54. **WELCOME**

The Chairman welcomed Mr Andrew Robertson, Chairman of the Board and invited him to give opening remarks.

Mr Robertson spoke on his recent experience at the NHSGG&C Conference which took place on 5th July and the strong sense of loyalty and pride in the NHS evidenced at the event. He described how the conference had given focus to the challenges which have been overcome in creating the CH(C)Ps, the accomplishments now apparent, and the encouragement this has given for the future of the CH(C)Ps.

He went on to speak on the future of the NHSGG&C as a whole. He outlined changes to Acute Services to be implemented by 2017, and the development of new hospital facilities in the South of Glasgow. This is a flagship facility which will allow staff to deliver services to the public in purpose designed accommodation. There will be relocation of some services from Yorkhill, Victoria and the Western Infirmary.

Mr Robertson summarised that the NHSGG&C Health Board will continue in its ambition to deliver high quality services and that the implementation of changes in Acute Services will help to ensure that staff are supported to meet this standard.
55. **APOLOGIES**

Apologies were intimated on behalf of Mr Ian Gordon, Mr Adrian Murtagh, Cllr. Amanda Stewart, Ms Serena Barnatt and Mr Eddie McVeigh.

56. **PREVIOUS MINUTES**

The Minutes of the Committee Seminar held on 30th May were agreed to be an accurate record.

57. **MATTERS ARISING**

**Head of Planning and Health Improvement** - The Committee were asked to note the appointment of Sandra Cairney to the position of Head of Planning. Ms Cairney will assume the post on 18th August 2008.

**ACTION: NOTED BY COMMITTEE**

58. **NHS 60TH ANNIVERSARY PRESENTATION**

Fiona McCulloch gave a presentation on the celebrations of the NHS 60th Anniversary in East Dunbartonshire. The Anniversary Celebrations in East Dunbartonshire were coordinated by the Communications Group; however the delivery has been driven by staff volunteers. Ms McCulloch spoke on the events which had been held by the CHP:

- A painting completion was held for local primary school children, who designed posters on health-related themes. The two winning posters will be displayed in the KICC building.
- A writing competition was held for adults on the theme of the NHS. The winning poem was featured in the Kirkintilloch Herald.
- A sponsored walk between Kirkintilloch and Lennoxtown was held, with proceeds donated to Kidney Research. The event raised a total of £463 for the charity.

Ms McCulloch advised the committee that staff member Leanne Connell was one of the ten finalists nominated for the NHS Diamond Award.

Ms McCulloch concluded by presenting the Display Board which has been devised from the contributions of staff and members of the public to show the changing face of the NHS over the last 60 years. The display board has been shown across East Dunbartonshire. Ms McCulloch thanked Library Services for their assistance in this.

The Chairman thanked Ms McCulloch for her presentation and on behalf of the Committee recognised the hard work and dedication of the members of staff who have delivered the Anniversary Events.

**ACTION: NOTED BY COMMITTEE**

59. **PARTNERSHIP WORKING, RETURN TO WORK**

Caroline Horn, Senior Physiotherapist, gave a presentation, supported by physiotherapist Iain Reid, on work undertaken to help to assist patients in their transition from in-patient care to self-management of their health needs, and to develop a delivery framework for Adult
Rehabilitation which is supportive of this initiative.

The physiotherapy department conducted a Pilot study in which 13 patients with knee problems attended physiotherapy sessions within the environment of the local leisure centre. The majority of these service users were aged between 50 -80 years. Of the 10 patients who successfully completed the programme, 6 (60%) continued to attend the gym after completion of their physiotherapy class, 3 were able to continue with the knee class for additional support, and 1 felt confident to self-manage his/her own health upon completion of the programme.

The project has evidenced benefits to patients by providing opportunities to host larger classes than the local Health Clinic would allow for, reducing waiting times, and allowing the physiotherapist to extend an individual's attendance beyond the six-weeks scheduled to provide additional support when needed. The programme allows service users to work within a ‘buddy system’ for additional support in the programme and to support social engagement.

Participants also receive an induction to the Leisure Centre equipment, to help engage participants to maintain an exercise programme when their physiotherapy input ends, with the aim to reduce the likelihood of reoccurring knee problems and/or reduced mobility, as well as improving a sense of general wellbeing. The sessions which have been put in place will continue in response to the positive reception from participants and the health benefits evidenced.

It was acknowledged that the small scale of the pilot has made it difficult to assess the long term impact, and also inhibits evaluation of the assessment methods. The Clinical Governance Group have provided funding toward additional workforce hours to help support the assessment of a larger pilot which will invite participants from the Townhead Clinic. The pilot raises the possibility for a larger scale study, with the support of stakeholders such as a local University, to assess whether such initiatives reduce service-users intake of analgesic and anti-inflammatory medications. Funding for further pilots requires to be identified.

Annemargaret Black spoke on the positive impact of the project and the possibility to expand the next pilot to consider how such classes can be used holistically to support mental health and to support social inclusion.

Heather Gartshore communicated support for the pilot on behalf of the PPF and indicated her enthusiasm for future work with the Kirkintilloch Leisure Centre and across East Dunbartonshire.

Karen Murray thanked Caroline and Iain for the presentation on behalf of the Committee

ACTION: NOTED BY COMMITTEE

60 STAFF GOVERNANCE REPORT

Mr Ross McCulloch presented the Staff Governance Monitoring Framework. The document is compliant with the NHSGG&C Staff Governance Action Plan. The Framework has now been populated and priority areas identified through consultation with a range of Managers from across the Service areas.
Mr McCulloch advised that the Framework evidences positive work within the CHP toward the staff governance objectives. The achievement of Healthy Working Lives Bronze Award will further inform the document.

The Chairman commended CHP management and staff partners on the progress made on delivering the Staff Governance standard within the CHP.

**ACTION: NOTED AND APPROVED BY THE COMMITTEE**

61 **HEALTH VISITING REVIEW - VERBAL UPDATE**

Kate Benson advised that the East Dunbartonshire CHP Children and Families Planning and Implementation Group is now well established. Work is ongoing to establish team structures by geographical areas and a mapping exercise has taken place to consider service alignment with Education, GP practices and clinics. Three subgroups will be established to carry out work requiring further development, around communication, staff competencies, and migration to the geographical teams.

Mr Robertson commented upon East Dunbartonshire CHP’s active engagement with stakeholders. Mrs Murray highlighted the active participation of GPs through the GP Forum and the contributions of the two GPs attending the Implementation Group to represent practices’ interests.

Mr McCulloch spoke in his role as SPF representative to acknowledge the engagement of the CHP with Trade Unions throughout the Children and Families Review Implementation and that this has been ‘reassuring’ for Trade Unions and for the staff they represent.

**ACTION: NOTED BY THE COMMITTEE**

62 **PANDEMIC FLU PLAN**

Fiona McCulloch gave a background to the Government requirement for a Pandemic Flu Plan in every CHP. The East Dunbartonshire Plan is now in 2nd Draft form and a Local Management Response Team has been established. Ongoing discussions are taking place to ensure that the Plan links with those of East Dunbartonshire Council. GPs have also developed Business Continuity Plans to be accessed in the event of a Flu Pandemic.

A Coldplay Tabletop Exercise will take place on 14th August, to be attended by representatives of the Local Management Response Team, Pharmacies, Police, and GP practices, to identify any further work required to inform the plan prior to submission of the final document.

**ACTION: THE DRAFT WAS NOTED AND APPROVED BY THE COMMITTEE**

63 **HR UPDATE**

**Absence Management**

Diane Wilding advised that the 2007/2008 target for an absence rate of 4% has been extended to March 2009. The CHP achieved a staff absence level of 4.2% in 2007/2008, during which time the CHP reported an absence rate of under 4% in 5 months out of the possible 12.
HR will work with Managers to develop reporting systems which will allow the CHP to identify any trends in staff absences. Local training sessions will be held on absence management at which awareness of policies which can help to reduce the risk of staff absence, such as the Work Life Balance Policy, will be promoted.

Mr McCulloch stated the desire of staff-side representatives to see further use of policies to help support staff to reduce absence rates below the 4% target.

KSF

The NHSGG&C Board has revised the target for completion of KSF based PDPs to December 2008. East Dunbartonshire CHP made the decision to maintain the earlier target of June 2008. Six outstanding KSF PDPs require to be completed and this will be resolved by 31st July 2008. The next steps will be to transfer the KSF PDPs to the e-KSF system.

Karen Murray thanked all Line Managers who have completed the KSFs.

ACTION: THE COMMITTEE NOTED THE HR UPDATE

FINANCE – MONTH 3 REPORT

James Hobson gave an outline of the financial position of the NHSGG&C Board for 2008/2009. The Board require to deliver £42.2 million in savings over this reporting year. This represents an additional £6 million against predicted savings requirement. The CHP Budget for 2008/2009 has been set at £47.960 million. The budget will be reviewed pending notification of additional savings targets to be met by the CHP as part of the £6 million Board-wide savings target. The CHP Management Team is currently working to identify and deliver total savings of £179k for 2008/09. To date £137k has been identified and is considered to be fully achievable.

The CHP reported a surplus of £11.9k for the 3 month reporting period to June 2008. Mr Hobson gave an outline of financial risks for 2008/2009 within the CHP and the mitigation processes which have been put in place. Regular financial reports will be submitted to the Committee on an ongoing basis.


IMPROVING PERFORMANCE REPORTING

James Hobson spoke on ongoing work undertaken together with the Heads of Service to consider performance reporting within the CHP and to develop a balance-scorecard reporting format. The reporting systems of other CH(C)Ps will be considered, and discussions will take place with the PPF to ensure that the information which they would wish to receive from the CHP is captured.

Two OD Days have taken place for Heads of Service and their staff to agree a set of aligned objectives and work is ongoing with the Head of Finance to put monitoring systems in place to record evidence of
achievements across the CHP. A monthly reporting template has been
developed to allow the Heads of Service to monitor trends and identify
areas for concern within their teams.

Ross McCulloch and Audrey Murdoch spoke on the positive opportunity
the OD days and monthly reporting system have created for staff to
reflect upon their achievements and to re-enforce team and
multidisciplinary working.

66 JOINT WORKING UPDATE

Karen Murray gave an update on recent developments in Joint Working,
including the launch of the Joint Community Care Plan which took place
on 25th June 2008.

A Joint Planning meeting took place on Wednesday 23rd July and an OD
Day for CHP and Social Work Services staff has been scheduled for 18th
August 2008.

Mrs Murray advised on the “Best Value and Community Planning” Audit
to be carried out by Audit Scotland. This will include an audit of East
Dunbartonshire Council Services. The CHP anticipate that Audit
Scotland may ask to access data held be the CHP and seek to hold
interviews as part of the Audit process.

ACTION : THE COMMITTEE NOTED THE UPDATE

67 CORE BRIEF

Mrs Murray reviewed the June and July editions of the Core Team Brief.

In June the Core Brief focused upon reducing Waiting Times for access
to services, gave guidance to staff on the modernising of pay
arrangements under Agenda for Change, and promoted smoking
cessation services in NHSGG&C. In the Local Team Brief East
Dunbartonshire CHP also promoted the NHS 60th Anniversary events in
the CHP. Work within the CHP to promote Breastfeeding was also
highlighted in the brief.

In July the Core Brief focuses upon the standards which health providers
are required to meet to ensure effective infection control. Ms Murray
outlined the Clinical Governance arrangements which are in place within
the CHP. Discussion took place around the work undertaken by
Pharmacists to support GPs to ensure that antibiotics are prescribed
appropriately and reduce the risk of treatment-resistant strains
developing.

Mr Robertson spoke on the MRSA screening provision to be developed
within the Acute Services Hospital development at the Southern General
Hospital.

ACTION: NOTED BY THE COMMITTEE

68 NEW APPOINTMENTS

The Senior Nurse post has been filled by two Senior Nurses (0.5 wte).
Anne McDaid commenced her appointment as Senior Nurse for Adult
Services on 30th June 2008 and Wendy Mitchell joined the CHP as Senior Nurse for Children and Families on 7th July.

Carolyn Fitzpatrick has been appointed as Lead Prescribing Pharmacist and will assume the post in September 2008.

ACTION: NOTED BY THE COMMITTEE

69. MINUTES OF MEETINGS

i) Professional Executive Group – 30.05.08
ii) SPF – 28.05.08
iii) PPF – 18.06.08
iv) Delivering for Child and Young People – 25.06.08
v) ED Committee Seminar – 27.06.8

ACTION: NOTED BY COMMITTEE

70 A.O.C.B.

The Chairman provided verbal feedback on the Board meeting which took place on 24th June 2008.

The Chairman highlighted the challenging financial period as all Health Boards are affected by increased cost-of-living impacting upon facilities costs, drug prices and resulting in higher levels of pay inflation. Although the NHSGG&C Board anticipates increased pressure to identify savings it is confident in meeting this challenge.

Significant consultation has taken place over changes to Older Person’s Services in Renfrewshire. Proposals for the revision of services have been submitted to the Cabinet Secretary.

The Celebrations of the NHS 60th Anniversary held on 5th and 6th July 2008 were noted.

A public meeting will be held on 18th August 2008 around the NHSGG&C Board Annual Accountability Review. Questions may be submitted in advance of the meeting.

Board Minutes are available via the NHS GG&C Website.

71. DATE & TIME OF NEXT MEETING

Seminar – Friday 26th September 2008 at 9.30 am in Corporate Meeting Room, CHP Headquarters.