West Glasgow CHCP
Public Partnership Forum Executive Group
Minutes of meeting held on 8th April 2008

Present: Evelyn MacIver, West Action Respite Group (Chair)  EMac
Alan McDonald, Glasgow Disability Alliance  AMcD
Abdul Ben Jeloon, Maryhill Framework for Dialogue  ABJ
Joe Gigli, LAC Reference Group  JG
Frances Farrell, Drumchapel Disabled Action Group  FF
Kathleen Clark, Partick Seniors Forum  KC
Kate Walker, Greater Knightswood Elderly Forum  KW
Thelma Sneddon, Local Service User Network  TS
Jean Findlater, Gatehouse Project  JF
Helen Richardson, DRC  HR
Hugh English,  HE
Hugh Wynne, Garnethill Community Council  HW
Annie Mead, Chinese Community Development Partnership  AM

In attendance: Ray de Souza, Head of Planning and Health Improvement  RdS
Sheena McDonald, West Glasgow CHCP  SMcD
Marion Osborne, West Glasgow CHCP  MO
Maryam Mojab, Glasgow Translation & Interpreting Services  MM
May Simpson, West Glasgow CHCP  MS
Jan Boyle, West Glasgow CHCP (minutes)  JB
Johanne Hermis, Glasgow Translation & Interpreting Services  JH
Janice Turnbull, West Glasgow CHCP Senior OD Advisor  JT

1 Apologies: Greg Usrey, Susan McCartan, Sevana Navasanian, Kathleen Clark  ACTION
Ray gave apologies as he had to leave at 1.30pm.

2 Introductions
As there was no Chair at present Sheena asked for a volunteer. Evelyn volunteered. Evelyn welcomed everyone to the meeting. Sheena introduced and welcomed May Simpson, Community Engagement and Development Worker to the Group. Sheena introduced Janice Turnbull, Senior OD Advisor who attended the meeting to observe and consider input for the future.

3 Previous Minutes
Page 1: Alan thought the ‘Message in a Bottle’ launch was very interesting as much research had gone into it.
Page 2: Abdul and Sevana have joined the West/Central CPP Reference Group. Hugh E asked if there was any update on the Partick Hub. Ray explained there was none as yet as exploratory discussions are ongoing with Health and Social work. Should have ideas for concept by end of May.
Page 3: Item 10 should read Public Policy Active Citizenship not Police.

4 PPF Annual Report
The proforma was handed out to the Group.
Objective 1: A proforma has been developed to assist PPF representatives to report to community groups and the wider community. Improved links need to be made with the Voluntary Sector.
Objective 2: 3 Case studies have been proposed and Sheena asked for volunteers. This work will be carried out by May Simpson and Michelle Sutherland. Alan, Abdul and Frances volunteered. Ray enquired about the report carried out by a Consultant from Scottish Homes shadowing Thelma and asked if this can be chased up.

Objective 3: The Equalities Impact Assessment (EQIA) will be carried out by Michelle Sutherland and Janice Turnbull may be involved.

Objective 4: The Group were happy with the response regarding move from Canniesburn to Gartnavel Royal. Moving and Handling training has now been rolled out but the Group feel equipment training is an issue. Ray asked the Group to be patient as it is a sensitive issue which will take time for Health Board and Council and assured everyone this is being addressed.

Sheena highlighted the issues raised from PPF to the CHCP. Evelyn raised concern all 5 CHCPs are to have consultation with Learning Disability Carers and PAMIS service users and the West have not done this. Phase 1 of consultation is to be finished in 3 weeks. Ray will pick this up with Amanda Taylor and Chris Melling.

Objective 5: Annual Evaluation Report will go the next CHCP Committee meeting.

Objective 6: Some links have been made with the wider Partners.

A package has been put together to go to the CHCP Committee. Sheena apologised for timescales. Group asked for future evaluation to include a glossary.

5 PPF Election Process and Timetable
The paper was handed out to the Group. Election will be advertised in local press from 23 April 2008 and will take place on 31 May 2008. There are 11 vacancies on the PPF and nine nominations have been received to date.

6 Incontinence Supplies Delivery Report
The paper was handed out to the Group. Ray spoke to the paper. He explained further research was needed - clear decisions need to be made on who receives services, who it is made available to and who to prioritise. Feedback on the Yoker delivery service needed. Ray will come back to the PPF with results and look at what resources are available.

7 Feedback from CHCP Committee (19 February 2008)
Paper was handed out to the Group. The meeting was attended by Thelma and Frances. Paperwork is now arriving one week before the meeting. Thelma and Frances requested titles be added to members nameplates.

- Community Care – Two papers ‘Towards a Community Based Rehabilitation and Enablement Service’ and ‘The Future of Local Authority Care’ were presented. These and other papers from the meeting are available if anyone wishes to see them.
- New Mental Health Network – Is now being developed and further information will be presented to the Committee at the next meeting
- Thelma and Frances had added a list of protocols for the PPF to their feedback paper, these were accepted.
- The protocols agreed are: Representatives from the PPF on the CHCP board would like to take more of a lead role in the report writing to the Board. To aid this the members would like to request
  1. Issues identified to be addressed be recorded and kept active on agenda
  2. Minutes to be formatted with action and by whom
  3. Draft min to reach then a maximum on 7 days after the PPF meeting
  4. A debriefing meeting to prepare report for Ray to shape report to CHCP
  5. Request PPF presentation to be given to CHCP board
6. Presentation update on Community Planning
7. Community planning updated required from PPF reps at each meeting
8. Information required on the CRG

It was pointed out that the presentation to the CHCP committee re the PPF would need to be put to them.

Jean felt Culture and Sport and Education should be involved in resources. Sheena clarified there is more co-operation at local level. Janice explained councillors also have individual responsibility so higher level link is also in place. Annie clarified with CHCP reps that the Chinese Employability Service was supported by from Glasgow West Regeneration Agency (GWRA) and the CHCP.

8 Other Feedback
Scottish Health Council Networking Day – Alan and Frances attended. Sheena and Marion did presentation. Attendance was good from staff of other PPFs and feedback was also good.

9 New Business
Thelma asked if Focal Point Day Centre which only caters for 25 people (old centre provide service for 45 people) be brought up at the next CHCP Committee as the seven day a week service is still not in place as promised. Sheena suggested this could be dealt with at the meeting this week of the LSUN Seniors3 569* sub group with Pam Fenton in relation to the new plan for Residential Homes and Elderly Day Care as it is not a CHCP responsibility and this was an appropriate opportunity to address this issue.

Thelma highlighted article in the Evening Times which stated there had been an underspend of £16.9 million on elderly care. This was to be raised at same meeting.

Mental Health Queries – A report from LSUN MH sub group has raised several points to bring to PPF presentation at next CHCP Committee. The Group would like to invite David McCrae, Head of Mental Health or his representative to the next meeting to discuss the following issues:

- Uniforms – The Group would like reassurance that CPNs will not wear uniform. Greg is the representative for the Group looking at a national NHS Uniform.
- Mental Health Act – ‘Advanced Statements’ The Group would like to ask questions regarding this
- Befriending Services
- Advocacy Services

Sevana who had sent her apologies asked that it be noted she would like to know more about counselling service and access to mental health service refugees and asylum seekers

10 AOCB
Joint Community Care Plan
Sheena informed the Group she had full copies of the Joint Community Care Plan for members to take away. May has asked for summary copies of the document which will be sent out to the Group. Sheena apologised for the lack of time but would like to take it to LSUN Executive meeting on 17 April 2008. The Group felt strongly that they should have more time to study the Plan and it shouldn't be passed without consultation. Sheena explained comments from the PPF can be put in and a wider event can be organised in May which will be outwith the designated time.
Alan noted he was unable to receive a copy of the Scottish Executive Consultation re
elections to Health Boards in braille until end of April and feels this should be the
responsibility of people putting out to consultation. Sheena pointed out she had asked for
a copy 4 times.

PPF Annual Self Evaluation 2007-08
The Group were asked to complete the PPF Annual Self Evaluation 2007-08 form before  MS
leaving. May will give feedback at next meeting.

12 Date of next meeting
Thursday, 8 May, 12.00pm-2.30pm, Drumchapel Community Centre