



ABERDEEN, 30 August 2022. Minute of Meeting of the INTEGRATION JOINT BOARD.

Present:- Luan Grugeon, Chair; Councillor John Cooke, Vice Chair; and Councillor Christian Allard, Steven Close, Kim Cruttenden, Councillor Martin Greig, Councillor Deena Tissera, John Tomlinson, Mike Adams, Alan Chalmers, Jim Currie, Maggie Hepburn, Dr Caroline Howarth, Phil Mackie, Sandra MacLeod, Alison Murray and Graeme Simpson.

Also in attendance:- Martin Allan, Lisa Allerton, Daniela Brawley, Councillor Lee Fairfull, John Forsyth, Sarah Gibbon, Andrea Gilmartin, Michelle Grant, Vicki Johnstone, Catherine King, Emma King, Stuart Lamberton, Graham Lawther, Alison MacLeod, Peter McAndrew, Fiona Mitchelhill, Jason Nicol, Shona Omand Smith, Simon Rayner, Sandy Reid, Amy Richert, Iain Robertson, Angela Scott, Kundai Sinclair, Neil Stephenson, Councillor Kairin van Sweeden and Claire Wilson.

Apologies:- June Brown, Jenny Gibb and Shona McFarlane and Paul Mitchell.

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 extended a warm welcome to everyone and in particular the new members who were joining for the first time.

The Chair highlighted key points on the agenda, noting the selection of Rosewell House as finalists for the Scottish Social Services Awards and achievements of the local team in respect of the Fast Track Cities report, while recognising there was no room for complacency and that the National Indicators in the Annual Performance Report identified key areas for improvement.

The Board resolved:-

- (i) to note the Chair's remarks;
- (ii) to record its appreciation to Dr Malcolm Metcalfe, former IJB Secondary Care Advisor who had stepped down from his role;
- (iii) to welcome Christine Hemming and Steven Close who would be replacing Dr Metcalfe as NHS secondary care advisors to the IJB; and

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- (iv) to welcome Fraser Bell, Paul Mitchell and Shona Omand-Smith to the Partnership.

DECLARATIONS OF INTEREST AND TRANSPARENCY STATEMENTS

2. Members were requested to intimate any declarations of interest in respect of the items on the agenda.

The Board resolved:-

- (i) to note that the Chair advised that she had a connection in relation to agenda item 6.3 (Supplementary Work Plan – Social Care) by virtue of her role as Chief Executive of Alcohol and Drugs Action until 2018, however having applied the objective test she did not consider that she had an interest and would not be withdrawing from the meeting; and
- (ii) to note that Alan Chalmers declared an interest in relation to agenda item 6.3 by reason of his position as a Volunteer with Alcohol and Drugs Action. Mr Chalmers confirmed that he would be withdrawing from the meeting prior to the Board's consideration of the item.

EXEMPT BUSINESS

3. The Chair indicated that item 6.3 Supplementary Report on Social Care - HSCP.22.066, contained exempt information and therefore it was recommended that it be considered in private.

The Board resolved:-

to consider the exempt sections of items 6.3 with the press and public excluded.

VIDEO PRESENTATION: FRESH COMMUNITY WELLNESS

4. The Board received a video presentation entitled FRESH Community Wellness.

The Board resolved:-

to note the video.

MINUTE OF BOARD MEETING OF 7 JUNE 2022

5. The Board had before it the minute of its meeting of 7 June 2022.

The Board resolved:-

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- (i) to agree that the actions at Article 17 (Project Search) had been completed and note that several participants had been offered full time jobs and;
- (ii) to otherwise approve the minute as a correct record.

MINUTE OF RISK, AUDIT AND PERFORMANCE COMMITTEE OF 23 JUNE 2022

6. The Board had before it the minute of the Risk, Audit and Performance Committee of 23 June 2022, for information.

The Board resolved:-

- (i) in response to a question regarding waiting times for CAMHS appointments following the initial choice appointment, to note that the Chair of RAPC and Chief Officer would seek clarification and circulate to Members; and
- (ii) to otherwise note the minute.

DRAFT MINUTE OF CLINICAL AND CARE GOVERNANCE COMMITTEE OF 10 AUGUST 2022

7. The Board had before it for information, the draft minute of the Clinical and Care Governance Committee of 10 August 2022.

The Board resolved:-

to note the minute.

BUSINESS PLANNER

8. The Board had before it the Business Planner which was presented by the Chief Operating Officer who advised Members of the updates to reporting intentions and that further items would be added to future reporting cycles.

The Board resolved:-

- (i) to note that the report on hybrid meetings was being removed from the Planner but would be included in the report to committee on 11 October 2022 regarding Committee Dates for 2023/24; and
- (ii) to otherwise agree the Planner.

SEMINAR AND WORKSHOPS PLANNER

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9. The Board had before it the Seminars and Workshops Planner which was presented by the Chief Operating Officer, who advised Members that this would be a standing item on the agenda going forward.

The Board resolved:-

to note the Planner.

CHIEF OFFICER'S REPORT

10. The Board had before it the report from the Chief Officer, ACHSCP, which presented an update on highlighted topics. The Chief Finance Officer spoke in furtherance of the report and responded to questions from members.

The report recommended:-

that the Board note the detail contained in the report.

The Board resolved:-

- (i) to note that the General Practice Sustainability report being prepared for the Clinical and Care Governance Committee meeting on 25 October 2022 would be circulated to Members;
- (ii) to note that that Local Outcome Improvement Plan Annual Outcome Improvement Report would be circulated to Members; and
- (iii) to otherwise note the details contained in the report.

EQUALITIES AND EQUALITIES OUTCOMES - HSCP.22.067

11. The Board had before it report providing an update on progress towards evidencing compliance with the Human Rights Act 1998, the Equality Act 2010, the Scottish Specific Duties contained within the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, and the Fairer Scotland Duty 2018, outlining how person-centred equality and human rights culture was being delivered across all services.

The Strategy and Transformation Lead presented the report and responded to questions from Members.

The report recommended:-

that the Board:

- (a) note the progress made to date and the future plans in relation to continued assurance of compliance with our legislative duties in relation to Equality, Human Rights and Fairer Scotland duties;

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- (b) instruct the Chief Officer to submit an annual report on the progress made to make the equality duty integral to the exercise of the IJB functions to the Risk Audit and Performance Committee;
- (c) instruct the Chief Officer to submit a progress report on its Equality Outcomes and Mainstreaming Framework every two years, in advance of publication; and
- (d) instruct the Chief Officer to review the IJB's Equality Outcomes and submit these to the IJB for approval in advance of the next required renewal date of April 2025.

The Board resolved:-

- (i) to instruct the Strategy and Transformation Lead to feedback to Public Health Scotland a suggestion to make 'access to health' explicit in future Equalities guidance; and
- (ii) to otherwise approve the recommendations.

APPOINTMENT OF CHAIRS - RISK, AUDIT AND PERFORMANCE COMMITTEE (RAPC) AND CLINICAL CARE GOVERNANCE (CCG) - HSCP.22.076

12. The Board had before it a report seeking approval of the appointment of new Chairs to the Risk, Audit and Performance (RAPC) and Clinical and Care Governance Committees (CCGC).

The report recommended:-

that the Board:

- (a) appoint Councillor Martin Greig as Chairperson of the Risk, Audit and Performance Committee for a period not exceeding three years with effect from 1 November 2022; and
- (b) appoint Kim Cruttenden as Chairperson of the Clinical and Care Governance Committee for a period not exceeding three years with effect from 1 November 2022.

The Board resolved:-

- (i) to record the Board's thanks to John Tomlinson for his three years as Chair of the Risk, Audit and Performance Committee and to Councillor Allard for his time as Chairperson of the Clinical and Care Governance Committee; and
- (ii) to otherwise approve the recommendations.

REVISED STRATEGIC RISK REGISTER AND REVISED RISK APPETITE STATEMENT - HSCP.22.075

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13. The Board had before it a report updating the next steps required to review its Risk Appetite Statement (RAS) and Strategic Risk Register (SRR) following the IJB workshop held on 15 August 2022.

The Business Manager spoke to the report and responded to questions from members.

The report recommended:-

that the Board:

- (a) note the outcomes of the strategic risk workshop on 15 August 2022; and
- (b) note that a revised Risk Appetite Statement and Strategic Risk Register would be submitted to the IJB at its meeting on 11 October 2022.

The Board resolved:-

- (i) with respect to cost of living increases, to instruct the Business Manager to discuss the risks of these with the Leadership Team, with any revisions in this regard to be presented to the IJB on 11 October 2022; and
- (ii) to otherwise approve the recommendations.

ACHSCP ANNUAL REPORT - HSCP.22.070

14. The Board had before it the Annual Performance Report for 2021-22 and a report seeking approval of its publication.

The Lead for Strategy and Transformation presented the report and responded to questions from members.

The report recommended:-

that the Board:

- (a) note the performance that had been achieved in 2021/22, the final year of the last Strategic Plan;
- (b) approve the publication of the Annual Performance Report 2021-22 (as attached at Appendix A of the report) on the Aberdeen City Health and Social Care Partnership's (ACHSCP) website; and
- (c) instruct the Chief Officer to present the approved Annual Performance Report to both Aberdeen City Council and NHS Grampian Board.

The Board resolved:-

- (i) to note that Councillor Tissera and Phil Mackie would further discuss premature mortality rates offline; and
- (ii) to otherwise approve the recommendations.

SUPPLEMENTARY REPORT ON SOCIAL CARE - HSCP.22.066

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15. In accordance with article 2 of this minute, Alan Chalmers withdrew from the meeting prior to the presentation of this report.

The Board had before them report providing information about the work done to develop social care services for the community, and seeking approval to carry-out the commissioning and procurement work involved in this regard.

Neil Stephenson - Strategic Procurement Manager, spoke to the report.

The report recommended:-

that the Board:

- (a) approve the extension for one year, of two contracts for drug and alcohol services, and approve the opportunity to advertise to the market a five-year contract for drug and alcohol services, as detailed in Appendices A1 and C of the report;
- (b) approve the direct award of a contract for an outreach support service for three years, as detailed in Appendices A1 and D of the report;
- (c) approve the extension for one year, of a contract for mental health services as detailed in Appendices A1 and E of the report;
- (d) approve the extension for one year, of a contract for suicide prevention services as detailed in Appendices A1 and F of the report;
- (e) approve the direct award of a contract for Intensive Housing Support Services for five years, as detailed in Appendices A1 and G of the report; and
- (f) make the Direction, as attached at Appendix B of the report and instruct the Chief Officer to issue the Direction to Aberdeen City Council.

The Board resolved:-

to approve the recommendations.

LOCALITY PLANS - HSCP.22.071

16. The Board had before it the draft Annual Report 2021/22 in relation to delivery of the three Locality Plans.

Andrea Gilmartin – Public Health Researcher, presented the report and responded to questions from Members.

The report recommended:-

that the Board:

- (a) consider the Annual Locality Planning Report 2021/2022;

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- (b) endorse the further development of locality working including the continued delivery of Locality Planning and the Aberdeen City Health and Social Care Partnership (ACHSCP) Strategic Plan;
- (c) to Instruct the Chief Officer to present the Annual Report on Locality Plans to Community Planning Aberdeen Board on 14 September 2022; and
- (d) to instruct the Chief Officer to report to the Risk, Audit and Performance committee in 12 months with an update on locality planning.

The Board resolved:-

- (i) to note that the ACC Chief Executive would investigate the profile of support provided for free school physical education classes and how activities were assessed, and discuss this offline with Alison Murray;
- (ii) to note that Phil Mackie would work with colleagues to deliver a Population Health Approach seminar which considered the IJB's role in prevention/population health and to consider Sport Aberdeen input at the same seminar; and
- (iii) to otherwise approve the recommendations.

WORKFORCE PLAN - HSCP.22.073

17. The Board had before it a report presenting the first draft of the Aberdeen City Health and Social Care Partnership Workforce Plan for 2022 – 2025.

Stuart Lamberton - Transformation Programme Manager, spoke to the report and responded to questions from Members.

The report recommended:-

that the Board:

- (a) consider the initial draft ACHSCP Workforce Plan 2022 – 2025 as attached at Appendix A of the report and instruct the Chief Officer to bring the final version of the ACHSCP Workforce Plan 2022 – 2025 to the IJB on 11 October 2022; and
- (b) endorse the continued work of the short life working group with the ongoing wider staff consultation and incorporation of the feedback from Scottish Government.

The Board resolved:-

to approve the recommendations.

FAST TRACK CITIES - HSCP.22.078

18. The Board had before it an annual update on the actions against the action plan submitted to the Integration Joint Board (IJB) on 21 January 2020.

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Daniela Brawley - Clinical Lead for HIV, NHS Grampian/Service Lead for Sexual Health Services, NHS Grampian presented the report and responded to questions from members.

The report recommended:-

that the Board:

- (a) note the progress on the action plan; and
- (b) endorse the proposed actions for 2022/23, noting that the action plan was a live document; and instruct the Chief Officer to provide an update on progress in January 2023.

The Board resolved:-

to approve the recommendations.

LINK PRACTITIONER SERVICE CONTRACT- HSCP.22.062

19. The Board had before it a report seeking approval of the Link Practitioner Service Business Case and its recommended option to undertake collaborative commissioning to procure a provider to deliver the new Link Practitioner Service contract on behalf of Aberdeen City Health and Social Care Partnership.

Iain Robertson - Senior Project Manager, spoke to the report and responded to questions from members.

The report recommended:-

that the Board:

- (a) approve the Business Case attached at Appendix A of the report, and the recommended option to issue a tender for a provider to deliver the Link Practitioner Service for four years from 1 April 2023, with an option to extend the contract for an additional three years;
- (b) delegate authority to the Chief Officer to extend the Link Practitioners contract to the contract holder in the event of a satisfactory Year 3 contract review for a further three years up to 31 March 2030;
- (c) request an update within the Chief Officer's Report on the outcome of the tender process at the IJB's meeting on 29 November 2022; and
- (d) make the Direction attached at Appendix B of the report and instruct the Chief Officer to issue the Direction to NHS Grampian.

The Board resolved:-

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- (i) to instruct the Senior Project Manager to provide an annual overview of the contract delivery and a performance review from the service provider to be contained within the Chief Officer's report;
- (ii) to instruct the Senior Project Manager to report any significant changes to the contract at the end of the year four review; and
- (iii) to otherwise approve the recommendations.

ROSEWELL HOUSE - IJB/BAC JOINT EVALUATION - HSCP.22.074

20. The Board had before it a report presenting the findings of an evaluation of Rosewell House.

Fiona Mitchelhill - Lead Nurse, ACHSCP, spoke to the report and responded to questions from members.

The report recommended:-

that the Board note the content of the report.

The Board resolved:-

- (i) to commend the Team on their continuing work and being shortlisted for the Scottish Social Services Awards – Showcasing an Integrated Workforce; and
- (ii) to otherwise note the content of the report.

SUPPLEMENTARY REPORT ON SOCIAL CARE - HSCP.22.066 - EXEMPT APPENDICES

21. The Board had before it the exempt appendices in respect of this item, as approved at Article 15.

The Board resolved:-

to note that the recommendations had been approved at Article 15.

DATE OF NEXT MEETING

22. The Board had before it the date of the next meeting:
11 October 2022, at 10am.

The Board resolved:-

to note the date of the next meeting.

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CALL FOR VIEWS - NATIONAL CARE SERVICE - DRAFT RESPONSE

23. The Board resolved:-

to note that this item would be held in a separate private workshop session.

- **LUAN GRUGEON, Chair**