

**WEST DUNBARTONSHIRE HEALTH & SOCIAL CARE PARTNERSHIP BOARD****25 March 2020**

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**Subject: West Dunbartonshire Health and Social Care Partnership Board –  
Temporary Decision Making Arrangements****1. Purpose**

- 1.1** To present an alternative Health and Social Care Partnership Board meeting arrangement for the meeting of the Board scheduled to take place on 25 March 2020.
- 1.2** To seek approval for the suspension of normal governance arrangements, that is, following government guidance that physical meetings may not take place during the course of the Covid-19 Pandemic.
- 1.3** To seek approval that “if required”, to meet immediate operational demand on decisions, alternative decision making arrangements will be enacted in that the Board will delegate authority to the Chief Officer in consultation with the Chair and Vice Chair of the HSCP Board and the Chief Financial Officer.

**2. Recommendations**

- 2.1** The HSCP Board is recommended to:
  - Approve the suspension of normal governance arrangements during the Covid-19 pandemic and accept the alternative Board meeting arrangement outlined at section 4 of this report ;
  - Approve delegation of authority to the Chief Officer, in consultation with the Chair and Vice Chair of the HSCP Board and the Chief Financial Officer, be enacted “if required”, to meet immediate operational demand on decisions normally requiring Board approval;
  - Note regular updates will be provided to members;
  - Note arrangements will be reviewed in line with any guidance received from the Scottish Government or as informed by the experience of the Chair and Vice Chair or the HSCP Board.

**3. Background**

- 3.1** In response to the Scottish Government’s instruction and restrictions on many aspects of life and business required to tackle the current Coronavirus Covid-19 Pandemic the HSCP will need to change the way services are delivered and manage its business.
- 3.2** Government guidance means that we need to limit people movement as far as is possible to help limit the spread of this disease.

**3.3** Operationally this means we are moving very quickly to delivering services on an emergency basis. Some staff members, e.g. those with significant underlying health issues have already been instructed to remain at home. Other staff are being asked to work from home, others to complete different tasks than would be the norm for them. All of this is necessary to keep staff and service users and patients as safe as we possibly can in the current situation.

#### **4. Main Issues**

##### **4.1 Proposed Board Meeting Arrangements for 25<sup>th</sup> March 2020**

**4.2** Early advice on social distancing required in terms of limiting people movement, it was considered that only voting members of the HSCP Board should physically attend the meeting. However given the advice from the Scottish Government's First Minister on Monday evening of 23 March 2020 and in consultation with the Chair and the Vice Chair, the HSCP Board meeting scheduled for 2pm on Wednesday 25 March 2020 should be conducted by use of teleconferencing dial-in facility.

**4.3** The dial-in facilities should be used by both voting and non-voting members of the HSCP Board.

**4.4** The meeting will be closed to the public.

**4.5** The meeting will be kept short with reports for decisions being discussed as appropriately.

**4.6** Members should read reports in advance and email in advance with any questions for clarity.

**4.7** Reports without the requirement for a decision should be for noting only at the meeting; again any questions should be by email in advance.

**4.8** Officers required to dial in are the Chief Officer, Chief Financial Officer, Standards Officer and Minute Taker.

#### **5. People Implications**

**5.1** All current membership of the HSCP Board has received advance notice of teleconferencing, dial in arrangements.

#### **6. Financial Implications**

**6.1** All efforts are being made to track significant operational expenditure incurred as a direct and indirect consequence of the Covid-19 Pandemic response.

#### **7. Professional Implications**

**7.1** None.

## **8. Locality Implications**

**8.1** None required.

## **9. Risk Analysis**

**9.1** The recommendations to delegate authority to the Chief Officer, in consultation with the Chair and Vice Chair of the HSCP Board and the Chief Financial Officer is presented in order to limit the risk to the HSCP Board of being unable to convene quickly to respond to the operational impact of the Covid-19 Pandemic response.

## **10. Impact Assessments**

**10.1** None required.

## **11. Consultation**

**11.1** Prepared in consultation with the Chair and Vice Chair of the HSCP Board.

## **12. Strategic Assessment**

**12.1** None required.

**Beth Culshaw – Chief Officer**

**Date: 23 March 2020**

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**Background Papers:** HSCP Board Standing Orders and Integration Scheme

**Appendices:** None