

WEST DUNBARTONSHIRE HEALTH & SOCIAL CARE PARTNERSHIP BOARD

At a Meeting of the West Dunbartonshire Health and Social Care Partnership Board held in Committee Room 3, Council Offices, Garshake Road, Dumbarton, on Wednesday, 19 August 2015 at 2.00 p.m.

Present: Councillors Gail Casey (Chair), Jonathan McColl and Martin Rooney, West Dunbartonshire Council); and Ms Ros Micklem (Vice Chair), Dr Heather Cameron and Mr Allan Macleod, Non-Executive Members, NHS Greater Glasgow & Clyde Health Board.

Non-Voting

Members: Keith Redpath, Chief Officer; Jeanne Middleton, Chief Finance Officer; Dr Kevin Fellows, Clinical Director of the Health & Social Care Partnership; Wilma Hepburn, Lead Nurse for the Health & Social Care Partnership; Selina Ross, Chief Officer of West Dunbartonshire Council for Voluntary Services; Anne McDougall, Co-Chair, Public Engagement Forum/Chair of the Local Engagement Network (Clydebank area); Lindsay Lockhart, Chair of Carers of West Dunbartonshire and ¹Barbara Barnes, Co-Chair of Public Engagement Forum/Chair of Local Engagement Network (Alexandria & Dumbarton area).

Attending: Chris McNeill, Head of Community Health & Care Services; John Russell, Head of Mental Health, Learning Disability & Addictions; Soumen Sengupta, Head of Strategy, Planning and Health Improvement; Nigel Ettles, Principal Solicitor, Democratic and Regulatory Services and Nuala Borthwick, Committee Officer, West Dunbartonshire Council.

Also

Attending: Dr Jennifer Armstrong, Medical Director, NHS Greater Glasgow & Clyde (in attendance for agenda item 'NHS Greater Glasgow & Clyde Clinical Services Strategy' only) and Dorothy McErlean, Staff Side Secretary to Joint Trade Unions.

Councillor Gail Casey in the Chair

DECLARATION OF INTEREST

Councillor Rooney declared a financial interest of his spouse in the item under the heading 'Care Inspectorate Reports for Older People's Care Homes operated by Independent Sector in West Dunbartonshire', his spouse being a member of staff at

¹ As corrected by the West Dunbartonshire Health & Social Care Partnership at its meeting of 18 November 2015.

a care home in West Dunbartonshire, and intimated that he proposed to take part in the decision on this item.

MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of West Dunbartonshire Health & Social Care Partnership Board held on 1 July 2015 were submitted and approved as a correct record.

NHS GREATER GLASGOW & CLYDE CLINICAL SERVICES STRATEGY

Dr Jennifer Armstrong, Medical Director, NHS Greater Glasgow & Clyde gave a presentation on the NHS Greater Glasgow & Clyde Clinical Services Strategy.

Thereafter a report was submitted by the Head of Strategy, Planning and Health Improvement providing information on the Health Board's approved clinical strategy to provide the basis for future service planning.

Following discussion and having heard both the Medical Director, NHS Greater Glasgow & Clyde and the Head of Community Health & Care Services in answer to Members' questions, the Partnership agreed to endorse the NHS Greater Glasgow & Clyde Clinical Services Strategy.

The Chair, Councillor Casey thanked Dr Armstrong for her informative presentation and thereafter, Dr Armstrong left the meeting.

MINUTES OF MEETINGS FOR INCLUSION ON PARTNERSHIP BOARD AGENDAS

A report was submitted by the Head of Strategy, Planning and Health Improvement providing information on the formal meetings whose minutes would be routinely presented to the Partnership Board for information.

The Partnership Board agreed to approve the list of formal meetings whose minutes would be routinely included on the agenda of future meetings of the Board.

CLINICAL & CARE GOVERNANCE

A report was submitted by the Clinical Director:-

- (a) providing information on the West Dunbartonshire CHCP Clinical Governance Annual Report for 1 January 2014 to 31 March 2015;
- (b) providing information on the National Clinical & Care Governance Framework;
and

- (c) seeking endorsement of the positions expressed within the submission made to the Scottish Parliament's Health & Sports Committee's call for written views on Health (Tobacco, Nicotine etc and Care) (Scotland) Bill.

Having heard the Clinical Director and the Head of Strategy, Planning & Health Improvement in further explanation of the report and in answer to Members' questions, the Partnership Board agreed:-

- (1) to approve the West Dunbartonshire CHCP Clinical Governance Annual Report for 1st January 2014 to 31st March 2015;
- (2) to endorse the positions expressed within the submission made to the Scottish Parliament's Health & Sport Committee in response to the call for written views on the Health (Tobacco, Nicotine etc. and Care) (Scotland) Bill;
- (3) to note the discussion around the proposal to place a duty of candour on health and social care organisations and the importance of getting the correct culture in relation to candour; and
- (4) otherwise to note the terms of the National Clinical & Care Governance Framework.

AUDIT ARRANGEMENTS

A report was submitted by the Chief Financial Officer providing information on proposed audit arrangements for the Partnership Board.

Having heard the Chief Officer in further explanation of the report and in answer to Members' questions, the Partnership Board agreed:-

- (1) to approve the proposals for the establishment of an Audit Committee for the Partnership Board;
- (2) to appoint Ros Micklem as Chair of the Audit Committee for the duration of her term of office as Vice-Chair of the Partnership Board;
- (3) to direct the Chief Financial Officer to prepare Terms of Reference for the Audit Committee for consideration at its first meeting;
- (4) that, subject to consultation with the Convener of the Council's Audit & Performance Review Committee, internal audit services for the Partnership Board would be provided by West Dunbartonshire Council's Internal Audit Section, with Colin McDougall appointed as Chief Internal Auditor for the Partnership Board;
- (5) to note that Audit Scotland had been appointed by the Accounts Commission to act as external auditor for the Partnership Board;

- (6) to direct the Chief Financial Officer to make arrangements for the first meeting of the Audit Committee prior to the end of the calendar year;
- (7) to direct the Chief Financial Officer to work with the appointed Chief Internal Auditor to prepare an operational agreement with respect to the internal audit service for consideration at the first meeting of the Audit Committee; and
- (8) to direct the Chief Internal Auditor to work with the Chief Financial Officer and the Chief Officer to prepare proposals for the development of a risk based internal audit plan for 2016-17, which would include the completion of a post integration report.

RISK MANAGEMENT POLICY & STRATEGY

A report was submitted by the Head of Strategy, Planning and Health seeking approval of the Risk Management Policy & Strategy prepared for the new Health & Social Care Partnership.

The Partnership Board agreed:-

- (1) to approve the Risk Management Policy & Strategy for the Health & Social Care Partnership; and
- (2) to direct the Chief Officer to prepare a draft strategic risk register for scrutiny at the first meeting of the Partnership's Audit Committee prior to it being finalised and then presented to the subsequent meeting of the Partnership Board.

PROPOSED RELOCATION OF CLYDEBANK OLDER ADULT CONTINUING CARE DEMENTIA BEDS FROM GARTNAVEL ROYAL HOSPITAL TO THE DUMBARTON JOINT HOSPITAL

A report was submitted by the Head of Mental Health, Learning Disability and Addictions providing information on proposals to relocate four Older Adult Continuing Care Beds currently within Gartnavel Royal Hospital to the Glenarn Ward based at the Dumbarton Joint Hospital.

Having heard the Chief Officer and the Head of Mental Health, Addictions and Learning Disability in further explanation of the report and in answer to Members' questions, the Partnership Board agreed to approve the relocation of four Older Continuing Care Beds from Gartnavel Royal Hospital to the Glenarn Ward based at the Dumbarton Joint Hospital.

CARE INSPECTORATE REPORTS FOR OLDER PEOPLE'S CARE HOMES OPERATED BY INDEPENDENT SECTOR IN WEST DUNBARTONSHIRE

A report was submitted by the Head of Strategy, Planning and Health Improvement providing information on the most recent Care Inspectorate assessments for three independent sector residential older peoples' Care Homes within West Dunbartonshire.

Having heard the Head of Community Health & Care Services in further explanation of the report and in answer to Members' questions, the Partnership Board agreed to note the contents of the report.

CARE INSPECTORATE REPORTS FOR OLDER PEOPLE'S RESIDENTIAL AND DAY CARE SERVICES OPERATED BY WEST DUNBARTONSHIRE COUNCIL

A report was submitted by the Head of Community Health & Care Services providing information on the most recent inspection reports for three of the Council's own Older People's Residential Care Home and Day Care Services.

Following discussion, the Partnership Board agreed:-

- (1) to note that the inadvertent error in terms of tallying the movement of grades in the report would be corrected by officers; and
- (2) otherwise to note the contents of the report.

CARE INSPECTORATE REPORTS FOR CHILDREN & YOUNG PEOPLE'S SERVICES OPERATED BY WEST DUNBARTONSHIRE COUNCIL (THROUGH-CARE & AFTERCARE SERVICES AND CRAIGELLACHIE CHILDREN'S HOUSE)

A report was submitted by the Head of Children's Health, Care and Criminal Justice providing information on the most recent inspection reports for Throughcare/ Aftercare Service and Craigellachie Children's Unit, one of the Council's own Residential Services for Children and Young People.

A revised version of the report was circulated (tabled) at the meeting.

Following discussion and having heard the Head of Children's Health, Care and Criminal Justice in further explanation of the report and in answer to Members' questions, the Partnership Board agreed:-

- (1) to note the work undertaken to ensure that the grades awarded reflected the quality levels expected by the Health and Social Care Partnership;
- (2) to congratulate staff on their fantastic achievement in receiving very positive reports from the Care Inspectorate for each of the services covered in the report; and

- (3) otherwise to note the contents of the report.

HEALTHCARE IMPROVEMENT SCOTLAND CONSULTATION – BUILDING A COMPREHENSIVE APPROACH TO REVIEWING THE QUALITY OF CARE

A report was submitted by the Head of Strategy, Planning and Health:-

- (a) providing information on the Healthcare Improvement Scotland consultation 'Building a comprehensive approach to reviewing the quality of care'; and
- (b) presenting the proposed response to the consultation for submission by the Health & Social Care Partnership.

The Partnership Board agreed to approve the proposed response to the Health Care Improvement Scotland's consultation on the basis outlined in the appendix to the report.

FINANCIAL REPORT 2015/16 AS AT PERIOD 3 (30 JUNE 2015)

A report was submitted by the Chief Financial Officer providing an update on the financial performance and capital work progress of the Health & Social Care Partnership for the period to 30 June 2015 (Period 3).

Having heard the Chief Officer, the Chief Financial Officer and the Head of Children's Health, Care & Criminal Justice in further explanation of the report and in answer to Members' questions, the Partnership Board agreed:-

- (1) to note the contents of the report showing a forecast full year adverse revenue variance of £0.727m (0.54%) and £0.546m for the period from 1st July 2015;
- (2) to note the key requirement for the senior management team to develop a recovery plan to address the projected overspend;
- (3) to note that elements of corrective actions were already in place as described within the report;
- (4) to note the current position regarding capital work progress on projects; and
- (5) to approve Social Care budget virements of £0.883 million as described in section 3.4 of the report.

FINANCIAL REGULATIONS

A report was submitted by the Chief Financial Officer seeking approval of the Partnership's Financial Regulations.

Having heard the Chief Financial Officer in further explanation of the report and in answer to Members' questions, the Partnership Board agreed to approve the Financial Regulations appended to the report.

PREPARATION OF THE NEW WEST DUNBARTONSHIRE LOCAL HOUSING STRATEGY 2017 - 2022

A report was submitted by the Head of Strategy, Planning and Health Improvement providing information on the preparation of the next Local Housing Strategy (LHS) which was scheduled to be submitted to the Scottish Government by West Dunbartonshire Council in November 2016.

Having heard the Head of Strategy, Planning & Health Improvement in further explanation of the report and in answer to Members' questions, the Partnership Board agreed:-

- (1) to note that preparatory work had begun to meet the requirements for the new Local Housing Strategy; and
- (2) to note that the draft Local Housing Strategy would be submitted to the Partnership Board for comment and endorsement prior to its submission to the Scottish Government.

The meeting closed at 3.37 p.m.