



ABERDEEN, 19 November 2019. 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, Maggie Hepburn, Caroline Howarth, Heather MacRae, Graeme Simpson, Sandra Ross and Alex Stephen.

Apologies:- Dr Howard Gemmell, Dr Malcolm Metcalfe and Kenneth Simpson

**The agenda and reports associated with this minute can be found [here](#). Please note that if any changes are made to this minute at the point of approval, these will be outlined in the subsequent minute and this document will not be retrospectively altered.**

## **WELCOME FROM THE CHAIR**

1. The Chair welcomed all members, officers and public to the meeting. The Chair introduced Chris Littlejohn, Depute Director of Public Health, NHS Grampian who would be joining the Board as a member.

## **DECLARATIONS OF INTEREST**

2. The Chair invited Declarations of Interest and the following were received.

### **The Board resolved:-**

#### **to note the following declarations;**

- (i) John Tomlinson declared an interest in respect of Agenda Item 19 , (2020/2021 Annual Procurement Work Plan), specifically pages 254-256, and intended to remain.
- (ii) Maggie Hepburn declared an interest in respect of Agenda Item 20 (Grant to Voluntary Organisation) and intended to withdraw.
- (iii) The Chair, declared an interest in respect of Supplementary Agenda Item 10.1 and intended to withdraw.

## INTEGRATION JOINT BOARD

19 November 2019

**Following the Declaration of Interest at Item 2(iii) of this minute, Councillor Duncan vacated the Chair in favour of Luan Grugeon, Vice Chair.**

**The Vice Chair intimated that an Item of Urgent Business as listed at Agenda Item 11 had been received and accepted as urgent business.**

### **TRAINING AND DEVELOPMENT PROPOSAL - DECEMBER 2019 - HSCP.19.083**

3. The Board had before it a report from the Chief Officer advising of a training opportunity for a Board member at a forthcoming conference.

**The report recommended:-**

that the Board -

- a) approves the travel and attendance of the Chair of the IJB at the forthcoming national Health and Social Care Scotland Conference on Wednesday 4th December 2019.
- b) nominates the Chair to attend and represent this IJB.

**The Board resolved:-**

- (i) to approve the travel and attendance of a member of the IJB at the forthcoming national Health and Social Care Scotland Conference on Wednesday 4th December 2019, and
- (ii) to nominate the Chair to attend and represent this IJB, and
- (iii) to instruct the Chief Finance Officer to work together with Aberdeen City Council (ACC) Governance to develop a training approval plan to include justification and upper cost levels.

**The Chair returned to the meeting and resumed the Chair.**

### **DETERMINATION OF EXEMPT BUSINESS**

4. The Chair intimated that several items had been proposed as being of exempt business.

**The Board resolved:-**

to agree that the following Agenda Items be considered in private:-

- (i) Item 16 – Aberdeen City Health and Social Care Partnership (ACHSCP) Strategic Commissioning Activity Plan 2019 – 2022
- (ii) Item 17 – Review of commissioned Day Care – an update
- (iii) Item 18 – Supplementary Procurement Work Plan (2019/20)
- (iv) Item 19 – 2020/21 Annual Procurement Work Plan
- (v) Item 20 - Grant to Voluntary Organisation

**INTEGRATION JOINT BOARD**  
19 November 2019

**MINUTE OF BOARD MEETING OF 3 SEPTEMBER 2019**

5. The Board had before it the Minute of the meeting of 13 September 2019.

The Board were advised that an incorrect reference had been made to AVCO when it should have been VSA in the declarations from Kenneth Simpson.

**The Board resolved:-**

- (i) to note that the Declaration of Interest by Kenneth Simpson at 1(v) on page 2 of the Minute should state *'by virtue that VSA provide one of the services however he did not consider that the nature of his interest required him to withdraw from the meeting during consideration of the item'*,
- (ii) to note that the Declaration of Interest by Kenneth Simpson prior to Item 9 (transformation Report) on page 6 of the Minute should state *'by virtue that ACVO provide one of the services however he did not consider that the nature of his interest required him to withdraw from the meeting during consideration of the item.'* and
- (iii) to otherwise approve the minute as a true record.

**DRAFT MINUTE OF AUDIT AND PERFORMANCE SYSTEMS COMMITTEE OF 29 OCTOBER 2019**

6. The Board had before it the Draft Minute of the meeting of the Audit and Performance Systems Committee (APS) of 29 October 2019.

**The Board resolved:-**

to note the minute.

**MINUTE OF AUDIT AND PERFORMANCE SYSTEMS COMMITTEE OF 20 AUGUST 2019**

7. The Board had before it the Minute of the meeting of the Audit and Performance Systems Committee (APS) of 20 August 2019.

**The Board resolved:-**

to note the minute.

**INTEGRATION JOINT BOARD**

19 November 2019

**DRAFT MINUTE OF CLINICAL AND CARE GOVERNANCE COMMITTEE OF 13 AUGUST 2019**

8. The Board had before it the Draft Minute of the meeting of the Clinical and care Governance Committee (CCG) of 13 August 2019.

**The Board resolved:-**

to note the minute.

**BUSINESS PLANNER**

9. The Board had before it the Business Planner and received an update on its contents.

The Board heard that the meeting on 12 February 2020 would now revert to a normal business meeting and not the intended Budget Meeting.

**The Board resolved:-**

- (i) to note presentation of the reports on this agenda,
- (ii) to delay presentation of Item 16 (Chief Social Work Officer's Report), Item 17 (NHS Grampian Services which are hosted in Aberdeen City, Aberdeenshire and Moray Integration Joint Boards), Item 18 (Consultation Protocol with Trade Unions), Item 19 (Fast Track Cities Initiative) and Item 20 (Countesswells) until the meeting on 21 January 2020, and
- (iii) to delay presentation of Item 22 (Transformation Decisions Required) until the meeting on 24 March 2020

**CHIEF OFFICER'S UPDATE - HSCP.19.075**

10. The Board had before it a report from the Chief Officer which provided an update to some of the activities ongoing within ACHSCP.

**The report recommended:-**

that the Board -

- a) Agree to invite representatives of the Health and Transport Action Plan (HTAP) Steering Group to a future meeting of the IJB when the outcomes of the Day Care Review are available as well as receiving the Group's Annual Report for consideration, as detailed in the report and Appendix B to the report; and
- b) Otherwise note the content of the report.

**The Board resolved:-**

to approve the recommendations.

## INTEGRATION JOINT BOARD

19 November 2019

### INTEGRATION JOINT BOARD SCHEME OF GOVERNANCE - ANNUAL REVIEW - HSCP.19.070

11. The Board had before it a report from the Aberdeen City Council (ACC) Chief Officer – Governance which provided the annual review of the Board’s Scheme of Governance document set.

**The report recommended:-**

that the Board -

- a) Approve the name change of the Audit and Performance Systems Committee to Risk, Audit and Performance Committee,
- b) Approve the revised Audit and Performance Committee Terms of Reference, as outlined in Appendix A,
- c) Approve the revised Clinical and Care Governance Committee Terms of Reference, as outlined in Appendix B,
- d) Approve the revised Roles and Responsibilities Protocol, as outlined in Appendix C,
- e) Approve the revised Standing Orders, as outlined in Appendix D, and
- f) Note that Aberdeen City Council is currently reviewing its Scheme of Governance. A report on this will be submitted to Council in March 2020. Council Officers will evaluate these changes and inform the IJB of any changes that will impact the business of the ACHSCP or the IJB and its sub-committees. This update will be brought to the IJB meeting immediately following the March 2020 Council meeting.

**The Board resolved:-**

- (i) to approve the name change of the Audit and Performance Systems Committee to Risk, Audit and Performance Committee,
- (ii) to approve the revised Audit and Performance Committee Terms of Reference, as outlined in Appendix A and as discussed,
- (iii) to approve the revised Clinical and Care Governance Committee Terms of Reference, as outlined in Appendix B,
- (iv) to approve the revised Roles and Responsibilities Protocol, as outlined in Appendix C,
- (v) to approve the revised Standing Orders, as outlined in Appendix D, and as discussed
- (vi) to note that Aberdeen City Council is currently reviewing its Scheme of Governance. A report on this will be submitted to Council in March 2020. Council Officers will evaluate these changes and inform the IJB of any changes that will impact the business of the ACHSCP or the IJB and its sub-committees. This update will be brought to the IJB meeting immediately following the March 2020 Council meeting.

**INTEGRATION JOINT BOARD**

19 November 2019

**2020/2021 PROPOSED MEETING DATES - HSCP.19.061**

12. The Board had before a report from the Chief Officer proposing a schedule of dates for the Board, its Committees and developmental workshops.

**The report recommended:-**

that the Board -

- a) approve the meeting schedule for 2020-2021;
- b) note that the Provisional Budget Meeting intended for 11 February 2020 will revert to a regular meeting,
- c) note the stand-alone developmental workshop schedule for 2020-2021, and
- d) instruct the Chief Officer to publish the meeting schedule on the Aberdeen City Health and Social Care Partnership (ACHSCP) and Aberdeen City Council (ACC) websites.

**The Board resolved:-**

to approve the recommendations.

**LOCAL SURVEY - HSCP.19.068**

13. The Board had before it a report from the Chief Officer regarding the local survey.

**The report recommended:-**

that the Board -

- a) note the results of the Local Survey,
- b) note the comparison between the local and national survey results in relation to national indicators 1 through 9,
- c) note that the independent company is commissioned to repeat the local survey in three years' time,
- d) instruct the Chief Officer to bring forward a report cross referencing the key findings of the local survey with existing areas of improvement activity and identifying any further initiatives required to the February meeting of the Audit and Performance Systems committee, and
- e) instruct the Chief Officer to bring forward a further report following publication of the results of the current national survey which are expected in April 2020 along with details of actions undertaken to address those areas of the survey which would benefit from improvement. This report will come to the June meeting of the IJB.

**INTEGRATION JOINT BOARD**

19 November 2019

**The Board resolved:-**

to approve the recommendations.

**LOCALITIES - HSCP.19.060**

14. The Board had before it a report from the Chief Officer regarding an update to work ongoing under 'Localities'.

**The report recommended:-**

that the Board -

- a) approve the re-alignment and refresh of the existing four Locality Leadership Groups to three Locality Empowerment Groups focussed on community empowerment and aligned to each of the IJB localities,
- b) instruct the Chief Officer to work with the members of the Locality Empowerment Groups to build their capability to help co-design the reshaping of community services delivered by the partnership,
- c) note the plans of the Chief Officer to build the capability and capacity of staff within the partnership to work collaboratively with local communities in the reshaping of community services,
- d) agree that we will use terminology of localities to describe large geographical areas and neighbourhoods to describe more natural communities within these boundaries,
- e) instruct the Chief Officer, to report within Chief Officer's Updates to IJB on the progress towards integrated locality working,

**The Board resolved:-**

- (i) to approve the recommendations, and
- (ii) to instruct the Chief Officer, to report back on the progress towards integrated locality working, on 1 December 2020,
- (iii) to instruct the Chief Officer to arrange a workshop on the topic for IJB members.

**FINANCE UPDATE AS AT END AUGUST 2019 - HSCP.19.063**

15. The Board had before it a report from the Chief Finance Officer which provided the current year revenue budget performance for services within the remit of the IJB.

## **INTEGRATION JOINT BOARD**

19 November 2019

### **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) approve the budget virements indicated in Appendix E,
- c) note the recovery plan highlighted in paragraph 3.3.

### **The Board resolved:-**

to approve the recommendations.

## **PERFORMANCE DASHBOARD - HSCP.19.069**

16. The Board had before it a report from the Chief Officer regarding development of the draft Performance dashboard which was linked to the current IJB Strategic Plan.

The Board received a presentation on the Dashboard which showed its operation and capabilities. The Board were advised that development continued, and members were encouraged to access the Dashboard and provide feedback.

### **The report recommended:-**

that the Board -

- a) review the draft Performance Dashboard and note future planned developments,
- b) agree the revised proposal in relation to performance reporting arrangements,
- c) agree the scheduling of a development session to determine the most effective way to use the Performance Dashboard at IJB and committee level.

### **The Board resolved:-**

to approve the recommendations.

## **ABERDEEN CITY HEALTH AND SOCIAL CARE PARTNERSHIP (ACHSCP) STRATEGIC COMMISSIONING ACTIVITY PLAN 2019 – 2020 - HSCP.19.065**

17. The Board had before it a report from the Chief Finance Officer which detailed the proposed strategic commissioning activity over the next 3 years.



## INTEGRATION JOINT BOARD

19 November 2019

**The report recommended:-  
that the Board -**

- a) approve the plan, and instruct the Chief Officer to provide an annual report against the proposed activity

**The Board resolved:-**

to approve the recommendation.

### **REVIEW OF COMMISSIONED DAY CARE SERVICES - AN UPDATE - HSCP.19.066**

18. The Board had before it a report from the Chief Finance Officer which provided an update on progress made with the review of Commissioned Day Care Services.

**The report recommended:-  
that the Board -**

- a) note progress made with the review, and that a final recommendation will be made to the IJB in March 2020.

**The Board resolved:-**

to approve the recommendations.

### **SUPPLEMENTARY PROCUREMENT WORK PLAN (2019/20) - HSCP.19.072**

19. The Board had before it a report from the Chief Finance Officer which presented the final 2019/20 supplementary work plan for expenditure on social care services, together with associated procurement business cases.

**The report recommended:-  
that the Board -**

- a) approve the expenditure for social care services as set out in the supplementary work plan at Appendix A,
- b) approve the award or extension of contracts as set out in the procurement business cases HSCP023 and HSPC024, at Appendix B, and
- c) make the Direction, as attached at Appendix C, and instructs the Chief Officer to issue the Direction to Aberdeen City Council.

**The Board resolved:-**

to approve the recommendations.

**INTEGRATION JOINT BOARD**

19 November 2019

**2020/21 ANNUAL PROCUREMENT WORK PLAN - HSCP.19.062**

**20.** The Board had before it a report from the Chief Finance Officer which presented the 2020/21 annual procurement work plan for expenditure on social care services, together with associated procurement business cases.

**The report recommended:-  
that the Board -**

- a) approve the expenditure for social care services as set out in the supplementary work plan at Appendix A,
- b) approve the award or extension of contracts as set out in the procurement business cases 2020-21-001 to 2020-21-010, at Appendix B, and
- c) make the Direction, as attached at Appendix C, and instructs the Chief Officer to issue the Direction to Aberdeen City Council.

**The Board resolved:-**

to approve the recommendations.

**GRANT TO VOLUNTARY ORGANISATION - HSCP.19.073**

**21.** The Board had before it a report from the Chief Finance Officer which sought to extend funding arrangements to Aberdeen Council of Voluntary Organisations (ACVO) for a further three years. The report also advises the IJB of the key focus of attention expected of ACVO during this time, and the opportunities that this offers to support the delivery of the Aberdeen Health and Social Care Partnership (AHSCP) strategic aims, and transformational activity.

**The report recommended:-  
that the Board -**

- (i) approve the expenditure of up to £276,000 (for a total of three years) to provide grant funding to ACVO,
- (ii) make the direction as attached at appendix A, and instructs the Chief Officer to issue a direction to ACC to procure the service provided by ACVO, and
- (iii) note the key focus of attention expected by ACVO during this time, and the opportunities that this offers to the AHSCP strategic aims, and transformational activity.

**The Board resolved:-**

to approve the recommendations, subject to the amendment to recommendation (ii) of the end date to 31<sup>st</sup> December 2022.

**INTEGRATION JOINT BOARD**  
19 November 2019

**INTEGRATION JOINT BOARD**  
19 November 2019