

**GLASGOW CITY INTEGRATION JOINT BOARD
PUBLIC ENGAGEMENT COMMITTEE**

IJB-PEC (M) 13-09-2016

Minutes of meeting held in the Sir Peter Heatly Boardroom, Glasgow City HSCP,
Commonwealth House, 32 Albion Street, Glasgow, G1 1LH
at 1.00pm on Tuesday, 13th September 2016

PRESENT:**VOTING MEMBERS**

Cllr Matt Kerr	Councillor, Glasgow City Council
Trisha McAuley	NHSGG&C Board Member (Chair)
Cllr Soryia Siddique	Councillor, Glasgow City Council (Vice-Chair)

NON-VOTING MEMBERS

Alex MacKenzie	Chief Officer Operations
Anne Scott	Social Users Representative
David Williams	Chief Officer

IN ATTENDANCE:

Kay Carmichael	Administration Manager
Stuart Donald	Principal Officer (Planning and Governance)
Allison Eccles	Head of Business Development
Julie Kirkland	Senior Officer (Governance Support)

APOLOGIES:

Simon Carr	NHSGG&C Board Member
Susanne Millar	Chief Officer Planning, Strategy & Commissioning /CSWO
Bailie Mohammed Razaq	Councillor, Glasgow City Council

1. DECLARATION OF INTERESTS

Members were invited to declare any interest in any matter on the Agenda for the meeting in which they have a financial or other interest. No declarations were made.

2. TERMS OF REFERENCE AND ROLE OF THE CHAIR

David Williams spoke to a paper outlining the Terms of Reference for the IJB- Public Engagement Committee which had previously been approved by the Integration Joint Board on 21st March 2016.

The remit of the committee was noted as:

- To consider petitions and representation on matters falling within the competence of the Integration Joint Board and recommend to the Integrated Joint Board the appropriate action to be taken.
- To monitor and review the development and implementation of the Integration Joint Board's Participation and Engagement Strategy.
- To carry out any and all functions conferred on the Committee by the Integration Joint Board in keeping with the Participation and Engagement Strategy

David advised the Committee that whilst the remit of the Committee had been approved, he envisaged that it would evolve by being a front facing

Committee with a fixed membership for decision making purposes, however the Committee may wish to consider holding its meetings at different locations across the City and extend an invitation to individuals and groups active in the localities to attend.

Anne Scott stated that at a recent Voices for Change meeting there had been discussion that the Health and Social Care Partnership newsletter does not appear to have been circulated as widely as previous editions. David stated he would not have expected the circulation to reduce, however Allison Eccles would look into this in the context of a wider review of communication and channels.

Cllr Siddique highlighted a desire that the newsletter be published in different languages and copies made available in local libraries, community centres and schools.

Trisha McAuley advised that due to Norman Shanks no longer being a member of the Health Board or Integration Joint Board there was now a vacancy on this committee. Trisha stated that a replacement is likely to be appointed ahead of the next meeting.

Trisha emphasised how important it was that the Committee engaged meaningfully with the public. She asked if any members have suggestions on how this Committee should develop, then they should direct these to her and Alex MacKenzie.

The IJB-Public Engagement Committee:

(a) Noted the terms of reference and role of the chair and vice-chair.

(b) Requested a report be presented to its next meeting on communication channels and website development.

Allison Eccles

3. PARTICIPATION AND ENGAGEMENT STRATEGY – CONSULTATION UPDATE

Stuart Donald spoke to a paper updating the Committee on the on-going consultation on the draft Participation and Engagement Strategy for the Glasgow City Integration Joint Board.

Around 30-40 online responses have been received to date for the Consultation, and a number of written response are also expected. A series of local consultation events have taken place, along with a Citywide event which was held on 30th June.

It was highlighted that consultation on the Participation and Engagement Strategy ends on Friday 16th September 2016.

Four potential structural options are outlined in the consultation documentation:

1. Making no change at all, and maintaining existing Council and Health Board structures
2. Developing integrated client or interest group structures
3. A local engagement network which has a remit across health & social care

4. A hybrid of options 2 and 3 above

Consultation responses received to date suggest that there are a range of views as to how engagement networks should be structured at both city-wide and local level.

Officers will review all consultation responses in more detail following the end of the consultation period, with a summary of consultation findings and the final draft Participation and Engagement Strategy being presented to the October meeting of the Integration Joint Board.

It is intended that a proposed structure for city-wide and Locality engagement will also be presented at that time, however given differing opinions likely to be put forward in this respect there may be a requirement for further discussion and consultation on this matter before a proposal can be put to the Integration Joint Board.

Alex MacKenzie highlighted the work which was undertaken in the process for engagement for the locality plans to ensure engagement with the people who are engaging with service users. A good example of this was highlighted as the recovery communities in addictions.

Alex indicated there was merit in looking at what we currently do and what is working well in the localities.

The IJB-Public Engagement Committee:

(a) Noted the report

(b) Requested an overview on current engagement activity within localities to be presented at next meeting

Alex MacKenzie

4. PETITIONS TO THE GLASGOW CITY INTEGRATION JOINT BOARD

Stuart Donald presented a paper outlining a proposed petitions process for the Glasgow City Integration Joint Board, to be operated on its behalf by the Public Engagement Committee. The process has been broadly based on the existing process used by Glasgow City Council.

Cllr Kerr asked whether there would be a way to move towards allowing petitions to be raised and submitted online. Allison Eccles stated a specification is currently being developed for a website for the Health and Social Care Partnership and agreed to explore whether this could be added as a requirement.

Trisha McAuley asked whether the Integration Joint Board are legally required to have a Petitions Process. Allison Eccles stated that this is not a legal requirement, however the terms of reference of this committee include consideration of petitions and in that sense a process is required. It was noted that raising a petition is not the only method by which people can engage with and influence planning and service delivery, examples of other methods include responding to consultations, contacting the Chief Officer or other Heads of Service, engaging with Strategic Planning Groups or using the Comments, Compliments and Complaints process.

Trisha noted that the process should include information on timescales, and signposting where a petition cannot be considered by the committee.

The IJB-Public Engagement Committee:

(a) Approved the proposed process for petitions to the Integration Joint Board, following amendment to include timescales and signposting.

Stuart Donald

(b) Instructed the Chief Officer: Finance and Resources to provide an annual report summarising the number of petitions received by the Integration Joint Board and their outcomes.

Sharon Wearing

5. NEXT MEETING

It was agreed a meeting would be scheduled for late November/early December.

Kay Carmichael

Trisha McAuley asked for any proposed agenda items to be sent to her or Alex MacKenzie, and encouraged ongoing dialogue between meetings.

The meeting ended at 1.56pm