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Aberdeen City Health & Social Care Partnership

A caring partnership

ABERDEEN, 26 March 2024. Minute of Meeting of the INTEGRATION JOINT BOARD.

Present:- Councillor John Cooke, Chair; Hussein Patwa, Vice Chair; and Councillor Christian Allard, Professor Siladitya Bhatti, Councillor Jennifer Bonsell, June Brown, Mark Burrell, Councillor Martin Greig, Phil Mackie, Paul Mitchell, Fiona Mitchelhill and Graeme Simpson.

Also in attendance:- Jess Anderson, Alison Chapman, Gale Beattie, Fraser Bell, Carol Buchanan (as a substitute for Caroline Howarth), Emma Houghton (as a substitute for Caroline Howarth), Emma King, Anne MacDonald (Audit Scotland), Alison MacLeod, Michael Oliphant (Audit Scotland), Shona Omand-Smith and Lesley Strachan.

Apologies:- Christine Hemming, Maggie Hepburn and Dr Caroline Howarth, Lynn Morrison and Angela Scott.

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 to Fiona Mitchelhill who was attending her first meeting of the Integration Joint Board as Chief Officer. He also welcomed Councillor Christian Allard who had returned as a voting member.

The Chair reported that the ACHSCP had been successful with an application to the Economic and Social Research Council/Health Foundation-funded organisation IMPACT for a Facilitator to help develop work in the area of Self-Neglect and Hoarding as part of the broader Adult Support and Protection work. The Facilitator was expected to be in post by September.

The Board resolved:-
to note the Chair's remarks.

DECLARATIONS OF INTEREST AND TRANSPARENCY STATEMENTS

2. There were no declarations of interest or transparency statements.

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EXEMPT BUSINESS

3. There was no exempt business.

IJB MEMBERSHIP UPDATE - HSCP.24.010

4. The Board had before it a report prepared by the Committee Services Officer seeking formal approval of the Chief Officer appointment and updating members on a change to voting membership.

The report recommended:-

that the Board:

- (a) approve the appointment of Fiona Mitchelhill as Chief Officer of Aberdeen City Health and Social Care Partnership with effect from 19 February 2024;
- (b) note the appointment, by Aberdeen City Council, of Councillor Christian Allard as a voting member of the Integration Joint Board; and
- (c) appoint Councillor Christian Allard to the Clinical and Care Governance Committee.

The Board resolved:-

to agree the recommendations.

RECRUITMENT AND SELECTION PROCESS FOR CHIEF FINANCE OFFICER - HSCP.24.021

5. The Board had before it a report prepared by the People and Organisational Development Manager, Aberdeen City Council, outlining the proposed approach to recruiting a replacement for the outgoing Chief Finance Officer of the Integration Joint Board (IJB) (Aberdeen City Health and Social Care Partnership).

The report recommended:-

that the Board:

- (a) approve the revised job profile attached at Appendix 1 of the report;
- (b) note the indicative timeline for the recruitment and selection process;
- (c) approve the proposed selection process set out within the report;
- (d) establish a temporary Committee of the IJB, to be called an Appointment Panel, constituting the Chair and Vice Chair of the IJB and the Chief Officer (who will act as Chair of the Appointment Panel), to interview candidates and make an appointment;

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- (e) agree that in the absence of the Chair or Vice Chair of the IJB, the IJB agrees that a voting member of the IJB from the relevant constituent body, substitutes for the Chair or Vice Chair of the IJB at the Appointment Panel;
- (f) agree that the appointment of the Chief Finance Officer shall be determined by the Appointment Panel, subject to the approval of the IJB;
- (g) agree that the Chief Officer make arrangements for an Interim Chief Finance Officer should they consider it necessary to do so; and
- (h) instruct the Chief Officer to update the members of the IJB on any interim appointment.

The Board resolved:-

to agree the recommendations.

AUDITED ACCOUNTS 2022/23 - HSCP.24.011

6. The Board had before it the Audited Final Accounts for 2022/23. The Audit Director, Audit Scotland, introduced the report and responded to questions from Members.

The report recommended:-

that the Board:

- (a) agree the Integration Joint Board's Audited Accounts for 2022/23, as attached at Appendix A of the report;
- (b) instruct the Chief Finance Officer to submit the approved audited accounts to NHS Grampian and Aberdeen City Council;
- (c) instruct the Chief Finance Officer to sign the representation letter, as attached at Appendix B; and
- (d) note the recommendations and management comments on the Annual Audit Report, as attached at Appendix C of the report.

The Board resolved:-

to agree the recommendations.

MEDIUM TERM FINANCIAL FRAMEWORK - HSCP.24.012

7. The Board had before it the Medium Term Financial Framework prepared by the Chief Finance Officer which detailed the final levels of funding delegated by Aberdeen City Council and NHS Grampian for health and social care activities in 2024/25.

The Chief Finance Officer presented the report and responded to questions from members.

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The report recommended:-

that the Board:

- (a) note the anticipated financial out-turn for 2023/24 and the impact on the Reserves position of the IJB (at paragraph 3.1 of the report);
- (b) note the financial allocations proposed to be allocated by the partner organisations (at paragraph 3.9 of the report);
- (c) having regard to the integrated impact assessment at Appendix 5, approve the 2024/25 budget and the Aberdeen City IJB Medium Term Financial Framework included as Appendix 1 of the report;
- (d) note that £2.5 million was held in a risk fund (as per paragraph 3.35 of the report);
- (e) approve the Bon Accord Care Contract level for 2024/25 of £34,921,000 and budget assumptions (at paragraphs 3.38 and 3.39 of the report);
- (f) instruct the Chief Finance Officer to apply the national guidance to calculate the level of increase on non-National Care Home Contract services and pass this increase across to providers (at paragraph 3.41 of the report);
- (g) instruct the Chief Finance Officer to uplift the direct payments for clients with a staffing element included in their payment by the amount calculated using the national guidance (at paragraph 3.42 of the report);
- (h) make the budget directions contained in Appendix 2 of the report and instruct the Chief Finance Officer to issue those directions to the constituent authorities; and
- (i) approve the Year 3 Delivery Plan as detailed at Appendix 3 of the report.

The Board resolved:-

to agree the recommendations.

GENERAL PRACTICE VISION - HSCP.24.002

8. The Board had before it a report prepared by the Primary Care Development Manager seeking approval of a new vision and set of objectives for General Practice in Grampian.

The report recommended:-

that the Board:

- (a) approve the vision and objectives for General Practice in Grampian as set out in Appendix A of the report; and
- (b) instruct the Chief Officer to report back to the Integration Joint Board by end of March 2025 with a progress update on the implementation of the vision and objectives.

The Board resolved:-

- (i) to instruct the Chief Operating Officer to provide an update on the governance arrangements to the IJB meeting on 7 May 2024;

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- (ii) to note that the Risk, Audit and Performance Committee would monitor the risks identified within the report and that a Deeper Dive may be requested should it be deemed necessary; and
- (iii) to otherwise agree the recommendations.

IJB MEETING - 7 MAY 2024

9. The Board had before it the date of the next meeting of the Integration Joint Board as 7 May 2024.

The Board resolved:-

to note the date of the next meeting.

- **COUNCILLOR JOHN COOKE, Chair.**

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