

## **WEST DUNBARTONSHIRE HEALTH & SOCIAL CARE PARTNERSHIP BOARD**

At a Hybrid Meeting of the West Dunbartonshire Health and Social Care Partnership Board held in the Civic Space, 16 Church Street, Dumbarton on Tuesday, 15 August 2023 at 10.02 a.m.

**Present:** Rona Sweeney and Michelle Wailes, NHS Greater Glasgow and Clyde and Michelle McGinty, Martin Rooney and Clare Steel, West Dunbartonshire Council.

**Non-Voting** Beth Culshaw, Chief Officer; Julie Slavin, Chief Financial Officer; Diana McCrone, Staff Representative (NHS Greater Glasgow and Clyde); Barbara Barnes, Chair of the Locality Engagement Network – Alexandria and Dumbarton; Anne MacDougall, Chair of the Locality Engagement Network – Clydebank; Selina Ross, Chief Officer – West Dunbartonshire CVS; Helen Little, MSK Physiotherapy Manager; Kim McNab, Service Manager – Carers of West Dunbartonshire, Saied Pourghazi, Associate Clinical Director and General Practitioner and Val Tierney, Chief Nurse.

**Attending:** Peter Hessett, Chief Executive – West Dunbartonshire Council; Margaret-Jane Cardno, Head of Strategy and Transformation; Sylvia Chatfield, Head of Mental Health, Learning Disabilities and Addiction; Fiona Taylor, Head of Health and Community Care; Gillian Gall, Head of Human Resources; Lesley James, Head of Children's Health Care and Criminal Justice and Chief Social Work Officer; Jennifer Ogilvie, HSCP Finance Manager; Nigel Ettles, Principal Legal Officer; Carolanne Stewart, Business Support Officer; and Ashley MacIntyre and Lynn Straker, Committee Officers.

**Apologies:** Apologies for absence were intimated on behalf Lesley Rousselet.

**Michelle McGinty in the Chair**

### **DECLARATIONS OF INTEREST**

It was noted that there were no declarations of interest in any of the items of business on the agenda.

## **RECORDING OF VOTES**

The Board agreed that all votes taken during the meeting would be carried out by roll call vote to ensure an accurate record.

## **MINUTES OF PREVIOUS MEETING**

The Minutes of Meeting of the Health and Social Care Partnership Board held on 16 May 2023 were submitted and approved as a correct record.

## **ROLLING ACTION LIST**

The Rolling Action list for the Health and Social Care Partnership Board was submitted and an update was provided by Margaret-Jane Cardno, Head of Strategy and Transportation.

## **VERBAL UPDATE FROM CHIEF OFFICER**

Beth Culshaw, Chief Officer, provided a verbal update on the recent business of the Health and Social Care Partnership. She noted she was looking forward to the meeting today and felt the meeting had a full Agenda which contained a lot of important reports. There was a strong focus on quality improvement as demonstrated in the Clinical Care and Governance report, the Alcohol and Drug Partnership update, the Annual report on MSK Physiotherapy service and also the Performance report. She noted there was a great opportunity for further scrutiny and assurance about the services which HSCP are providing and the strong focus we have on ensuring community benefits.

Ms Culshaw provided an update on some of the discussions held at the last HSCP Board meeting. She noted there had been significant improvement in the issue raised with delays in users receiving their Disabled Blue Badge. The average time for users to receive their Blue Badge when receiving Desktop approval is now under 3 weeks, and for those requiring further assessment it is now just under 12 weeks which is a big improvement to the timescales being reported back in July 2023. She noted they had drafted a short brief regarding this which would be circulated to Members after the meeting. This would also be shared with West Dunbartonshire Audit Committee members as there were concerns raised there with Occupational Therapy waiting times.

Ms Culshaw noted a lot of work was ongoing with the Staff Awards process. Nominations are due by the end of this month to recognise the excellent work by staff this year, Members were asked to please ensure to highlight some of the great work being done.

Lastly, she reminded Members of the Informal session due to take place on Friday, 1 September 2023 at 9.00 a.m. and to attend the meeting in-person where possible. There would be 2 key discussion points at the meeting namely Home Care and

Families. She noted it was a good chance to have a deep dive and ask some questions around processes and ongoing projects and apply scrutiny prior to reports being brought formally to the HSCP Board.

## **CLINICAL AND CARE GOVERNANCE – ANNUAL REPORT 2022**

A report was submitted by Val Tierney, Chief Nurse, providing information on, and the progress made, in assuring and improving the quality of health and social care. The purpose of this report is to provide assurance that health and care governance systems are in place to support the HSCP in monitoring and improving the quality of health and care that it provides.

After discussion and having heard from Val Tierney, Chief Nurse; Fiona Taylor – Head of Health and Community Care; Gillian Gall, Head of Human Resources; Lesley James, Head of Children's Health Care and Criminal Justice and Chief Social Work Officer and Sylvia Chatfield, Head of Mental Health, Learning Disability and Addictions in further explanation and in answer to Members' questions, the Board agreed:-

- (1) to note the report; and
- (2) to send the report to NHS Greater Glasgow and Clyde Health Board as all Health and Social Care Partnerships are requested to provide an Annual Report covering the role and remit of the group and any future plans for review and evaluation of care quality.

## **MSK PHYSIOTHERAPY SERVICE ANNUAL REPORT 2022/23**

A report was submitted by Helen Little, MSK Physiotherapy Manager, asking Members to approve the Annual Report for MSK Physiotherapy service (Greater Glasgow and Clyde) 2022-23.

After discussion and having heard Helen Little, MSK Physiotherapy Manager, in further explanation and in answer to Members' questions, the Board agreed:-

- (1) to note the content of the report (including the additions to the report since presented at Audit and Performance Committee 20/6/23. These additions are performance against the Scottish Government 4 week AHP MSK Waiting times target and Appendix 2 to the report: MSK Waiting Times Trajectory Data 2023/24); and
- (2) to note the achievements of the MSK service in regards to performance; priority project work; patient feedback and involvement; use of data and work on digital enhancement within the MSK service.

## **ADP 2022/23 ANNUAL SURVEY REPORT AND WAITING TIMES**

A report was submitted by Sylvia Chatfield, Head of Mental Health, Learning Disability and Addictions, providing an update on funding and spending plans to deliver Alcohol and Drug Services and to provide an overview of the Alcohol and Drugs Partnership (ADP) Annual Reporting Survey submitted in June 2023, and ADP waiting times.

After discussion and having heard Sylvia Chatfield, Head of Mental Health, Learning Disability and Addictions, in further explanation and in answer to Members' questions, the Board agreed:-

- (1) to note the content of the report;
- (2) to consider the updated Financial Plan and approve spending proposals outlined in section 4 of the report;
- (3) to approve the Alcohol and Drugs Partnership (ADP) Annual Reporting Survey; and
- (4) to note that the West Dunbartonshire Health and Social Care Partnership has met the required target in the most recently published data.

### **WEST DUNBARTONSHIRE HSCP ANNUAL PERFORMANCE REPORT 2022/23**

A report was submitted by Margaret-Jane Cardno, Head of Strategy and Transformation, providing an overview of the HSCPs performance in planning and carrying out integrated functions. The Annual Performance Report is produced for the benefit of Partnerships and their communities.

After discussion and having heard from Margaret-Jane Cardno, Head of Strategy and Transformation; Fiona Taylor, Head of Health and Community Care; Lesley James, Head of Children's Health Care and Criminal Justice and Chief Social Work Officer and Sylvia Chatfield, Head of Mental Health, Learning Disabilities and Addiction in further explanation and in answer to Members' questions, the Board agreed to homologate the decision of the HSCP Audit and Performance Committee (20 June 2023) which was, to agree, subject to minor changes to the format, that the West Dunbartonshire HSCP Annual Performance Report 2022/23 and the Annual Complaints Report 2022/23 be approved for publication in line with the legislative timescales.

### **2023/2024 FINANCIAL PERFORMANCE REPORT**

A report was submitted by Julie Slavin, Chief Financial Officer, providing the Health and Social Care Partnership Board with an update on the financial performance as at period 3 to 30 June 2023 and a projected outturn position to 31 March 2024.

After discussion and having heard from Julie Slavin, Chief Financial Officer, and Lesley James, Head of Children's Health Care and Criminal Justice and Chief Social

Work Officer, in further explanation and in answer to Members' questions, the Board agreed:-

- (1) to note the updated position in relation to budget movements on the 2023/24 allocation by West Dunbartonshire Council and NHS Greater Glasgow and Clyde Health Board and approve the direction for 2023/24 back to our partners to deliver services to meet the HSCP Board's strategic priorities;
- (2) to note the reported revenue position for the period 1 April 2023 to 30 June 2023 is reporting an adverse (overspend) position of £0.741m (1.59%);
- (3) to note the projected outturn position of £2.983m overspend (1.50%) for 2022/23 including all planned transfers to/from earmarked reserves;
- (4) to note that a recovery plan would require to be put in place to address the projected overspend;
- (5) to note the update on the monitoring of savings agreed for 2023/24;
- (6) to note the bad debt write off for quarter one;
- (7) to note the current reserves balances;
- (8) to note the update on the capital position and projected completion timelines;  
and
- (9) to note the impact of a number of ongoing and potential burdens on the reported position for 2023/24 and the previously reported budget gaps for 2024/25 and 2025/26.

## **ADJOURNMENT**

The Chair adjourned the meeting for a short recess. The meeting reconvened at 11.59 a.m. with all those listed in the sederunt present.

## **MEDICATION ASSISTED TREATMENT (MAT) STANDARDS IMPLEMENTATION**

A report was submitted by Sylvia Chatfield, Head of Mental Health, Learning Disabilities and Addiction, providing Members with an update in the implementation of the Medication Assisted Treatment (MAT) Standards.

After discussion and having heard from Sylvia Chatfield, Head of Mental Health, Learning Disabilities and Addiction, in further explanation and in answer to Members' questions, the Board agreed to note the content and risks identified in section 4 of this report.

## **WEST DUNBARTONSHIRE HSCP PROPERTY AND ASSET MANAGEMENT STRATEGY 2023 – 2026**

A report was submitted by Margaret-Jane Cardno, Head of Strategy and Transformation, seeking Members approval for the approach taken to strategic planning and utilisation of the property estate available to the Integration Joint Board (IJB) and the West Dunbartonshire HSCP, to support the aims of integration and the delivery of effective, efficient health and social care services in West Dunbartonshire.

After discussion and having heard from Margaret-Jane, Head of Strategy and Transformation and Sylvia Chatfield, Head of Mental Health, Learning Disabilities and Addiction, in further explanation and in answer to Members' questions, the Board agreed:-

- (1) to approve the Property and Asset Management Strategy (as detailed in Appendix 1 of the report) in order that officers have a clear framework from which to undertake further work in respect of the planning and utilisation of the property estate available to the IJB and the HSCP, to support the aims of integration and the delivery of effective, efficient health and social care services in West Dunbartonshire; and
- (2) to note that, should these principles be agreed, further work would be undertaken to develop a comprehensive implementation plan. This would be reported back to the Board for approval and updates provided on an annual basis.

### **REVIEW OF WEST DUNBARTONSHIRE HSCP STANDING ORDERS**

A report was submitted by Margaret-Jane Cardno, Head of Strategy and Transformation, providing an update to Members on the outcomes of the officer lead review of the HSCP Board Standing Orders which has taken place in line with the current Integration Scheme and seek the HSCP Boards approval to adopt these revisions.

After discussion and having heard from Margaret-Jane Cardno, Had of Strategy and Transformation in further explanation and in answer to Members' questions, the Board agreed to approve the revised Standing Orders for immediate implementation with the additional amendments as detailed below:-

- (1) at section 11 where it indicates responsibility lies with the Chair of the HSCP Board it should state, 'as decided by Chair in consultation with the HSCP Chief Officer.'; and
- (2) at section 12 of the Standing Orders, the title should be updated to read 'Press and Public.'

## **MEMBERSHIP OF THE WD HSCP BOARD**

A report was submitted by Margaret-Jane Cardno, Head of Strategy and Transformation, providing an update to Members on issues pertaining to Board Membership.

After discussion and having heard the Head of Strategy and Transformation in further explanation and in answer to Members' questions, the Board agreed:-

- (1) to note the progress in respect of Membership of the HSCP Board and look forward to welcoming a new Non-Voting Member of the HSCP Board with the role of Unpaid Carer; and
- (2) to instruct Officers to provide a further update January 2024 with the potential for a new proposal for Membership with the role of Inclusion and Engagement lead.

## **FUTURE MEETING SCHEDULE – HSCP BOARD AND AUDIT AND PERFORMANCE COMMITTEE**

A report was submitted by Margaret-Jane Cardno, Head of Strategy and Transformation, presenting Members with a meeting schedule for meetings of both the WD HSCP Board (IJB) and the Audit and Performance Committee for the calendar years 2024 and 2025 for their approval.

After discussion and having heard the Head of Strategy and Transformation in further explanation of the report, the Board agreed:-

- (1) to approve the meeting schedule as noted in Appendix 1 of the report; and
- (2) to note that all future meetings of both the WD HSCP Board and the HSCP Audit and Performance Committee be Hybrid meetings which would also be live streamed and audio recorded.

The meeting closed at 1.00 p.m.