

LEGAL AND DEMOCRATIC SERVICES

BOARD DECISION SHEET

INTEGRATION JOINT BOARD - TUESDAY, 31 OCTOBER 2017

Please let the Committee Officer know as soon as possible if you do not agree with any action proposed in this decision sheet. These are decisions of the Board and there is an expectation that action will be taken. If for any reason it is apparent that you will not be able to act on these instructions in full or in part or that there will be a delay, please let the Committee Officer know as it may be necessary to advise the Board or seek further instructions from the Board.

	Item Title	Committee Decision	Services Required to take action	Officer to Action
1	<u>Welcome From the Chair</u>	<p>The Committee resolved:</p> <ul style="list-style-type: none"> (i) to instruct the Clerk to circulate a link to the recently published NHS in Scotland 2017 report; (ii) to thank Gill Moffat for circulating the article on carers on World Mental Health Day to Board members; and (iii) otherwise note the information provided. 	Democratic Services	I Robertson
2	<u>Members are requested to intimate any declarations of interest</u>	<p>The Committee resolved:</p> <p>To note that no declarations of interest were intimated by members for items on today's agenda.</p>	Democratic Services	I Robertson
3	<u>Members are requested to determine that any exempt business be considered with the press and public excluded</u>	<p>The Committee resolved:</p> <p>In terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, to exclude the press and public from the meeting during consideration of the aforementioned items of business so as to avoid disclosure of exempt information of the classes described in</p>	Democratic Services	I Robertson

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		paragraph 1 (Transformation Decisions Required), paragraph 6 (Funding to a Voluntary Organisation) and paragraph 8 (Board Development Work) of Schedule 7(A) of the Act.		
4a	<u>Minute of Previous Board Meeting - 15 August 2017</u>	<u>The Committee resolved:</u> To approve the minute as a correct record.	Democratic Services	I Robertson
4b	<u>Matters Arising</u>	<u>The Committee resolved:</u> To note the information provided.	N/A	N/A
5	<u>Draft Minute of Audit and Performance Systems Committee - 21 August 2017 - for noting</u>	<u>The Committee resolved:</u> To note the draft minute.	N/A	N/A
6	<u>Draft Minute of Clinical and Care Governance Committee - 3 October 2017 - for noting</u>	<u>The Committee resolved:</u> To note the draft minute.	N/A	N/A
7	<u>Business Statement</u>	<u>The Committee resolved:</u> (i) to remove item 7 (Ethical Care Charter) from the Statement; and (ii) otherwise note the Statement.	Democratic Services	I Robertson
8	<u>Committee Appointments</u>	<u>The Committee resolved:</u> (i) to appoint Luan Grugeon to the Audit and Performance Systems (APS) Committee;	Democratic Services	I Robertson

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		<ul style="list-style-type: none"> (ii) to appoint Rhona Atkinson as Chairperson of the APS Committee; and (iii) to agree to review the membership, structure and terms of references of both IJB committees at the Board meeting on 22 May 2018. 		
9	<u>IJB Meeting Schedule</u>	<p><u>The Committee resolved:</u></p> <ul style="list-style-type: none"> (i) to agree to extend the meeting times for the remaining 2017-18 meeting dates from 10am-3:30pm and to instruct the Clerk to resend appointments to members and officers; (ii) to agree the IJB meeting schedule for 2018-19; (iii) to agree to hold developmental workshop sessions on 9 January and 24 April 2018; (iv) to agree that meeting dates be publicised on the Partnership's website; and (v) to agree catering arrangements would be reviewed at the Board meeting on 27 March 2018. 	Democratic Services	I Robertson
10	<u>Review of IJB Standing Orders</u>	<p><u>The Committee resolved:</u></p> <ul style="list-style-type: none"> (i) to approve the revisions made to IJB standing orders; (ii) to note that the revised standing orders would take effect from the Board's next meeting on 12 December 2017; 	Legal Democratic Services and	J Anderson, I Robertson, A Thomson

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		(iii) to agree to review standing orders annually as per order 8(5); and (iv) to request that officers review standing order 2(4) and provide an update on whether its wording was based on a requirement set out in The Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014.		
11	<u>Financial Monitoring</u>	<u>The Committee resolved:</u> (i) to note the report in relation to the IJB budget and the information on areas of risk and management action that are contained therein; (ii) to commend the work undertaken by officers to reduce the overspend position forecast in June 2017 had been offset by new budget pressures identified in the prescribing budget; (iii) to instruct officers to review the financial position and continue to identify savings to bring the mainstream budget back to a break even position; (iv) to approve the budget virements indicated in Appendix E; (v) to request a workshop session on hosted services; (vi) to instruct the Chief Finance Officer to present figures to the next meeting of the APS Committee on the level of spend taken from the transformation fund for transformational purposes; (vii) to circulate a report prepared by the	ACC/NHSG ACC/NHSG ACHSCP Chief Finance Officer Democratic	J Dickie/G Parkin J Dickie/G Parkin S Gibbon A Stephen I Robertson

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		<p>six NHS Directors of Pharmacy across the North East of Scotland to provide further detail on issues relating to prescribing;</p> <p>(viii) to re-circulate the Prescribing paper presented to the IJB on 7 March 2017; and</p> <p>(ix) to revise the name of future financial monitoring reports to '<i>Financial Control Report</i>'.</p>	<p>Services</p> <p>Democratic Services</p> <p>Chief Finance Officer</p>	<p>I Robertson</p> <p>A Stephen</p>
12	<u>Performance Monitoring</u>	<p><u>The Committee resolved:</u></p> <p>(i) to note the performance and progress of the partnership against the high level indicators of system-wide performance;</p> <p>(ii) to note the information governance pressures and challenges in sharing operational and performance data within the partnership, and the efforts that are being made achieve this within data protection legislation;</p> <p>(iii) to task the Head of Strategy and Transformation with reporting performance quarterly over the year; bi-annually to the IJB and bi-annually to the Audit and Performance Systems Committee;</p> <p>(iv) to request an ongoing review of the Performance Framework to ensure alignment with the IJB Strategic Plan and Transformation programme; and</p> <p>(v) to request a workshop session on the Tableau software.</p>	<p>ACHSCP</p> <p>ACHSCP</p> <p>ACHSCP</p>	<p>S Shaw</p> <p>S Shaw</p> <p>S Gibbon</p>

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13	<u>Draft Carers Strategy</u>	<p><u>The Committee resolved:</u></p> <p>(i) to defer approval of the draft Carers Strategy to allow further detail on young carers to be included within the draft strategy; and</p> <p>(ii) to request that the draft Carers Strategy be presented to the Board's next meeting on 12 December 2017.</p>	ACHSCP	A MacLeod
14	<u>Transformation Decisions Required</u>	<p><u>The Committee resolved:</u></p> <p>(i) to request that an options appraisal be presented to the Board's next meeting to include options on the use of ACC and NHSG estates and digital solutions; and</p> <p>(ii) to instruct the Chief Officer to provide an update on implementation timescales at the Board's next meeting on 12 December 2017.</p>	ACHSCP Chief Officer	G Woodcock J Proctor
15	<u>Board Development Work</u>	<p><u>The Committee resolved:</u></p> <p>(i) to agree in principle that it would be beneficial to commission an external organisation to provide board development support to the IJB;</p> <p>(ii) to consult IJB members on their developmental needs and priorities to inform the content of a future report on Board Development; and</p> <p>(iii) to request that the aforementioned report on Board Development be presented to the Board's next meeting</p>	Chief Officer Finance	A Stephen

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		on 12 December 2017.		
16	<u>Funding to a Voluntary Organisation</u>	<u>The Committee resolved:</u> To approve the recommendation within the exempt report.	Chief Finance Officer	A Stephen
17	<u>Community Justice</u>	<u>The Committee resolved:</u> To note that this presentation had been deferred.	N/A	N/A
18	<u>Role of the Chief Social Work Officer</u>	<u>The Committee resolved:</u> To note the information provided.	N/A	N/A

If you require any further information about this decision sheet, please contact Iain Robertson, 01224 522869 or iairobertson@aberdeencity.gov.uk