



ABERDEEN, 3 September 2019. Minute of Meeting of the INTEGRATION JOINT BOARD.

Present:- Councillor Sarah Duncan, Chair; Luan Grugeon, Vice Chair; and Cllr Gill Al-Samarai, Councillor Philip Bell, Kim Cruttenden, Councillor Lesley Dunbar, Alan Gray, John Tomlinson, Mike Adams, Caroline Howarth, Heather MacRae, Graeme Simpson, Kenneth Simpson, Sandra Ross and Alex Stephen.

Also in attendance:- Angela Scott (Chief Executive), Jess Anderson (Team Leader, Legal), Alan Thomson (Solicitor) and Kundai Sinclair (Solicitor) and Derek Jamieson (Clerk)

Apologies:- Jim Currie, Dr Howard Gemmell, Dr Malcolm Metcalfe, Gill Moffat and Faith-Jason Robertson-Foy

### **Welcome and Introduction**

The Chair welcomed all to the meeting and delivered 'Breaking News' that the day previous, following a Motion to Council, Aberdeen City Council agreed to sign up to Fast Track Cities which is a global partnership and initiative, focusing on developing a network of cities pledged to achieve the commitments in the Paris Declaration on HIV prevention, diagnosis and treatment.

This will be taken forward by the Chief Officer, ACHSCP who will report to both the IJB and Council on the framework to be developed.

The Chair also introduced Martha Simpson of Harvey MacMillan who had been engaged by the Board to scope and deliver Leadership Team and Board training.

The Board heard a short summary of the company's work, its accreditation and the intended delivery model which would see a considerable volume of consultation and engagement with all involved.

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**DECLARATIONS OF INTEREST**

1. The Chair requested that members intimate any declarations of interest.
  - (i) John Tomlinson declared an interest in Item 17 (Procurement and Contracts Update) by virtue of being a provider of consultancy and coaching support and considered that the nature of his interest required him to withdraw from the meeting during consideration of the item
  - (ii) Councillor Al-Samarai declared an interest in Item 12 (Alcohol Drug Partnership Update) by virtue of being a member of the Alcohol and Drug Partnership, however she did not consider that the nature of her interest required her to withdraw from the meeting during consideration of the item;
  - (iii) Luan Grugeon declared an interest in Item 12 (Alcohol Drug Partnership Update) by virtue of being a trustee of AiR, and considered that the nature of her interest required her to withdraw from the meeting during consideration of the item;
  - (iv) Councillor Dunbar declared an interest in Item 12 (Alcohol Drug Partnership Update) by virtue of being a member of the Alcohol and Drug Partnership, however she did not consider that the nature of her interest required her to withdraw from the meeting during consideration of the item;
  - (v) Kenneth Simpson declared an interest in Item 17 (Procurement and Contracts Update) 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

**The Board resolved:-**

to note the declarations of interest intimated

**DETERMINATION OF EXEMPT BUSINESS**

2. The Chair proposed that Item 17 (Procurement and Contracts Update) be considered with the press and public excluded.

**The Board resolved:-**

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 item of business so as to avoid disclosure of exempt information of the classes described in paragraphs 6 and 9 of Part 1 of Schedule 7(A) of the Act.

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**MINUTE OF PREVIOUS BOARD MEETING - 1ST JULY 2019**

3. The Board had before it the minute of the meeting of 1 July 2019.

**The Board resolved:-**

to approve the minute as a correct record.

**DRAFT MINUTE OF AUDIT AND PERFORMANCE SYSTEMS COMMITTEE - 20TH AUGUST 2019**

4. The draft minute of the Audit and Performance System Committee meeting of 20 August 2019 was not available for this meeting.

The Chair of this committee provided a brief overview of the meeting to the Board.

**The Board resolved:-**

to review this minute at its next meeting on 19 November 2019.

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

5. The draft minute of the Clinical and Care Governance Committee meeting of 13 August 2019 was not available for this meeting.

The Chair of this committee provided a brief overview of the meeting to the Board.

**The Board resolved:-**

To review this minute at its next meeting on 19 November 2019

**BUSINESS PLANNER**

6. The Board had before it the Board Business Planner as presented by the Chief Finance Officer.

The Board heard that following its earlier direction, this planner had been developed to ensure a good understanding of business reporting expected and that developing business together with Board directions would be recorded for transparency and understanding of members and officers. The planner would apply across the Board and its committees.

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It is intended that the planner will assist early preparation of reports which will be shared in the agreed timelines.

**The Board resolved:-**

to note the content of the Business Planner.

### CHIEF OFFICER UPDATE

7. The Board had before it a report by the Chief Officer which provided an update on the current integration progress, and to consider the future focus of the Chief Officer and Aberdeen City Health & Social Care Partnership (ACHSCP) in terms of accelerating the pace and scale of integration.

**The report recommended:-**

that the Board –

- a) note the progress and approve the increased pace and scale of change as set out in appendix 1.
- b) instruct the Chief Officer to liaise with ACC and NHS Grampian regarding resourcing for the Programme of Transformation.

The Board heard that real progress had been made building on strong foundations and the changes to the Leadership Team and Strategic Plan were highlights of positive change. These changes combined with collaboration with staff and citizens would assist strong leadership to develop a robust platform to assist reform and the transformation programme.

The Board heard favourable comment from members including public satisfaction on service delivery and inclusion. It was noted that the journey was still continuing and that the Board were happy to adopt a radical approach to change as long as all were participants to those decisions.

**The Board resolved:-**

to approve the recommendations.

### STRATEGIC COMMISSIONING

8. The Board had before it a report by the Chief Officer, which outlined the activities that have been taken to embed a strategic commissioning approach across the Aberdeen City Health and Social Partnership (ACHSCP) in order to enhance integrated service provision and deliver the ACHSCP's commissioning intentions. It also described the joint commissioning approach to be taken by both the IJB and Aberdeen City Council (ACC).

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**The report recommended:-**

that the Board -

- a) Approve the joint commissioning approach described in Appendix 1, noting that the approach has been submitted for approval by Aberdeen City Council's Strategic Commissioning Committee,
- b) Note the progress in the development and implementation of the strategic approach as described in Appendix 2 to date and approve the establishment of a Strategic Commissioning Board and framework for decision making,
- c) Instruct the Chief Officer to create a market position statement and to provide a progress report on the document to the Board in December 2019,
- d) Approve the application of the strategic commissioning approach for discharging the IJB's responsibilities for the planning of acute-based services,
- e) Notes the key milestones to be achieved within strategic commissioning over the next year, and approximate timescales, described in Appendix 2, including the delivery of a report against a three-year strategic commissioning plan to the IJB in November 2019,
- f) Instruct the Chief Officer to deliver a progress report to the IJB against these key milestones in March 2020.

The Board heard a summary of the report which outlined the future business and continued, strategic partnership working with Aberdeen City Council.

**The Board resolved:-**

- (i) to approve the joint commissioning approach described in Appendix 1, noting that the approach had been approved by Aberdeen City Council's Strategic Commissioning Committee,
- (ii) to note the progress in the development and implementation of the strategic approach as described in Appendix 2 to date and approve the establishment of a Strategic Commissioning Board and framework for decision making,
- (iii) to Instruct the Chief Officer to create a market position statement and to provide a progress report on the document to the Board in December 2019,
- (iv) to approve the application of the strategic commissioning approach for discharging the IJB's responsibilities for the planning of acute-based services,
- (v) to note the key milestones to be achieved within strategic commissioning over the next year, and approximate timescales, described in Appendix 2, including the delivery of a report against a three-year strategic commissioning plan to the IJB in November 2019,
- (vi) to Instruct the Chief Officer to deliver a progress report to the IJB against these key milestones in March 2020;
- (vii) to instruct the Chief Officer to ensure that Community Benefit information is incorporated with the Locality Report to be presented to the Board in November 2019; and

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- (viii) to instruct the Chief Officer to engage with NHS Grampian to agree how best to develop consistent and shared approaches to commissioning, building on the Partnership approaches to locality, engagement, inclusion and reporting.

**At this juncture, Kenneth Simpson declared an interest in Item 9 (Transformation Report) 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.**

**The Board resolved : -  
to note this declaration.**

### TRANSFORMATION REPORT

9. The Board had before it a report by the Chief Officer which provided information on Transformation Projects which support the delivery of the Strategic Plan.

**The report recommended:-**

that the Board –

- a) Approve the expenditure, as set out in Appendix A, relating to the Interim Very Sheltered Housing project.
- b) Instruct the Chief Officer to make the Direction to relating to the Interim Very Sheltered Housing project as per Appendix B to Aberdeen City Council.
- c) Approve the preferred option as set out in the Business Case in Appendix C in relation to Health Visitor Digitisation and note that discussions will continue with NHS Grampian to identify the funding for this option, with the aim of it becoming operational by November 2019. Note that the Health Visiting Digitisation Business Case will also be reported to the Asset Management Group of NHS Grampian.

The Board heard a summary of each report.

#### Interim Very Sheltered Housing Provision

The Board heard this report had followed the agreed governance journey and captured feedback of both users and those who decline to participate in the feedback, to ensure capture of unknown demands. It was re-emphasised that this was not a long term housing solution and service user/carer/family environment were made fully aware of the interim nature of such accommodation.

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### Health Visitor Digitalisation

The Board heard that this was the first attempt to adopt a digitised approach to Health Visiting. Whilst full integration with all interdependent systems in a complex data world, would not be achieved, this is the first step in reduction of primarily paper based processes and/or duplicated data in some systems.

User requirements had been gathered and from that understanding the existing products in use throughout Scotland had been considered. From this exercise the preferred option had been identified.

It was highlighted that staff are feeling very positive about this intended introduction and that benefits are anticipated from its deployment. These will be measured. Introduction of digital product would also assist with the forthcoming staffing legislation.

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

- (i) to approve the expenditure, as set out in Appendix A, relating to the Interim Very Sheltered Housing project.
- (ii) to make the Direction relating to the Interim Very Sheltered Housing project as per Appendix B and to instruct the Chief Officer to issue the Direction to Aberdeen City Council.
- (iii) to approve the preferred option as set out in the Business Case in Appendix C in relation to Health Visitor Digitisation and note that discussions will continue with NHS Grampian to identify the funding for this option, with the aim of it becoming operational by November 2019; and
- (iv) to note that the Health Visiting Digitisation Business Case had also been reported to the Asset Management Group of NHS Grampian.

### **PRIMARY CARE IMPROVEMENT PLAN**

**10.** The Board had before it a report by the Chief Officer which outlined how the Partnership intends to transform general practice services, to release capacity of General Practitioners to allow them to undertake their role as Expert Medical Generalists as set out in the new General Medical Services Contract.

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

that the Board –

- a) Approve the revised Primary Care Improvement Plan as attached at Appendix A.
- b) Note the identified risk around workforce and the mitigating actions that are being developed,
- c) Instruct the Chief Officer to invite the Director of Workforce from NHS

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Grampian to provide an overview of the workforce planning they are undertaking and how this may impact on the delivery of the PCIP in Aberdeen.

The Board heard that the proposals required local agreement and that significant workforce changes as outlined in Appendix A would be required. This would also mitigate against risks already recorded.

The scope of change required would also require appropriate staff and public consultation to ensure those impacted fully understand and participate in the changes. As the project would be developed and delivered in a phased manner, inclusion would occur at appropriate development points.

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

- (i) to approve the revised Primary Care Improvement Plan as attached at Appendix A.
- (ii) to note the identified risk around workforce and the mitigating actions that are being developed, and
- (iii) to instruct the Chief Officer to invite the Director of Workforce from NHS Grampian to provide an overview of the workforce planning they are undertaking and how this may impact on the delivery of the PCIP in Aberdeen.

### **ACTION 15**

**11.** The Board had before it a report by the Chief Officer which outlined a number of projects which support the delivery of the ACHSCP Strategic Plan and which required expenditure.

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

that the Board –

- a) Approve the expenditure, as set out in Appendix A, relating to the Primary Care Psychological Wellbeing project.
- b) Instruct the Chief Officer to issue the Direction to NHS Grampian relating to the Primary Care Psychological Wellbeing project as per Appendix B.
- c) Approve the expenditure, as set out in the Business Case at Appendix C relating to the Mental Wellbeing Out of Hours project.
- d) Instruct the Chief Officer to issue the direction relating to the Mental Wellbeing Out of Hours project as per Appendix D to Aberdeen City Council and NHS Grampian.

The Board heard an overview of each report.



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### Primary Care Psychological Wellbeing Practitioners

The Board heard that this report provided information on the success of a treatment model which now sought expansion and augmentation with four posts. The preferred option had been selected following an engagement event which involved joint working.

### Mental Wellbeing Out-Of-Hours Hub (Accident and Emergency Department and Kittybrewster Custody Suite)

The Board heard that the report provided information on a compassionate approach to the topic and involved telephone services, co-production, stakeholder engagement including Police Scotland, Royal Cornhill Hospital and Social Work. The service provided intervention and not treatment. It is intended that this solution would offer an alternative to the use of Police custody suites.

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

- (i) to approve the expenditure, as set out in Appendix A, relating to the Primary Care Psychological Wellbeing project.
- (ii) to make the Direction relating to the Primary Care Psychological Wellbeing project as per Appendix B;
- (iii) to instruct the Chief Officer to issue the Direction to NHS Grampian relating to the Primary Care Psychological Wellbeing project as per Appendix B.
- (iv) to approve the expenditure, as set out in the Business Case at Appendix C relating to the Mental Wellbeing Out of Hours project.
- (v) to make the Direction relating to the Mental Wellbeing Out of Hours project as per Appendix D; and
- (vi) to instruct the Chief Officer to issue the direction relating to the Mental Wellbeing Out of Hours project as per Appendix D to Aberdeen City Council and NHS Grampian.

**As indicated at Article 2 of this minute, the following declarations were made in respect of the aftermentioned report -**

- (vi) **Councillor Al-Samarai declared an interest in Item 12 (Alcohol Drug Partnership Update) by virtue of being a member of the Alcohol and Drug Partnership, however she did not consider that the nature of her interest required her to withdraw from the meeting during consideration of the item;**
- (vii) **Luan Grugeon declared an interest in Item 12 (Alcohol Drug Partnership Update) by virtue of being a trustee of AiR, and considered that the nature of her interest required her to withdraw from the meeting during consideration of the item;**

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- (viii) Councillor Dunbar declared an interest in Item 12 (Alcohol Drug Partnership Update) by virtue of being a member of the Alcohol and Drug Partnership, however she did not consider that the nature of her interest required her to withdraw from the meeting during consideration of the item;

### ALCOHOL DRUG PARTNERSHIP UPDATE

12. The Board had before it a report by the Chief Officer which informed the Board that the Scottish Government had provided Alcohol and Drug Partnerships (ADPs) across Scotland additional recurring funding. For Aberdeen City this equates to £666,404 per year. The funding is allocated to locally deliver the national strategy: Rights, Respect, Recovery.

**The report recommended:-**

that the Board -

- a) Approve the expenditure as set out in paragraph 4.3; and
- b) Make the Directions as set out in Appendix 2 relating to the five workstreams set out in Appendix 1 and instructs the Chief Officer to issue the Directions to the Aberdeen City Council and NHS Grampian.

The Board heard a summary of each of the workstreams which it was intended to fund.

**The Board resolved:-**

- (i) to approve the expenditure as set out in paragraph 4.3;
- (ii) to make the Directions as set out in Appendix 2 relating to the five workstreams set out in Appendix 1; and
- (iii) to instruct the Chief Officer to issue the Directions to the Aberdeen City Council and NHS Grampian.

### MEETING DATES 2020 2021

13. The Board had before it a report by the Chief Officer Finance which outlined the intended meeting schedule for the Board and its Committees for 2020 until the first cycle of 2021.

**The report recommended:-**

that the Board

- a) Review and approve the IJB, Audit & Performance Systems Committee (APS) and Clinical Care Governance Committee (CCG) schedule for 2020-21;

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- b) Note that the stand-alone developmental workshop schedule for 2020-21 will be reported later; and
- c) Agree for the meeting schedule to be published on the Partnership's website.

The Board heard that the report had been shared with Chairs and Vice Chairs of the Board and Committees and that no negative observations had been received. That said, concern was expressed that some meeting dates appeared to be around the dates of school holidays.

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

to instruct the Chief Officer to reconsider the proposed dates and submit an updated report to the November meeting.

## **STANDARDS OFFICER REPORT**

**14.** The Board had before it a report by the Chief Officer which informed the IJB of the requirement to nominate a replacement Standards Officer to the Standards Commission, following the retirement of the previous incumbent.

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

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

### **The Committee resolved:-**

to approve the recommendation.

## **WINTER PLAN**

**15.** The Board had before it a report by the Chief Officer which provided a brief description of the context and process behind the creation of the current Winter Plan for the Partnership.

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

that the Board –

- a) Review and approve the 2019/20 Winter Plan for the Aberdeen City Health & Social Care Partnership (Appendix One) and instruct the Chief Officer to send the Plan to NHS Grampian for inclusion in the Grampian wide Winter Plan.
- b) Endorse the review arrangements for the Aberdeen City Health & Social Care Partnership for over the 2019/20 winter period (as set out in section 3).

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- c) Authorises the Chief Officer to commit any money received from the Scottish Government for the winter plan 2019/20, should such monies be received.

The Board heard that the Partnership was required to develop “Winter Plan” each year to reflect arrangements to support activity over the winter period and that this report had been submitted to the Operational and Leadership Teams of ACHSCP, together with NHS Grampian, which included Acute Services, Woodend Hospital and Royal Cornhill Hospital.

The report included new additions around formalised links with ACC, consideration of Acute Care@Home, Interim Very Sheltered Housing and ACC Sheltered Housing options, increased capacity of West Visiting and the Flu Vaccination Programme. Data gathering and analysis had also been adapted from previous reports.

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

- (i) to review and approve the 2019/20 Winter Plan for the Aberdeen City Health and Social Care Partnership (ACHSCP) (Appendix One) and instruct the Chief Officer to send the Plan to NHS Grampian for inclusion in the Grampian wide Winter Plan;
- (ii) to endorse the review arrangements for the ACHSCP Winter Plan for over the 2019/20 winter period (as set out in section 3); and
- (iii) to authorise the Chief Officer to commit any money received from the Scottish Government for the winter plan 2019/20, should such monies be received.

## **ANNUAL REPORT**

16. The Board had before it a report by the Chief Officer which presented the 2018/2019 Aberdeen City Health and Social Care Partnership (ACHSCP) Annual Report.

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

that the Board -

- a) Approve the Annual Report 2018-19.
- b) Agree that the Annual Report 2018-19 should be published on the partnership’s website.
- c) Instruct the Chief Officer to present the approved annual report to both Aberdeen City Council and NHS Grampian, and
- d) Instruct the Chief Officer to investigate the three areas for improvement i.e. the falls rate per 1,000 population aged 65+, the percentage of adults with intensive care needs receiving care at home, and the number of A&E attendances, and provide the Clinical and Care Governance Committee with an Action Plan for improvement of these indicators.

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The Board heard that the report highlighted the improvements the Partnership had achieved and also indicated those areas where concerns still remained.

The Report presented a good understanding of the Partnership's business.

**The Board resolved:-**

to approve the recommendations.

**As indicated at Article 2 of this minute, the Board resolved 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 aftermentioned item of business so as to avoid disclosure of exempt information of the classes described in paragraphs 6 and 9 of Part 1 of Schedule 7(A) of the Act.**

**PROCUREMENT AND CONTRACTS UPDATE**

**17.** The Board had before it a report by the Chief Officer which presented a supplementary work plan for expenditure on social care services, together with associated procurement business cases.

**The report recommended:-**

that the Board –

- a) Approves the expenditure for social care services as set out in the supplementary work plan at Appendix A;
- b) Approves the continuation of services as set out in the procurement business cases HSCP016 to HSPC021, at Appendix B;
- c) Approves the delivery of services as detailed in procurement business case HSCP022, at Appendix B; and
- d) Makes 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.

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