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Aberdeen City Health & Social Care Partnership
A caring partnership

To: Members of the Integration Joint Board

Town House,
ABERDEEN 4 September 2020

INTEGRATION JOINT BOARD

The undernoted items are circulated in connection with the meeting of the **INTEGRATION JOINT BOARD** on **TUESDAY, 8 SEPTEMBER 2020 at 10.00 am.**

FRASER BELL
CHIEF OFFICER - GOVERNANCE

BUSINESS

- 4 Draft Minute of Board Meeting of 11 August 2020 (by Additional Circulation)
(Pages 3 - 10)
- 5 Draft Minute of Risk, Audit and Performance Systems Committee of 26 August 2020 (by Additional Circulation) (Pages 11 - 16)

Should you require any further information about this agenda, please contact Derek Jamieson, tel 01224 523057 or email derjamieson@aberdeencity.gov.uk

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ABERDEEN, 11 August 2020. Minute of Meeting of the INTEGRATION JOINT BOARD.

Present:- Councillor Sarah Duncan, Chair; Luan Grugeon, Vice Chair; and Councillor Gill Al-Samarai, Councillor Philip Bell, Kim Cruttenden, Councillor Lesley Dunbar, Alan Gray, John Tomlinson, Mike Adams, Jim Currie, Dr Howard Gemmell, Dr Caroline Howarth, Jenny Gibb, Alison Murray, Shona McFarlane, Chris Littlejohn, Graeme Simpson, Sandra MacLeod and Alex Stephen.

Also in attendance:- John Forsyth (Solicitor) and Derek Jamieson (Clerk)

Apologies:- Maggie Hepburn

The agenda, reports and meeting recording associated with this minute can be found [here](#).

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INTRODUCTION

1. The Chair welcomed all to the meeting and intimated the meeting would be recorded to ensure public transparency of the Board's business.

DECLARATIONS OF INTEREST

2. Declarations of Interest were received in respect of Article 10 - Carers Expenses Policy - HSCP.20.016 from Dr Gemmell and Alison Murray who both intimated they would not exclude themselves from the discussions.

DETERMINATION OF EXEMPT BUSINESS

3. The Chair intimated to the Board that Article 14 Grant Funding to Counselling Services – HSCP.20.17, and Article 15 Commissioned Day Services and Day Activities – HSCP.20.018 would be heard in private.

MINUTE OF BOARD MEETING OF 9 JUNE 2020

4. The Board had before it the draft minute of its previous meeting.

The Board resolved :-

to approve the minute as a correct record.

INTEGRATION JOINT BOARD

11 August 2020

DRAFT MINUTE OF CLINICAL AND CARE GOVERNANCE COMMITTEE OF 2 JUNE 2020

5. The Board had before it the Draft Minute of the Clinical and Care Governance Committee meeting of 2 June 2020.

The Board heard that the Committee had received assurance from the reports presented.

The Board resolved :-
to note the minute.

BUSINESS PLANNER

6. The Board had before it the Business Planner.

The Board heard that whilst there was a presumption of return to a more routine level of business, much of the Partnership remained in response mode around the pandemic. This was reflected in the intended business over the following months which saw a volume of reports due in September, October and December which suggested the benefit of an additional meeting to reduce demand at particular meetings.

The Board resolved :-
(i) to note the planner; and
(ii) to convene a meeting of the IJB on 28 October 2020 to consider and consolidate outstanding reports.

CHIEF OFFICER'S REPORT

7. The Board heard from the Chief Officer, ACHSCP, who advised that whilst a report had not been presented, regular updates had been shared on a weekly basis with the Board members.

The Board heard that whilst the updates provided had been of quality and informative, there was a lack of public transparency and accountability on the regular sharing of the information in that format.

The Board then heard from Chris Littlejohn, Depute Director of Public Health, NHSG who provided an update on the recent increase in covid-19 cases associated with licensed premises in Aberdeen.

INTEGRATION JOINT BOARD

11 August 2020

Mr Littlejohn provided a summary of the outbreak, its detection, management and continuing review of the incident.

The Board resolved : -

to note that members had received regular written updates from the Chief Officer, ACHSCP during the period of the pandemic which enabled appropriate understanding and scrutiny and that written reports from the Chief Officer would resume.

REFERRAL FROM ACC URGENT BUSINESS COMMITTEE - HSCP20.023

8. The Board had before it a report from the Chief Officer, ACHSCP which informed the Board of a referral made by a committee of Aberdeen City Council (ACC).

The Board heard from the Clerk of the circumstances surrounding the report presented to the ACC Urgent Business Committee on 30 June 2020 from which a referral was made to the Board as per the appendix to the report.

The Board heard from Councillor Al-Samarai who wished to question the competency of the referral.

The Board heard from the Legal Advisor that whilst the manner of the referral may be inappropriate, it was competent for any committee of ACC to make a report to the IJB, and/or its Committee's, in any form they wished. It was for the IJB to consider whether to accept any report in whichever manner it was received.

The Board further heard from Councillor Al-Samarai who outlined her observations on the referral which did not fully capture the context of the discussions held at the Urgent Business Committee prior to the decisions taken and her opinion that the action of referral sought to politicise the business of the IJB.

The Board further discussed the matter and heard that the report did not contain any information which the Board were not aware of and had not already taken action regarding.

The Chair accepted the report and commented that the Board had already considered much of the report's content in its own business and noted Councillor Al-Samarai's representation which would be recorded

INTEGRATION JOINT BOARD

11 August 2020

The report recommended :-

that the Board -

- (a) instruct the Chief Officer – Finance (ACHSCP) to provide details of the relevant report(s) to the Chief Officer – Finance (ACC) for the City Growth & Resources Committee on 28 October 2020; and
- (b) note Recommendation (ix) of the Urgent Business Committee.

The Board resolved :-

- (i) to approve the recommendations; and
- (ii) to take no further action at this time.

STANDARDS OFFICER REPORT - HSCP.20.013

9. The Board had before it a report from the Chief Finance Officer to nominate a replacement Standards Officer to the Standards Commission.

The Board heard from the Business Lead, ACHSCP of the circumstances causing the replacement of the Standards Officer to the Board, a legally required position.

The report recommended :-

that the Board nominate the Legal Services Manager, as a replacement Standards Officer to the Standards Commission, as detailed in the report.

The Board resolved :-

to approve the recommendation.

CARERS EXPENSES POLICY - HSCP.20.016

10. The Board had before it a report from the Chief Officer, ACHSCP which sought approval of the Aberdeen City Carers Expenses Policy.

The Board heard from the Lead Strategy and Performance Manager, ACHSCP who outlined the history and development of the proposed policy which followed from a Ministerial Steering Group (MSG) in February 2019.

Since that report there had been consultation and inclusion of other IJB's and Carers across Scotland with the intention of equitable conditions and remuneration for both Carers and lay persons who are members of the Board(s).

The report recommended :-

that the Board approve the Carers Expenses Policy contained in Appendix A for use in Aberdeen City.

INTEGRATION JOINT BOARD

11 August 2020

The Board resolved :-

to approve the recommendations with an amendment to reflect routine and significant claims.

QUARTER 1 FINANCIAL MONITORING AND MOBILISATION UPDATE - HSCP.20.024

11. The Board had before it a report from the Chief Finance Officer, ACHSCP which presented a summary of the current year revenue budget performance.

The Board heard from the Chief Finance Officer who provided an overview and additional context around the report and the appendices which included reference to the continuing pandemic and its financial impact on the Partnership.

The Board were advised of continuing negotiations involving the Scottish Government (SG) who had yet to confirm their financial commitment and payments following the number of guidance and instructions issued around the pandemic.

The Chief Finance Officer anticipated further clarity from the SG by the end of September however it may be necessary to hold an Exceptional Board Meeting to discuss that position once fully known.

The report recommended :-

that the Board -

- (a) note this report in relation to the IJB budget and the information on areas of risk and management action that are contained herein.
- (b) agree to the Chair calling a special meeting of the IJB, in accordance with Standing Order 9, should the funding position confirmed by the Scottish Government in October not cover the requirements of the Integration Joint Board; and
- (c) approve the budget virements indicated in Appendix F.

The Board resolved :-

to approve the recommendations.

STRATEGIC RISK REPORT - HSCP.20.012

12. The Board had before it a report from the Chief Officer, ACHSCP which included the latest version of the ACHSCP Strategic Risk Register.

INTEGRATION JOINT BOARD

11 August 2020

The Board heard from the Business Lead, ACHSCP who provided an overview of the Register which now included a specific risk around CoVid-19. The Board were advised of the movements of risk within the register.

Board members indicated they found the reports difficult to read due to formatting and presentation style.

The Board participated in discussion around specific risks and provided the Business Lead with suggestions of areas which would benefit from expansion and/or clarity.

The Business Lead provided a brief history of the creation of the Risk Register and reminded members that a Planning and Risk Workshop would be held on Tuesday 20 October 2020 where these issues could be further explored.

The Chair reminded Members that the focus of this Register was Strategic and looked forward to both the workshop and future iterations of the Register.

The report recommended :-

that the Board -

- (a) to note the revised Strategic Risk Register in the Appendix to the report,
- (b) to note the intended Planning and Risk Workshop on 20 October 2020 and request Member's feedback ahead of then to inform the content of the session; and
- (c) to direct the Chief Officer to submit an amended report to the IJB on 1 December 2020.

The Board resolved :-

to approve the recommendations.

RECOVERY - OPERATION HOME FIRST - HSCP.20.015

13. The Board had before it a report from the Chief Officer, ACHSCP which presented an overview on the current position and priorities of our Covid-19 response and steps towards recovery.

The Board heard from the Transformation Lead, ACHSCP who provided an overview on what was a complex piece of work and continued as work in progress.

Members sought clarity regarding some points of the report and assurances were provided by the Transformation Lead on full inclusion and considerations on the developing position.

INTEGRATION JOINT BOARD

11 August 2020

The report recommended :-

that the Board -

- (a) note the current progress towards progressing Operation Home First in the city, in line with our strategic plan; and
- (b) note that further reports will be brought to IJB as we move beyond our initial Covid-19 response, and as specific decisions are required

The Board resolved :-

- (i) to approve the recommendations; and
- (ii) to direct the Chief Officer, ACHSCP to present the intended Performance Indicators to the Risk Audit and Performance Committee.

GRANT FUNDING TO COUNSELLING SERVICES - HSCP.20.017

14. The Board had before it a report from the Chief Officer, ACHSCP which advised the Board of grant funding requirements for the financial year 2020/2021 to all listed grant funded counselling services, and informed the Board of the intention to review the service activity and ensure it is aligned to the whole system provision of mental health services across Aberdeen City.

The Board heard from the Lead Commissioner, ACHSCP who provided an overview of the report and its intentions.

The report recommended :-

that the Board -

- (a) approve the expenditure of up to £202,435 to provide grant funding to the identified grant funded counselling services for the financial year 2020/2021,
- (b) to make the direction as attached at Appendix A, and instructs the Chief Officer to issue a direction to Aberdeen City Council to procure the service provided by the aforementioned counselling services; and
- (c) to note the intention to work with providers to review the service activity and ensure that it is aligned to the whole system provision of mental health services across the City.

The Board resolved :-

to approve the recommendations.

INTEGRATION JOINT BOARD

11 August 2020

COMMISSIONED DAY SERVICES AND DAY ACTIVITIES - HSCP.20.018

15. The Board had before it a report from the Chief Officer, ACHSCP which informed the Board of the progress made with the review of day care and day activities services in Aberdeen City, and requested that the Board provide approval of the proposed model and means of commissioning activity for the future.

The Board heard from the Lead Commissioner, ACHSCP who provided an overview of the report and its intentions.

The report recommended :-

that the Board -

- (d) to note the progress made with the review of day services and day activity, and the COVID impact,
- (e) to acknowledge the strategic alignment of the future model for day care and day activity, building upon personal resilience and connecting people to their communities through early intervention and prevention,
- (f) to approve the proposed model for the future delivery of day care and day activity highlighted in Appendix 1,
- (g) to direct the Chief Officer to proceed with the necessary redesign including consultation with service providers and service users of services affected by the change. This redesign will include consideration of technological solutions,
- (h) to approve the recommendation to advise current commissioned providers of day care not to mobilise their services until the redesign is complete and recommendations approved by the IJB,
- (i) to note that the ACHSCP will continue to work with carers and cared for people in the redesign of these services,
- (j) to make the direction as attached at appendix 2 and instructs the Chief Officer to issue a direction to ACC to procure the service provided by James Tyrrell day services; and
- (k) to note that final recommendations for future delivery will be made to the IJB in October 2020.

The Board resolved :-

to approve the recommendations.

- **COUNCILLOR SARAH DUNCAN, Chairperson**



Risk, Audit and Performance Committee

Minute of Meeting

**Wednesday, 26 August 2020
10.00 am Virtual - Remote Meeting**

Present: John Tomlinson (Chair) ; and Luan Grugeon, Councillor Gill Al-Samarai, Councillor Philip Bell, Sandra MacLeod and Alex Stephen

Also in attendance; Kundai Sinclair (legal) and Derek Jamieson (Clerk)

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DECLARATIONS OF INTEREST

1. There were no Declarations of Interest.

DETERMINATION OF EXEMPT BUSINESS

2. There was no exempt business.

MINUTE OF PREVIOUS MEETING OF 25 FEBRUARY 2020

3. The Committee had before it the draft minute of its last meeting.

The Committee resolved :-

to approve the minute as a correct record.

BUSINESS PLANNER

4. The Committee had before it the Business Planner.

The Committee heard that all intended business since the last meeting in February 2020 had been updated to indicate the status of that requirement and how it had been discharged. Moving forward, the Planner would be presented in its regular format.

The Committee resolved :-

to note the content of the Business Planner.

RISK, AUDIT AND PERFORMANCE COMMITTEE

26 August 2020

STRATEGIC RISK REGISTER - HSCP 20.027

5. The Committee had before it a report from the Chief Officer, ACHSCP which presented the latest version of the ACHSCP Strategic Risk Register.

The Committee heard from the Business Lead, ACHSCP who presented an overview of the Register and advised Members that a Planning and Risk Workshop would take place on 20 October 2020.

The Business Lead provided a specific update on Risk 6 – Reputational Damage and received comment from Members.

The Committee heard that the format of the Register had been developed from the Good Governance workshops and was of similar style to that used by the partner organisations.

The report recommended :-

that the Committee note the revised Strategic Risk Register in the Appendix to the report.

The Committee resolved :-

- (i) to approve the recommendation,
- (ii) to instruct the Chief Finance Officer to amend Risk 6 as provided during the meeting; and
- (iii) to note that a Risk and Planning Workshop will take place on 20 October 2020.

BOARD ASSURANCE & ESCALATION FRAMEWORK - HSCP.20.026

6. The Committee had before it a report from the Chief Finance Officer, ACHSCP which presented a revised version of the IJB's Board and Escalation Framework (BAEF).

The Committee heard from the Business Lead, ACHSCP who provided an overview of the report, explained the BAEF and its appendix.

The Committee discussed the revised version and provided comment and feedback to the Business Lead.

RISK, AUDIT AND PERFORMANCE COMMITTEE

26 August 2020

The report recommended :-

that the Committee –

- (a) approve the revised Board Assurance and Escalation Framework as attached in the appendix to this report; and
- (b) note that the Framework will be reviewed by the Committee on an annual basis.

The Committee resolved :-

- (i) to note the revised Board Assurance and Escalation Framework as attached in the appendix to the report,
- (ii) to instruct the Chief Finance Officer to introduce amendments to the appendix as provided by the Members,
- (iii) to approve the revised Board Assurance and Escalation Framework following amendment; and
- (iv) to note that the Framework will be reviewed by the Committee on an annual basis.

RISK AUDIT AND PERFORMANCE COMMITTEE DUTIES REPORT - HSCP.20.030

7. The Committee had before it a report from the Chief Finance Officer (CFO), ACHSCP which presented a review of reporting for 2019-20 and an intended schedule of reporting for 2020-21 to ensure that the Committee is fulfilling all the duties as set out in its terms of reference.

The Chair advised Members the report was a straightforward presentation on how duties had been fulfilled and would continue to be fulfilled.

The Committee heard from the CFO who provided a summary of the report which provided details on the where and when reports had been provided to maintain assurance. This included the period since March 2020 during which time reports intended for the Committee had been discharged via the IJB.

The report recommended :-

that the Committee –

- (a) note the content of the RAPC Duties report as attached at Appendix A and subject to amendments as provided by the Members; and
- (b) instruct the Chief Finance Officer to present this report to the RAPC on an annual basis at the start of each financial year.

The Committee resolved :-

to approve the recommendations.

RISK, AUDIT AND PERFORMANCE COMMITTEE

26 August 2020

INTERNAL AUDIT ANNUAL REPORT - HSCP.20.028

8. The Committee had before it a report from the Chief Internal Auditor which presented the Internal Audit Annual Report – 2019/20.

The Committee heard from the Interim Chief Internal Auditor who advised this year's report was slightly delayed due to the continuing pandemic. An update on outstanding work was provided together with mitigations and timelines.

The Interim Chief Internal Auditor was able to provide 'Reasonable Assurance' to the Committee on the work of the IJB and its Committees.

Members discussed the outstanding Asset Management Plan.

The Chief Officer, ACHSCP advised the Committee that this was now being considered along with Operation Home First which would identify where assets would be required and in which form. It was acknowledged that an Asset management plan had been outstanding for some time but indicated that a report could be presented to the Committee on the current position.

The report recommended :-

that the Committee –

- (a) note the Internal Audit Annual Report 2019/20,
- (b) note that the Chief Internal Auditor has confirmed the organisational independence of Internal Audit,
- (c) note that there has been no limitation to the scope of Internal Audit work during 2019/20; and
- (d) note the progress that management has made with implementing recommendations agreed in Internal Audit reports.

The Committee resolved :-

- (i) to approve the recommendations; and
- (ii) to instruct the Chief Officer to provide a report on Asset Management Strategy the Committee on 3 November 2020.

STRATEGIC PLAN DASHBOARD - HSCP.20.029

9. The Committee had before it a report from the Chief Finance Officer, ACHSCP which provided an update on performance progress against the Strategic Plan, and further development of the Strategic Plan Dashboard.

The Committee heard from the Development Officer, ACHSCP who provided a summary of the report and the continuing development of the Dashboard.

RISK, AUDIT AND PERFORMANCE COMMITTEE

26 August 2020

The Committee heard that the aspiration was to make all relevant data available to all appropriate people across the multi-agency environment.

Members provided feedback on comment on the dashboard and presentation to enable enhancement and understanding of the Dashboard. The need for access to further to assess was intimated and the Development Officer advised any member who could not access the Dashboard to make contact.

The report recommended :-

that the Committee -

- (a) note the progress made against the Strategic Plan to date; and
- (b) note the further development work on performance indicators particularly to demonstrate delivery on Operation Home First.

The Committee resolved :-

to approve the recommendations

CONTRACTS REGISTER AND COMMISSIONING PLAN - HSCP.20.025

10. The Committee had before it a report from the Chief Finance Officer, AHSCP which updated the committee on progress made to date against our Strategic Commissioning plan and its congruence with the contracts register.

The Committee heard from the Strategic Procurement Manager, ACC who provided a summary of the report and advised some changes had been instigated by the continuing pandemic. Whilst there had been some modifications, the plan remained largely the same as previously circulated.

The report recommended :-

that the Committee note the progress made against the plan during the year 2020 - 2021

The Committee resolved :-

To approve the recommendations.

CONFIRMATION OF ASSURANCE

11. The Committee indicated they had received Assurance from the reports presented.

- **JOHN TOMLINSON, Chairperson**

RISK, AUDIT AND PERFORMANCE COMMITTEE
26 August 2020