

## **WEST DUNBARTONSHIRE COMMUNITY HEALTH AND CARE PARTNERSHIP**

At a Meeting of the West Dunbartonshire Community Health and Care Partnership held in the Education Centre, St. Margaret of Scotland Hospice, East Barns Street, Clydebank on Wednesday, 6 April 2011 at 2.00 p.m.

**Present:** Councillors Jim Brown\*, Gail Casey, Jonathan McColl, Ronnie McColl, Marie McNair and Patrick McGlinchey (West Dunbartonshire Council); Keith Redpath, Director, West Dunbartonshire Community Health and Care Partnership; Ross McCulloch, Co-Chair, Local Partnership Forum; Dr Kevin Fellows, Clinical Director, West Dunbartonshire Community Health and Care Partnership; Anne McDougall, Chair, Public Partnership Forum; Catherine Benton and Peter Daniels OBE, Non-Executive Directors, Greater Glasgow and Clyde NHS Board.

\* Arrived later in meeting.

**Attending:** Stephen West, Head of Resources and Continuous Improvement; Jonathan Bryden, Interim Head of Finance; Soumen Sengupta, Head of Strategy, Planning and Health Improvement; Chris McNeill, Head of Community Health and Care; John Russell, Head of Mental Health, Learning Disability & Addictions; Jim Watson, Section Head (Child Care); Adrian Gray, Business Unit Accountant; Nigel Ettles, Principal Solicitor and Nuala Borthwick, Committee Officer, West Dunbartonshire Council.

### **Also**

**Attending:** Detective Inspector Pettigrew, Strathclyde Police – Force Public Protection Unit, and Norman Firth, Criminal Justice Manager (in attendance for the report entitled ‘Sex Offender Community Disclosure: Keeping Children Safe’.

### **Councillor Ronnie McColl in the Chair**

#### **CHAIR’S REMARKS**

Councillor R. McColl, Chair, welcomed everyone present to the meeting and advised that he intended to vary the order of business and consider the report entitled ‘Sex Offender Community Disclosure: Keeping Children Safe’ at the beginning of the meeting, to enable Detective Inspector Pettigrew, Strathclyde Police – Force Public Protection Unit, to provide a presentation on the recently launched ‘Keeping Children Safe Scheme’. It was also noted that the report entitled ‘CHCP Strategic Plan 2011/2012’ would be considered as an early item of business on the agenda given that it would be necessary to provide Members with a note of minor amendments to the Strategic Plan.

Thereafter, having noted that DI Pettigrew was not yet in attendance at the meeting, the Partnership agreed to continue with the business and give consideration to the report entitled 'Sex Offender Community Disclosure: Keeping Children Safe' on his arrival.

### **DECLARATION OF INTEREST**

Councillor Casey declared a financial interest in the item under the heading 'Care Commission Inspection Reports for Services in West Dunbartonshire delivered by Independent Sector Providers' and, following advice from the Principal Solicitor, took no part in the consideration of that item.

### **CHANGES TO THE NHS GREATER GLASGOW REPRESENTATION ON THE COMMUNITY HEALTH AND CARE PARTNERSHIP (CHCP)**

The Chair, Councillor R. McColl welcomed Mr Peter Daniels OBE and Dr Kevin Fellows to the meeting as Members of the Partnership. Having heard the Partnership Director, it was noted (i) that Mr Daniels OBE had been nominated by Greater Glasgow and Clyde NHS Board to replace Ms Rani Dhir OBE as a member of the Partnership; and (ii) that Dr Kevin Fellows had taken up the post of Clinical Director of the CHCP (PAG Chair) from 1 April 2011 following the resignation of Dr Alison Wilding.

Having heard the Partnership Director, it was agreed to send letters of thanks to both Ms Dhir OBE and Dr Wilding for their contribution to the Partnership and, in the case of Ms Dhir OBE, a note of congratulations on her appointment as Chair of the East Dunbartonshire Community Health Partnership.

### **APPOINTMENT OF VICE CHAIR**

The Chair, Councillor R. McColl was heard in relation to the requirement to appoint a Vice Chair of the Partnership from amongst the NHS Members, in terms of the Standing Orders of the CHCP.

On the nomination by the Partnership Director, it was unanimously agreed that Dr Catherine Benton be appointed as Vice Chair of the Partnership.

Note: Councillor Brown arrived at this point in the meeting.

### **VARIATION IN THE ORDER OF BUSINESS**

It was noted that the business of the meeting was varied as hereinafter minuted.

## **CHCP STRATEGIC PLAN 2011/2012**

A report was submitted by the Partnership Director seeking approval of the integrated West Dunbartonshire CHCP Strategic Plan for 2011/2012.

A copy of a paper entitled, 'Addendum to Item 24 – WD CHCP Strategic Plan 2011/2012', providing a note of minor amendments to the Plan, was distributed to Members for information and consideration.

Following discussion and having heard the Partnership Director and the Head of Strategy, Planning and Health Improvement in response to Members' questions, the Partnership agreed:-

- (1) to approve the Strategic Plan with the required amendments as set out in the addendum to the report; and
- (2) that the updated and final version of the Strategic Plan would be provided electronically to all Members of the Partnership;
- (3) to request the production of performance reports as detailed at paragraph 3.4 of the report; and
- (4) to endorse use of performance reports as part of the framework for a joint CHCP organisational performance review as outlined at paragraph 3.5 of the report.

Note: DI Pettigrew entered the meeting during consideration of the above item.

### **SEX OFFENDER COMMUNITY DISCLOSURE: KEEPING CHILDREN SAFE**

A report was submitted by the Partnership Director advising of plans to implement a more formal mechanism for parents, carers or concerned others to request information in relation to individuals who they are concerned may be child sex offenders.

The Chair, Councillor R. McColl, introduced DI Pettigrew and Mr Norman Firth, Criminal Justice Manager, to the Partnership.

The Partnership then heard from Mr Firth and thereafter DI Pettigrew who gave a presentation on the recently launched 'Keeping Children Safe Scheme', a new community disclosure scheme which provides a formal route for the public to directly raise child protection concerns and be confident that action would follow.

The main points covered by the presentation were:-

- that disclosures under the scheme are undertaken following information sharing and in liaison with partner agencies including social work services and those agencies involved in the local Multi-Agency Public Protection arrangements;

- that if a parent has concerns over an individual who has access to their child, they can be given information under the scheme;
- that anyone can register an interest about an individual and/or child with the Police, however only the parent, carer or guardian can be given information;
- that the scheme was launched in the Strathclyde Police force area on 31 March 2011 and would be supported by a national radio and TV advertising campaign commencing 18 April 2011 directing concerned members of the public to the scheme's website;
- that the Police would act immediately if at any point during investigations, a child was considered to be at risk or in need of protection; and
- that the Force Public Protection Unit were geared up to receive referrals through the scheme.

Following discussion and having heard DI Pettigrew in answer to Members' questions, the Partnership agreed:-

- (1) to thank both Mr Firth and DI Pettigrew for their informative presentation; and
- (2) otherwise to note the content of the report and presentation.

Thereafter, both Mr Firth and DI Pettigrew left the meeting.

### **MINUTES OF MEETING OF THE WEST DUNBARTONSHIRE COMMUNITY HEALTH AND CARE PARTNERSHIP**

The Minutes of Meeting of the Partnership held on 2 February 2011 were submitted and approved as a correct record.

### **CARE COMMISSION INSPECTION REPORTS FOR SERVICES IN WEST DUNBARTONSHIRE DELIVERED BY INDEPENDENT SECTOR PROVIDERS**

A report was submitted by the Partnership Director providing information on the most recent Care Commission inspection reports received for ten independent sector providers delivering services within West Dunbartonshire.

Having heard the Partnership Director, the Partnership agreed to note the Care Commission inspection reports.

### **CARE COMMISSION INSPECTION REPORT – THROUGH-CARE AND YOUTH HOMELESSNESS TEAM**

A report was submitted by the Partnership Director providing information on the most recent inspection of the Adult Placement Service of the Council's Throughcare and Youth Homelessness Team.

Following discussion, the Partnership agreed:-

- (1) to note the positive content of the inspection report; and
- (2) that a letter of congratulations be presented to the Manager, Staff and Carers of the Throughcare and Youth Homelessness Team on behalf of the Partnership.

### **PUBLIC SERVICE IMPROVEMENT FRAMEWORK (PSIF) – IMPROVEMENT PLAN UPDATE**

A report was submitted by the Partnership Director:-

- (a) providing an update on the reviewed and refreshed action plan arising from the departmental self evaluation carried out using the PSIF in 2010; and
- (b) providing an update on the planned roll out schedule for PSIF for each service area of the Department.

Having heard the Partnership Director and the Head of Resources and Continuous Improvement in further explanation of the report and in answer to Members' questions, the Partnership agreed:-

- (1) to note the progress to roll-out the PSIF process within the CHCP;
- (2) to note the review of the improvement plan; and
- (3) that the Head of Resources and Continuous Improvement should provide confirmation of the dates for planned PSIF roll-out for the service entitled 'Fieldwork Services for Older People – Physical Disabilities to Members.

### **WEST DUNBARTONSHIRE CHCP COMMUNITY ENGAGEMENT REVIEW – KEY MESSAGES AND RECOMMENDATIONS**

A report was submitted by the Partnership Director:-

- (1) providing information on the key messages from the CHCP's formal review of community engagement; and
- (2) setting out recommendations for consideration by the Partnership.

Following discussion and having heard the Partnership Director in elaboration of the report, the Partnership agreed to approve the recommendations made for community engagement across and within CHCP services.

**NHS GREATER GLASGOW AND CLYDE  
ORGANISATIONAL PERFORMANCE REVIEW –  
WEST DUNBARTONSHIRE CHCP MID-YEAR FEEDBACK 2010/2011**

A report was submitted by the Partnership Director advising of the formal feedback from the Chief Executive of NHS Greater Glasgow and Clyde following the CHCP's mid-year Organisational Performance Review in November 2010.

Having heard the Partnership Director and the Interim Head of Finance in further explanation of the report and in answer to Members' questions, the Partnership agreed:-

- (1) to note the contents of the formal feedback from West Dunbartonshire Community Health Partnership's Organisational Performance in June 2010; and
- (2) to endorse the initiation of the joint Organisational Performance Review process as outlined in the report.

**DEPARTMENTAL WORKFORCE PLAN 2011 - 2015**

A report was submitted by the Partnership Director:-

- (a) providing information on progress made in relation to the Departmental Workforce Plan 2010 - 2014; and
- (b) seeking approval of the revised Departmental Workforce Plan for 2011-2015.

Having heard the Partnership Director, the Partnership agreed:-

- (1) to approve the Workforce Plan for 2011 to 2015;
- (2) to note the progress made against the actions identified in the Departmental Workforce Plan for 2010/2014; and
- (3) to note that a further review will take place each year and that the next annual review would be reported to the Committee as an integrated CHCP plan.

**CHCP KEY PERFORMANCE INDICATORS 2011/2012**

A report was submitted by the Partnership Director seeking approval of a consolidated suite of Key Performance Indicators against which the overall performance of the CHCP can be reviewed through 2011/2012.

Following discussion and having heard the Partnership Director and the relevant officers in answer to questions from Members, the Partnership agreed:-

- (1) to approve the suite of KPIs as attached as an appendix to the report;

- (2) to request the production of twice-yearly performance reports as detailed at paragraph 3.6 of the report;
- (3) to endorse the use of the KPIs as part of the framework for a joint CHCP organisational performance review process as outlined at paragraph 3.7 of the report;
- (5) to thank officers of the CHCP for their work to date in reporting on the CHCP KPIs; and
- (6) otherwise to note the comments of Members thereon.

### **THE EQUALITY ACT 2010**

A report was submitted by the Partnership Director highlighting the CHCP's overall approach towards tackling inequalities and discrimination in West Dunbartonshire within the context of the Equality Act 2010.

Following discussion and having heard the Partnership Director and the Head of Strategy, Planning and Health Improvement in further explanation of the report and in answer to Members' questions, the Partnership agreed:-

- (1) to commend the ongoing commitment of CHCP staff to addressing the issues highlighted in the report;
- (2) to note the concern expressed in relation to the significant financial reductions in resources available to deliver care packages for certain people associated with the personalisation agenda;
- (3) to note that the CHCP Senior Management Team had now relocated to the Council Offices, Garshake Road, Dumbarton and that all members of the Partnership and all Members of Council would be provided with contact details for the team; and
- (4) otherwise to note the content of the report.

### **WEST DUNBARTONSHIRE CHANGE FUND – LOCAL PLAN**

A report was submitted by the Partnership Director advising of the successful Change Fund application and the key actions that will be taken forward as a result of it.

Following discussion and having heard the Partnership Director and the Head of Community Health and Care in further explanation of the report and in answer to Members' questions, the Partnership agreed:-

- (1) to approve the local Change Fund for West Dunbartonshire;

- (2) to congratulate the CHCP staff who have led and contributed to a successful outcome thereon; and
- (3) to request an update on progress following the first year (2011/12).

### **EQUALLY WELL TEST SITE – TWO YEAR REVIEW**

A report was submitted by the Partnership Director providing information on the work undertaken within the two years of the West Dunbartonshire Equally Well Test Site – Targeting Tobacco in Whitecreek.

Following discussion and having heard the Head of Strategy, Planning and Health Improvement in further explanation of the report, the Partnership agreed:-

- (1) to commend both the work of the CHCP staff involved and the wider membership of the local multi-agency implementation group; and
- (2) otherwise to note the content of the report.

### **WEST DUNBARTONSHIRE CHCP NHS COMPLAINTS REPORT: 1 APRIL 2010 – 21 FEBRUARY 2011**

A report was submitted by the Partnership Director providing information on the current position with complaints received from 1 April 2010 to 21 February 2011 inclusive.

After hearing the Partnership Director in elaboration of the report, the Partnership agreed to note the contents of the report.

### **CHCP SOCIAL WORK SERVICES: BUDGETARY POSITION 2010/2011 AS AT PERIOD 11 – YEAR TO 28 FEBRUARY 2011**

A report was submitted by the Partnership Director advising of the financial performance of the CHCP Social Work services budget for the period to 28 February 2011.

The Partnership agreed to note the contents of the report.

### **CHCP HEALTH SERVICES: FINANCIAL AND CAPITAL WORKS REPORT FOR THE PERIOD ENDED 31 JANUARY 2011**

A report was submitted by the Partnership Director providing information on the financial and capital works report for the CHCP health services for the period ended 31 January 2011.

Following discussion and having heard the Partnership Director in further explanation of the report, the Partnership agreed:-

- (1) to note the update provided on recent progress in the development of the Alexandria Care and Health Centre; and
- (2) otherwise to note the content of the report.

**MINUTES OF MEETING OF THE  
WEST DUNBARTONSHIRE CHCP JOINT STAFF FORUM**

The draft Minutes of Meeting of the Joint Staff Forum held on Monday, 14 March 2011 were submitted and noted.

**MINUTES OF MEETING OF THE  
WEST DUNBARTONSHIRE PUBLIC PARTNERSHIP FORUM**

The draft Minutes of Meeting of the Public Partnership Forum held on Wednesday, 16 March 2011 were submitted and noted.

**MINUTES OF MEETING OF THE  
WEST DUNBARTONSHIRE PROFESSIONAL ADVISORY GROUP**

The draft Minutes of Meeting of the Professional Advisory Group held on Tuesday, 15 March 2011 were submitted and noted.

**VALE OF LEVEN MONITORING GROUP**

The papers for the meeting of the Vale of Leven Monitoring Group scheduled to have been held on Monday, 28 March 2011 were submitted and noted.

The meeting closed at 3.10 p.m.