

SHADOW INTEGRATION JOINT BOARD

Minute of Meeting

29 March 2016
Town House, Aberdeen

Present: Councillor Len Ironside CBE (Chairperson); Jonathan Passmore (Vice Chairperson); and Councillors Donnelly, Samarai and Young (for items 1-7) and Jean Morrison MBE (as substitute for Councillor Young, for items 8-20); and Sharon Duncan, Dr Nick Fluck and Professor Mike Greaves (NHS Grampian Board members), Jenny Gibb (Professional Nursing Adviser, NHS Grampian), Bernadette Oxley (Chief Social Work Officer, Aberdeen City Council (ACC)), Jim Currie (Trade Union Representative, ACC) Kenneth Simpson (Third Sector Representative), Gill Moffat and Faith-Jason Robertson-Foy (Carer Representatives), Howard Gemmell (Patient/Service User Representative), Dr Stephen Lynch (Clinical Lead, NHS Grampian) and Judith Proctor (Chief Officer, Aberdeen City Health and Social Care Partnership (H&SCP)).

Also in attendance: Tom Cowan (Head of Operations, H&SCP), Angela Scott (Chief Executive, ACC), Kevin Toshney (Planning and Development Manager (H&SCP), Paul Dixon (Accounting Manager, ACC) Jess Anderson and Alan Thomson (Legal Services, for items 1-10), Hilary Merett (Good Governance Institute, for item 14), Jillian Evans (Health Intelligence, NHS Grampian, for item 19) and Roderick MacBeath and Iain Robertson (Democratic Services, ACC).

Apologies: Malcolm Wright.

OPENING REMARKS

1. The Chair opened the meeting and advised that today's meeting would be the last shadow IJB meeting before the go live date on 1 April 2016. The Chair then thanked the Vice Chair for chairing the previous two Board meetings in his absence and he informed the Board that staff from the Aberdeen City Council and the Health and Social Care Partnership had received recognition from the Scottish Association of Social Workers for their efforts during the evacuation of 100 care home residents in January 2016 and he praised their professionalism and dedication that ensured the safety and wellbeing of all those impacted by the evacuation. The Chair proposed that item 12 (The Intelligent IJB) be taken after item 18 (Audit and Assurance Arrangements) and that item 17 (Due Diligence Process) be taken after item 15 (Financial Regulations).

The Board resolved:-

(i) to agree to the agenda alterations proposed by the Chair; and

- (ii) to instruct the Clerk to cascade a press release to Board members which publicised the achievement of Partnership staff at the Scottish Association of Social Workers National Awards in Edinburgh on 15 March 2016.

MINUTE OF PREVIOUS MEETING

2. The Board had before it the minute of the previous shadow Board meeting of 23 February 2016.

The Board resolved:-

to approve the minute as a correct record.

BUSINESS STATEMENT

3. The Board had before it a statement of pending business for information.

The Board resolved:-

to note the statement.

MEMBERSHIP OF THE IJB

4. The Board had before it a report by Jess Anderson (Legal Manager, ACC) which identified the appointments made and the appointments to be confirmed by the IJB. The report also noted that there were certain appointments made by the IJB where the Board needs to determine the term of office of appointees and the persons to be appointed.

The report recommended:-

that the Board -

- (a) Note the members and deputy members appointed by NHS Grampian and the Council;
- (b) Note that the Chief Officer was a non-voting member of the Board by virtue of her post;
- (c) Note the non-voting Professional Members and their deputies appointed by the Council and Health Board;
- (d) Appoint non-voting stakeholder members and deputy members; and
- (e) Agree that the appointment of all members (with the exception of those whose appointment was linked to their employment) be for three years.

Jess Anderson spoke to the report and advised that the IJB standing orders had set out its membership and governance arrangements and she outlined the term limits for Chairs and Vice Chairs of the IJB and for other voting members. Ms Anderson clarified that the appointment of Council voting members would have to be approved by a meeting of Full Council before they could take effect and that appendix 1 should be revised to reflect this. With regards to professional IJB members, she highlighted that non-voting membership had been set out in legislation and explained that the Chief Officer would be appointed as a non-voting member by virtue of their post. With regards to stakeholder IJB representatives, she informed the Board that these non-voting members would be appointed for a term of three years, with provision for members to be reappointed to a subsequent term.

Thereafter there were questions on term limits and the restrictions on reappointment to the Board; and the availability and use of substitute members.

The Board resolved:-

- (i) to note the members and deputy members appointed by NHS Grampian and the Council;
- (ii) to note that Councillors Ironside CBE, Donnelly, Samarai and Young would serve as voting IJB members representing Aberdeen City Council and to request that the necessary revisions be made to Appendix 1;
- (iii) to note that the Chief Officer would be a non-voting member of the Board by virtue of their post;
- (iv) to note the non-voting Professional Members and their deputies appointed by the Council and Health Board;
- (v) to amend the title of the *NHS Grampian Representative to Professional Nursing Adviser*;
- (vi) to make the necessary revisions to Appendix 1 to note that the Patient and Service User and Carer Representatives had been appointed to a three year term concluding in February 2019;
- (vii) to appoint non-voting stakeholder members and deputy members; and
- (viii) to agree that the appointment of all members (with the exception of those whose appointment was linked to their employment) be for three years.

IJB ROLES AND RESPONSIBILITIES

5. The Board had before it a report by Jess Anderson that informed and advised of the IJB's legal responsibilities and duties in respect of various legislative compliance matters and set out various procedures in order for it to comply with those legal requirements.

The report recommended:-

that the Board –

- (a) To instruct the Chief Officer to complete the notification process with the Information Commissioner's Office to formally register the IJB with the ICO upon payment of the appropriate fee;
- (b) To agree that the Chief Officer should be the Nominated Representative for the IJB and the main point of contact for the Information Commissioner's Office;
- (c) To instruct the Chief Officer to signpost on the IJB website, how someone could make a request for personal information;
- (d) To agree that the main point of contact for a subject access request should be the Chief Officer;
- (e) Agree to adopt the Scottish Information Commissioner's Model Publication Scheme 2015; and
- (f) Note the position with regards to complaint handling.

Jess Anderson spoke to the report and advised that there was scope for the IJB to process personal information in relation to the Chief Officer, the Chief Finance Officer and complainants and therefore the IJB would be a joint data controller with the Council and NHS Grampian under the Data Protection Act 1998. To this point she recommended that the IJB submit an application to register as a data controller with the Information Commissioner's Office. With regards to Freedom of information (FOI),

she anticipated that the IJB would receive FOI requests and recommended that the IJB adopt the Information Commissioner's Model Publication Scheme 2015. With regards to complaints to the IJB, Ms Anderson advised that work was ongoing between the Council and NHS Grampian to develop a streamlined complaints process and implement a uniform way to resolve complaints which related to integrated service delivery.

Thereafter there were questions on records management in relation to equalities; the IJB's role as a data controller; the necessity to register as a data controller with the Information Commissioner; and the development of bespoke Subject Access Request procedures.

The Board resolved:-

- (i) to instruct the Chief Officer to complete the notification process with the Information Commissioner's Office to formally register the IJB with the ICO upon payment of the appropriate fee;
- (ii) to agree that the Chief Officer should be the Nominated Representative for the IJB and the main point of contact for the Information Commissioner's Office;
- (iii) to instruct the Chief Officer to signpost on the IJB website, how someone could make a request for personal information;
- (iv) to agree that the main point of contact for a subject access request should be the Chief Officer;
- (v) to agree to adopt the Scottish Information Commissioner's Model Publication Scheme 2015; and
- (vi) to note the position with regards to complaint handling.

LEGAL RESPONSIBILITIES OF THE IJB IN DISCHARGING ITS STATUTORY EQUALITY DUTIES

6. The Board had before it a report by Alan Thomson (Solicitor, ACC) that outlined the statutory equality duties of the IJB and how it shall discharge and manage these duties under the relevant legislation.

The report recommended:-

that the Board –

- (a) Note the mainstreaming report which was published for public consultation on Monday 21 March;
- (b) Note the set of equality outcomes which was published on Monday 21 March; and
- (c) Agree that following this consultation these reports (revised) were to be published on 30 April 2016 at the latest.

Alan Thomson spoke to the report and advised that the IJB was bound by two types of equality duties. The first were general public sector duties, in which all public authorities had to comply with section 149 of the Equality Act 2010. He explained that this duty required all public bodies to *have due regard* when carrying out functions and to consider the requirements of the general public sector equality duty. Mr Thomson highlighted that the IJB would also be subject to the specific public sector equality duties as set out in the Equality Act 2010 (Separate Duties) (Scotland) Regulations 2012 as amended by the 2015 regulations and its provision for IJBs. He explained that these regulations required the IJB to report progress on

mainstreaming the public sector equality duty on a biennial basis and to publish a set of equality outcomes every four years. He added that the mainstreaming report and first set of equality outcomes were due for publication on 30 April 2016.

Thereafter there were questions on the number of equalities groups that had been consulted; and the likelihood and risk of the mainstreaming report and equalities outcomes not being ready for publication on 30 April 2016. To this point, Judith Proctor (Chief Officer, Aberdeen City Health and Social Care Partnership) advised members that consultation via the Partnership's website was ongoing and that she was confident that the process would be finalised by the specified date.

The Board resolved:-

- (i) to note the mainstreaming report which was published for public consultation on Monday 21 March;
- (ii) to note the set of equality outcomes which was published on Monday 21 March; and
- (iii) to agree that following this consultation these reports (revised) were to be published on 30 April 2016 at the latest.

CLINICAL NEGLIGENCE AND OTHER RISKS INDEMNITY SCHEME

7. The Board had before it a report by Alan Thomson which advised the IJB of the Clinical Negligence and Other Risks Indemnity Scheme (CNORIS) – a risk transfer and financing scheme originally established for the NHS in Scotland which had been extended to allow IJBs and Local Authorities to join.

The report recommended:-

that the Board agree to apply to Scottish Ministers to join the Clinical Negligence and Other Risks Indemnity Scheme (CNORIS).

Alan Thomson spoke to the report and explained that the purpose of CNORIS was to provide cost effective risk pooling and claims management arrangements for those providing health and social care services across Scotland. Mr Thomson advised that CNORIS offered good value for money in comparison to other schemes and that risk associated with IJB membership was considered low. He added that the cost of membership would be £3000 per annum and that the scheme's deductible amount would be £25,000.

After consideration, members requested further guidance on whether membership of this scheme was necessary if services to be delivered by the IJB were already covered by existing schemes through partner organisations. Members resolved to defer decision making on this item and request an additional report at the Board's next meeting which would outline the extent of existing coverage and the risks of not joining CNORIS.

The Board resolved:-

- (i) to request that a report with further detail on the risks of not adopting the Clinical Negligence and Other Risks Indemnity Scheme (CNORIS) be presented to the Board at its next meeting on 26 April 2016;
- (ii) to defer decision making on this item to the next Board meeting on 26 April 2016.

IJB STANDING ORDERS

8. The Board had before it a report by Roderick MacBeath (Senior Democratic Services Manager, ACC) with the revised standing orders for approval, and outlined associated issues such as the nomination of a Standards Officers and completion of Registers of Interests.

The report recommended:-

that the Board -

- (a) Approve the revised Standing Orders;
- (b) Agree to nominate an appropriate officer as Standards Officer;
- (c) Note that Registers of Interests for all members would be in accordance with the Model Code of Conduct for Devolved Public Bodies; and
- (d) Note the revised dispensation to Councillors issued by the Standards Commission.

Roderick MacBeath spoke to the report and outlined the revisions to the IJB's standing orders and he highlighted that the Standards Commission had reissued dispensation to councillors who were IJB members under the revised Councillors Code of Conduct which the Clerk circulated to members. Mr MacBeath advised that each body to which the Model Code of Conduct for Devolved Public Bodies applied was required to appoint a Standards Officer who amongst other duties, would provide training on the Model Code and maintain the Registers of Members' Interests. Mr MacBeath advised that Registers of Members' Interests should be populated by no later than 30 April 2016 and he then sought nominations for the role of Standards Officer.

Thereafter members discussed who would be the most appropriate officer to fulfil the role of IJB Standards Officer and the Board resolved to appoint Mr Roderick MacBeath as its Standards Officer on an interim basis.

The Board resolved:-

- (i) to approve the revised Standing Orders;
- (ii) to agree to nominate Mr Roderick MacBeath as interim Standards Officer to the IJB;
- (iii) to note that providing named substitutes for NHS Grampian Board members would be challenging as a number of NHS Grampian Board members were also members of other Grampian IJBs;
- (iv) to note that Registers of Interests for all members would be in accordance with the Model Code of Conduct for Devolved Public Bodies;
- (v) to instruct the interim Standards Officer to record and collate the IJB Registers of Interest by 30 April 2016; and
- (vi) to note the revised dispensation to Councillors issued by the Standards Commission.

DECLARATION OF INTEREST

Judith Proctor declared a pecuniary interest in the following item of business and withdrew from the meeting.

APPOINTMENT OF CHIEF OFFICER

9. The Board had before it a report by Jess Anderson which invited IJB members to formally appoint the Chief Officer.

The report recommended:-

that the Board formally appoint Judith Proctor as Chief Officer of the Aberdeen City IJB.

The Chair moved that Judith Proctor be appointed as Chief Officer and highlighted that the Board was in a great position on the eve of the go live date and he thanked Mrs Proctor for her effort and dedication to the integration process.

The Board resolved:-

- (i) to formally appoint Judith Proctor as Chief Officer of the Aberdeen City IJB; and
- (ii) to thank Judith Proctor for her effort and dedication to the integration process.

APPOINTMENT OF CHIEF FINANCE OFFICER

10. The Board had before it a report by Judith Proctor which sought formal agreement to the appointment of Alan Gray as the Chief Finance Officer (CFO) for the IJB. This would be an interim appointment until a formal recruitment process had been undertaken to fill the post on a permanent basis.

The report recommended:-

that the Board approve the appointment of Mr Alan Gray as CFO for the Aberdeen City IJB as an interim appointment until such time as a formal recruitment process had been completed and a permanent post holder was in place.

Judith Proctor spoke to the report and recommended that Alan Gray be appointed as the interim CFO for the IJB until a formal appointment had been made. She advised that a formal appointment process would commence following the establishment of the IJB and proposed that authority be remitted to the Audit and Performance Systems Committee to initiate the formal recruitment process for a permanent CFO.

The Board resolved:-

- (i) to approve the appointment of Mr Alan Gray as CFO for the Aberdeen City IJB as an interim appointment until such time as a formal recruitment process had been completed and a permanent post holder was in place; and
- (ii) to remit authority to the Audit and Performance Systems Committee to initiate the formal appointment process to recruit a permanent CFO.

SCHEME OF DELEGATION

11. The Board had before it a report by Roderick Macbeath which asked the Board to agree to the Scheme of Delegation to the Chief Officer, Chief Finance Officer and the Head of Operations.

The report recommended:-

that the Board -

- (a) Agree the Scheme of Delegation to the Chief Officer, Chief Finance Officer and Head of Operations based on powers contained in Appendix 1; and
- (b) Agree to review the operation of the Scheme after one year.

Roderick MacBeath spoke to the report and outlined that the Scheme of Delegated Powers would be exercised by the Chief Officer, Chief Finance Officer and Head of Operations as per the requirements of the Public Bodies Act (Joint Working) (Scotland) 2014. He advised that the Scheme, if approved should be reviewed by the Board after one year.

Thereafter there were questions on the implications of historic legislation that predated the Social Work (Scotland) Act 1968; and the proposed Scheme's applicability due to the IJB's role as a commissioner of services. After consideration the Board resolved to defer decision making on this item until its next meeting on 26 April 2016.

The Board resolved:-

- (i) to note that the Aberdeen City Council and NHS Grampian schemes of delegation remain in effect;
- (ii) to request a that further report on the IJB's Scheme of Delegation be presented to the Board at its next meeting on 26 April 2016; and
- (iii) to defer decision making on this item to the next IJB meeting on 26 April 2016.

CLINICAL AND CARE GOVERNANCE FRAMEWORK

12. The Board had before it a report by Brenda Lurie and Heather MacRae (NHS Grampian) and Martin Kasprovicz (Lead Service Manager, ACC) which outlined arrangements being put in place by the IJB to comply with the National Framework for Clinical and Care Governance. The report and its appendices set out the arrangements proposed for the IJB, the Terms of Reference for a Clinical and Care Governance Group and for a Clinical and Care Governance Committee. It also provided diagrams that set out how these arrangements report to and interface with the wider system.

The report recommended:-

that the Board -

- (a) Agree the interim Clinical and Care Governance Framework based on existing systems and processes;
- (b) Agree to the Clinical and Care Governance Group and its Terms of Reference as set out at Annex 1;
- (c) Agree the establishment of a Clinical and Care Governance Committee and the development of Terms of Reference as set out in Annex 2;
- (d) Agree that the review of the Framework's fitness for purpose be remitted to the Clinical and Care Governance Committee within its first year of operation; and
- (e) Note the plan to disseminate the Framework widely and use it as a learning framework as part of the integration programme and development.

Judith Proctor spoke to the report and explained the purpose and reporting arrangements for the Clinical and Care Governance Committee and Group and she provided an outline of their terms of reference and membership composition. At this point the Clerk circulated the proposed voting memberships for the Clinical and Care Governance Committee and Audit and Performance Systems Committee.

Thereafter there were questions on the meeting dates for the Audit and Performance Systems Committee and Clinical and Care Governance Committee; and the reporting relationship between the Clinical and Care Governance Committee and Clinical and Care Governance Group.

The Board resolved:-

- (i) to agree the interim Clinical and Care Governance Framework based on existing systems and processes;
- (ii) to revise Appendix 1 to include the Chief Social Work Officer as an officer who would attend closed sessions of the Clinical and Care Governance Group in the event of a *significant event or critical incident*;
- (iii) to revise the reporting arrangements diagram outlined in Appendix 3 to include the reporting relationship between the Clinical and Care Governance Committee and Clinical and Care Governance Group;
- (iv) to agree to the Clinical and Care Governance Group and its Terms of Reference as set out at Appendix 1;
- (v) to agree the establishment of a Clinical and Care Governance Committee and the development of Terms of Reference as set out in Appendix 2;
- (vi) to instruct the Clerk to cascade 2016-17 meeting dates for the Audit and Performance Systems Committee and Clinical and Care Governance Committee;
- (vii) to agree that the review of the Clinical and Care Governance Framework's fitness for purpose be remitted to the Clinical and Care Governance Committee within its first year of operation;
- (viii) to appoint Councillor Donnelly as the Chair of the Clinical and Care Governance Committee, and to also appoint Councillor Samarai; Jonathan Passmore and Dr Nick Fluck as voting members of this committee;
- (ix) to appoint Professor Mike Greaves as the Chair of the Audit and Performance Systems Committee, and to appoint Councillor Ironside, Councillor Young and Sharon Duncan as voting members of this committee; and
- (x) to note the plan to disseminate the Clinical and Care Governance Framework widely and use it as a learning framework as part of the integration programme and development.

RISK MANAGEMENT FRAMEWORK

13. The Board had before it a report by Kevin Toshney (Planning and Development Manager, H&SCP) which presented a proposed Risk Management Framework that incorporated the Risk Appetite Statement, the Risk Management Policy and the Corporate Risk Register composed of the strategic and corporate operational risk registers.

The report recommended:-

that the Board -

- (a) Endorse the proposed Risk Management Framework, and its constituent elements of: Risk Appetite Statement; Risk Management Policy; Strategic Risk register; and Corporate Operational Risk Register; and
- (b) Agree that the Risk Appetite Statement and the Risk Management Policy be reviewed on a date no later than one year from the go live date on 1 April 2016.

Kevin Toshney spoke to the report and advised that the Risk Management Framework had been developed based on the requirements as set out in the Integration Scheme and had been supported by colleagues from the Council, NHS Grampian and the Good Governance Institute. Mr Toshney provided the Board with outlines of the Risk Appetite Statement, the Risk Management Policy and the Corporate Risk Register and he recommended that the Strategic Risk Register be referred to the Strategic Planning Group for further development.

Thereafter there were questions on plans to integrate the principles within the Risk Appetite Statement into the Assurance Framework and the Board's risk registers; and members requested that a workshop session on the development of the Strategic Risk Register be scheduled for 26 April 2016.

The Board resolved:-

- (i) to endorse the proposed Risk Management Framework, and its constituent elements of: Risk Appetite Statement; Risk Management Policy and Corporate Operational Risk Register;
- (ii) to request that a workshop session be scheduled for 26 April 2016 to focus on the development of the IJB's Strategic Risk Register;
- (iii) to refer the development of the Strategic Risk Register to the Strategic Planning Group; and
- (iv) to agree that the Risk Appetite Statement and the Risk Management Policy be reviewed on a date no later than one year from the go live date on 1 April 2016.

BOARD ASSURANCE FRAMEWORK

14. The Board had before it a report by Hilary Merrett, Donal Sutton and John Bullivant (Good Governance Institute) that proposed the adoption of the framework to provide assurance to the IJB and key stakeholders that the IJB had a robust assurance system in place. The framework was designed to support appropriate and transparent management and decision making processes which were underpinned by principles of good governance. It would enable the Board to be assured of the quality of its services, the probity of its operations and of the effectiveness with which the Board was alerted to risks to the achievement of its strategic priorities.

The report recommended:-

that the Board adopt the Assurance Framework, noting that it would be regularly reviewed and owned by the Audit and Performance Systems Committee.

Hilary Merrett spoke to the report and advised that the Framework had been developed based on the diagnostic report derived from the 360 interviews conducted by the Good Governance Institute with sIJB members in 2015. Ms Merrett highlighted that the Framework remained a work in progress that required to be updated and refined on a regular basis. She added that the Framework's purpose was to describe the regulatory framework with which the IJB would operate and outline the vision, values and principles that the assurance processes had been designed to support. She explained that the Framework presented a model where individuals, communities, plans, reports and reporting processes were mapped at different organisational levels against compliance and transformation assurance requirements. She proposed that the Audit and Performance Systems Committee be remitted with the responsibility for managing the Framework and to provide assurance to the IJB.

Thereafter there were questions on the development and determination of standards in areas of high risk such as adult protection; and how frequently the Framework would be reviewed and what role the Good Governance Institute would have in this process. Members also highlighted the importance of aligning the Assurance Framework with the reports, plans and work of the IJB, particularly in its first year of operation as a public body.

The Board resolved:-

- (i) to revise Appendix 1, para 2.2 to include a reference to staff within the *Service Level: Risk registers and reports from governance groups* section;
- (ii) to delete the reference to the *Staff Partnership Forum* and insert *Joint Staff Forum* on page 259;
- (iii) to request that for an interim period all relevant IJB items refer back to the Assurance Framework and its strategic priorities, and for this to be presented in A3 coloured format;
- (iv) to request that performance and compliance against the Assurance Framework be attached to the IJB's annual governance statement;
- (v) otherwise to adopt the Assurance Framework, noting that it would be regularly reviewed and managed by the Audit and Performance Systems Committee; and
- (vi) to thank Good Governance Institute colleagues for their efforts in preparing the Assurance Framework.

FINANCIAL REGULATIONS

15. The Board had before it a report by Paul Dixon (Accounting Manager, ACC) and Alan Sharp (Finance, NHS Grampian) which asked the Board to consider the adoption of the Financial Regulations which detailed the responsibilities of the IJB for its own financial affairs.

The report recommended:-

that the Board approve the Financial Regulations for the Aberdeen City IJB as set out in the Appendix to this report.

Paul Dixon spoke to the report and advised that the Integrated Resources Advisory Group's (IRAG) guidance had recommended that the IJB would be required to develop its own bespoke financial regulations. The regulations would build on the financial section of the Integration Scheme and had been developed on a Pan Grampian basis having been reviewed by internal audit colleagues. Mr Dixon explained that the financial procedures would detail the financial responsibilities and policies that would govern the IJB, and would outline the regulations that members and committees would have to comply with when considering financial matters.

The Board resolved:-

- (i) to approve the Financial Regulations for the Aberdeen City IJB as set out in the Appendix to this report; and
- (ii) to note that updates would be provided on an ongoing basis and that a formal review would take place on biennial basis.

DUE DILIGENCE PROCESS

16. The Board had before it a report by Paul Dixon and Alan Sharp which provided details of the due diligence processes that had been applied to the creation of the consolidated Aberdeen City Health and Social Care Partnership budget for 2016-17 financial year.

The report recommended:-
that the Board -

- (a) Endorse the due diligence processes that have been applied to the creation of the consolidated Aberdeen City Health and Social Care Partnership budget for the 2016-17 financial year; and
- (b) Otherwise note the content of the report.

Paul Dixon spoke to the report and advised that the due diligence process had been based on guidance from the Integrated Resources Advisory Group (IRAG) which recommended that initial sums should be determined on the basis of existing Council and NHS Grampian budgets, in addition to actual spend and financial plans for delegated services. Mr Dixon explained that financial planning had been assessed against actual expenditure reported in management accounts for the two most recent financial years and he stressed that savings and efficiency targets had been identified and assumptions, risks and opportunities had been made clear to all partners.

Thereafter there were questions on the budgetary and assurance processes that had been undertaken and how they had supported the due diligence process; and how the costings for the provision and delivery of IJB services had been forecast.

The Board resolved:-

- (i) to endorse the due diligence processes that have been applied to the creation of the consolidated Aberdeen City Health and Social Care Partnership budget for the 2016-17 financial year; and
- (ii) otherwise to note the content of the report.

REVENUE BUDGET 2016-17

17. The Board had before it a report by Paul Dixon and Alan Sharp which asked the Board to consider and approve the revenue budget for the IJB for the financial year 2016-17.

The report recommended:-
that the Board -

- (a) Approve the revenue budget for the Aberdeen City IJB for the financial year 2016-17;
- (b) Approve the issuing of Directions to NHS Grampian and ACC setting out the level of funding to be incurred by each body in providing the services on behalf of the IJB; and
- (c) Request that the Chief Officer submit a paper outlining the strategy for the use of the additional capacity/transformation funding budgets to the Board meeting on 26 April 2016.

Paul Dixon spoke to the report and advised that due diligence had been applied to the creation of the consolidated revenue budget 2016-17 and that it would total

£251,699,000. Mr Dixon highlighted that significant elements of additional capacity/transformation funding had been announced in the Scottish Government's Financial Settlement, which would supplement the Integrated Care Fund and Delayed Discharge funding and would amount to £9,625,000 in additional IJB funding. He advised that the IJB was required to approve directions to partners to make appropriate payments for the delivery of services in line with its Strategic Plan.

Thereafter there were questions on the financial monitoring of hosted services; the deliverability of the savings and efficiency targets as outlined in the report; and how finance reports would be presented to the IJB and how they should capture the Partnership's strategic intentions, as well as areas and levels of overspend, underspend, risk and opportunity.

The Board resolved:-

- (i) to approve the revenue budget for the Aberdeen City IJB for the financial year 2016-17;
- (ii) to approve the issuing of Directions to NHS Grampian and ACC setting out the level of funding to be incurred by each body in providing the services on behalf of the IJB; and
- (iii) to request that the Chief Officer submit a paper outlining the strategy for the use of the additional capacity/transformation funding budgets to the Board meeting on 26 April 2016.

AUDIT AND ASSURANCE ARRANGEMENTS

18. The Board had before it a report by Alan Gray which summarised the audit and assurance arrangements that would be required to support the IJB.

The report recommended:-

that the Board -

- (a) Agree to the establishment of an Audit and Performance Systems Committee, the terms of reference for which will be agreed at its first meeting in May 2016; and
- (b) Approve the appointment of the internal auditor and to seek a nomination to act in the capacity as Chief Internal Auditor to the IJB.

Paul Dixon spoke to the report and advised that Audit Scotland had been appointed as the IJB's external auditor for the 2016-17 financial year and that an audit plan would be agreed in due course. Mr Dixon explained that the internal audit service would be provided by the joint Aberdeen City and Aberdeenshire Internal Audit Team and they would provide the Chief Internal Auditor who would report to the Audit and Performance Systems Committee.

The Board resolved:-

- (i) to agree to the establishment of an Audit and Performance Systems Committee, the terms of reference for which will be agreed at its first meeting in May 2016; and
- (ii) to approve the appointment of the internal auditor and to seek a nomination to act in the capacity as Chief Internal Auditor to the IJB.

THE INTELLIGENT IJB: A FRAMEWORK TO SUPPORT PLANNING, GOVERNANCE AND PERFORMANCE IMPROVEMENT IN ABERDEEN CITY

19. The Board had before it a report by Jillian Evans (Head of Health Intelligence, NHS Grampian) which proposed the adoption of a Framework for Performance, Governance and Improvement underpinned by good intelligence and effective practice. The principles and processes which informed the work were consistent with the ethos of the IJB – to be evidence informed, high performing and decisive, with an enabled and empowered culture.

The report recommended:-

that the Board -

- (a) Agree the framework as the basis of future performance reporting at all layers of the IJB;
- (b) Endorse the principles of the intelligent board as set out in the framework;
- (c) Agree to the development of a highly visual dashboard for use at all layers in the IJB, including Audit and Performance Systems and IJB; and
- (d) Note that this would be developed incrementally over the next twelve months in parallel with the development of the IJB Locality Approach and implementation of the Strategic Plan.

Judith Proctor spoke to the report and advised that the Framework would support strategic planning and the delivery of the nine national health and wellbeing outcomes. Mrs Proctor explained that there was a vast amount of data available and stressed the importance of using this information efficiently but she highlighted that the full suite of data would be accessible to all IJB members. She added that the framework would build on existing performance frameworks currently used by the Council and NHS Grampian and thereafter the Partnership would develop bespoke indicators for areas such as locality planning.

Thereafter there were questions on the collation and articulation of qualitative data; how the performance information would be linked to Board decision making and how it could be used to measure the effectiveness of the Board; and the level of the Partnership's engagement with Information Services Division (ISD) Scotland.

The Board resolved:-

- (i) to agree the framework as the basis of future performance reporting at all layers of the IJB;
- (ii) to endorse the principles of the intelligent board as set out in the framework;
- (iii) to agree to the development of a highly visual dashboard for use at all layers in the IJB, including Audit and Performance Systems and IJB;
- (iv) to note that this would be developed incrementally over the next twelve months in parallel with the development of the IJB Locality Approach and implementation of the Strategic Plan; and
- (v) to request that the framework be utilised to support the IJB's annual governance statement, particularly with regards to how data and information use had informed IJB decision making.

STRATEGIC PLAN

20. The Board had before it a report by Kevin Toshney that presented the revised Strategic Plan 2016-19 to the IJB for its consideration and approval and for it to agree that the plan should be published on the go live date of 1 April 2016.

The report recommended:-

that the Board -

- (a) Agree that the revised Strategic Plan be accepted as a statement of intent as to how the integrated health and social care services would work towards attaining the national health and wellbeing outcomes;
- (b) Agree that this revised Strategic Plan be published on the Partnership's website on 1 April 2016;
- (c) Note that the other statutory obligation, the Integration Scheme was approved by the Cabinet Secretary and that an Order of Approval came into effect as of 6 February 2016; and
- (d) Agree that with the Integration Scheme, the endorsed Strategic Plan and the agreed revenue budget (2016-17) all in place the IJB can agree to the delegation of functions previously agreed with its partners and go live on 1 April 2016.

Kevin Toshney spoke to the report and advised that the draft Strategic Plan had been amended to take on board the suggested revisions from members at the previous meeting. Mr Toshney explained that approval of the Strategic Plan and its publication on the Partnership's website would enable the Partnership to go live on 1 April 2016.

Thereafter members considered the plan and highlighted a number of areas for revision ahead of the plan's publication on 1 April 2016.

The Board resolved:-

- (i) to agree that the revised Strategic Plan be accepted as a statement of intent as to how the integrated health and social care services would work towards attaining the national health and wellbeing outcomes;
- (ii) to revise the reference to *long term conditions being the norm* on page 347
- (iii) to revise the reference to *known suicides directly attributable to the economic downturn* on page 355;
- (iv) to revise the reference to *Cornhill Hospital* to read *Royal Cornhill Hospital* on page 357;
- (v) to agree that the revised Strategic Plan be published on the Partnership's website on 1 April 2016;
- (vi) to note that the other statutory obligation, the Integration Scheme was approved by the Cabinet Secretary and that an Order of Approval came into effect as of 6 February 2016;
- (vii) to agree that with the Integration Scheme, the endorsed Strategic Plan and the agreed revenue budget (2016-17) all in place the IJB can agree to the delegation of functions previously agreed with its partners and go live on 1 April 2016; and
- (viii) to thank all colleagues and officers for their efforts and contributions which would enable the Health and Social Care Partnership to go live on 1 April 2016.

- **COUNCILLOR LEN IRONSIDE CBE, Chairperson.**