HSCP Participation Engagement Strategy; and
- c) To progress to the next stage to consult and engage with stakeholders on the contents of these documents.

6. INCOME MAXIMISATION SERVICE – ANNUAL REPORT 2019

A Report by the Interim Chief Social Work Officer, Head of Mental Health, Learning Disability, Addictions and Health Improvement, copies of which had previously been circulated, advised the Board on the progress of the Income Maximisation Service and outlined the approach and commitment of the HSCP towards mitigating the impacts of poverty on the health and wellbeing of East Dunbartonshire residents. Full details were contained within the Report and attached Appendix.

Following questions and further discussion, the Board acknowledged the simplicity and success from this process delivered by East Dunbartonshire Citizens Advice Bureau

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and thereafter noted the progress of the Income Maximisation Service outlined within Income Maximisation Annual Report 2018/19 (Appendix1).

7. DRAFT COMMISSIONING STRATEGY AND MARKET FACILITATION PLAN

A Report by the Chief Finance and Resources Officer, copies of which had previously been circulated, updated the Board on the completion of the draft Commissioning Strategy and Market Facilitation Plan and outline plans for implementation. Full details were contained within the Report and Appendix.

The Board heard from Gillian Healy, and following questions and further discussion, the Board agreed to note and approve East Dunbartonshire's Health and Social Care Partnership's Commissioning Strategy and Market Facilitation Plan and implementation plans.

8. MINISTERIAL STRATEGIC GROUP FOR HEALTH & COMMUNITY CARE, REVIEW OF INTEGRATION – DRAFT ACTION PLAN

A Report by the Interim Chief Social Work Officer, Head of Mental Health, Learning Disability, Addictions and Health Improvement, copies of which had previously been circulated, presented to members the draft action plan that had been developed following completion of the self-evaluation of progress under integration, as required by the Ministerial Strategic Group for Health and Community Care. Full details were contained within the Report and attached Appendices.

The Board sought and received assurances that the views of constituent bodies had been included particularly in relation to integration in general and more specifically financial management including partner budgetary contributions, budgetary reporting, ongoing financial challenges, operational inter-partner relationships and Scottish Government expectations re the totality of resource management across services.

Following further questions and discussions, the Board agreed:

- a) to note the content of the report;
- b) to approve the draft action plan which outlined how the identified improvement areas would be taken forward, in so far as the actions relate to the activity of the Health and Social Care Partnership officers and Board members; and
- c) to note progress to date on delivery of the actions in the draft action plan, as outlined in the action plan itself.

9. HSCP PERFORMANCE REPORTS AND STRATEGIC INSPECTION OF ADULT SERVICES (SIAS) ACTION PLAN

A Report by the Interim Chief Social Work Officer, Head of Mental Health, Learning Disability, Addictions and Health Improvement, copies of which had previously been circulated, provided the Board with progress made against performance measures

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relating to the HSCP strategic priorities, for the period April to June 2019. In addition, the report sought approval for a final version of the HSCP Annual Performance Report 2018-19 and provided an update on progress towards the Strategic Inspection of Adult Services (SIAS) action plan. Full details were contained within the Report and attached Appendices.

Following questions and further discussion which included data collection and frequency of reporting, the Board agreed:

- a) to note the content of the Quarter 1 Performance Report 2019-20 at Appendix 1;
- b) to note and approve for publication the final version of the HSCP Annual Performance Report 2018-19 at Appendix 2; and
- c) to note progress towards the implementation of the Strategic Inspection of Adult Services action plan at Appendix 3.

10. FINANCIAL PERFORMANCE REPORT AS AT MONTH 6

A Report by the Chief Finance and Resources Officer, copies of which had previously been circulated, updated the Board on the financial performance of the partnership as at month 6 of 2019/20. Full details were contained within the Report and attached Appendices.

The Board sought clarification on several matters including the financial plan to address the gap between demand for services and available budget, the reasons for the current levels of prescribing and general concerns regarding the rising scale of the financial challenge facing the HSCP.

The Chief Officer and Chief Finance Officer were heard in response to these points and confirmed a future development session would be held regarding Prescribing in East Dunbartonshire. Following further discussion, the Board agreed:

- a) to note the projected Outturn position reporting an over spend of £2.5m as at month 6 of 2019/20;
- b) to note and approve the progression of the additional transformation activity outlined to mitigate the financial position in 2019/20 and in preparation for 2020/21 (Appendix 1);
- c) to note the progress to date on the achievement of the current, approved savings plan for 2019/20 as detailed in (Appendix 2);
- d) to note the HSCP financial performance as detailed in (Appendix 3);
- e) to approve the use of an element of ear marked reserves to mitigate the year end position as set out in paragraph 1.23; and
- f) to note the risks associated with the delivery of a balanced budget as detailed in 2.0.

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11. CORPORATE RISK REGISTER

A Report by the Chief Finance and Resources Officer, copies of which had previously been circulated, provided the Board with an update on the Corporate Risks and how they were managed. Full details were contained within the Report and attached Appendices.

Following questions and further discussion, the Board agreed to review the Corporate Risk Register and approved the content.

12. CHIEF SOCIAL WORK OFFICER'S ANNUAL REPORT 2018/19

A Report by the Interim Chief Social Work Officer, Head of Mental Health, Learning Disability, Addictions and Health Improvement, copies of which had previously been circulated, presented the Chief Social Work Officer's (CSWO) Annual Report for the period 2018/19. Full details were contained within the Report and attached Appendix.

The Board noted the content of the Report.

13. EAST DUNBARTONSHIRE ALCOHOL AND DRUGS PARTNERSHIP ANNUAL REPORT 2018/2019

A Report by the Interim Chief Social Work Officer, Head of Mental Health, Learning Disability, Addictions and Health Improvement, copies of which had previously been circulated, presented the East Dunbartonshire Alcohol and Drugs Partnership Annual Report 2018/19 which was submitted to the Scottish Government, as required, on 30 September 2019. Full details were contained within the Report and attached Appendix.

Following questions and further discussion, the Board noted the East Dunbartonshire Alcohol and Drugs Partnership Annual Report 2018 – 2019.

14. UNSCHEDULED CARE MID-YEAR UPDATE

A Report by the Head of Community Health and Care Services, copies of which had previously been circulated, presented to the HSCP Board an overview of current performance and action in relation to Unscheduled Care at the mid-year point. Full details were contained within the Report and attached Appendix.

Following questions and further discussion, the Board agreed:

- a) to note current performance in relation to the Ministerial Strategic Group (MSG) Unscheduled Care targets; and
- b) to note progress against the East Dunbartonshire HSCP Unscheduled Care Action Plan key action areas.

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15. NHSGGC AND EAST DUNBARTONSHIRE HSCP – WINTER PLAN 2019/2020

A Report by the Head of Community Health and Care Services, copies of which had previously been circulated, presented the HSCP Draft Winter Plan 2019/20, and the NHSGGC Draft Winter Plan 2019/20. Full details were contained within the Report and attached Appendices.

Following questions and further discussion, the Board agreed:

- a) to approve the draft HSCP Winter Plan 2019/20, pending further refinement following clarification re-funding and board-wide actions;
- b) To note the NHSGGC Draft Winter Plan 2019/20, submitted to the Scottish Government on 31st October 2019; and
- c) To note the letter received by NHSGGC from Scottish Government and resultant additional work needed on the NHSGGC Winter Plan for re-submission.

16. EAST DUNBARTONSHIRE HSCP QUALITY MANAGEMENT FRAMEWORK

A Report by the Chief Nurse, copies of which had previously been circulated, described the proposed Quality Management Framework to be adopted by East Dunbartonshire Health and Social Care Partnership (HSCP). Full details were contained within the Report and attached Appendix.

Following questions and further discussion, the Board agreed:

- a) to note the progress with regard to draft Quality Management Framework; and
- b) to request further reports and updates on implementation to the HSCP Board following consultation.

17. PUBLIC, SERVICE USER AND CARER (PSUC) REPRESENTATIVE SUPPORT GROUP REPORT

A Report by the Interim Chief Social Work Officer, Head of Mental Health, Learning Disability, Addictions and Health Improvement, copies of which had previously been circulated, described the processes and actions undertaken in the development of the Public, Service User and Carer Representatives Support Group (PSUC). Full details were contained within the Report and attached Appendix.

Following questions and further discussion, the Board noted the progress of the Public, Service User and Carer Representatives Support Group.

18. CLINICAL AND CARE GOVERNANCE SUB-GROUP MINUTES OF MEETING HELD ON 31 JULY 2019

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A Report by the Clinical Director, copies of which had previously been circulated, provided the Board with an update on the work of the Clinical & Care Governance Sub Group. Full details were contained within the Report.

Following consideration, the Board noted the contents of the draft minute of the Clinical & Care Governance Sub Group held on the 31 July 2019.

19. EAST DUNBARTONSHIRE HSCP STAFF PARTNERSHIP FORUM MINUTES OF MEETING HELD ON 1 AUGUST 2019

A Report by the Head of People and Change, copies of which had previously been circulated, provided Members with the re-assurance that Staff Governance was monitored and reviewed within the HSCP. Full details were contained within the Report and attached Appendix.

Following consideration, the Board noted the contents of the Report.

20. EAST DUNBARTONSHIRE DRAFT PERFORMANCE, AUDIT AND RISK COMMITTEE MINUTES OF 12 JUNE 2019 AND 24 SEPTEMBER 2019 (DRAFT)

A Report by the Chief Finance & Resources Officer, copies of which had previously been circulated, provided the Board with an update on the business of the Performance, Audit and Risk Committee held on the 12th June 2019 and 24th September 2019. Full details were contained within the Report and attached Appendix.

Following questions and further discussion, the Board noted the contents of the minute of the Performance, Audit and Risk Committee held on the 12th June 2019 and the draft minute of the meeting held on 24th September 2019.

21. EAST DUNBARTONSHIRE HSCP BOARD AGENDA PLANNER MEETINGS – JANUARY 2020 / JANUARY 2021

The Chief Officer provided an updated schedule of topics for HSCP Board meetings 2020/21 which was duly noted by the Board.

22. DATES OF NEXT MEETINGS

The HSCP Board noted that the scheduled meetings for 2019/20 were as follows:

- Thursday 23 January 2020; and
- Thursday 26 March 2020.

Members noted that meetings would be held within the Council Committee Room, 12 Strathkelvin Place, Kirkintilloch, G66 1XT. If a seminar was scheduled, this would start at 9.00am prior to Board business commencing at 9.30 am.