

## WEST DUNBARTONSHIRE COUNCIL

### Report by Director of Corporate Services Community Health and Care Partnership: 22 August 2012

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**Subject: Proposal by West Dunbartonshire Council for the West Dunbartonshire Community Health & Care Partnership to move to a quarterly meeting cycle**

#### **1. Purpose**

1. This report asks the Community Health & Care Partnership (CHCP) Committee:-
  - 1.1 (a) to consider and agree the proposal by West Dunbartonshire Council to move the meeting cycle for future meetings of the CHCP to a quarterly basis; and
  - 1.2 (b) to consider proposed dates for future meetings of the CHCP.

#### **2. Recommendations**

- 2.1 The report provides a proposal to move from the current meeting cycle of 6 meetings per year to a quarterly meeting cycle.
- 2.2 It is recommended that the CHCP considers and approves the proposal to move meetings to a quarterly basis on the undernoted dates:-

Wednesday, 21 November 2012 at 2.00 p.m.

Wednesday, 20 February 2013 at 2.00 p.m.

Wednesday, 15 May 2013 at 2.00 p.m.

#### **3. Background**

- 3.1 The Council at its meeting on 20 June 2012, approved a committee timetable until the end of June 2013 which changed the cycle of meetings for Council and the main committees to meet on a quarterly basis.
- 3.2 It was proposed that the West Dunbartonshire CHCP which currently meets 6 times per year should meet on a quarterly basis subject to the agreement of the CHCP. The CHCP comprises two legal bodies, although by having the same membership and meeting at the same time it effectively acts as one body. It comprises a committee of NHS Greater Glasgow and Clyde and a Sub-Committee of West Dunbartonshire Council.

3. It was also agreed that all Committee meetings would be held in the Council Offices, Garshake Road, Dumbarton.

#### **4. Main Issues**

4.1 The purpose of the change to quarterly meetings is to better align the Committee and Council meetings with quarterly performance monitoring and to reduce duplication.

4.2 The Standing Orders for the CHCP advise that the Partnership shall meet at such place and frequency as agreed by the Partnership therefore a move to quarterly meetings is required to be agreed by the Partnership.

#### Monthly Bulletin

4.3 The standard briefing format was introduced in 2009 and Members receive briefing notes electronically as and when required. Council agreed that this system is regularised and briefing notes are issued as an Elected Member Bulletin on a monthly basis. The Bulletin should feature additional information keeping Members up to date on new developments and any items of news from the Council's Corporate Communication Team. Where relevant, this bulletin would be provided to all members of the CHCP.

#### Member/Officer Briefing Session

4.4 Member/Officer Briefing Sessions will be scheduled every quarter, providing opportunities for seminars; training and other development. Again, where relevant all Members of the CHCP will be invited to attend Briefing Sessions.

#### **5. People Implications**

5.1 There will be savings in officer time across departments based on

- Reduction in number of reports will result in less time spent on preparing, checking and authorising.
- Reduced time spent compiling agendas and delivering papers
- Reduction in hours spent attending, clerking and advising meetings

5.2 While report authors should have fewer reports to write due to the reduction in number of committee meetings, there will be a requirement to prepare briefings for inclusion in the monthly Bulletin for those items which will no longer be submitted to Committee for information.

5.3 As part of the wider transformation agenda and to ensure continuous improvement, the structures, systems and processes will be reviewed.

#### **6. Financial Implications**

6.1 There will be savings achieved in the streamlining of committee agendas as a result of the following:

- Reduction in the volume of paper used in the printing of committee agendas and reports
- Reduced printing, postage and delivery costs
- Reduced travelling time and travel expenses

## **7. Risk Analysis**

**7.1** If the CHCP fails to put in place a timetable of meetings at the next meeting on 22 August 2012 then all matters requiring decision will need to be submitted to special meetings of the Partnership.

## **8. Equalities Impact Assessment (EIA)**

**8.1** This report is not applicable to the wellbeing of equalities groups and an Equalities Impact Assessment is not required.

## **9. Strategic Assessment**

**9.1** No strategic assessment is required.

## **10. Conclusions and Recommendations**

**10.1** It is recommended that the CHCP agrees to move to a quarterly cycle of meetings, on dates as undernoted:-

Wednesday, 21 November 2012 at 2.00 p.m.

Wednesday, 20 February 2013 at 2.00 p.m.

Wednesday, 15 May 2013 at 2.00 p.m.

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**Date: 12 July 2012**

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**Person to Contact:** Nuala Borthwick, Committee Officer, West  
Dunbartonshire Council, Council Offices, Garshake Road,  
Dumbarton Tel 01389 737594  
Email: nuala.borthwick@west-dunbarton.gov.uk.

**Appendices:** None

**Background Papers:** Report to meeting of WDC on 20 June 2012 entitled  
‘Committee Timetable and Monthly Bulletin for Elected  
Members’.

Minutes of Meeting of WDC on 20 June 2012

**Wards Affected:** All Council Wards.