



INTEGRATION JOINT BOARD

Minute of Meeting

26 April 2016

Community Health and Care Village, Aberdeen

Present: Councillor Ironside CBE (Chairperson); Jonathan Passmore (Vice Chairperson); and Councillors Donnelly (for items 1-9) and Samarai; and Rhona Atkinson (as substitute for Sharon Duncan), Dr Nick Fluck and Professor Mike Greaves (NHS Grampian Board members); and Jenny Gibb (Professional Nursing Adviser, NHS Grampian), Mike Adams (Partnership Representative, NHS Grampian), Jim Currie (trade union representative - Aberdeen City Council (ACC)), Bernadette Oxley (Chief Social Work Officer, ACC), Kenneth Simpson (Third Sector Representative), Gill Moffat and Faith-Jason Robertson-Foy (Carer Representatives), Howard Gemmell (Patient/Service User Representative), Dr Satchi Swami (Secondary Care Adviser, NHS Grampian), Dr Stephen Lynch (Clinical Lead, NHS Grampian) and Judith Proctor (Chief Officer, Aberdeen City Health and Social Care Partnership (ACH&SCP)).

Also in attendance: Alan Gray (interim Chief Finance Officer, ACH&SCP), Tom Cowan (Head of Operations, ACH&SCP), Kevin Toshney (Planning and Development Manager, ACH&SCP), Roderick MacBeath (Senior Democratic Services Manager, ACC) (for item 3), Jess Anderson (Legal Manager, ACC) (for item 6) Gail Woodcock (Localities Programme Manager, ACH&SCP) (for item 8) and Iain Robertson (Democratic Services, ACC).

Apologies: Sharon Duncan.

The agenda and reports associated with this minute can be located at the following link:-

<http://committees.aberdeencity.gov.uk/ieListMeetings.aspx?Committeeld=516>

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.

OPENING REMARKS

1. The Chair opened the meeting and introduced Dr Satchi Swami (Secondary Care Adviser, NHS Grampian) and welcomed him to his first meeting of the Board. The Chair also advised that this would be Councillor Gill Samarai's final meeting as a member of the IJB and he thanked her on behalf of the Board for her contribution during the integration of health and social care in Aberdeen City.

The Board resolved:-

- (i) to welcome Dr Satchi Swami as the Board's Secondary Care Adviser; and
- (ii) to thank Councillor Gill Samarai for her contribution during the integration of health and social care in Aberdeen City.

DETERMINATION OF EXEMPT BUSINESS

2. The Chair proposed that item 9 (Senior Leadership Team: Structure Outline) of today's agenda (item 10 of this minute) 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 paragraph 1 of Schedule 7(A) of the Act.

MINUTE OF PREVIOUS MEETING

3. The Board had before it the minute of the previous shadow Board meeting of 29 March 2016.

With reference to item 8 (IJB Standing Orders) Roderick MacBeath (Senior Democratic Services Manager, ACC) explained that the Law Society of Scotland had advised that they had no legal objections to his nomination as the IJB's Standards Officer. At this point the Chair nominated Mr MacBeath as the IJB's Standards Officer and the Board agreed to this nomination;

With reference to item 8 (IJB Standing Orders) Mr MacBeath highlighted that he had drawn up a register of members interests and he explained that the Clerk would distribute these to members after the business meeting; and

With reference to item 11 (Scheme of Delegation) Mr MacBeath informed the Board that the scheme had been significantly amended since being presented to the Board on 29 March 2016 and advised that the revised scheme would be submitted to the Board at its next meeting on 28 June 2016.

The Board resolved:-

- (i) to nominate Mr Roderick MacBeath as the IJB's Standards Officer, subject to final approval from the Standards Commission;

- (ii) to note that a report on the revised Scheme of Delegation would be presented to the Board at its next meeting on 28 June 2016;
- (iii) to note the information provided; and
- (iv) otherwise approve the minute as a correct record.

BUSINESS STATEMENT

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

The Board resolved:-

- (i) to request that the Strategic Plan be removed from the Business Statement;
- (ii) to request an update on the Strategic Plan's Indicative Timetable at the Board's meeting on 25 October 2016;
- (iii) otherwise to note the statement.

IJB DIRECTIONS TO ABERDEEN CITY COUNCIL AND NHS GRAMPIAN

5. The Board had before it a report by Kevin Toshney (Planning and Development Manager, ACH&SCP) which set out the functions that had been delegated to the IJB by Aberdeen City Council and NHS Grampian, its Directions to these partner organisations on how these functions would be delivered.

The report recommended:-

that the Board –

- (a) to endorse its directions to ACC in relation to those delegated functions that ACC delivers on behalf of the IJB;
- (b) to endorse its directions to NHS Grampian in relation to those delegated functions that ACC delivers on behalf of the IJB;
- (c) to agree that these, and all future Directions that may be agreed by the Board, be issued on the Board's behalf by the Chief Officer to the Chief Executives of ACC and NHS Grampian as appropriate;
- (d) to agree that future papers on the transformation of integrated health and social care services consider what impact they would have on either (or both) set(s) of Directions;
- (e) to agree that both sets of Directions be reviewed by the Audit and Performance Systems Committee as and when updates were required, and at a minimum on an annual basis in respect of the following financial year.

Kevin Toshney (Planning and Development Manager, ACH&SCP) spoke to the report and explained that legislation required the IJB to set out a mechanism for implementing the Strategic Plan and this would take the form of Directions from the IJB to Aberdeen City Council and NHS Grampian. Mr Toshney highlighted that the funding associated with these Directions had been drawn from the IJB's revenue budget 2016-17 and that the Directions made it explicit that delegated functions and services would be provided delivered in terms of current operational arrangements and in the wider context of the Strategic Plan.. He added that the Directions, if approved would remain in effect until such time as they were varied, revoked or superseded by the Board.

Thereafter there were questions on Directions for hosted services and discussion on the development of a Service Level Agreement or Memorandum of Understanding with the other Grampian IJBs for the provision and delivery of hosted services.

The Board resolved:-

- (i) to endorse its directions to ACC in relation to those delegated functions that ACC delivers on behalf of the IJB;
- (ii) to endorse its directions to NHS Grampian in relation to those delegated functions that ACC delivers on behalf of the IJB;
- (iii) to agree that these, and all future Directions that may be agreed by the Board, be issued on the Board's behalf by the Chief Officer to the Chief Executives of ACC and NHS Grampian as appropriate;
- (iv) to agree that future papers on the transformation of integrated health and social care services consider what impact they would have on either (or both) set(s) of Directions;
- (v) to agree that both sets of Directions be reviewed by the Audit and Performance Systems Committee as and when updates were required, and at a minimum on an annual basis in respect of the following financial year; and
- (vi) to request a report on future IJB Directions for hosted services.

RISKS COVERED BY THE CLINICAL NEGLIGENCE AND OTHER RISKS INDEMNITY SCHEME (CNORIS)

6. The Board had before it a report by Alan Thomson (Solicitor, ACC) which outlined to the Board the potential risks of not signing up to CNORIS.

The report recommended:-

that the Board –

- (a) Note the contents of the report;
- (b) Note the contents of the report at Appendix 1;
- (c) Direct the Chief Officer to apply to Scottish Ministers to join CNORIS for Directors and Officers cover; and
- (d) Agree the expenditure to purchase membership of CNORIS at the amount set out at 2.3.1 of Appendix 1.

Jess Anderson (Legal Manager, ACC) spoke to the report and advised that the Scottish Government's Statutory Guidance had recommended that IJBs should have risk pooling and claims management arrangements in place and highlighted that 23 other IJBs including Aberdeenshire and Moray had signed up to CNORIS. Ms Anderson explained that the risk associated with IJB membership of CNORIS was considered low and therefore the annual contribution had been set at £3,000.

Thereafter there were questions on the extent of CNORIS' coverage in the event of a substantial claim for compensation from individuals impacted by a decision of the IJB and whether claims covered areas such as criminal justice. There were also questions on the process for determining the validity of claims against the IJB and under what circumstances the IJB would need to seek legal advice independent of Aberdeen City Council and NHS Grampian.

The Board resolved:-

- (i) to note the contents of the report;

- (ii) to note the contents of the report at Appendix 1;
- (iii) to direct the Chief Officer to apply to Scottish Ministers to join CNORIS for Directors and Officers cover;
- (iv) to agree the expenditure to purchase membership of CNORIS at the amount set out at 2.3.1 of Appendix 1;
- (v) to request legal clarification on how claims would be validated and determined;
- (vi) to request that membership of CNORIS be monitored and reviewed on a regular basis; and
- (vii) to request that the Chief Officer raise risk pooling and claims management arrangements at the next IJB Chief Officers meeting.

STRATEGIC COMMISSIONING INVESTMENTS (TRANSFORMATION FUNDS)

7. The Board had before it a report by Judith Proctor (Chief Officer, ACH&SCP) which set out a Strategic Commissioning and Transformation Programme for the IJB and outlined the process undertaken to develop these priorities.

The report recommended:-

that the Board -

- (a) Endorse the principle of strategic commissioning as set out in the paper in Appendix 1;
- (b) Agree these as the priority strategic commissions for development over a rolling three year programme;
- (c) Agree the high level investment proposals set out in the paper;
- (d) Agree that oversight of delivery of the programme would continue under the Transformation Programme Board which would, in turn, report to the Audit and Performance Systems Committee;
- (e) Request an annual report on progress and milestones, or as required by exception to the IJB;
- (f) Agree that funding not committed to these strategic commissions would be directed by the Transformation Programme Board, within an agreed allocation process aligned to the IJB's Strategic Plan; and
- (g) Agree the establishment of new posts related to the delivery of this programme.

The Board received a presentation from Judith Proctor in which she advised that the Transformational and Strategic Commissioning Plan would provide the mechanism for delivering the Strategic Plan. Mrs Proctor summarised the context of health and social care integration and the consultative process undergone during the development of the Strategic Plan. She explained that the Transformational and Strategic Commissioning Plan would encompass three main areas of focus:

1. Enablers: This area would concentrate on the development of mobile working, shared networks, platforms to support integrated teams and cultural and organisational change;
2. Commissioning Approach: This area would look at supporting locally focussed commissioning, improving integrated working with third and independent sector providers and increasing capacity and sustainability through joined up working and better relationships; and

3. Development of New Models: This area would focus on the development of Acute Care@home, building community capacity and modernising primary care.

Mrs Proctor also highlighted the resourcing and governance arrangements of the IJB and the importance of being prudent in relation to risk and the necessity of having robust structures in place. She also added that the Partnership would be realistic in its planning and not overpromise on its capacity to deliver services.

Thereafter there were questions on the bidding process for Transformational Funding; the proposed level of funding to be allocated to independent and third sector providers; and the viability of ring-fencing funding for projects and services to be delivered at locality level. Members also highlighted the importance of information analysis and the development of an evaluation framework to avoid a retrofit analysis after year two; and the Partnership's use of the Programme Management Office to deliver sustainable change and avoid the expansion of existing capacity.

The Board resolved:-

- (i) to endorse the principle of strategic commissioning as set out in the paper in Appendix 1;
- (ii) to agree these as the priority strategic commissions for development over a rolling three year programme;
- (iii) to agree the high level investment proposals set out in the paper;
- (iv) to agree that oversight of delivery of the programme would continue under the Transformation Programme Board which would, in turn, report to the Audit and Performance Systems Committee;
- (v) to request an annual report on progress and milestones, or as required by exception to the IJB;
- (vi) to agree that funding not committed to these strategic commissions would be directed by the Transformation Programme Board, within an agreed allocation process aligned to the IJB's Strategic Plan;
- (vii) to agree the establishment of new posts related to the delivery of this programme;
- (viii) to request that a report on the principle of ring-fencing transformational funding be presented to the Audit and Performance Systems Committee; and
- (ix) to thank the Chief Officer for the informative presentation.

COMMUNITY EMPOWERMENT ACT CONSULTATION

8. The Board had before it a report by Gail Woodcock (Localities Programme Manager, ACH&SCP) which brought to the Board's attention the ongoing consultation relating to the Community Empowerment (Scotland) Act and sought agreement that a formal response to the consultation be submitted on behalf of the ACH&SCP. The report also suggested a process for supporting responses to future consultations on behalf of the ACH&SCP.

The report recommended:-

that the Board –

- (a) Note the consultation on the draft guidance in respect of the Community Empowerment Act and the timescales involved, which mean that it was not

- possible to bring a full draft consultation response to the IJB for approval prior to the consultation response deadline;
- (b) Instruct the Chief Officer to develop and provide an appropriate response on behalf of the ACH&SCP to the current consultation relating to the Community Empowerment Act, in consultation with the Chair and Vice Chair of the IJB;
 - (c) Delegate to the Chief Officer the responsibility for responding to future relevant consultations on behalf of the ACH&SCP, in consultation with the Chair and Vice Chair of the IJB, bringing draft consultation responses to the IJB or appropriate committee if appropriate and when time permits.

Gail Woodcock spoke to the report and advised that the Community Empowerment (Scotland) Act imposed duties on Community Planning Partnerships (CPP) and partners around the delivery of improved local outcomes and the involvement of community bodies at all stages of the community planning process and this was of particular interest to the IJB as locality planning was a key element of the Public Bodies (Joint Working) (Scotland) Act. Ms Woodcock explained that differences in terminology between the two acts may prove to be problematic as the Community Empowerment Act defined localities as *natural communities*, whereas the Public Bodies Act deemed localities to be artificial boundaries. She further advised that the ACH&SCP had been engaging with CPP colleagues on how services would be planned and delivered at locality, city and regional levels and that work was ongoing to develop a Participation and Engagement Strategy to ensure that communities had a voice during the process as this would provide added value to decision making. She also noted that Part 5 of the Community Empowerment Act set out the framework for the asset transfer process and this would be of interest to the IJB as physical assets were a key enabler to deliver many of the services that the ACH&SCP was responsible for.

Thereafter members requested that all future consultation responses be published on the Partnership's website for public inspection; and Judith Proctor advised that IJBs were statutory partners of CPPs and she confirmed that the Chair would represent the IJB, with support from the Chief Officer on the Aberdeen City Community Planning Partnership.

The Board resolved:-

- (i) to note the consultation on the draft guidance in respect of the Community Empowerment Act and the timescales involved, which mean that it was not possible to bring a full draft consultation response to the IJB for approval prior to the consultation response deadline;
- (ii) to instruct the Chief Officer to develop and provide an appropriate response on behalf of the ACH&SCP to the current consultation relating to the Community Empowerment Act, in consultation with the Chair and Vice Chair of the IJB;
- (iii) to delegate to the Chief Officer the responsibility for responding to future relevant consultations on behalf of the ACH&SCP, in consultation with the Chair and Vice Chair of the IJB, bringing draft consultation responses to the IJB or appropriate committee if appropriate and when time permits; and
- (iv) to request that all consultation responses made on behalf of the IJB be published on the ACH&SCP website.

IJB 2017-18 MEETING DATES

9. The Board had before it a report by the Clerk which proposed a meeting schedule for the IJB for 2017-18.

The report recommended:-

that the Board –

- (a) Agree the 2017-18 meeting dates as outlined in the report; and
- (b) Approve the publication of the meeting dates on the ACH&SCP website.

The Clerk spoke to the report and advised that the report proposed similar arrangements to the existing meeting schedule whereby the IJB would meet on a bi-monthly basis with meetings commencing at 10am on Tuesdays, alternating between the Town House and the Community Health and Care Village. He added that after consultation no meetings had been found that conflicted with Aberdeen City Council or NHS Grampian Board meetings and approval of these dates would enable IJB meeting dates to be included in Aberdeen City Council's Calendar of Meetings for 2017 which would be considered at Full Council on 11 May 2016.

The Board resolved:-

- (i) to agree the 2017-18 meeting dates as outlined in the report; and
- (ii) to approve the publication of the meeting dates on the ACH&SCP website.

In accordance with the decision recorded under article 2 of this minute, the following item was considered with the press and public excluded.

SENIOR LEADERSHIP TEAM: STRUCTURE OUTLINE

10. The Board had before it a report by Tom Cowan (Head of Operations, ACH&SCP) which informed the Board of the proposed approach to establishing a Senior Leadership Organisational Structure for the ACH&SCP.

The report recommended:-

that the Board –

- (a) Agree the organisational design outlined within the report; and
- (b) Instruct the Chief Officer to deliver the structure within the existing resources of the present management structures, along with the additional Transformational Funding outlined in the accompanying Strategic Commissioning Investments report.

The Board resolved:-

- (i) to agree the organisational design outlined within the report; and
- (ii) to instruct the Chief Officer to deliver the structure within the existing resources of the present management structures, along with the additional Transformational Funding outlined in the accompanying Strategic Commissioning Investments report.

WORKSHOP SESSION

STRATEGIC RISK REGISTER

11. The Board then broke out into a workshop session presented by Hilary Merett and Donal Sutton (Good Governance Institute) which focussed on the development of the Board's Strategic Risk Register.

COUNCILLOR LEN IRONSIDE CBE, Chairperson.

DRAFT