

CÙRAM IS SLÀINTE NAN EILEAN SIAR INFORMAL MEETING OF VOTING MEMBERS OF INTEGRATION JOINT BOARD

Minute of Meeting held in Committee Room 1, Council Offices, Stornoway, on Tuesday 15 September 2015 at 9.30am.

PRESENT		Dr Neil R Galbraith (Chair) Mr Uisdean Robertson (Vice Chair) Mr Angus Morrison Mr Norman A MacDonald Mr Angus Campbell Mr Michael Frain Ms Diane McPherson (Depute/Proxy Member) Dr Maggie Watts (Depute/Proxy Member)
IN ATTENDANCE		Mr Gordon Jamieson Mr Malcolm Burr Mr Ron Culley
APOLOGIES		Mr Ian Burgess Mr Malcolm Smith
Appointment of Chairman	1	<p>It was indicated at the meeting that NHS Western Isles had appointed Dr Neil R Galbraith as Chair of the Integration Joint Board until 20 September 2017 and that Dr Galbraith would chair the board during both its shadow and operational phases.</p> <p>It was also noted that the Comhairle members had appointed Mr Uisdean Robertson as Vice Chair of the Integration Joint Board.</p> <p>Arising out of consideration of this item it was agreed that the Chief Officer and Clerk would agree a circulation list for future meetings.</p>
Apologies for Absence	2	Apologies for absence were received from Mr Ian Burgess and Mr Malcolm Smith.
Declarations of Interest	3	There were no declarations of interest.
Minute of Meeting of 7 August 2015	4	<p>MINUTES</p> <p>The Minute of Meeting of 29 June 2015 was approved.</p> <p>Arising out of consideration of item 5 of this minute the Board considered the letter dated 21 August 2015 from the Chair of The Third Sector Interface and agreed to accept the nomination of Mrs Morag Munro as one of the representatives of the Third Sector.</p> <p>The voting members noted the proposal that the remaining position be filled by a paid officer and expressed their reservations about such an approach as a paid official of one partner may not be in a position to represent the Third Sector as a whole.</p> <p>It was agreed that the Chief Officer Health and Social Care would advise the Third Sector Interface of these reservations at a meeting scheduled for 16 September 2015.</p> <p>The voting members further noted that the Chief Officer, Health and Social Care, had held discussions with Trade Union representatives and that the employees' side would have further internal discussions prior to putting forward formal nominations to the Integration Joint Board.</p>

GOVERNANCE

Health Board
Nominations to
Curam is Slainte

- 5 The Chief Executive NHS Western Isles provided an update in relation to appointments by NHS Western Isles in terms of regulation 5 of the Public Bodies (Joint working) (Integration Joint Board) (Scotland) Order 2014 as follows Regulation 5 (2)(f) Dr Keith Burns;

Regulation 5(2)(g) Kathleen MacCulloch and;
Regulation 5(2)(h) Dr Greg Otili.

The Chief Executive NHS Western Isles also indicated that it proposed that Ms Debbie Bozkurt be appointed as the Proper Officer of the Integration Joint Board under section 95 of the Local Government (Scotland) Act 1973 in terms of regulation 5 (2)(e) of the said Order. He indicated that Ms Bozkurt had appropriate experience in preparing accounts on a local authority format.

He also indicated that NHS Western Isles had agreed to appoint the following as proxy voting members in terms of Regulation 12 of the Public Bodies (Joint Working) (Integration Joint Board) Scotland Order 2014:

Mr Neil Campbell, Ms Diane McPherson, Dr Maggie Watts, Mrs Marion Fortum.

The voting members noted the appointment of proxy members and the appointments made under regulations 5 (2) (f), (g) and (h) and approved for their interests the appointment of Ms Bozkurt in terms of Regulation 5(2)(e).

The voting members further noted that the appointment of Ms Bozkurt and of The Chief Officer would require to be formally ratified by the Integration Joint Board at its first formal meeting.

It was agreed to consider the following item in private as it related to the terms and conditions of employment of individual employees.

Operational
Management of
Integrated
Services

- 6 The Chief Officer, Health and Social Care, submitted a Report providing an overview of the proposed operational management structure of integrated services reporting to the Chief Officer.

The Report indicated that the Integration Scheme agreed by the Comhairle and NHS Western Isles set out that the Chief Officer would be responsible for the operational management of Integrated Services. The Report provided an overview and rationale for moving to an integrated management structure and detailed the proposed reporting arrangements therein. It was intimated that both parent bodies had a Corporate Management Team and it was proposed to have a Health and Social Care Senior Management Team as part of the process of delivering integrated services. It was clear that the management of Western Isles Hospital would remain under the management of the Nursing Director. The requirement to define lines of professional governance was also acknowledged. These proposals were considered to be the first step towards integrated arrangements in fields such as community nursing and home care. The voting members discussed the proposals in the Report emphasising the importance of accountability and alignment of services. The voting members also acknowledged that there were legal and human resources issues in relation to integrated management which would require to be clarified and considered by the Board. There may also be financial consequences.

The voting members were supportive of a move towards an integrated senior management team for which their authority was not required. It was noted that the principles of employment law would require to be applied to any appointments to the proposed posts and in relation to any proposed matching.

The voting members agreed the service combinations detailed in the proposed structure of integrated services as outlined at Annex 1 to the Report as the basis for consultation with employees and trade unions on the basis that the outcome of that consultation would be presented to the IJB and to the appropriate Committees of the Comhairle and NHS Western Isles together with details of any legal, financial or human resources implications which required to be taken into account in reaching a final decision as to the structure.

Locality Planning
Arrangements

- 7 The Chief Officer, Health and Social Care, submitted a Report providing an overview of the proposed locality planning structure which would support the planning and delivery of integrated services. The Report stated that the Integration Joint Board was required to oversee the development of locality planning arrangements. This Report built upon the key points in national guidance and set out a proposed recommendation for the Integration Joint Board to consider in respect of the number and geography of localities.

The Report further stated that the Joint Planning and Liaison Group had previously debated a number of locality with proposals for 2, 4 or 5 localities. The Report proposed 5 localities

as follows:

- Zone 1 – Barra
- Zone 2 - Uist
- Zone 3 – Harris
- Zone 4 – Stornoway/Broadbay
- Zone 5 – Rural Lewis

A more particularly shown in Annex 1 to the Report.

The Report stated that a locality was defined in the legislation as a smaller area within the border of an integration authority and referred to the group of people in these areas who must play an active role in service planning for the local population in order to improve outcomes. It was acknowledged that the size of localities would vary but would require to feel “right” to people living and working in the area: large enough to offer sufficient scope for service improvement but small enough to feel local and “real”.

It was noted that the use of localities was a current theme of legislation and that the Community Empowerment (Scotland) Act would also impose a requirement to consider localities in the context of services provided by Community Planning Partners.

The voting members agreed for their interests to the proposed locality structure involving 5 locality planning groups as outlined in Annex 1 to the Report.

Strategic Planning 8
Arrangements

The Chief Officer, Health and Social Care, submitted a Report providing an overview of the development of the Strategic Plan. The Report stated that the IJB was required to have a Strategic Plan in place by 31 March 2016.

The Report stated that integration authorities were obliged to establish a Strategic Planning Group for the area covered by the Integration Scheme for the purposes of preparing the plan. In addition, the Integration Authority was required to involve a range of relevant stakeholders which must include representatives of groups prescribed by the Scottish Ministers as having an interest. The regulatory requirements and local recommendations were outlined in paragraph 4.4 of the Report for the voting members approval. It was clarified that this would be the core group to drive and develop the plan and would to some extent act as a sounding board. It was noted that the two parent bodies priorities would require to be considered in the context of the Strategic Plan.

The following timeline was envisaged in terms of development of the plan:

- September – October: Initial engagement with localities; initial discussion at IJB around priorities; Strategic Planning Group formed;
- November – December: Commissioning cycle explored through Strategic Planning Group; Outline Integration Budget developed; first Draft Strategic Plan agreed by IJB;
- January – March: Consultation on content of Strategic Plan; IJB Budget agreed; Final Draft Strategic Plan agreed by IJB.
- April: IJB fully functional and in command of Integrated Budget.

There was a general discussion around what should be included in the Plan and it was agreed that the statutory duties of the local authority, the NHS Board and the IJB required to be the starting point. While the plan should be ambitious, it required to be realistic and achievable and to utilise employees and their skills fully.

It was agreed:

- (a) to agree the membership of the Strategic Planning Group as outlined in paragraph 4.4 of the Report;
- (b) that further consideration would be given to the appropriate Chairmanship of the Group;
- (c) that the Plan required to be realistic and achievable while ambitious and that the statutory duties of the local authority, NHS Board and the IJB required to be its starting point; and
- (d) that members of the IJB would be pleased to attend workshops and consultation meetings as appropriate.

Projected Financial Position of Integration Joint Board	9	The Clerk sought and obtained the Chairman's position to withdraw this item.
Scottish Government Guidance: Roles, Responsibilities and Membership of the Integration Join Board	10	<p>The Chief Officer, Health and Social Care, submitted the recently published <i>Scottish Government, Guidance Document Roles Responsibilities and Membership of the Integration Joint Board</i>. He highlighted that this guidance acknowledged that further discussion was required in relation to complaints received in respect of integrated services and that a Scottish Government Consultation was anticipated in the near future.</p> <p>He also made reference to the CNORIS Scheme.</p> <p>It was agreed to benchmark with other IJBs within Scotland in relation to membership of CNORIS, as this could amount to an additional substantial cost.</p> <p>The requirement for a publication scheme in terms of FOI Legislation was also noted.</p> <p>It was agreed that the Clerk would liaise with the Chief Executive of NHS Western Isles and the Chief Officer Health and Social Care in relation to complaints procedures and responses to consultation prior to submission to the voting members.</p>
AOCB	11	<p>It was noted that the Comhairle representatives had appointed Mr Uisdean Robertson as Vice-Chair of the IJB. The Chair formally congratulated Mr Robertson on this appointment.</p> <p>It was further agreed that the Clerk would circulate a draft schedule of Board Meetings to Members of the IJB.</p>

DRAFT