

WEST DUNBARTONSHIRE COMMUNITY HEALTH PARTNERSHIP

**Minutes of the Meeting of the
West Dunbartonshire Community Health Partnership
Held at 4.00pm on
Wednesday 9th May 2007
in the Dalmuir Community Education Centre, Dalmuir**

PRESENT

Rani Dhir	(Chair)
Keith Redpath	West Dunbartonshire CHP Director
Dr Alan McDevitt	Professional Executive Group
Margaret Hastings	Professional Executive Group
Fiona Coulter	Professional Executive Group
Ross McCulloch	Local Partnership Forum
Muriel Robertson	Public Partnership Forum
Rose Hutchison	Public Partnership Forum
Selena Ross	West Dunbartonshire Community Voluntary Service

IN ATTENDANCE

Chris McNeill	WDCHP, Head of Health and Community Care
Soumen Sengupta	WDCHP, Head of Planning and Health Improvement
David McCrae	WDCHP, Head of Mental Health
Jeanne Middleton	WDCHP, Head of Finance
Annie Hair	WDCHP, Head of Children's Services
Gordon Whitelaw	WDCHP, Head of Administration

Action by

Apologies: Tom Nimmo

1 MINUTES OF THE PREVIOUS MEETING

The Minutes of the Meeting of the West Dunbartonshire Community Health Partnership Committee held on 14th March 2007 were approved as a correct record.

2 MATTERS ARISING

There were no matters arising from the previous Minutes.

3 CHAIR'S REPORT

a) Chair advised that the West Dunbartonshire CHP Committee Minutes are currently presented to the NHS Board for information as part of the papers for the Board meeting but advised that efforts were ongoing to establish a more significant method of reporting the work of the CHP.

Chair

b) Chair indicated that a community engagement meeting has been arranged for 21st May 2007 and will be held at the Beardmore Hotel. This meeting will consider the outcomes of the review process on anaesthetic cover for the VOL hospital, unscheduled emergency medicine and rehabilitation services.

Action by

c) Public Partnership Forum. Chair indicated that this Forum is regarded as a two way process in which partnership arrangements with the voluntary sector are strengthened. Chair indicated also that she would wish to attend this Forum with a view to reaching broad agreement on this interaction and community involvement in planning services and activities.

Chair

d) The Chair would wish to visit various sites and groups and sought suggestions for these visits from the Committee. The Council of Voluntary Services will prepare a map of these various groups and sites to better manage these visits and to streamline the arrangements for the Chair's involvement.

CVS

4 CHP COMMITTEE – BUSINESS MANAGEMENT.

There was submitted Report No. 07/16 by the Director. The Head of Planning and Health Improvement described this Report and highlighted some practical considerations arising. These issues included scheduling of various meetings and the provision of Committee papers for wider discussion. Proposals were requested by the Committee on how we may improve cohesion and consideration of various issues across these groups. It was agreed that the LPF, PEG and PPF should discuss this issue and submit their proposals for discussion to the next Committee.

DECIDED

- To endorse the recommendations within the report.
- To request proposals from the PEG, LPF and PPF that will strengthen business management arrangements between the CHP Committee and the PEG, LPF and PPF.

LPF, PEG & PPF

**5 MENTAL HEALTH PARTNERSHIP:
West Dunbartonshire CHP representation.**

There was submitted Report No. 07/16 by the Director which outlined the constitutional arrangements of the Mental Health Partnership (MHP) and the formal relationship the MHP has with West Dunbartonshire CHP. The responsibilities of the Mental Health Partnership were described and WDCHP representation on the Mental Health Partnership was discussed.

DECISION

The Committee approved the Director as the West Dunbartonshire CHP Representative on the Mental Health Partnership Committee.

6 COMMUNITY HEALTH – QUALITY AND ACCESS REPORT

There was submitted Report No. 07/17 by Head of Health and Community Care, which provided reports on waiting times for community services, access times for primary care services and the quality and outcomes framework for general practice.

Discussion highlighted that physiotherapy services are currently responding to an increase in demand for service and as such the additional

investment provided last year will continue in order to support these services. An overall review of service is planned and will include assessment of service capacity against these additional demands.

Action by
Head of Health
& Community
Care

Podiatry waiting times were described and discussion considered the processes for recording these, the management of 'Did Not Attend' patients and the process for booking appointments generally.

Waiting times for Speech and Language Therapy services for children in Clydebank were discussed. The Head of Health and Community Care indicated that there is an ongoing dialog with acute services to insure that Speech and Language Services in that area are delivered as expected. Head of Service agreed to present some of these issues to a wider PPF which might potentially include families who have a particular interest in this area of service.

Head of Health
& Community
Care

Continence services were discussed and concluded that there is potential to improve access to these services by raising awareness through wider publicity.

Head of Health
& Community
Care

Committee noted the reports on:

1. Community services waiting times.
2. Access times for primary care services.
3. The quality and outcomes framework for General Practice.

7 WEST DUNBARTONSHIRE CHP DEVELOPMENT PLAN – FINAL DRAFT

There was submitted Report No. 07/18 by Head of Planning and Health Improvement which presented the final draft version of the WDCHP Development Plan. This plan had been finalised following discussions, comments and general feedback from the Beardmore Event and in subsequent discussions with facilitators. It was agreed that Committee would receive a six-monthly status report on progress against the Development Plan when the performance monitoring process has been finalised. It was confirmed that most commitments within the plan have been designed around measurable objectives which will reduce the requirement for qualitative audit. This plan represents the service delivery of the key outcomes for the CHP over the next 3 years.

Head of
Planning and
Health
Improvement

Discussion continued that there is a need to record service improvements that are being achieved out with the Development Plan.

Head of
Planning and
Health
Improvement

DECISION

The Committee approved the final version of the West Dunbartonshire CHP development plan.

8 MENTAL HEALTH SERVICES – LOMOND

There was submitted Report No. 07/19 by the Head of Mental Health which described the proposed delivery of Mental Health Services in Lomond from the Dumbarton Joint Hospital site.

NOTED

Head of Mental
Health

9 ONE PLUS STATUS REPORT

There was submitted Report No. 07/20 by the Head of Children's Services. The report described the work to date that has ensured vulnerable families continue to be supported. The funding for this service is held by West Dunbartonshire Council and will be discussed in partnership at the point of renewal with the Scottish Executive in November. A range of activity data will be collated to inform the decision making process at that point and a further report will be provided to Committee in early 2008 on the outcome.

DECISION

- a) To note the current situation as detailed in the Report; and
- b) To instruct that a further report be brought to Committee once the long term proposals for those services have been developed.

**10 WEST DUNBARTONSHIRE COMMUNITY PLAN
CONSULTATION – CHP RESPONSE**

There was submitted Report No. 07/21 by the Head of Planning and Health Improvement. There was discussion around the Community Planning Partnership and the opportunities presented within this framework. The report provided detail of the CHP response to the consultation and was noted by the Committee.

DECISION

The Committee approved the proposed response.

11 WEST DUNBARTONSHIRE CHP FINANCIAL REPORT

There was submitted Report No. 07/22 by the Head of Finance which outlined the end of year position subject to final audit approval. The Head of Finance described the main variances within the Report and highlighted the overall under spend position of £811,000 at year-end. Discussion continued around the main elements within this report and this included the management of financial risk through risk-sharing arrangements and in the arrangements for hosted services. It was highlighted within discussions that a number vacant posts have in part countered the overspend in Family Health Services.

NOTED

12 WEST DUNBARTONSHIRE CHP – COMPLAINTS REPORT

There was submitted Report No. 07/23 by the Head of Administration. The paper described the year-end position on which discussion continued around the broad management of complaints. It was highlighted that GP's report the number of complaints received within their respective practices annually and that learning points from these issues are incorporated into improved practice. As a generality, the level of complaints is considered relatively low and reflects the management of issues locally thereby reducing the submission of formal complaints.

NOTED

13 PROFESSIONAL EXECUTIVE GROUP

The draft Minute of the Professional Executive Group Meeting of the 24th April was discussed. The time spent by health visitors on administrative duties was highlighted and it was confirmed that the Practices would support Health Visitors and other clinical staff to reduce this aspect of their workload in order to facilitate their direct clinical role. Issues around Retinal Screening were also highlighted and discussion concluded around clarification of payments to contractors.

NOTED

14 LOCAL PARTNERSHIP FORUM

The draft Minute of the Local Partnership Forum of the 4th April 2007 was discussed. The Health Visiting review was highlighted and clarification was sought in relation to the lead officer. It was confirmed that this review is NHS GG&C wide and that there is an ongoing dialogue with Staff Associations.

NOTED

15 PUBLIC PARTNERSHIP FORUM

The draft Minute of the Public Partnership Forum of the 25th April 2007 was discussed from which there were no specific issues highlighted for wider consideration.

NOTED

DATE OF NEXT MEETING

**11th July 2007 at 2.00pm,
Denny Civic Theatre, Dumbarton**