

MINUTE of MEETING of the WEST LOTHIAN COMMUNITY HEALTH AND CARE PARTNERSHIP BOARD of WEST LOTHIAN COUNCIL held within STRATHBROCK PARTNERSHIP CENTRE, on 23 FEBRUARY 2010.

Present – Theresa Douglas (Chair), Mike Boyle, Robin Burley, Janet Campbell (who arrived late due to other business), John Cochrane, Ellen Glass, Jane Houston and John McGinty.

In Attendance – Jim Forrest (CHCP Director), James Hendry (Clinical Director), Lynne Hollis (Associate Director of Finance, NHS Lothian), Ian Quigley (Head of Council Services) and Paul Weddell (Public Partnership Forum).

1. MINUTES -

- (a) The Board approved the minute of its meeting held on 12 January 2010 subject to noting that John Cochrane had not been present and had tendered his apologies.
- (b) The Board noted the minute of the meeting of the West Lothian Community Health and Care Partnership Sub-Committee held on 17 December 2009.
- (c) The Board noted the minute of the meeting of the Primary and Community Partnership Committee of NHS Lothian Board held on 13 January 2010. The Chair agreed to clarify whether the minutes of meetings of the Board were reported to the NHS Lothian Board or to the PCPC, or both.

2. CHAIR'S REPORT

The Board considered a report by the Chair (which had been circulated) advising of the CHCP activity she had carried out since the last Board meeting under the following headings:

- Visit by Charles Winstanley, Chair of NHS Lothian, to the CHCP on 9 February 2010;
- Visit to Tippethill Hospital, Roseberry and Baillie Wards;
- Stakeholders' Group; and
- Attendance at the official opening of St John's Dental Suite and the West Lothian Life Stages Outcome Planning Conference.

The appendix to the report contained a list of past and planned visits.

Decision -

To note the contents of the report.

3. WEST LOTHIAN CHCP FRAMEWORK OF GOVERNANCE

The Board considered a report by the CHCP Director (which had been circulated) presenting the framework of Governance for members to note.

The CHCP Director advised that the Framework had now been approved by NHS Lothian and by the council. He went on to advise that the role of Vice-Chair is formally recognised in the Framework and that the position falls to be drawn from the members of the organisation which does not hold the position of Chair. The Vice-Chair was therefore to come from the West Lothian Council members of the Board and it had previously been proposed that Ellen Glass should hold that position.

The CHCP Director recommended that the terms of the Framework be noted and that the appointment of Ellen Glass as Vice-Chair be endorsed.

Decision -

1. To note the terms of the Framework of Governance which had now been approved by the partners.
2. To endorse the appointment of Ellen Glass to the position of Vice-Chair.
3. To note that further work would now be required to design the flow of work and reports around the remits of the Board and the Sub-Committee.

4. SCHEDULE OF DATES FOR FUTURE CHCP BOARD MEETINGS

The Board considered a report by the CHCP Director (which had been circulated) outlining a proposed schedule of meetings for the Board for 2010/11.

The report explained that meetings were scheduled in the main on a six-weekly basis on Tuesdays from 2 pm till 4 pm, took into account the pattern of meetings of the Sub-Committee and potential clashes with other scheduled meetings of the partners and preserved the practice of a summer recess in July.

Decision -

1. To approve the schedule of meetings for 2010/11; but
2. Agreed that the CHCP Director would check for any clashes with meetings of West Lothian Council and the Council Executive and advise the Board if there were any problems

5. FINANCIAL PLAN - WEST LoTHIAN COUNCIL

The Board considered a report by the Head of Council Services (which had been circulated) informing the Board that West Lothian Council had approved its budget on 26 January 2010. The appendices to the report contained the report presented to the council concerning its revenue budget, together with a detailed analysis of the CHCP/Social Policy Budget Changes for the year.

The report advised that Social Policy funding was to increase by £3.034m over the year and highlighted the major changes in the budget compared to the preceding financial year.

Following discussion a consensus emerged amongst members that a report should be brought to the Board outlining the lessons learned from this year's winter planning process for 2010.

Decisions -

To note the council's CHCP/Social Policy Revenue Budget 2010/11 report and the detailed analysis of the CHCP/Social Policy Budget Changes in 2010/11.

6. WEST LoTHIAN CHCP LOCAL REINVESTMENT PROGRAMME

The Board considered a report by the Head of Health Services (which had been circulated) providing the Board with an update on the financial planning process for 2010/11. The appendix to the report contained the Local Reinvestment Programme (LRP) for the CHCP as part of the NHS Lothian Financial Plan.

The report advised that NHS Boards are required to demonstrate delivery of annual recurring efficiency savings which are retained locally for reinvestment, and that the Scottish Government had set a national target of 2%. In addition, CHCPs and CHPs were expected by NHS Lothian to make additional efficiencies with a target of 5%.

The report explained that those targets would be achieved by the CHCP by 31 March 2011 and went on to provide examples of the benefits realised in the past from LRP investment in strategic initiatives and developments.

The report went on to explain the draft proposals and the way the LRP target had been delegated to services, with service managers being tasked with developing relevant proposals, and that draft proposals had been discussed and approved in principle through the CHCP Director at NHS Lothian EMT and NHS Lothian Finance and Resource Committee.

Decision -

1. To note the LRP for the CHCP as part of the NHS Lothian Financial Plan; and
2. To support senior managers in implementation of proposals and delivery of targets.

7. SAFE AT HOME ASSESSMENT TOOL INTERIM EVALUATION OF PILOT

The Board considered a report by the Head of Council Services and the Head of Health Services (which had been circulated) informing the Board of the initial evaluation of the Safe At Home specialist assessment tool which had been launched in October 2009 for community-based teams from the CHCP. The pilot group had included Community Care Assistants, Home Safety Services, Domiciliary Care and Occupational Therapy Assistants. Due to software encryption problems it had not been possible to include nursing staff in the pilot, but that was planned for future rollout.

The purpose of the exercise was explained and the way in which the assessment had been carried out and its success measured. The report advised that feedback had been overwhelmingly positive, but did highlight some areas for improvement, and provided examples of where changes had been made as a result of the pilot.

The report concluded that the application was fit for purpose, and was robust and usable, and suggested other service areas where the tool might be used, including a reduction in the need for a full single shared assessment.

Decision -

1. To note the report; and
2. To welcome the positive results of the pilot evaluation.

8. NATIONAL ELIGIBILITY CRITERIA AND WAITING TIMES FOR THE PERSONAL AND NURSING CARE OF OLDER PEOPLE - GUIDANCE

The Board considered a report by the Head of Council Services (which had been circulated) informing the Board of Guidance from the Scottish Government and COSLA in relation to the provision of free personal and nursing care. The report advised that the aim of the Guidance was to improve the clarity, presentation and implementation of the free nursing

and personal care policy, taking forward recommendations from the Sutherland Report in April 2009.

The Head of Council Services explained that the framework set out had been approved by the Council Executive for adoption across all Adult and Older People's Services in West Lothian. He went on to outline the main parts of the Guidance and advised that the approach was one which had been applied in West Lothian already, stressing the importance of the individual assessment of need and the assessment of risk to individuals, and the need to target resources at those with the greatest need.

The report went on to explain that the Guidance required a review of an assessment outcome where services were not identified as being required immediately, and imposed standard national waiting times.

Decision -

To note the Guidance and that it will be applied by the council to the process of allocation of all adult and older people's care services.

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9. WEST LOTHIAN PUBLIC PARTNERSHIP FORUM FOR HEALTH & CARE

The Board considered a report by the Chief Nurse (which had been circulated) informing the Board of the Working Agreement between NHS Lothian and the West Lothian Public Partnership Forum. The Working Agreement and its Action Plan were contained in the appendix to the report. In relation to the review date for the Agreement, the Board was asked to note that the review date was likely to be before December 2012.

The Chair first of all asked the Board to note the correction of two errors in the report, namely, the reference to CHCP Sub-Committee in the opening line of the summary should be read as a reference to the Board, and the first recommendation should include a request that the Board note the appended Action Plan.

The report set out the background to the Forum and the Working Agreement and the way in which the Agreement had been developed and now approved by the Health Board.

In the absence of Gill Cottrell and Ian Buchanan, Paul Weddell answered

questions from the Board members.

Decision -

1. To agree the revised Working Agreement and note the Action Plan identifying the PPF's objectives and actions;
2. To agree that administrative support would be provided in terms of current arrangements by NHS Lothian and that other requests for financial support would be dealt with on a case-by-case basis;
3. To agree that the PPF should evaluate its performance through the Action Plan and SHC's assessment tools;
4. To agree that the Chief Nurse should arrange a meeting with the Chair and Director and others to make arrangements for reporting on the Action Plan through the CHCP Sub-Committee; and
5. To note the Board's appreciation to Paul Weddell for standing in at short notice to present the report.

10. WINTER PLANNING

The Board considered a report by the Chief Nurse (which had been circulated) informing the Board of the lessons learned from the joint winter planning process for 2009/10. The Plan was contained in the appendix to the report.

The report explained the challenges faced in relation to H1N1 planning and the severe weather.

Decisions -

1. To note the report and the Joint Winter Plan in the appendix;
2. To pass on thanks from the Board to all staff for their efforts and dedication during the recent severe weather; and
3. To agree that the Chief Nurse should report further to the Board on the lessons learned and to be learned from the experience of that recent severe weather.

11. HEALTH & CARE GOVERNANCE-

(a) Clinical Governance

The Board considered a report by the Clinical Director (which had been circulated) containing the incident report for the CHCP from October to December 2009. The Quarterly Incident Report was contained in the appendix to the report.

The Clinical Director explained the way in which incidents were recorded using the Datix Risk Management System and reviewed with experience then shared across the service. He advised that the use of the system meant greater standardisation and the possibility of benchmarking across time, and invited comment on the format and content of the report.

The report summarised the movement in reported incidents and those most frequently reported, and highlighted the only incident of major harm which had been an act of self-harm by a patient known to the service and which had been managed according to plans and further harm prevented.

Decisions -

1. To note the report and welcomed the format of the report; and
2. To agree that future reporting should include the same type of information for council services.

(b) Preparation for joint Child Protection Inspection 2010

The Board considered a report by the Head of Council Services and the Head of Health Services (which had been circulated) informing the Board of the HMIe intention to inspect joint child protection services in May and June 2010.

The report set out the background in relation to the first round of inspections. It went on to advise of the key areas on which the inspection would focus, the aspects of work which would be evaluated and the subjects in which the inspectors would be interested.

Decision -

To note the report.

12. STAFF GOVERNANCE

The Board considered a report by the Head of Council Services and the Head of Health Services (which had been circulated) updating the Board on staff issues within the CHCP.

The Chair allowed the Investors In People Action Plan for the CHCP to be tabled and circulated as an appendix to the report.

The Head of Council Services advised that a dedicated team had been set up within the council's HR service to focus on the effective management of sickness absence with a view to improving the consistency of advice, guidance and practice across the council.

The Head of Health Services advised that an Employee Placement Pilot had been established to tackle long-term absence by finding alternative short-term work to enable employees to remain in the workplace, that the Investor In People Action Plan had been finalised, and that a new Employee Relations Training Module had been developed to continue the development of managers. The report went on to list other People Management training Courses available, and the progress on the HR Recruitment Process Review.

Decision -

To note the report.

13. PERFORMANCE MANAGEMENT -

(a) 2009/10 Budget Monitoring Report

The Board considered a report by the Head of Council Services and the Head of Health Services (which had been circulated) providing the Board with a joint report on the CHCP's financial performance based on figures at 31 December 2009.

The report informed the Board that West Lothian Council's and NHS Lothian's CHCP budgets were forecast to breakeven for 2009/10. Summaries of the overall position for each part of the budget, including budget variances, featured as tables in the report. The main areas of concern for Council Services were:-

- Adults and Planning was forecast to overspend by £149,000 as a result of additional placements;
- Older People's Services was expected to overspend by £7,000 due to increase costs of residential nursing homes and care at home;
- Children & Families was forecast to overspend by £263,000 due to the high cost of residential school placements;

For Health Services, a breakeven position was forecast due to the positive management action in place to address the ongoing pressures on Mental Health and Community Nursing. Hosted Services was forecast to be underspending for the year, and there were a number of issues highlighted which adversely affected the prescribing position.

The report went on to advise of further financial adjustments actioned, the continuation of prescribing savings schemes, and the main risks for Health Services were identified.



Decision -

To note the contents of the report and that service managers were taking management action to address areas of financial pressure within their own service area to ensure a balanced outturn is achieved.

(b) Adults and Older People's Occupational Therapy and Social Work Maximum Waiting Times for Allocation

The Board considered a report by the Head of Council Services (which had been circulated) advising that the maximum waiting time for allocation for assessment of need across council Adults and Older Peoples Social Work and Occupational Therapy services on 3 February 2010 was 9 weeks. This was within the standard of 13 weeks established by the council.

In addition to providing a snapshot of the numbers of people on the related waiting lists and the associated waiting times, the report advised that the average waiting time for all cases across Social Work and Occupational Therapy was less than 4 weeks.

Decision -

To note the contents of the report.

(c) Delayed Hospital Discharge

The Board considered a report by the Head of Council Services (which had been circulated) which advised that West Lothian CHCP had reported to the Lothian Wide Partnership as the part of the Delayed Discharge monitoring arrangements that on 13 January 2010 there was no one delayed in acute/short stay accommodation, and no one delayed more than 6 weeks.

Decision -

To note the contents of the report.

(d) Absence Management - West Lothian CHCP

The Board considered a report by the Head of Council Services and the Head of Health Services (which had been circulated) providing summary information on sickness absence levels within the CHCP. Statistics for Social Policy and Health Services broken down by service area, and tables/graphs comparing actual sickness absence levels against targets, featured in the

appendices to the report.

The Head of Council Services advised that the council was in the process of consulting the trade unions and equality groups on the introduction of a revised policy and procedure on sickness absence management which would contain tighter timescales and more stringent monitoring arrangements by a dedicated HR team. He advised that the nurse-led call centre would be continued on a targeted basis.

For the month of December 2009 sickness absence within Social Policy was 6.61%. For the same months, sickness absence within the NHS staff of the CHCP was 5.94%. An update on the analysis of causes undertaken was also reported.

Following discussion of the absence management figures, the Head of Health Services undertook to check the correlation between the statistics which featured in the narrative in the report and the graph at Appendix 3.

#### Decisions -

To note the contents of the report.

#### (e) Single Shared Assessment (SSA) and Use of C-me

The Board considered a report by the Head of Council Services and the Head of Health Services (which had been circulated) presenting activity on the eCare system in relation to single shared assessment across Social Policy, Housing and Health from 1 February 2009 to 4 February 2010. A summary of the use of the C-me system in relation to electronic Inter-Agency Referral Discussion (IRD) for the purposes of child protection over the same period was also presented. The reporting period for the purposes of the update in the report was from 1 November 2009 to 31 January 2010.

The report noted that:

- The number of completed single shared assessments had remained consistent in Social Policy and Housing in relation to previous reports;
- The number of SSAs conducted by health users over the reporting period had returned to expected levels;
- IRDs continued to be consistently recorded on C-me; and
- Usage of the system for searching and viewing child protection information remained consistent with last period

reporting.

The report also provided information about the SSA improvement group, and gave some indication of preliminary findings.

Finally, the report explained that discussions were continuing with the TRAK implementation team and that it had been agreed that TRAK would interface with eCare when it is rolled out in West Lothian as happened with the CIS application link to the NHS. :

Decisions -

To note the contents of the report.

#### 14. DIRECTOR'S REPORT

The Board considered a report by the CHCP Director (which had been circulated) setting out the following areas of work in which he had been engaged since the last meeting of the Board:

- CRABIS (West Lothian Community Rehabilitation & Brain Injury Service);
- “Keep Well”;
- ministerial visit to St John’s Dental Suite; and
- CHCP Promotional Event to be held on 11 March 2010; and
- CHCP Sub-Committee, with tour of Donaldson’s College in Linlithgow.

Decisions -

To note the contents of the report.