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Aberdeen City Health & Social Care Partnership  
*A caring partnership*

ABERDEEN, 19 November 2024. Minute of Meeting of the INTEGRATION JOINT BOARD.

Present:- Councillor John Cooke, Chair; Hussein Patwa, Vice Chair; and David Blackburn, Councillor Jennifer Bonsell, Councillor Lee Fairfull, Mark Burrell, Councillor Martin Greig, Ritchie Johnson, Jim Currie, Jamie Donaldson, Amanda Foster, Jenny Gibb, Caroline Howarth, Phil Mackie, Kenneth McAlpine, Fiona Mitchelhill, Jane Russell (as a substitute for Maggie Hepburn), Graeme Simpson and Alex Stephen (Interim Chief Finance Officer).

Also in attendance:- Martin Allan, Fraser Bell, Daniela Brayson, Deborah Byars, Martyna Chlost, Kay Diack, Susie Downie, John Forsyth, Sarah Gibbon, Jane Gibson, Luan Grugeon, Emma King, Stuart Lamberton, Graham Lawther, Calum Leask, Anne MacDonald (Audit Scotland), Alison MacLeod, James Maitland, Councillor Alex McLellan, Grace Milne, Michael Oliphant (Audit Scotland), Shona Omand-Smith, Alison Paterson, Alison Penman, Magdalena Polcik-Miniach, Sandy Reid, Amy Richert, Angela Scott, Claire Smith, Julie Warrender and Claire Wilson.

Apologies:- Maggie Hepburn and Shona McFarlane.

**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 meeting in the Town House, which was the first time for many at the venue. He welcomed back Councillor Fairfull who was attending her first meeting following her return from maternity leave. On behalf of the Board, he expressed his thanks to Councillor Allard for his attendance and contributions during Councillor Fairfull's leave.

The Chair advised that the ACHSCP Connect staff conference would be taking place at the Beach Ballroom on 5 December 2024. He noted the current financial pressures but advised that there had been broad agreement that an event in part to celebrate the contribution of staff was very important.

## **INTEGRATION JOINT BOARD**

19 November 2024

The Chair also advised of upcoming Community appointment days on 27 November 2024 at Sport Aberdeen, Get Active @ Northfield; and 5 February 2025 at Aberdeen Vaccination & Wellbeing Hub.

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

- (i) to agree to defer item 7.1 (Draft Strategic Plan) in order to enable officers to fully focus on implementing the Recovery Plan at item 6.2 (Quarter 2 Financial Position), with a target of March 2025 for presentation of the Draft Strategic Plan item; and
- (ii) to otherwise note the Chair's remarks.

## **DECLARATIONS OF INTEREST AND TRANSPARENCY STATEMENTS**

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

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

to note that the Vice Chair advised that he had a connection in relation to agenda article 23 (Specialist Mental Health and Learning Disability Services, Discharge Without Delay) by virtue of being a Member of the Diverse Experiences Advisory Panel, a named partner in the Scottish Government's Mental Health and Wellbeing Strategy Delivery Plan and the Depute Representative of said group to the Scottish Government Mental Health and Wellbeing Leadership Board, however having applied the objective test, he did not consider that he had an interest and would not be withdrawing from the meeting.

## **IJB MEMBERSHIP - HSCP.24.103**

3. The Board had before it a report advising of a recent change to its voting membership, seeking agreement to appoint a new Member of the Clinical and Care Governance Committee and to reappoint two non-voting members.

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

that the Board:

- (a) note the appointment, by Aberdeen City Council, of Councillor Lee Fairfull as voting member of the Integration Joint Board;
- (b) appoint Councillor Lee Fairfull to the Clinical and Care Governance Committee; and
- (c) reappoint Maggie Hepburn and Jim Currie as non-voting members of the Integration Joint Board.

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

**INTEGRATION JOINT BOARD**

19 November 2024

to agree the recommendations.

**VIDEO PRESENTATION**

4. The Board received a video presentation entitled Understanding Potential Barriers to Engagement, produced by Health Improvement Scotland to help NHS boards, integration authorities and local councils effectively engage with patients, carers and the public in planning and developing local services.

Members noted the relevance to the work with GIRFE and the consultation on the budget.

**The Board resolved:-**

to note the video.

**MINUTE OF BOARD MEETING OF 24 SEPTEMBER 2024 AND ATTENDANCE RECORD**

5. The Board had before it the minute of its meeting of 24 September 2024 and the 2024 attendance record.

**The Board resolved:-**

- (i) to note the attendance record; and
- (ii) to approve the minute as a correct record.

**DRAFT MINUTE OF RISK AUDIT AND PERFORMANCE COMMITTEE OF 10 SEPTEMBER 2024**

6. The Board had before it the draft minute of the Risk, Audit and Performance Committee meeting of 10 September 2024.

**The Board resolved:-**

to note the minute.

**DRAFT MINUTE OF CLINICAL AND CARE GOVERNANCE COMMITTEE OF 1 OCTOBER 2024**

7. The Board had before it the draft minute of the Clinical and Care Governance Committee meeting of 1 October 2024.

**INTEGRATION JOINT BOARD**

19 November 2024

**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 the reason as described at article 1 of the agenda for the deferral of line 16 (Draft Strategic Plan);
- (ii) to note the reason for the deferral of line 22 (Fast Track Cities); and
- (iii) to otherwise agree the Planner.

**IJB INSIGHTS AND TOPIC SPECIFIC SEMINARS PLANNER**

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

**The Board resolved:-**

to agree the planners.

**CHIEF OFFICER'S REPORT - HSCP.24.076**

10. The Board had before it the report from the Chief Officer, ACHSCP. The Chief Officer presented the 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 note the winter vaccination programme and the Chair's thanks to staff after his positive experience at the Aberdeen City Vaccination and Wellbeing Hub; and
- (ii) to otherwise note the information provided.

## INTEGRATION JOINT BOARD

19 November 2024

### RECRUITMENT AND SELECTION OF CHIEF FINANCE OFFICER - HSCP.24.088

11. The Board had before it a report prepared by the Interim Talent Lead – People and Organisation, Aberdeen City Council, setting out the proposed approach to recruiting a Chief Finance Officer of the IJB.

**The report recommended:-**

that the Board:

- (a) note the detail contained within the report;
- (b) 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;
- (c) agree that in the absence of the Chair or Vice Chair of the IJB, 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;
- (d) agree that the appointment of the Chief Finance Officer shall be determined by the Appointment Panel, on behalf of the IJB; and
- (e) agree that the Chief Officer makes arrangements for an Interim Chief Finance Officer should they consider it necessary to do so.

**The Board resolved:-**

to agree the recommendations.

### HEALTH AND SOCIAL CARE PARTNERSHIP MEETING DATES 2025/26 - HSCP.24.079

12. The Board had before it a report prepared by the Committee Services Officer seeking approval of the meeting dates proposed for 2025/26 in respect of the IJB, the Risk, Audit and Performance Committee and the Clinical and Care Governance Committee.

**The report recommended:-**

that the Board approve the Meeting Schedule for 2025-26 as at section 4.6 of the report.

**The Board resolved:-**

to agree the recommendation.

## INTEGRATION JOINT BOARD

19 November 2024

### GETTING IT RIGHT FOR EVERYONE (GIRFE) - HSCP.24.083

**13.** The Board had before it a report prepared by the Commissioning Lead providing an update on the progress of the Getting it Right for Everyone (GIRFE) Pathfinder work and NHS Grampian's Putting People First approach. The Commissioning Lead introduced the report then handed over to colleagues Luan Grugeon - Strategic Development Manager and Amy Richert - Planning and Development Manager who presented the reports and explained the approach taken.

**The report recommended:-**

that the Board:

- (a) note the content of the report on GIRFE and Putting People First; and
- (b) endorse the collaborative approach being taken to align approaches into a clear whole system approach.

**The Board resolved:-**

to agree the recommendations.

### QUARTER 2 FINANCIAL POSITION - HSCP.24.104

**14.** The Board had before it a report prepared by the Interim Chief Finance Officer, summarising the revenue budget performance to 30 September 2024 and advising on areas of risk and management mitigating action.

**The report recommended:-**

that the Board:

- (a) note the report in relation to the IJB budget and the information on areas of risk and approve the Recovery Plan attached as Appendix A to the report to address the projected overspend position;
- (b) approve the use of IJB uncommitted reserves, up to the value of £5.5m to account for the different 2024/25 financial scenarios, as described in the report, noting that if this were to happen then the IJB would have no uncommitted reserves to protect itself and two partners from financial crisis going forward; and
- (c) instruct the Chief Officer to meet with the NHS Grampian Director of Finance and Aberdeen City Council Chief Officer – Finance to seek to quantify and address the 2025/26 implications and budget setting process, including quantification of the financial risk that should be included in the NHS and Council budget modelling.

**The Board resolved:-**

- (i) to agree that a financial position update would be provided to every meeting of the IJB and RAPC going forward; and
- (ii) to otherwise agree the recommendations.

**INTEGRATION JOINT BOARD**

19 November 2024

**AUDITED FINAL ACCOUNTS 2023/24 INCLUDING THE EXTERNAL AUDITOR'S ANNUAL AUDIT REPORT - HSCP.24.105**

15. The Board had before it the Audited Final Accounts 2023/24 and the External Auditor's Annual Audit Report. The Interim Chief Finance Officer introduced the report then handed over to Michael Oliphant - Audit Director, Audit Scotland to present the External Auditor's Annual Audit Report.

**The report recommended:-**

that the Board:

- (a) agree the Integration Joint Board's Audited Accounts for 2023/24, 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 of the report; 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.

**PRIMARY CARE IMPROVEMENT PLAN UPDATE - HSCP.24.078**

16. The Board had before it an update prepared by the PCIP Programme Manager on the Primary Care Improvement Plan. The PCIP Programme Manager introduced the report and along with the Deputy Primary Care Lead, responded to questions from Members in respect of performance monitoring and recruitment.

**The report recommended:-**

that the Board note the content of the report as an update on current progress against the Primary Care Improvement Plan.

**The Board resolved:-**

to note the information provided.

**CLIMATE CHANGE PROJECT AND REPORTING - HSCP.24.080**

17. The Board had before it a report prepared by the Senior Project Manager seeking approval for the submission of the climate change report to the Scottish Government.

## INTEGRATION JOINT BOARD

19 November 2024

**The report recommended:-**

that the Board:

- (a) approve the Climate Change Report; and
- (b) instruct the Chief Officer to submit the Climate Change Report to the Scottish Government by 30 November 2024.

**The Board resolved:-**

to agree the recommendations.

### **CHIEF SOCIAL WORK OFFICER'S ANNUAL REPORT - HSCP.24.081**

18. The Board had before it the Chief Social Work Officer's Annual Report for 2023/24, the purpose of which was to inform Members of the role and responsibilities exercised by the Chief Social Work Officer; to provide information on the delivery of statutory social work services and decision making in the period; and to give a progress report on key areas of social work provision within Aberdeen City.

**The report recommended:-**

that the Board note the content of the Annual Report, as attached at Appendix 1 of the report.

**The Board resolved:-**

to note the information provided.

### **DRAFT STRATEGIC PLAN - HSCP.24.085**

19. **The Board resolved:-**

to note that in accordance with article 1, this item was deferred.

### **ABORTION SERVICES (SAFE ACCESS ZONES) (SCOTLAND) ACT 2024 - HSCP.24.086**

20. The Board had before it a report prepared by the People and Organisation Lead - ACHSCP, informing and updating Members about the Abortion Services (Safe Access Zones) (Scotland) Act 2024 and the Aberdeen Health and Social Care Partnership's preparations for the introduction of the Act.

**The report recommended:-**

that the Board:

- (a) note that the Abortion Services (Safe Access Zones) (Scotland) Act 2024 became law after receiving Royal Assent on 22 July 2024; and



## INTEGRATION JOINT BOARD

19 November 2024

- (b) note the information contained in the report about the Act and the implications this had for the IJB and ACHSCP.

**The Board resolved:-**

to agree the recommendations.

### **MARKET POSITION STATEMENT 2024-2034 ON INDEPENDENT LIVING AND SPECIALIST HOUSING PROVISION - HSCP.24.050**

21. The Board had before it a report prepared by the Programme Manager seeking approval for the publication of the Independent Living and Specialist Housing Provision Market Position Statement 2024–2034.

The Strategic Home Pathways Lead introduced the report and responded to questions from members.

**The report recommended:-**

that the Board agree and approve the Independent Living and Specialist Housing Provision Market Position Statement 2024 - 2034 at Appendix 1, as the reference for the provision of housing for varying needs in Aberdeen City.

**The Board resolved:-**

to agree the recommendation.

### **NORTH EAST POPULATION ALLIANCE STRATEGIC PARTNERSHIP AGREEMENT - HSCP.24.061**

22. The Board had before it a report prepared by the Director - Health Determinants Research Collaboration Aberdeen, presenting a progress report after the first year of operation of the North East Population Health Alliance.

**The report recommended:-**

that the Board:

- (a) note the report and the information contained in the report; and
- (b) instruct the Chief Officer to provide a progress report to the IJB on the second year of the operation of the Strategic Partnership Agreement.

**The Board resolved:-**

to agree the recommendations.

## INTEGRATION JOINT BOARD

19 November 2024

### **SPECIALIST MENTAL HEALTH AND LEARNING DISABILITY SERVICES, DISCHARGE WITHOUT DELAY - HSCP.087**

**23.** The Board had before it a report prepared jointly by the Head of Specialist Mental Health and Learning Disability Services and the Lead Nurse, providing an update on improvement activity in relation to the national oversight of Discharge without Delay relating to Specialist Mental Health and Learning Disability Services.

**The report recommended:-**

that the Board:

- (a) note the content of the report; and
- (b) note that ongoing implementation of the improvement plan would be reported within Specialist MHLDS report to each meeting of the Clinical and Care Governance Committee.

**The Board resolved:-**

to agree the recommendations.

### **GMED - HSCP.24.084**

**24.** The Board had before it a report prepared by the Service Manager - Out of Hours Primary Care, updating the IJB on the position of the Out of Hours Primary Care (GMED) Service with Moray as the Hosting Integration Joint Board (IJB) and the progress of the redesign work commissioned by the three Chief Officers of the IJBs.

The Service Manager introduced the report and responded to questions from members in respect of staffing and expenditure.

**The report recommended:-**

that the Board:

- (a) note the establishment of a Primary Care Out of Hours (GMED) Redesign Programme Board to consider service redesign options;
- (b) note the principles of the redesign as detailed in the Terms of Reference for the Redesign Programme Board, as detailed in Appendix A of the report; and
- (c) note the timeline for the Programme Board.

**The Board resolved:-**

to agree the recommendations.

## **INTEGRATION JOINT BOARD**

19 November 2024

### **TOPIC SPECIFIC SEMINAR - 14 JANUARY 2025**

25. The Board had before it the date of the next Topic Specific Seminar as 14 January 2025.

**The Board resolved:-**

to note the date of the Topic Specific Seminar.

### **IJB INSIGHTS SESSION - 28 JANUARY 2025**

26. The Board had before it the date of the next IJB Insights Session as 28 January 2025.

**The Board resolved:-**

to note the date of the IJB Insights Session.

### **IJB MEETING - 4 FEBRUARY 2025**

27. The Board had before it the date of the next Integration Joint Board meeting as 4 February 2025.

**The Board resolved:-**

to note the date of the next meeting.

- **COUNCILLOR JOHN COOKE, Chair.**

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