

# Agenda

West Dunbartonshire  
Health & Social Care Partnership

## West Dunbartonshire Health & Social Care Partnership Board

**Date:** Wednesday, 18 November 2015

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**Time:** 14:00

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**Venue:** Committee Room 3,  
Council Offices, Garshake Road, Dumbarton

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**Contact:** Nuala Borthwick, Committee Officer  
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Dear Member

### ITEMS TO FOLLOW

I refer to the agenda for the above which was issued on 9 November 2015 and now enclose for your attention **agenda items 16 and 19** which were not available for issue at that time.

Please note that agenda item 19 is an exempt item and members will be required to approve the resolution at **item 18 – Exclusion of Press and Public** prior to consideration of the report.

Yours faithfully

**KEITH REDPATH**

Chief Officer of the  
Health & Social Care Partnership

**16 MINUTES OF MEETING OF THE H&SCP JOINT STAFF FORUM**

**1 - 6**

Submit for information, draft Minutes of Meeting of the West Dunbartonshire H&SCP Joint Staff Forum held on 28 October 2015.

**18 EXCLUSION OF PRESS AND PUBLIC**

The Partnership Board is asked to approve the undernoted Resolutions:-

“In terms of Section 50 (A) of the Local Government (Scotland) Act, 1973 that the press and public be excluded from the remainder of the meeting as the following items of business involve the likely disclosure of exempt information as defined in Paragraphs 1 and 3 of Part 1 of Schedule 7A to the Act.”

**19 SOCIAL WORK COMPLAINTS REVIEW SUB-COMMITTEE  
– 8 OCTOBER 2015**

Submit report by the Head of Legal, Democratic and Regulatory Services advising of a complaint heard by the Social Work Complaints Review Sub-Committee on 8 October 2015.

**Distribution:-**

**Voting Members**

Gail Casey (Chair)  
Ros Micklem (Vice Chair)  
Heather Cameron  
Allan Macleod  
Jonathan McColl  
Martin Rooney

**Non-Voting Members**

Barbara Barnes  
Kevin Fellows  
Wilma Hepburn  
Jackie Irvine  
Anne McDougall  
Jeanne Middleton  
Keith Redpath  
Selina Ross  
Helen Turley  
Alison Wilding

Senior Management Team – Health & Social Care Partnership  
Date of issue: 11 November 2015

**West Dunbartonshire Health & Social Care Partnership**

**Meeting:** Joint Staff Forum  
**Date:** 28<sup>th</sup> October 2015  
**Time:** 10.00am (Staffside pre-meeting at 9.00am)  
**Venue:** Committee Room 2, Garshake Road

**Draft Minute**

**Present:** Peter O’Neill, Unison, Local Government (Co-Chair)  
 Diana McCrone, Unison, NHS (Co-Chair)  
 Dianne Markham, Unison, Local Government  
 Kenny McColgan, Unison, NHS  
 Julie Ballantyne, Unison, NHS  
 Tom Morrison, Unison, Local Government  
 Val Jennings, Unison, Local Government  
 Elaine Smith, Unison, Local Government  
 Angela MacEachran, MSK Physiotherapy CSP  
 Jackie Irvine, Head of Children’s Health, Care and Criminal  
 Justice Services, HSCP  
 Serena Barnatt, Head of People and Change, HSCP  
 Soumen Sengupta, Head of Strategy, Planning and  
 Health Improvement, HSCP  
 Chris McNeil, Head of Community Health and Care, HSCP  
 Julie Lusk, Integrated Operations Manager for Addiction  
 Services, HSCP  
 Nicola Bailey, Lead HR Adviser, WDC

**Apologies:** Keith Redpath, Chief Officer, HSCP (Co-Chair)  
 John Russell, Head of Mental Health, Learning Disability and  
 Addictions, HSCP  
 Dorothy McErlean, Unite, NHS  
 Sandra Cowie, Unite, NHS  
 Una Provan, Unison, NHS  
 Andrew McKissick, Unison, NHS

**In Attendance:** Lorna Fitzpatrick (Minute)

<b>Item</b>	<b>Description</b>	<b>Action</b>
1.	<b>Welcome &amp; Introductions</b> P. O’Neill thanked the group for attending and introductions were made.	
2.	<b>Minute of Meeting Held on 29<sup>th</sup> July 2015 – paper/01</b> The Minute was accepted as an accurate record.	

### 3. Minutes from Other Meetings for noting

- NHSGGC APF Agenda 21<sup>st</sup> October 2015 – paper/02  
The Agenda was reviewed and the contents noted. An update on the item relating to the Proposed Changes to the Trade Union Bill was requested but no one present had attended the meeting. It was agreed that the Minute will be circulated once it is available. **LF**
- WDC JCF Minute 24<sup>th</sup> September 2015 – paper/03  
The Minute was reviewed and noted.
- WDC ELG Minute – paper/04  
The Minute was reviewed and noted.

S. Barnatt provided an update from the October 2015 meeting where the matter was raised of increasing pension membership for staff not in pension scheme who do not qualify for thresholds for auto enrolment. S Barnatt outlined some of proposed approaches the Council were looking at to encourage staff to join the pension scheme.

### 4. Matters Arising from JSF Meeting 29<sup>th</sup> July 2015

- Care Home Update  
Building is underway in Dumbarton with contractors on site. Work continues to develop and prepare the Queens Quay site as a whole in Clydebank.

C. McNeill has given an undertaking to meet with convenors quarterly following request from ELG and next meeting is on 5<sup>th</sup> November 2015. There was an agreement to include the minute from the quarterly meetings with convenors on the agenda for JSF agenda. **CMcN**

- Health Improvement, Strategy & Planning Redesign  
Confirmed Trade Union input into redesign. Currently progressing with OD workshops and Job descriptions for amalgamated management posts.
- Joint Staff Forum (JSF) Constitution- paper/05  
S. Barnatt has attached an appendix to the constitution which clarifies membership. **SB**  
S. Barnatt agreed to provide a detailed list of Trade Union membership.  
It was agreed to change point 10 to four years.  
S. Barnatt described the reasons behind not including a quorum paragraph in the constitution which was to allow for maximum flexibility.  
The discussion led to the agreement that Trade Union representatives would discuss further and advise in due course **TU**

whether they want to include a paragraph that states that there should be at least two Trade Unions members from both the local authority and the NHS.

D. McCrone made reference to the NHSGGC APF constitution which had been circulated by Employee Director at the NHS Health Board. It was confirmed that if there was any element which NHS Trade Unions wished to incorporate locally this would have to first be agreed with local authority Trade Unions.

There was a discussion about the role of the JSF and it was confirmed the business of this meeting can only cover issues within the locus of the HSCP (e.g. service changes /developments) and not employment matters (e.g. terms and conditions and HR policies) . It was confirmed there are arrangements in both parent organisations to deal with these matters.

There was a discussion about agenda setting and S. Barnatt confirmed requests for agenda items were sent to all JSF members prior to sending the agenda out. S. Barnatt confirmed she had previously met with Trade Union co- chair to go over received agenda items prior to sending out. It was agreed that now that both the local authority and NHS Trade Union c-chairs had been confirmed that S. Barnatt would meet with them as routine before the agenda was finalised.

**SB**

- Credit for Service  
The issue was discussed at WDC JCF and a paper was presented in relation to West Dunbartonshire. Negotiations are ongoing within each HSCP in the NHSGGC area.

- Mental Health Services  
It was requested that J. Russell circulate a paper relating to the redesign.

**JR**

## **5. Service Updates**

### Children Services and Criminal Justice

- LIG Minute- paper/06  
The Minute was noted. EMIS has bedded in well and staff view that change very positively. The Health Board has been given funding for a further 200 health visitors; and West Dunbartonshire has employed 1.6wte working in Clydebank.
- Termination of Service Level Agreements (SLA)  
J. Irvine provided an update on the termination of the specialist children's services SLA provided to Highland Health Board. These discussions are ongoing with one to one interviews with staff members taking place with staff being provided opportunity

for Trade Union representation at the meetings. In total, four members of staff are affected by TUPE arrangements and will transfer during March 2016.

- Criminal Justice  
J. Irvine provided an update on the national redesign of community justice. This involves a move from Community Justice Authorities being organised on a local community planning area basis. Currently West Dunbartonshire is part of the North Strathclyde authority area. This raises several issues relating to funding. The funding modelling is based on three years' retrospective activity which has increased although funding has not. Nonetheless, there are statutory responsibilities that have to be met. The overall restructure will aim to increase flexibility of staff, with a draft job description (para professional) has been prepared. A meeting is being organised with Trade Unions convenors to discuss proposals for redesign.

#### Community Health and Care

- Integrated Care Fund  
C. McNeill summarised work to date. The main priority is anticipatory care planning, with the fund supporting a number of physiotherapy staff, occupational therapists and nursing and social worker posts.  
  
D. McCrone confirmed she would seek a Trade Union replacement for R. McCulloch on the group directly to C McNeill. **DMcC**
- District Nursing (DN) Review  
C. McNeill summarised work to date. The DN Review has provided agile staff with a good patient/staff ratio. C McNeil confirmed changes to staff hours had been made as per recommendations in the review

#### Mental Health

- Hardgate Relocation **JR**  
It was agreed that J. Russell would provide a brief paper for circulation to this group describing the proposals relating to the Older People Mental Health Team.
- Transfer of Beds **JR**  
It was agreed that J. Russell would provide a brief paper for circulation to this group

#### **6. Standing Items:**

- Health & Social Care Partnership Board  
Both staffside co-chairs have been invited to the next HSCP

Board meeting and the induction session on the same day.

- **Discipline & Grievance Report paper/07** **NB**  
N. Bailey presented the report which describes a higher than usual number of disciplinary meetings which appears to relate to increased SSSC requirements. It was agreed to remove the word “she” from the statement relating to reinstatement.
- **Attendance Management Report paper/08** **NB**  
S. Barnatt introduced the paper which describes an improving situation relating to local authority-employed staff absences. V. Jennings asked again for details relating work related stress absences. N. Bailey advised that Stress at Work forms are not collated centrally and it was not possible to get numbers. It was also pointed out that staff absence due to bereavement were recorded under stress and this issue is being addressed. N. Bailey stated the WDC Absence Working Group are exploring if stress related absences could be recorded on the HR 21 system. N. Bailey agreed to provide update at next meeting.
- **HSCP Health & Safety Forum Minutes paper/09**  
The Minute was noted. Management manuals are being updated along with fire warden details for each area. Pro-formas for each service area are completed and submitted to meetings to allow a report on incidents in each service area: all involved have found this useful and seems to be working well.

## **7. Finance**

S Sengupta suggested that the total picture for both Health Care and Social Care budgets are reviewed at the next meeting and it was agreed that Jeanne Middleton (HSCP Chief Financial Officer) would attend. **LF**

For 2015/16 to-date, the Health Care budget is in balance; and there is an overspend on the Social Care budget – work is underway to correct. It is challenging, but the HSCP SMT are working to achieve a break-even position for year-end.

In terms of the anticipated budget position for 2016/17, NHS Health Board projections are not yet available. WDC management adjustments and savings options will be presented at Council meeting today, ahead of process for finalising budget in February 2016. S. Sengupta agreed to circulate the WDC savings options paper. **SS**

## **8. HSCP Workforce & OD Strategy and Support Plan**

The final strategy and support plan was presented, with S Sengupta thanking JSF members and staff more generally for their contribution and comments which have all been taken on board.

The support plan will be updated and reviewed each year and will come to this group for discussion on an annual basis.

**9. Any Other Business**

WDC Corporate Administrative Review. S. Sengupta provided an update on the review. It was agreed to provide the Minute of the current Council Administrative Review to JSF as a standing item.

**SB**

S. Sengupta provided an update on the review.

**10. Date of Next Meeting**

Wednesday 27<sup>th</sup> January 2016, Committee Room 2, 10.00am  
(Staffside pre-meeting at 9.00am)