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Aberdeen City Health & Social Care Partnership
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ABERDEEN, 7 May 2024. Minute of Meeting of the INTEGRATION JOINT BOARD.

Present:- Councillor John Cooke, Chair; Hussein Patwa, Vice Chair; and Professor Siladitya Bhatta, Councillor Jennifer Bonsell, June Brown, Mark Burrell, Councillor Martin Greig, Jim Currie, Jamie Donaldson, Jenny Gibb, Christine Hemming, Maggie Hepburn, Dr Caroline Howarth, Phil Mackie, Shona McFarlane, Paul Mitchell, Fiona Mitchelhill and Graeme Simpson (up to article 15).

Also in attendance:- Martin Allan, Fraser Bell, Andrinne Craig (Sport Aberdeen), Kimberley Craik (up to article 19), Kay Diack, John Forsyth, Michelle Grant, Catherine King, Emma King, Stuart Lamberton (up to article 12), Graham Lawther, Alison MacLeod, Judith McLenan (up to article 19), Grace Milne, Lynn Morrison, Shona Omand-Smith, Simon Rayner, Sandy Reid (from article 12), Angela Scott, , Neil Stephenson, Julie Warrender, Teresa Waugh and Claire Wilson.

Apologies:- Councillor Christian Allard.

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 three potential new Integration Joint Board Service User representatives who were observing the meeting.

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. Members were requested to determine that any exempt business be considered with the press and public excluded.

The Board resolved:-

to consider the exempt appendices during consideration of items 9.1 and 9.2 with the press and public excluded so as to avoid disclosure of exempt information of the class described in paragraphs 6 and 9 of Schedule 7A of the Act.

VIDEO PRESENTATION - TECHNOLOGY ENABLED CARE LIBRARY

4. The Board received a video presentation in respect of the Technology Enabled Care (TEC) Library which had been set up by Specialist Resource Solutions (SRS) in collaboration with Aberdeen Health and Social Care Partnership, at the company's offices in Blaikie's Quay, Aberdeen.

Members heard that a TEC Co-ordinator was able to provide advice and support to members of the public and staff about a range of digital equipment which could support health and social care needs. Equipment could be borrowed for trial, and if required information given about purchases.

The Board resolved:-

to note the video.

MINUTE OF BOARD MEETING OF 6 FEBRUARY 2024

5. The Board had before it the minute of its meeting of 6 February 2024.

The Board resolved:-

to approve the minute as a correct record.

MINUTE OF IJB BUDGET OF 26 MARCH 2024

6. The Board had before it the minute of its Budget meeting of 26 March 2024.

The Board resolved:-

to approve the minute as a correct record.

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DRAFT MINUTE OF RISK, AUDIT AND PERFORMANCE COMMITTEE OF 2 APRIL 2024

7. The Board had before it the draft minute of the Risk, Audit and Performance Committee of 2 April 2024.

The Board resolved:-

to note the minute.

DRAFT MINUTE OF CLINICAL AND CARE GOVERNANCE COMMITTEE OF 27 FEBRUARY 2024

8. The Board had before it the draft minute of the Clinical and Care Governance Committee of 27 February 2024.

The Board resolved:-

to note the minute.

BUSINESS PLANNER

9. 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 agree to add the following reports to the Planner: (1) Draft Strategic Plan on 19 November 2024; and (2) Final Strategic Plan on 18 March 2025; and
- (ii) to otherwise agree the Planner.

IJB INSIGHTS AND TOPIC SPECIFIC SEMINARS PLANNER

10. The Board had before it the IJB Insights Sessions and Topic Specific Seminars Planners prepared by the Strategy and Transformation Manager.

The Board resolved:-

- (i) to agree to add a session on the National Care Service to the Topic Specific Seminars planner;
- (ii) to note the information provided; and
- (iii) to otherwise agree the Planners.

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CHIEF OFFICER'S REPORT - HSCP.24.023

11. The Board had before it the report from the Chief Officer, ACHSCP who presented an update on highlighted topics and responded to questions from members.

The report recommended:-

that the Board note the detail contained within the report.

The Board resolved:-

- (i) to agree to add updates regarding the National Care Service as a standing item in the Chief Officer's report;
- (ii) to instruct the People and Organisation Lead to provide a summary report following the NHS Event taking place on 10 June 2024 where the theme was Planning for the Future: Delivering Health and Care Services through Innovation and Collaboration; and
- (iii) to otherwise note the detail contained within the report.

EQUALITY OUTCOMES AND MAINSTREAMING FRAMEWORK, INTEGRATED IMPACT ASSESSMENTS AND PUBLIC ENGAGEMENT GUIDANCE UPDATES - HSCP.24.025

12. The Board had before it a progress report in relation to the Equality Outcomes and Mainstreaming Framework (EOMF) and information regarding updates to Assessing the Impact of Policies and Practices and Guidance for Community Engagement, Human Rights and Equalities.

The Transformation Programme Manager and Senior Project Manager spoke to the report and responded to questions from Members.

The report recommended:-

that the Board:

- (a) note the progress report in relation to the Equality Outcomes and Mainstreaming Framework at Appendix A of the report;
- (b) approve the revised 'Assessing the Impact of Policies and Practices' at Appendix B of the report; and
- (c) approve the revised 'Our Guidance for Community Engagement, Human Rights and Equalities' at Appendix C of the report.

The Board resolved:-

- (i) to instruct Officers, in relation to the Community Engagement Guidance, to consider the use of alternative formats of engagement to ensure wider accessibility and to list a range of options available to stakeholders within the Guidance; and

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- (ii) to otherwise agree the recommendations.

QUARTER 4 FINANCIAL MONITORING UPDATE REPORT - HSCP.24.041

13. The Board had before it the revenue budget performance report to 31 March 2024, prepared by the Chief Finance Officer for the services within the remit of the Integration Joint Board. The report advised on areas of risk and management mitigating action and sought approval of the budget virements.

The report recommended:-

that the Board:

- (a) note the report in relation to the IJB budget and the information on areas of risk and management action that were contained therein;
- (b) approve the budget virements indicated in Appendix D of the report;
- (c) approve the use of uncommitted reserves to balance the final year-end position as described at paragraph 3.4 of the report; and
- (d) instruct the Chief Officer to ensure that the scope of the planned internal audit on Budget Setting and Monitoring included the funding of the IJB and governance around how changes were made during the year, and how decisions were made regarding the use of IJB reserves and balances. Therefore to receive recommendations on what could be done to mitigate changes made to the year-end position for 2023/24 described in the report, happening again.

The Board resolved:-

to approve the recommendations.

ANNUAL RESILIENCE REPORT - HSCP.23.029

14. The Board had before it a report prepared by the Business and Resilience Manager presenting the annual assurance report on the Integration Joint Board's resilience arrangements in fulfilment of its duties as a Category 1 responder under the Civil Contingencies Act 2004.

The report recommended:-

that the Board note the progress made in further embedding the IJB's resilience arrangements during 2023/24.

The Board resolved:-

to approve the recommendation.

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OUTCOME OF CULTURE RESEARCH PROJECT - HSCP.24.024

15. The Board had before it a report prepared by the Lead for Strategy and Transformation in respect of a Culture Research project carried out by two masters students at Aberdeen University who were tasked with undertaking a research project to determine whether there was evidence that the focus on culture was positively impacting the IJB's strategic decision making and scrutiny.

The report recommended:-

that the Board:

- (a) note the Consolidated Report Summarised attached at Appendix A of the report and the analysis contained within paragraphs 4.9 and 4.10 of the report; and
- (b) approve the proposed actions to be taken as a result of the project findings, noted within the Culture Sounding Board Commitments and Progress document at Appendix B of the report.

The Board resolved:-

- (i) to instruct the Transformation and Strategy Lead to investigate recommissioning the Research Project in 12-18 months' time;
- (ii) to note that the Project report would be reviewed at the IJB Culture Sounding Board; and
- (iii) otherwise approve the recommendations.

MARYWELL AND TIMMERMARKET INTEGRATED SERVICE REVIEW - HSCP.24.027

16. The Board had before it a report prepared by the Primary Care Development Manager providing an update on the Marywell and Timmermarket Integrated Service Review progress.

The report recommended:-

that the Board:

- (a) note the overall advancements achieved over the past 18 months since the initial report was presented to the IJB on 29 November 2022;
- (b) note the specific advancements and advantages resulting from the two-year Alcohol and Drug Partnership (ADP) funding;
- (c) direct the Chief Officer to continue to mitigate health inequalities in Primary Care, in partnership with Aberdeen City Council, NHS Grampian Public Health, and Primary Care General Practice; and
- (d) instruct the Chief Officer to proceed with an options appraisal and report back to the meeting of the IJB scheduled for 4 February 2025, outlining the future trajectory of the Marywell Practice.

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The Board resolved:-

to agree the recommendations.

SUPPLEMENTARY WORK PLAN - CARE AT HOME - HSCP.24.026

17. The Board had before it a report prepared by the Strategic Procurement Manager, presenting a Supplementary Procurement Work Plan for 2024/25 for expenditure on social care services, together with the associated procurement Business Case.

The report recommended:-

that the Board:

- (a) approve a tender for a period of up to seven years and subsequent award of contract for Care and Support at Home Services, as detailed in Appendices A1 and C of the report; and
- (b) 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 agree the recommendations.

MORSE COMMUNITY ELECTRONIC PATIENT RECORD EVALUATION AND CONTRACT RENEWAL - HSCP.24.030

18. The Board had before it a report prepared by the Transformation Programme Manager seeking approval to renew the contract with Cambric to supply Morse as an Electronic Patient Record for a period of up to three years.

The report recommended:-

that the Board:

- (a) note the Morse Evaluation appended at Appendix B of the report;
- (b) approve a further three year contract with Cambric, running from October 2024, to supply Morse as an Electronic Patient Record for Community Nursing, Hospital at Home, Macmillan Nursing, Health Visiting and School Nursing Services; and
- (c) make the direction attached at Appendix C of the report, and instruct the Chief Officer to issue the Direction to NHS Grampian.

The Board resolved:-

to agree the recommendations.

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GENERAL ADULT MENTAL HEALTH SECONDARY CARE PATHWAY REVIEW - HSCP.24.022

19. The Board had before it an update on the review of the General Adult Mental Health Secondary Care Pathway, providing an overview of the findings and recommendations.

The Lead for Mental Health & Learning Disability (MHL) Inpatient, Specialist Services and Child and Adolescent Mental Health Services (CAMHS) introduced the report and explained that it was being shared with the other two Integration Joint Boards within Grampian: Aberdeenshire Health and Social Care Partnership (AHSCP) and Health and Social Care Moray (HSCM).

The report recommended:-

that the Board:

- (a) note the update of the General Adult Mental Health Secondary Care Pathway Review, provided in the Summary Report attached at Appendix A of the report; and
- (b) note the findings and recommendations of the General Adult Mental Health Secondary Care Pathway review as outlined in Section 4 of the report.

The Board resolved:-

- (i) to note that the Vice Chair advised that he had a connection in relation to the item by virtue of being a Member of the Diverse Experiences Advisory Panel, however having applied the objective test, he did not consider that he had an interest and would not be withdrawing from the meeting; and
- (ii) to otherwise approve the recommendations.

GETACTIVE@NORTHFIELD HEALTH & WELLBEING HUB TEST OF CHANGE UPDATE REPORT - HSCP.24.031

20. The Board had before it a report on the progress of the test of change project to co-locate Health and Care services within a Community Room in the Sport Aberdeen facility at Northfield and share learnings and initial findings from the test of change.

The Senior Project Manager spoke to the report and introduced the Healthy Communities Manager, Sport Aberdeen, and both responded to questions from Members.

The report recommended:-

that the Board:

- (a) note the progress of the project;
- (b) approve the approach to further embed the learnings across other hubs; and

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- (c) agree to change the term of “Priority Intervention Hubs” to “Health and Wellbeing Hubs”.

The Board resolved:-

- (i) to note that the Chair advised that he had a connection in relation to the item by virtue of being an observer on the Board of Sport Aberdeen, however having applied the objective test, he did not consider that he had an interest and would not be withdrawing from the meeting; and
- (ii) to otherwise agree the recommendations.

In accordance with Article 3 of the minute, the following two items were considered with the press and public excluded.

21. SUPPLEMENTARY WORK PLAN - CARE AT HOME - HSCP.24.026

The Board had before it the exempt appendices in respect of the Supplementary Work Plan – Care at Home report.

The Board resolved:-

to note the recommendations approved at article 17 of this minute.

MORSE COMMUNITY ELECTRONIC PATIENT RECORD EVALUATION AND CONTRACT RENEWAL - HSCP.24.030

22. The Board had before it the exempt appendices in respect of the Morse Contract renewal report.

The Board resolved:-

- (i) to note the recommendations approved at article 18 of this minute; and
- (ii) to note the information contained within the exempt appendix.

IJB INSIGHTS SESSION - 11 JUNE 2024

23. The Board had before it the date of the next IJB Insights Session as 11 June 2024.

The Board resolved:-

to note the date of the IJB Insights Session.

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TOPIC SPECIFIC SEMINAR - 25 JUNE 2024

24. The Board had before it the date of the next Topic Specific Seminar as 25 June 2024.

The Board resolved:-

to note the date of the Topic Specific Seminar.

INTEGRATION JOINT BOARD - 9 JULY 2024

25. The Board had before it the date of the Integration Joint Board meeting as 9 July 2024.

The Board resolved:-

to note the date of the next meeting.

- **COUNCILLOR JOHN COOKE, Chair.**