

**MORAY COMMUNITY HEALTH**

**AND**

**SOCIAL CARE PARTNERSHIP**

# **ROLE AND MEMBERSHIP**

Updated Sept 2007

## Role

On behalf of NHS Grampian and Moray Council, the Moray CHSCP is the primary governance body for health and social care issues relating to:

- Care in the community
- Primary and community health services
- Acute health services at Dr Gray's Hospital
- Public health services
- Mental health services
- Learning disability services

The role covers the functions determined through

- Community planning – being the health and community care theme group
- Joint Future – being the Moray Local Partnership body
- Community Health Partnership – being the CHP Committee

## Background

Government policy directs NHS boards and local authorities to form partnership bodies to fulfil core and joint statutory functions for health and social care. Moray Council and NHS Grampian constituted the Moray Health and Social Care Partnership to fulfil these functions (Appendix A).

The Moray Community Plan and Grampian Local Health Plan provide a strategic context for the partnership. The Moray Joint Future Extended Local Partnership Agreement (2004), Grampian Scheme of Establishment for Community Health Partnership (2004) and Moray CHSCP constitution (2005) detail the position of the Partnership within Moray Council and NHS Grampian.

## What the Community and Social Care Partnership will do

- Plan to meet the health and social care needs of the population of Moray within the strategic context set by Moray Council and NHS Grampian.
- Deliver health and social care services (directly or via independently employed services providers)
- Manage resources as defined in the E.L.P.A. (including aligned budgets)
- Single management of the directly employed health and social care workforce
- Plan for better health and wellbeing (social inclusion)
- Involving Carers, the voluntary sector, service users and the public in the work of the partnership

## **The CHSCP Committee**

Under the terms of the Scottish Executive guidance, a Community Health Partnership Committee is required with minimum prescribed membership. As one committee will cover all three health and social care functions in Moray it will be large in number. There will be 34 members on the committee.

Consequently an Executive Group will be formed to oversee core administrative functions. The Executive Group will be 5 Elected Members from Moray Council and 5 NHS Representatives.

## **What the Health and Social Care Executive Group will have responsibility for:**

To oversee the performance of Partnership services and functions. This will include the seeking of performance reports and agreement to plans to manage demand, improve quality and meet corporate obligations of host organisations.

To seek involvement from the public in planning, service delivery and evaluation of performance of health and social care services.

To agree health and social care plans and recommend them for adoption by Moray Council and NHS Grampian.

## **Number of Meetings**

The Committee will meet four times every year and the Executive Group will meet as required.

This meeting will be administered by Moray Council and Council standards pertaining to meeting protocols will apply.

## **Quorum and Decision Making For Executive Committee**

A quorum for Executive Group meetings will be six members. Within this there must be a minimum of representation from the NHS and Council of three members each. All decisions will be made by consensus. Where consensus cannot be reached matters will be referred to host organisation.

## **Quorum and Decision Making for Health and Social Care Committee**

Seventeen of the thirty-four members will constitute a quorum for the Moray Health and Social Care Partnership Committee.

All decisions will be made by consensus. Where consensus cannot be reached a majority and minority views will be shared to statutory partners.

## **Annual Review**

The role of the Health and Social Care Partnership and Constitution will be reviewed on an annual basis. The annual cycle will be April to March. Moray Council or NHS Grampian can opt to instigate a review of the Partnerships role and constitutions at any time.

Moray Council and NHS Grampian will work towards devolving further authority and responsibility to the Partnership Executive Group. Moray Council and NHS Grampian Board will jointly agree any subsequent changes.

## Membership List

Name	Role	Job Title	Address
Mrs B Bruce*	NHS Director or equivalent	CHAIR NHS Non Executive	Summerfield House
Dr B Welsh*	NHS Director or equivalent	Clinical Lead	Moray CHSCP Spynie Hospital, Elgin
Ms Gillian Grant*	NHS Director or equivalent	Pharmacist	High Street Forres
Lee Bell	Moray Councillor	Councillor	Council HQ
Ron Shepherd*	Moray Councillor	Councillor	Council HQ
Anne McKay*	Moray Councillor	Councillor	Council HQ
Anita McDonald*	Moray Councillor	Councillor	Council HQ
David Stewart*	Moray Councillor	Councillor	Council HQ
Jeff Hamilton	Moray Councillor	Councillor	Council HQ
Mr A Fowlie	NHS General Manager	General Manager	Moray CHSCP Spynie Hospital, Elgin
Mrs S Chisholm	Council Head of Community Care	Head of Community Care	Moray CHSCP Spynie Hospital, Elgin
Mr S Coady	Lead Nurse	Lead Nurse	Moray CHSCP Spynie Hospital, Elgin
Mrs Jane Mackie	Social Work	Lead System Manager	Moray CHSCP Spynie Hospital, Elgin
Mr G Smart*	Dentist	General Dental Practitioner	Forres
Mrs M Nelson*	Optometrist	Optician	Adamson Optician, 208 High Street, Elgin IV30 1BA
Mr M Roos	Acute Sector Consultant	Associate Medical Director	Dr Gray's Hospital
Ms A Slee	Integrated Learning Disability Manager	Integrated Learning Disability Manager	Highfield House, Northfield Terrace, Elgin
Mr M Perera	Integrated Mental Health Services Manager	Integrated Mental Health Services Manager	Pluscarden Clinic, Dr Gray's Hospital
Ms J Stewart	Chief Housing Officer	Chief Housing Officer	Council HQ
Mr J Carnie	Chief Social Work Officer	Chief Social Work Officer	Council HQ
Mr E Scarborough	Educational Services Officer	Educational Services Officer	Council HQ
Mr K Hamilton	Finance Officer	Finance Manager	Moray CHSCP Spynie Hospital, Elgin
Ms Deborah Bosworth	Finance Officer	Accountant	Council HQ

Ms Ann Cheyne	Joint Staff Forum	Administration	Dr Grays Hospital
Ms Brigid Aitken			Community Learning Disability Team
Mr A Anderson			Ward 7 Offices DGH
Ms P Freeland	Public Partnership Forum	Community Representative	C/o Moray CHSCP
Mrs S Bruce	Public Partnership Forum	Community Representative	C/o Moray CHSCP
Mrs E Bush	Voluntary Sector	Director MVSO	Elgin
Mr Mark McClelland Jones	Voluntary Sector	Chief Officer, Volunteer Centre Moray	Elgin
Mr A Reid	Scottish Ambulance Area Manager	Divisional Manager	Ashgrove Road Aberdeen
Mr S Riddell	Community Services Department, Director	Director of Community Services	Council HQ
Mrs Elaine Brown	Public Health Lead	Planning Lead	NHSG
Mrs I Graham	AHP Representative	Lead System Manager	NHSG

\* = Executive Group Member

**THE MORAY COUNCIL AND NHS GRAMPIAN**  
**MORAY COMMUNITY HEALTH AND SOCIAL CARE PARTNERSHIP**  
**COMMITTEE**  
**CONSTITUTION**

**1 BACKGROUND**

Section 2 of the National Health Reform (Scotland) Act 2004 (the Act of 2004) provided for the establishment of Community Health Partnerships (CHPs) by Health Boards. The Moray Community Health and Social Care Partnership (CHSCP) have been established in accordance with a Scheme of Establishment approved by the Scottish Ministers. In NHS Grampian the Moray CHSCP will be a sub-committee of the Performance Governance Committee of the Board and a sub-committee of Moray Council's Community Services Committee.

**2 ROLE**

The Act of 2004 set out the role of CHPs which includes:-

- (a) to co-ordinate for its area, the planning, development and provision of:-
  - (i) such of the services which it is the function of its Health Board to provide, or secure the provision of as may be prescribed by regulations, and
  - (ii) such other of these services as its Health Board may specify, with a view to improving these services.
- (b) to provide, or secure the provision of – such of the services which it is the function of its Health Board to provide, or secure the provision of, as may be prescribed by regulations or specified in the approved scheme, and
- (c) to exercise such other functions of its Health Board as:-
  - (i) may be prescribed by regulations,
  - (ii) may be specified in the approved scheme, and
  - (iii) the Health Board may delegate to it

It is intended that the CHSCP will make a measurable improvement in local population health and provide higher quality, accessible joined up services to local communities. It will provide a focus for integration between primary care

and specialist services, and with social care and the voluntary services. A major part of its role will be to contribute to the shift in the balance of care from specialist to primary care. To achieve this the CHSCP will need to link to clinical teams, work in partnership with local authority departments, the voluntary sector and others to support the improvement of the health and wellbeing of local communities and most importantly involve the public, patients and carers in decisions concerning the delivery of health and social care for their communities.

NHS Grampian Board and the Moray Council will involve the Moray CHSCP in its area in planning, developing and making decisions that will significantly affect the operation of services for which the Board and Council are responsible.

The role of the CHSCP Committee will be to drive service improvement locally and to ensure the effective delivery of the functions devolved to the CHSCP as described in the Scheme of Establishment, Extended Local Partnership Agreement and Scheme of Delegation.

The duty placed on NHS Boards and Local Authorities to involve and consult the public will apply to the CHSCP.

Joint Future arrangements will be integrated into CHP arrangements and together they will become the Moray Community Health and Social Care Partnership (CHSCP). An integrated primary, secondary, community health, community social care and public health partnership will deliver improvements in all areas of health and social wellbeing.

At a formal level the Moray CHSCP body will be a sub-committee of NHS Grampian Board and Moray Council's Community Services Committee, with 5 Non-Executive Directors or equivalent and 5 Elected Council Members sitting on the CHSCP Committee.

The Moray CHSCP Committee has a formal link to the Moray Community Planning framework and has agreed to lead on the development and implementation of the Health, Housing and Social Care theme. The Moray CHSCP aims to provide the framework for a unified and whole system approach to all Health and Social Care Services, following the vision, principles and values set out in the Extended Local Partnership Agreement.

### 3 REMIT

The Moray CHSCP Committee will:

- Encourage local innovation and commitment to develop approaches that may be worthy of adoption elsewhere.
- Increase the range of joint services provided by the NHS, local authorities and other partners and develop a 'whole system' approach to service redesign.

- Agree specific arrangements for reaching decisions on the planning of jointly managed and jointly resourced services
- Streamline and integrate as far as practicable local decision making processes within an explicit accountability framework (*Joint Governance and Accountability Framework*)
- Identify local health need and plan to meet those needs, to the extent possible within available resource.
- Produce the Joint Health Improvement Plan, Community Care Plan and other necessary plans for the area.
- Annual objectives, (to be agreed with the Performance Governance Committee and Community Services Committee and incorporated within the Grampian Health Plan and Moray Community Plan), that will identify the prioritised actions to improve health and services within the area of the CHSCP.
- Maintain an effective and formal dialogue with the local community through the development of a public partnership forum and other appropriate forms of public and patient involvement.
- The CHP Committee will be accountable through the general manager and clinical lead jointly for clinical governance, who both will be responsible for developing and implementing the local arrangements. The Head of Community Care will ensure professional standards are met for social care.
- Ensure the staff governance standard is implemented for all NHS and Council staff working within the CHSCP.
- Develop a process for monitoring and measuring the effectiveness of the new Committee arrangements.

In performing its functions the CHSCP shall have regard to and co-operate with:-

- (i) every CHP in the Board's area
- (ii) the departments of the local authority and the adjacent local authority if affected, and
- (iii) any other person or organisation which the CHP considers appropriate

Particular emphasis will be focussed on the CHSCP work around the extended planning cycle. This involves identifying the health and social need within the area and being responsible for developing integrated services across traditional boundaries of health promotion/protection, primary and secondary health services and local authority services.

The CHSCP will have an overview of performance in relation to the delivery and implementation of relevant local plans, eg JHIP and will produce a report on progress towards achieving specific challenges and targets identified within the Community Plan or Health Plan which it will submit to the Performance Governance Committee and Community Services Committee for consideration.

#### 4 ORGANISATIONAL ARRANGEMENTS

As a sub-committee of the NHS Grampian Board, the CHSCP reports to the Performance Governance Committee (PGC) to whom it is responsible for performance assurance. The PGC in turn reports to the NHS Grampian Board. The Chairperson of the CHP Committee shall be a member of the PGC.

As a sub-committee of the Community Services Committee, the CHSCP reports to the Community Services Committee to whom it is responsible for performance assurance. The Community Services Committee in turn reports to Full Council Committee.

With regard to strategic planning issues the CHSCP will have links to the NHSG Service Strategy and Redesign Committee the Moray Community Planning Partnership.

On an operational level, the CHP General Manager reports to the Chief Operating Officer who chairs the Operational Management Team (OMT). The Head of Community Care reports to the Director of Community Services.

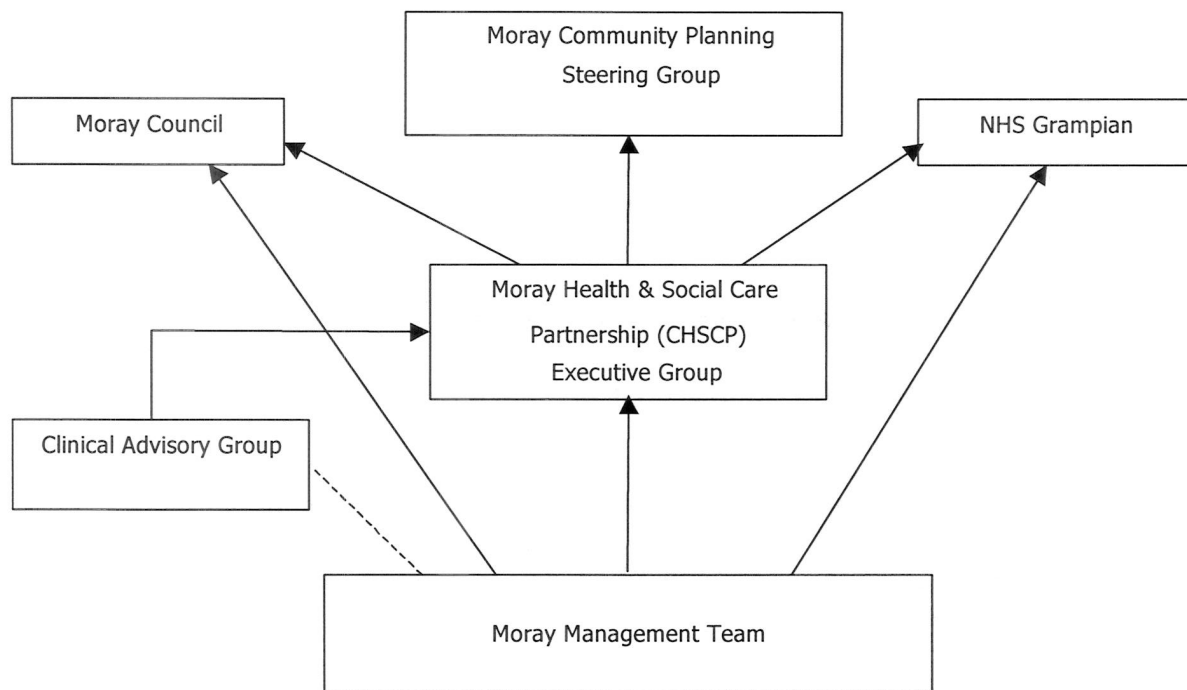
Details of the governance and operational links are given in the ELPA

The CHSCP Committee will be a sub-committee of Moray Council's Community Services Committee, with a minimum of 5 Councillors serving on the Committee. The CHSCP Committee has a formal link to the Moray Community Planning Framework and has responsibility to lead on the development and implementation of the Health and Social Care Theme.

The CHP Committee will clarify its powers and authority from the Grampian NHS Board and Moray Council and will report to the Board and Community Services Committee as required.

The General CHSCP Committee shall establish an Executive Group and a Clinical Advisory Committee and may establish such other sub-committees, working parties or advisory groups as it may determine. The main organisational arrangements are set out in Diagram 1.

**Diagram 1: Moray Organisational Structure**



**KEY:**

- Committee or Sub-Committee
- Partner Organisations

The Executive Group shall be responsible for ensuring managers, staff and clinicians develop and implement strategic and service plans in an appropriate and efficient manner. The Executive Group will exercise legal, financial and management responsibilities of both Moray Council and NHS Grampian and proactively monitor service and finance performance.

**5 APPOINTMENT AND TERM OF OFFICE**

- (i) All members shall be appointed by the Board and The Moray Council
- (ii) The terms of office of a member shall be for such period as the Board/Council shall specify on making the appointment and shall be for no longer than four years/ date of the next election.
- (iii) After the expiration of a term of office a member shall be eligible for reappointment

- (iv) The acts, meetings or proceedings of a CHSCP shall not be invalidated by any vacancy in its membership or by any defect in the appointment of any member

## 6 MEMBERSHIP

The membership of the CHSCP Committee is as set out in paragraph 3.2 of the Scheme of Establishment (copy attached as Appendix 1).

## 7 CHAIRPERSON AND GENERAL MANAGER

- (i) The Board and Council shall appoint a member to be:-
  - (a) the Chairperson; and
  - (b) subject to paragraph (2), the General Manager (NHSG)
- (ii) The General Manager shall be a person appointed pursuant to regulation 3(1)(k).
- (iii) The General Manager:-
  - (a) shall, in accordance with the General Manager's terms of employment with the Board and any directions made by the Community Health Partnership, manage the business of the Community Health Partnership; and
  - (b) may, in accordance with the General Manager's terms of employment, make arrangements with such persons as the General Manager considers fit in connection with the discharge of the General Manager's functions under sub-paragraph (a) of this paragraph.
- (iv) A person appointed pursuant to paragraph (i) may at any time resign from such office by giving notice in writing to the Board.
- (v) Where a person resigns under paragraph (iv), that person shall cease to be a member.

## 8 RESIGNATION AND REMOVAL OF MEMBERS

- (i) A person may resign their membership at any time during their term of office by giving notice in writing to the Board/Council and that person shall thereupon cease to be a member
- (ii) If the Board/Council, having consulted with the CHSCP (where it is practicable to do so) considers that it is not in the interests of the CHSCP or the Board/Council that a person should continue to hold

office as a member, it shall by giving notice in writing to the person, remove that person from office

- (iii) If a member has not attended three consecutive meetings of the CHSCP, the Board/Council shall, by giving notice in writing to the person, remove that person from office unless the Board/Council is satisfied that:-
  - (a) the absence was due to illness or other reasonable cause; and
  - (b) the member will be able to attend future meetings within such period as the Board considers reasonable
- (iv) Where a member becomes disqualified under regulation 7, the Board/Council shall by giving notice in writing to the person, remove that person from office.

## **9 EXPENSES OF MEMBERS**

- (i) Subject to paragraphs (ii) and (iii), the Board shall pay all reasonable travelling and other expenses properly incurred by members in connection with the performance by them of functions associated with their appointment.
- (ii) Paragraph (i) does not apply to the General Manager and other employees / non-Executive Directors deemed to be undertaking membership of this Committee as part of their normal duties.
- (iii) As representatives of The Moray Council, the local authority members shall have their reasonable travelling and other expenses paid by the Council.

## **10 PROCEEDINGS**

- (i) The Board/Council shall make standing orders for the regulation of the procedure and business of the CHSCP and all meetings and proceedings of the Partnership shall be conducted in accordance with them.
- (ii) Each standing order made pursuant to paragraph (i) shall include, but is not restricted to, the matters set out in the Schedule.