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**EAST AYRSHIRE COMMUNITY PARTNERSHIP LOCALITY
OFFICER GROUP - ADULTS**

**MINUTES OF MEETING HELD ON FRIDAY 20 NOVEMBER 2009 AT 1405
HOURS IN THE DANNY COFFEY SUITE, NORTH WEST AREA CENTRE,
WESTERN ROAD, KILMARNOCK**

PRESENT: Eddie Fraser, Head of Service: Community Care; Helen McGee, Service Manager: Community Care Facility Services; Andy Macdonald, Performance and Development Manager; Pamela McGarrigle, Service Manager (Planning and Review); Linda McCartan, Community Health Development Manager; and John Pickering, Divisional Housing Manager, all East Ayrshire Council; Katie Kelly, Public Health Practitioner; Anne Sinclair, Manager: Older People/Vulnerable Adult Services; Dr David Richardson, Locality Lead; Jean Hendry, Health Care Manager - Community Partnerships; Sharon Hardie, Health Promotion Manager; Linda Boyd, Health Care Manager; Louise Benson, Head of Profession - Nutrition and Dieticians; and Joyce Mitchell, Community Pharmacy Adviser, all NHS Ayrshire and Arran.

ATTENDING: Grace Moore, Assistant Director of Public Health, NHS Ayrshire and Arran; and Lynn Young, Administrative Officer, East Ayrshire Council.

APOLOGIES: Alison Findlay, Service Manager - Adults, East Ayrshire Council; Cathy Roarty, Lead Public Health Practitioner, NHS Ayrshire and Arran; Lesley Steele, CPH Prescribing Adviser, NHS Ayrshire and Arran; Carol Fisher, Health Care Manager - Mental Health Services, NHS Ayrshire and Arran; and Mary McGinn, Associate Nurse Director, NHS Ayrshire and Arran.

CHAIR: Eddie Fraser, Head of Service: Community Care, East Ayrshire Council, Co-Chair.

MINUTES OF PREVIOUS MEETING

1. The Minutes of the meeting held on 11 September 2009 were submitted and approved as a correct record.

1.1 MATTERS ARISING

1.1.1 Medicines Waste

It was noted that Lesley Steele, Prescribing Adviser, NHS Ayrshire and Arran had attended East Ayrshire Council's Older People's Conference and presented the presentation on Medicine Waste within NHS Ayrshire and Arran and that this had been well received.

**SHIFTING THE BALANCE OF CARE - BUILDING AND SUSTAINING
LIFESTYLE INTERVENTIONS**

2. There was submitted a report dated 16 November 2009 (circulated); and a further report dated 16 November 2009 (circulated at the meeting) by Grace Moore, Assistant Director of Public Health outlining the progress in developing new approaches to supporting lifestyle change and improving health in the Ayrshire and Arran population.

Linda Boyd, Health Care Manager; and Louise Benson, Head of Profession - Nutrition and Dieticians, both NHS Ayrshire and Arran joined the meeting at this point.

Following discussion it was agreed:-

- (i) to note the progress made to date and the proposals identified in developing new approaches to supporting lifestyle change and improving health in the Ayrshire and Arran population;
- (ii) that if any members of the Officer Locality Group - Adults had any comments or input into the process for developing new approaches to supporting lifestyle change and improving health in the Ayrshire and Arran population, then they should be forwarded direct to Grace Moore, Assistant Director of Public Health; and
- (iii) otherwise, to note the contents of the report.

**LOCAL IMPROVEMENT TARGETS 2008/09 AND FUTURE PERFORMANCE
REPORTING ARRANGEMENTS**

3. There was submitted a report (circulated) by the Service Manager, Performance and Development, East Ayrshire Council which advised on the performance of the partnership in relation to its Local Improvement Targets (LITS) 2008/09; and which proposed future performance management arrangements.

Following discussion it was agreed:-

- (i) to note the performance in relation to the Local Improvement Targets;
- (ii) to endorse the overall approach to performance management; and
- (iii) otherwise, to note the contents of the report.

Joyce Mitchell, Community Pharmacy Adviser, NHS Ayrshire and Arran joined the meeting during consideration of, but prior to determination of the above report.

SCOTTISH COMMUNITY CARE BENCHMARKING NETWORK

4. There was submitted a report (circulated) by the Service Manager, Performance and Development: East Ayrshire Council which advised on the formation of the Scottish Community Care Benchmarking Network (SCCBN); and which sought partnership approval for membership of the network and which considered the wider partnership representation.

Following discussion it was agreed:-

- (i) to approve partnership membership of the network;
- (ii) to clarify who within both East Ayrshire Council and NHS Ayrshire and Arran would be required to sign off the partnership membership of the network; and
- (iii) otherwise, to note the contents of the report.

**NATIONAL ELIGIBILITY CRITERIA AND WAITING TIMES FOR
PERSONAL AND NURSING CARE OF OLDER PEOPLE**

5. There was submitted a report, for information only, dated October 2009 (circulated) which was presented to East Ayrshire Council's Cabinet meeting on 18 November 2009 (i) which informed of the new guidance on National Eligibility Criteria and Waiting Times for Personal and Nursing Care of Older People; (ii) which advised of the implications for East Ayrshire Council; and (iii) which sought approval of a revised eligibility criteria for Community Care Services.

It was agreed to note the report.

LEAD OFFICERS PERFORMANCE REPORT

6. There was submitted and noted a report dated 23 October 2009 (circulated) by Katie Kelly, Community Health Partnership Facilitator, which was reported to the East Ayrshire Community Health Partnership, on performance to date.

COMMUNITY PLANNING WEBSITE AND MEMBERS' AREA

7. Katie Kelly, Community Health Partnership Facilitator, advised that the members' portal had now been established on the Community Planning website and all members of the Locality Officer Group - Adults should have received their password for login to the portal. She further advised that the Community Health Partnership area on the Community Planning website, although established, had still to be developed, however information was available on the website for members.

The Community Health Partnership Facilitator, then advised that if any members of the Locality Officer Group - Adults wished additional passwords for individuals within

their respective organisations, they should contact Katie Kelly, Community Partnership Facilitator accordingly.

The Chair advised and it was noted that correspondence had been received by the Leader of East Ayrshire Council in connection with holding meetings of the Community Health Partnership and the Alcohol and Drug Partnership in the public domain. The Chair advised that terms of reference of both partnerships say that the meetings should not be held in public, however all minutes of both partnerships are published.

He further advised that this matter would be required to be investigated.

JOINT COMMUNITY EPOG - COMMUNITY PLAN

8. There was submitted a report dated November 2009 on a Joint Community Plan between NHS Ayrshire and Arran Community Care Partnership Services, Primary Care Services, and East Ayrshire Council, North Ayrshire Council and South Ayrshire Council.

Jean Hendry, Health Care Manager, Community Care Partnership, advised that the document was still in draft stages, and for information only.

It was agreed:-

- (i) to consider an alternative title for the document; and
- (ii) otherwise, to note the report.

ORDER OF BUSINESS

9. The Chair, at his discretion, agreed to re-order the items of business and consider Agenda Item 14, H1N1 as the next item on the agenda.

H1N1

10. The Chair reported and it was noted that 270 Social Care staff per week, from East Ayrshire Council and partnership agencies were being vaccinated against the H1N1 virus through NHS Ayrshire and Arran. He further advised that the joint working arrangements regarding the vaccinations had been positive.

OPTIONS FOR FUTURE USE OF EAST AYRSHIRE COMMUNITY HOSPITAL

11. There was submitted a joint report dated September 2009 (circulated) by the Head of Service: Community Care, East Ayrshire Council and the Health Care Manager, Improving the Balance of Care/LTCM, NHS Ayrshire and Arran on options for the future use of accommodation in East Ayrshire Community Hospital.

Jean Hendry, Health Care Manager, Community Care Partnership advised that following the last meeting of the Locality Officer Group - Adults, early indication of the bed requirement had been identified, with a possible 16 beds for elderly mental health patients; and 20 beds for frail elderly patients. Linda Boyd advised that further consideration of resource need would be undertaken by the Mental Health Directorate. She further advised that this indication would allow both the Community Dental Service and East Ayrshire Council's Day Services for Frail Older People to be located on the East Ayrshire Community Hospital site, and that the brief for the Community Dental Health Service had been prepared, with the brief for the Day Services for Frail Older People currently being developed with the intention of being finalised by December 2010.

It was agreed:-

- (i) to note the update by the Health Care Manager, Community Partnership, NHS Ayrshire and Arran; and
- (ii) that the update on the East Ayrshire Community Hospital development become a standing item on the agenda for the Locality Officer Group - Adults.

LIVING AND DYING WELL DELIVERY PLAN

- 12.** There was submitted, for information, the Living and Dying Well Delivery Plan, dated 27 May 2009.

Jean Hendry, Health Care Manager, Community Care Partnership advised that it was a requirement that NHS Ayrshire and Arran work collaboratively with Local Authorities to prepare a directory of services, and it was agreed that Mike Miller, NHS Ayrshire and Arran, contact Joan Pollock, Team Manager, Community Care in relation to East Ayrshire Council services.

SHIFTING THE FOCUS

- 13.** There was submitted, for information, a letter dated 6 July 2009 (circulated) on Shifting the Focus: East of Scotland CHP Focus Group Event - November 2009; and an information matrix highlighting SPC changes with respect of Shifting the Balance of Care Improvement Framework (circulated at the meeting).

It was agreed:-

- (ii) to note the letter dated 6 July 2009 regarding the East Ayrshire CHP Focus Group Event - November 2009 and the information matrix highlighting SPC

changes with respect of Shifting the Balance of Care Improvement Framework;

- (ii) to remit the information matrix on the SPC changes to the Community Health Partnership Sub-Groups for information and to provide an update on where the Community Health Partnership Sub-Groups were with the changes highlighted by SPC;
- (iii) to remit to Katie Kelly, Community Health Partnership Facilitator to provide the Community Health Partnership Sub-Groups and members of the Locality Officer Group - Adults with an electronic copy of the information matrix highlighting the SPC changes with respect of Shifting the Balance of Care Improvement Framework.

SHIFTING THE BALANCE OF CARE IMPROVEMENT FRAMEWORK

14. There was submitted and noted a letter and report dated July 2009 (circulated) by the Scottish Government on Shifting the Balance of Care Improvement Framework.

INTEGRATED RESOURCE FRAMEWORK/PROJECT INITIATION

DOCUMENT (PID)

15. There was submitted a letter dated 10 July 2009 (circulated) by the Executive Director - Policy, Planning and Performance, NHS Ayrshire and Arran on an expression of interest for the Integrated Resource Framework test site; and the Project Initiation Document dated 19 November 2009 (circulated) by the East Ayrshire Community Health Partnership - Support to Adults with Complex and Intensive Needs.

The Chair reported and it was noted that he had attended a meeting on Friday 13 November 2009 where all three Ayrshire Authorities had expressed interest in the Integrated Resource Framework test site and that all 3 Authorities had developed a project initiation document for their own areas.

The Chair further advised that with regards to East Ayrshire Community Health Partnership's Project Initiation Document there were a few minor amendments to be made before the document would be finalised and signed off by the end of November 2009.

It was agreed to note the report.

PAN-AYRSHIRE HEALTH IMPROVEMENT STRATEGIES ACTION PLAN

16. There was submitted and noted for information, the Pan-Ayrshire Health Improvement Strategies Action Plan (circulated).

PRIMARY CARE STRATEGY - CHP RESPONSE

17. There was submitted and noted for information, the East Ayrshire Community Health Partnership Primary Care Strategy Consultation Formal Response dated 2 November 2009 (circulated).

SINGLE OUTCOME AGREEMENT PERFORMANCE REPORT 2008/09

18. Having had the opportunity to view the Single Outcome Agreement Performance Report 2008/09 on the East Ayrshire Community Planning website, prior to the meeting, Members noted the Single Outcome Agreement Performance Report 2008/2009.

TALKING POINT SEMINAR WITH JANE ARROW

- 19.** Katie Kelly, Community Health Partnership Facilitator advised that spaces were available at the Talking Point Seminar to be held on 15 January 2010, at 1400 hours in the Common Rooms, Education Suite, Ayr Hospital.

PROPOSED MEETING SCHEDULE 2010

- 20.** There was submitted and agreed dates for the 2010 meetings of the Officer Locality Group - Adults.

DATE OF NEXT MEETING

- 21.** The next meeting of the Officer Locality Group - Adults will be held on Wednesday 27 January 2010 at 1400 hours in the Danny Coffey Suite, North West Area Centre, Kilmarnock.

The meeting terminated at 1555 hours.