



ABERDEEN, 8 September 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, Dr Howard Gemmell, Dr Caroline Howarth, Jenny Gibb, Maggie Hepburn, Alison Murray, Shona McFarlane, Graeme Simpson, Sandra MacLeod and Alex Stephen.

Also in attendance:-

Martin Allan, Alison Macleod, Gail Woodcock (all ACHSCP), John Forsyth (Solicitor), Angela Scott (Chief Executive), Derek Jamieson (Clerk), all ACC.

Apologies:-

Michael Adams, Jim Currie,

The agenda, reports and meeting recording 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.

## INTRODUCTION

1. The Chair welcomed all to the meeting and invited all participants to introduce themselves and describe their role to the Board.

The Board were reminded that the meeting was being recorded for later public display.

## DECLARATIONS OF INTEREST

2. Luan Grugeon declared an interest in Article 12 - Alcohol and Drug Partnership (ADP) Annual Report - HSCP.20.038 in her role as a Trustee of Aberdeen in Recovery however indicated that she would not be withdrawing from the meeting for consideration of the item.

## DETERMINATION OF EXEMPT BUSINESS

3. There was no exempt business.

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**DRAFT MINUTE OF BOARD MEETING OF 11 AUGUST 2020**

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

**The Board resolved :-**

to approve the minute as a correct record.

**DRAFT MINUTE OF RISK, AUDIT AND PERFORMANCE SYSTEMS COMMITTEE  
OF 26 AUGUST 2020**

5. The Board had before it the draft minute of the most recent Risk, Audit and Performance Committee (RAPC) meeting.

Members heard from the RAPC Chair who advised that it had been a busy meeting involved with catching up with business from the lockdown period. The Board heard that the RAPC Members were assured by all reports presented which included the RAPC Duties report; a checklist against required assurance work over the preceding year.

**The Board resolved :-**

to note the minute.

**DRAFT MINUTE OF CLINICAL AND CARE GOVERNANCE COMMITTEE OF 28  
JULY 2020**

6. The Board had before it the draft minute of the most recent Clinical and care Governance Committee (CCGC) meeting.

The Board heard from the Chair of the CCGC who advised that the Committee had caught up with outstanding reports.

The Chair, IJB was asked if any member of the Board could attend meetings of CCGC and Members were reminded that they could attend both CCGC and RAPC meetings at any time. The respective Chairs of these Committees echoed that invitation and indicated they would be pleased to see any IJB Member attend.

**The Board resolved :-**

to note the minute.

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**BUSINESS PLANNER**

7. The Board had before it the Business Planner.

The Board heard from the Chief Finance Officer who provided an update on current and future business.

**The Board resolved :-**

to note the planner

**CHIEF OFFICER'S REPORT - HSCP.20.031**

8. The Board had before it a report from the Chief Officer, ACHSCP.

The Board heard from the Chief Officer who provided additional commentary to the report.

Members participated in discussion with the Chief Officer and sought clarity and assurance from the report and presentation provided.

The Chair reminded Members that assurance reporting regarding Operation Home First would be provided at both RAPC and CCGC.

**The report recommended :-**

that the Board note the content of the report.

**The Board resolved :-**

- (i) to approve the recommendation; and
- (ii) to instruct the Chief Officer, ACHSCP to provide an update on the NHSG Winter Plan to the Board on 23 March 2021.

**BOARD DEVELOPMENT AND GOVERNANCE CONTINGENCY PLAN -  
HSCP20.032**

9. The Board had before it a report from the Chief Officer, ACHSCP which presented a Development Plan for Members and an outline of proposals to be taken to ensure the continuity of Board governance matters if there is a requirement to revert to earlier phases of the Scottish Government's Route Map for Covid-19.

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

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**The report recommended :-**

that the Board -

- (a) approve the outline Development Plan for IJB Board Members as appended to the report; and
- (b) approve the proposals to ensure continuity of governance matters if there is a requirement to revert to earlier Phases of the Scottish Government's Route Map for Covid-19, as detailed in the report.

**The Board resolved :-**

to approve the recommendations.

**INTEGRATION JOINT BOARD DRAFT RECORDS MANAGEMENT PLAN -  
HSCP20.033**

**10.** The Board had before it a report from the Chief Officer, ACHSCP which presented a draft Records Management Plan and associated documents for approval and onward submission to the National Records of Scotland.

The Board heard from the Business Lead, ACHSCP who presented a summary of the report and advised Members that assistance for document management for the Board was provided by Aberdeen City Council (ACC) and as such assurance had been provided by the ACC Governance Group.

Members sought assurance on data Protection matters and heard that NHS Grampian (NHSG) provided the assistance of their Data Protection Officer in that regard.

**The report recommended :-**

that the Board -

- (a) approve in principle, the draft IJB Records Management Plan and associated documents outlined in Appendices A to E to this report;
- (b) instruct the Chief Officer, ACHSCP to finalise the Plan and documents following the meeting of Aberdeen City Council's Information Governance Group on the 14<sup>th</sup> of September 2020; and
- (c) agree to forward the Plan and documents to the National Records of Scotland by the required deadline of 31<sup>st</sup> October 2020.

**The Board resolved :-**

to approve the recommendations.

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**ANNUAL PERFORMANCE REPORT - HSCP.20.034**

11. The Board had before it a report from the Chief Officer, ACHSCP which presented the Annual Performance Report (APR) for 2019-20.

The Board heard from the Lead Strategy and Performance Manager, ACHSCP who provided an overview of the report which was aligned to the first year of the current strategic plan.

Members were advised that due to the continuing pandemic, benchmarking against national data was not yet available to ensure the robustness of the report, however it was anticipated this data would follow in October 2020.

Members enquired of the community engagement and partnership working which was included within the report and heard that such interactions, including third Sector parties, were continuing.

The Board discussed the publication of the APR and whether it should be widely circulated to all partners at this time or upon addition of the performance data.

**The report recommended :-**

that the Board -

- (a) approve the Annual Performance Report 2019-20,
- (b) agree that the Annual Performance Report 2019-20 should be published on the partnership's website,
- (c) instruct the Chief Officer to present the approved Annual Performance Report to both Aberdeen City Council and NHS Grampian; and
- (d) instruct the Chief Officer to bring forward an Appendix to the Annual Performance Report containing benchmarked data on the national and MSG performance indicators when these are available to the October meeting of the IJB.

**The Board resolved :-**

- (i) to approve the recommendations; and
- (ii) to republish the amended Annual Performance Report once so updated.

**ALCOHOL AND DRUG PARTNERSHIP (ADP) ANNUAL REPORT - HSCP.20.038**

12. The Board had before it a report from the Chief Officer, ACHSCP which presented an annual report of the work of the Alcohol and Drug Partnership (ADP) and sought to highlight particular progress and challenges.

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The Board heard from the Alcohol and Drugs Lead, ACHSCP who provided commentary around the report.

Members engaged in discussions around the report and presentation during which the Board heard of the continuing challenges faced by ADP which had been increased during the continuing pandemic.

Members were advised that it was intended to hold a future workshop to further share and explore understanding of these challenges.

The Board heard that considerations had taken place around redistribution of allocated funding now realigned to ADP workstreams.

Members sought clarity around the management of the ADP and its interactions with other decision-making bodies and partnership working.

The Board heard from the Chief Executive, ACC who suggested that presentation of a governance overview of ADP would be helpful to Members.

The Chair acknowledged that suggestion which when complemented with an organisational chart would be useful in signposting ADP as a partner organisation to others.

**The report recommended :-**

that the Board -

- (a) note the progress of the ADP in delivering its stated remit and objectives, and
- (b) hold a workshop about drugs and alcohol issues in the City and the work of the ADP.

**The Board resolved :-**

- (i) to approve the recommendations;
- (ii) to instruct the Chief Officer, ACHSCP to present a Governance overview of ADP to include an organisational chart, partnership working and decision flows to a future meeting; and
- (iii) to instruct the Chief Officer, ACHSCP to present a report on redistribution of funding aligned to ADP approved workstreams to the Risk, Audit and Performance Committee on 3 November 2020

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**PROGRESS UPDATE ON MINISTERIAL STEERING GROUP (MSG) SELF EVALUATION ACTION PLAN - HSCP.20.035**

**13.** The Board had before it a report from the Chief Officer, ACHSP which provided an update on progress on the delivery of the actions in the MSG Self Evaluation Action Plan as at August 2020.

The Board heard from the Lead Strategy and Performance Manager, ACHSCP, who provided an overview of the report and explained delayed reporting due to the continuing pandemic.

Members heard that all actions were either completed or nearly completed and assurances were provided that whilst MSG focused on Carers Groups, locally the focus included Service Users Groups and would link in with the Locality Empowerment Groups (LEGs).

**The report recommended :-**

that the Board approve delivery of the actions within the MSG Self Evaluation Action Plan.

**The Board resolved :-**

to approve the recommendations.

**IMMUNISATIONS - HSCP.20.037**

**14.** The Board had before it a report from the Chief Officer, ACHSCP which provided an update on the Partnership's immunisation plans.

The Board heard from the Transformation Lead, ACHSCP who provided an overview of the report including the redesign of the immunisations service, the approach towards delivering the vaccination transformation programme, and plans for delivering mass vaccinations over the coming months.

Members heard of the increased emphasis on this year's immunisations plans and the requirement to adopt different practices to those experienced previously and to consider alternative methods of mass delivery. Members further heard that the processes applied were likely to be used should a coronavirus immunisation become available.

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**The report recommended :-**

that the Board note the update on immunisation delivery in Aberdeen as set out in this report and requests an update report to be brought back to IJB following on from this year's flu programme.

**The Board resolved :-**

- (i) to approve the recommendation; and
- (ii) to instruct the Chief Officer, ACHSCP to present an Evaluation and Lessons Learned report to the Board on 25 May 2021.

- **Councillor SARAH DUNCAN, CHAIR**