

**Local Partnership Forum  
Monday 8<sup>th</sup> November 2010  
Hartfield Clinic, 2.00pm**

**MINUTES**

**Present:**

Ross McCulloch, RCN and Co-Chair  
Keith Redpath, CHCP Director and Co-Chair  
Serena Barnatt, Head of Human Resources  
John Russell, Head of Mental Health, Learning Disabilities and Addictions  
Chris McNeill, Head of Assessment and Care Services  
Gordon Whitelaw, Head of Administration  
Janis Howie, Senior Learning and Education Advisor  
Marie Grant, Minute Taker

**1. Apologies**

Soumen Sengupta, Gillian Gall, Jean Blackwood, Jane McKinlay,  
Annie Hair, Jackie Hamill, Anne Cameron Burns

**2. Minutes of Previous Meeting**

Accepted as accurate.

**3. Matters Arising**

KR advised that this will be the last Local Partnership Forum meeting in its current form due to the CHP's transition into a Community Health and Care Partnership. KR stated that the Forum has served the CHP well over the 5 years and wished to thank the Management Team and Ross McCulloch and his staff-side colleagues for contributing to a model Partnership Forum. RM echoed KR's sentiments and agreed that they are looking forward to moving on as a CHCP.

Additional Matters Arising

- Payment of staff who have TUPE transferred from SLA  
CM confirmed that there are no issues where the payment of staff is concerned. Still an issue with risk but they are looking to resolve this.
- Working Well Challenge Fund  
JR explained that this project aims to improve the working environment of the Addictions Service. JR will update the Forum at the next meeting on how this government funding is being allocated. **JR**

i) Staff Governance Monitoring Framework

SB spoke to this item in GG's absence. The updated Staff Governance Monitoring Framework has been circulated round the LPF and comments have been considered. The version that has been distributed today is the final version and GG is looking for approval from the LPF for this to go forward to the Committee. **GG**

Members of the Forum approved this and thanked GG for leading on this complex piece of work.

ii) Bank Staff

JR confirmed that the West Dunbartonshire Bank will move centrally to the Glasgow Bank. JR to bring updates to the Forum until this process is complete.

**JR**

iii) CHP Committee Update/Progress with CHCP Integration

The CHCP has been live since 1<sup>st</sup> October and the process is ongoing for recruitment of managers to senior posts. The format for the LPF will be revised but these details have not been confirmed yet. The first meeting of the new Forum aims to be in December. MG to circulate details of December meeting and proposed 2011 meeting dates.

**MG**

iv) CMP Update

RM confirmed that staff feel more engaged. It was agreed that a formal update will be presented to the group in January with the concluding report to follow in March.

**JB**

V) Staff Survey

Closing date for completion of the staff survey is 12<sup>th</sup> November. It was agreed that this is a critical piece of work in maintaining high staff governance standards in the CHCP. The management team are to encourage completion of the survey and it was confirmed that line managers have been vocal in their encouragement. The Forum looks forward to a positive survey result and asked SB to present these in the same format as last time when the results are ready.

**SB**

**4. Standing Items**

i) Committee Update

CM spoke to this item. The main discussion was on the updated work plan for integration which has been agreed by the Committee for developing the new organisational structure.

ii) APF

Of particular interest to LPF is Item 4 on the APF agenda "Workforce Challenges". This is based on the Cabinet Secretary's request for all Boards to submit workforce plans. This is reflective of changes in the Public Sector. A National Scrutiny Group, co-chaired by Robert Calderwood and Donald Sime and meeting every 2-3 months, has been set up and has responsibility for overseeing the robustness of this plan. The Board has been asked to complete a self-assessment.

AHP Redesign was also discussed and this paper is currently out for consultation.

iii) PEG/PAG

Paper for noting.

iv) Health and Safety Forum

The last H&S forum was not quorate and so there are no recent minutes however there should be a full set of minutes by the next meeting. The H&S Forum is a sub-group of the LPF – members of the LPF agreed that GW should maintain present brief until the revised constitution of the new Partnership Forum is finalised.

v) MHP Strategic Update

JR raised the following points:

- Due to Anne Hawkins' appointment to the Glasgow CHP Director's post, Martin Montgomery is the Interim Mental Health Partnership Manager.
- An interim redeployment process has been identified for Christie Ward staff. It has also been agreed that, in the event that Christie Ward is re-opened, staff will be given the option to return to their original post.
- There are currently a small team of staff based at the Glenkirk Centre covering Clydebank. JR is currently looking into moving this small team to Hardgate.
- There is a review of the Crisis Service underway across GG&C. The Mental Health Partnership Forum is looking into this and staff are aware. This review is underway.

vi) Children and Families

Item to be carried forward. The Forum agreed that an update must be given at the next meeting.

vii) Care/Case Management Pilot

The first draft of the evaluation has been completed. The pilot study has identified a core group of people with long-term needs who would benefit from a Healthcare professional being their case manager. Updates will continue to be brought to the forum. **JH**

viii) Rehabilitation and Enablement Framework

Due to the changes and redesigns in Glasgow CHPs, the process is taking longer than expected. Outcomes of phase one should be known shortly. The local West Dunbartonshire group continues to meet and a further update will be brought to the next meeting. **CM**

ix) sickness absence

SB presented the sickness report. The sickness absence figure is at an average of 3.95% and so the CHCP is below the 4% HEAT target. Also included in the report is a Work-Life Balance summary as the Forum requested. SB stated that these WLB figures rely on managers reporting leave to the HR department but the figures do look accurate. The Forum agreed this is valuable information. **CM**

x) e-KSF

JH noted that the figures show a slow-down of e-KSFs being signed

off. The relevant service/team leaders have been contacted if the percentage has fallen in their area. Some of the drop in figures are due to managers attempting to align e-KSF reviews with incremental dates and so an increase is expected for next month. MG to send e-KSF report to the SMT.

xi) Healthy Working Lives

GW reported that an agreement has been reached whereby a full assessment for the Silver Award will not be required. At the beginning of December, a link officer will look at the evidence. If this evidence is enough to comply with Silver then it will be put forward to the panel. There will be no site visits or staff interviews. The feedback should be quick and GW hopes to advise the Forum in January if we have achieved Silver. GW confirmed that the Healthy Working Lives group reports into the Health and Safety Forum. **MG**

**5. Proposed 2011 meeting schedule**

MG to circulate details of dates for CHCP forum. **MG**

**6. AOCB**

None

**DONM**

*To be confirmed.*