



# Western Isles

## Community Health and Social Care Partnership

### JOINT SERVICES COMMITTEE

Minute of Meeting held  
in the Board Room,  
Voluntary Action Lewis  
on Friday 29 August  
2008 at 9.30am.

PRESENT	Mrs Annie MacDonald (Chairman) Mr Gerry Macleod Mrs Mairi Bremner	Mrs Elenor Macleay Mr Angus McCormack Mrs Morag Robertson
IN ATTENDANCE	Mr Iain Macaulay Mr Michael Cook Mr John Edward Mr Martin Jones Mrs Catriona Stewart	Ms Lesley McDonald Mrs Elizabeth Chaplin Mrs Anne Macdonald Mr Donnie Mackenzie Mr Kenny Murray
APOLOGIES	Mrs Chrissie Macleod Mr Gordon Jamieson Mrs Morag Munro	Mrs Agnes Rennie Catherine Macdonald

The Chairman welcomed all those present and congratulated the Comhairle's' Care Home's for Older People on their successful recognition as Investors in People and passed on her congratulations to every member of staff in the six Care Homes who had shown a very high standard of service delivery and commitment to providing the best care possible to some of the most vulnerable people in the community.

#### MINUTES

Minute of Meeting of 19 June 2008	1	The Minute of 19 June 2008 <b>was approved.</b>
Draft Minute of CHaSCP Committee of 11 July 2008	2	The Draft Minute of the CHaSCP Committee meeting of 11 July 2008 <b>was noted.</b>

#### CONSTITUTION

Chief Executive's Review of Organisational Structures within CnES: Operation of Joint Services Committee.	3	<p>The Chief Executive, CnES submitted a Report advising Members on the implications for the Committee of his review of organisational structures within the Comhairle.</p> <p>It was stated that the review related to departments and not to Committees and there should therefore be no adverse impact on the working of the Committee, indeed it was expected that the anticipated break from Children and Families services would provide more opportunity for senior management within the Social and Community Services Department to focus on issues relating to the Joint Services Committee and the CHaSCP.</p>
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**It was agreed to recommend that the Report be noted.**

## FINANCE

First Quarter Capital Monitoring 4

The Director of Finance and Corporate Services, NHS Eilean Siar and the Director of Finance and Corporate Resources, CnES submitted a Report providing the Committee with an update on the progress of the 2008/09 Capital Programme at 30 June 2008. The total resources to date to fund capital expenditure in the CHaSCP were shown in Appendix 1 to the Report.

**It was agreed to recommend that the first quarter capital projects spend for 2008/09 be noted.**

First Quarter Revenue Monitoring 5\*

The Director of Finance and Corporate Resources, CnES and the Director of Finance and Corporate Services, NHS Eilean Siar submitted a Report informing Members of the forecast revenue out-turn for 2008/09.

It was stated that the forecasted overspend for the Social Work Department was £22k of this £26k was in respect of the Joint Services Committee, which had been offset by a saving of £4k within the Comhairle's Education and Children's Services Committee. NHS Western Isles was forecasting an underspend of £27k, although it was stated that the nursing budget in the CHaSCP had an overspend of £42k and that this was projected to be £143k by the end of the year.

**It was agreed to recommend that the Report be noted.**

Mainland Placement Panel 6

The Chief Social Work Officer, CnES submitted a Report setting out the decisions of the second meeting of the Mainland Placement Panel and the current list of adult mainland placements. It was stated that the Comhairle and NHS Eilean Siar use jointly agreed procedures to consider requests for mainland placements and to jointly agree assessed needs and record decisions including financial costs.

**It was agreed to recommend that the following be noted:**

- 1. the decisions taken by the Mainland Placement Panel, and**
- 2. the forecasted combined expenditure of £1.2m detailed in Appendix 1 to the Report.**

The Chairman welcomed Mr Martin Jones, Deputy Director of Finance, NHS Western Isles and Mr Donnie Mackenzie, Accountant, NHS Western Isles to their first meeting of the Committee.

Funding for Locality Planning Groups 7

The Director of Finance, NHS WI submitted a Report seeking the Committee's approval for the financial arrangements to be put in place in respect of Locality Planning Groups. It was stated that Locality Planning Groups had been set up to ensure that the public play an active part in the planning of services, and that outline financial arrangements had been included in the model constitution approved by the CHaSCP Committee in July 2008.

**It was agreed to:**

- 1. approve the financial arrangements governing Locality Planning Groups as detailed in the Report;**
- 2. agree that each Locality Planning Group receive funding of £500 for the financial year 2008/09, subject to the conditions set out in the Report; and**
- 3. that the General Manager, CHaSCP would arrange a series of training events for the Locality Planning Groups to clarify with them their remit and purpose.**

## COMMUNITY HEALTH AND SOCIAL CARE PARTNERSHIP

Delayed Discharges 8 The Lead Nurse, CHaSCP submitted a Report advising Members of the current position in regard to Delayed Discharges in the Western Isles. It was stated that on 8 August 2008 there had been eight patients awaiting discharge from the acute hospital setting with delays ranging from one week to thirty seven weeks. It was stated that a Discharge Policy together with an Admissions Policy would be launched shortly, and that Flow Charts would be placed on hospital wards for testing during the week commencing 1 September 2008.

### It was agreed:

- (a) to note the Report; and
- (b) to note that a further Report would be submitted to the next meeting of the Committee;
- (c) that Delayed Discharges would be a standing item on future Committee agendas.

Implementation of 9  
Electronic Single  
Shared Assessment The Lead Nurse, CHaSCP submitted a Report advising Members of the position in regard with the electronic Single Shared Assessment (SSA). It was stated that the Comhairle version of the SSA was available on OLM and following training in September would go live in October 2008. Work was still underway on the Health Boards Tyndale system, and an upgrade to the Multi-Agency Store (MAS) was required to allow information to be shared. It was noted that the Data Sharing Partnership was responsible for taking this work forward.

### It was agreed to :

1. note the Report; and
2. request that a progress report on the work being carried out by the Data Sharing Partnership be submitted to the next meeting of the Committee.

Outcome Approach 10  
Return The General Manager, CHaSCP submitted a Report advising the Committee of the Return submitted by the CHaSCP to the Partnership Improvement and Outcomes Division (PIOD). The Partnership had been required to analyse performance during 2007/08 according to six interlocking themes in the national community care outcomes framework.

### It was agreed to note the Report.

Home Care Service and Care Units – Progress Report 11

The Chief Social Work Officer submitted a Report advising Members on Progress in taking forward the Care Commission Requirements in respect of the Home Care Service and Care Units. It was stated that awareness training in use of restraints and lone working, Child Protection and Adult Abuse, Moving and Handling and Medication training had been provided to large numbers of home carers.

**It was agreed to recommend that:**

- 1. the contents of the Report be noted;**
- 2. the allocation of £30k for the home care training courses as detailed in the Report be approved from the provision identified for social work training within central balances; and**
- 3. that a further Report be submitted to the October series of meetings outlining the training requirements and costs in respect of induction training for new home care workers and core basic training for current workers, to be completed during the financial year 2008/09.**

Home Care Users, Survey of Users 12

The Chief Social Work Officer submitted a Report advising Members on the results of a satisfaction survey of home care users throughout the Western Isles. It was stated that the survey presented a positive picture with high levels of satisfaction.

**It was agreed to recommend that :**

- 1. the outcome of the 2008 survey of home care users be noted;**
- 2. it be noted that a further Report would be brought to Committee giving the conclusions drawn from the consultation and recommending further developments for the service;**
- 3. that a yearly survey be undertaken of all home care users as part of the Social and Community Services Department's Quality assurance framework which compares year on year improvement in the delivery of the Comhairle Home Care Service be approved.**

Day Support Services: West Side of Lewis 13

The Clerk sought, and obtained the Chairman's permission to defer consideration of this item.

#### **REPORTS OUTSTANDING**

Reports Outstanding 14

The Chief Executive submitted a Report which detailed reports outstanding arising from decision of the Committee.

**It was agreed to note the Report.**

#### **ADDITIONAL REPORT**

The Chairman ruled that in accordance with the provisions of Section 50B(4) of the Local Government Act (Scotland) 1973, as amended, that the following items be considered as a matter of urgency in order to allow the Committee to take a view on the matters prior to the next series of meetings.

Constitution of Adult Protection Committee 15

The Chief Executive, CnES submitted a Report advising the Committee of the Comhairle's statutory duty to establish an Adult Protection Committee; informing the Committee of the arrangements made to establish such a Committee; detailing the funding received from the Scottish Government and seeking approval of the draft constitution of the Western Isles Adult Protection Committee.

**It was agreed to recommend, in so far as the Committee's interests were concerned, that the Comhairle;**

- (1) note the terms of the Report;**
- (2) approve the draft constitution of the Western Isles Adult Protection Committee attached at Appendix 1 to the Report; and**
- (3) authorise the Chief Executive, CnES to take such steps as are necessary to establish and operate the Western Isles Adult Protection Committee, including the recruitment of an independent Chair.**

Overspend in Social Work Services 2007/08 16

The Chief Social Work Officer submitted a Report detailing the cause of the overspend in social work services in 2007/08. It was stated that the social work overspend at the end of 2007/08 was £749k which was £152k higher than anticipated at the third quarter, the main areas of overspend within the Committees remit were domiciliary care, care homes for the elderly, and transportation. It was stated that a short life working group had been established to consider the budgetary pressures within the Social Work Service and how efficiencies could be achieved.

**It was agreed to recommend, in so far as the Committee's interests were concerned that:**

- 1. the reasons for the Overspend in Social Work Services in 2007/08; be noted; and**
- 2. in the light of the impact that it would have on services that the Joint Services Committee be required to find savings on only 1% of the 2007/08 budget in line with Comhairle policy on the carry forward of overspends be agreed; and**
- 3. it be noted that a further report will be submitted to the October series of meetings, setting out the findings of the Social Work Budget Working Group established to consider the budgetary pressures with the Social Work Service, including potential savings for achieving the 1% savings requirement.**

#### **ADJOURNMENT**

Adjournment

**It was agreed to adjourn the meeting until 3.30pm on Tuesday 2 September 2008.**

On reconvening the meeting, the following were found to be present:

PRESENT	Mrs Annie MacDonald (Chairman) Mr Gerry Macleod Mrs Morag Munro Mrs Agnes Rennie Mrs Chrissie Macleod	Mrs Elenor Macleay Mr Angus McCormack Catherine Macdonald Mrs Mairi Bremner
IN ATTENDANCE	Mrs Catriona Stewart Mr Angus Campbell Mr John Mackay Mr Norman A Macdonald Mr Kenneth Murray Ms Finella Morrison Mr John Edward	Mr Alan Monks Mr Michael Cook Mr Iain Macaulay Mr Robert Emmott Ms Lesley McDonald Mrs Anne Macdonald
APOLOGIES	Mrs Morag Robertson	

Note of Meeting of 29  
August 2008

The Committee approved the terms of the note of meeting of 29 August 2008 for its interest as the meeting of 29 August 2008 had been inquorate.

#### **DEFERRED ITEM**

Day Support  
Services: West Side  
of Lewis

The Chief Social Work Officer submitted a Report informing the Committee of the intention to consult with stakeholders on the development of day services located on the west side of Lewis. It was stated that the consultation would be on the basis of consolidation of day support services in the Carloway Centre.

**It was agreed to recommend that:**

- 1. that the Adult Services Manager consult with stakeholders of present and future services; and**
- 2. that a further Report be submitted to Committee giving the conclusions drawn from the consultation and recommending future development of the service.**