



CÙRAM IS SLÀINTE NAN EILEAN SIAR INTEGRATION JOINT BOARD

Minute of the meeting of the Western Isles Integration Joint Board held on the 20th June 2016 at 2.00pm, within the Lecture Room, Education Unit, Western Isles Hospital, Stornoway.

Voting Members Present:

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| Cllr. Angus Campbell | Leader, CnES |
| Mr. Neil Campbell | Non-Executive Director ,NHS WI (Deputy / Proxy Member) |
| Mrs. Marion Fordham | Director of Finance, NHS WI (Deputy / Proxy Member) |
| Dr. Neil Galbraith | Chair of NHS WI (Chair of IJB) |
| Cllr. Norman MacDonald | Convener of CnES |
| Cllr. Alistair MacLennan | Councillor (Deputy / Proxy Member) |
| Cllr. Uisdean Robertson | Councillor, CnES (Vice-Chair of IJB) |

Non-Voting Members Present:

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|-------------------------|--|
| Ms. Debbie Bozkurt | Chief Finance Officer, IJB |
| Mrs. Mary Campbell | Western Isles Carers |
| Dr. Ron Culley | Chief Officer, IJB |
| Mr. Paul Finnegan | Third Sector Representative (Substitute for Mr. Eoin MacNeil) |
| Mr. Calum MacKay | Staffside Representative, CnES (Substitute for Mr. Malcolm MacDonald) |
| Mrs. Kathleen McCulloch | Community Lead Nurse, NHS WI |
| Mrs. Morag Munro | Western Isles Community Care Forum |
| Mrs. Mairi Murray | Staffside representative, NHSWI |

In Attendance:

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|-----------------------|---|
| Mr. Malcolm Burr | Chief Executive of CnES |
| Ms. Rebecca MacLeod | Finance & Risk Management Officer, CnES |
| Ms. Emma MacSween | Head of Social & Partnership Services, CnES |
| Mr. Martin Malcolm | Head of Public Health Intelligence, NHS WI |
| Ms. Lesley McDonald | Head of Executive Office, CnES |
| Mrs. Michelle McPhail | Business Manager, NHS WI |

1. Introduction and Welcome

The Chair welcomed all those attending the meeting.

The Chair asked members to participate in a minutes silence in remembrance of Mrs. Helen Joanne “Jo” Cox, Member of Parliament for Batley and Spenningsdale, who was brutally murdered on the 16th June 2016 outside her constituency surgery.

A minutes silence was held.

2. Apologies for Absence

Apologies:

Mr. Murdo Afrin

Mr. Ian Burgess

Dr. Keith Burns

Mr. Gordon Jamieson

Mr. Malcolm MacDonald

Mrs. Maria MacKay

Mr. Eoin MacNeil

Cllr. Angus Morrison

Dr. Greg Ofili

Mr. Malcolm Smith

Service User

Non-Executive Director of NHS WI

Associate Medical Director – Community, NHS WI

Chief Executive of NHS WI

Staffside representative, CnES

Chief Social Work Officer, CnES

Co-Cheangal Innse Gall (Non-Voting Member)

Councillor, CnES

Consultant, NHS WI

Non-Executive Director of NHS WI

3. Declarations of Interest

No declaration(s) of interest(s) were raised in relation to any of the agenda items to be discussed.

4. MINUTES

4.1 IJB Minute of 24.05.16

The Minute of the Integration Joint Board held on the 24th May 2016 was approved as an accurate record of the discussion.

Decision: The Board formally approved the Minute.

4.2 Matters Arising

4.2.1 Standards Officer ~ The Chair informed members that the Standards Commission had received the application that Ms. McDonald is the Standards Officer for the IJB. The Commission will consider the application on the 27th June 2016.

Action: Agenda item for September 2016.
Update on the Standards Commission review.

Michelle McPhail
Ron Culley

5. FINANCIAL PERFORMANCE

5.1 IJB Annual Accounts 2015/16

Members were asked to approve the Annual Accounts for 2015/16, presented by Ms. Debbie Bozkurt, Chief Finance Officer, Integration Joint Board.

Ms. Bozkurt indicated that for the period of the Shadow Board the accounts note the salary of the Chief Officer. She described the required pathway to obtain an approved audited set of IJB Annual Accounts. The Board was asked to agree the draft accounts prior to external auditing scrutiny. It was noted that the audited accounts will be presented to the IJB in September 2016.

Members were given the opportunity to ask any questions, however none were raised.

Decision: The Board formally approved the Annual Accounts.

Action: Annual Accounts on the September agenda Michelle McPhail

5.2 Health and Social Care 2015/16 Quarter 4 (Jan-Mar'16) Report

5.2.1 Appendix 1 – Expenditure 2015/16

Ms. Bozkurt indicated that the Health and Social Care Committee previously noted that the health and social care services revenue out-turn for 15/16 was £35k underspent. The position comprises of £12k underspend in Comhairle's social care services and £23k underspend in NHS community healthcare services.

Ms. Bozkurt recommended that Board members are presented with monthly financial information, via email, as well as a quarterly report presented at the Board Meeting. This will provide members with a greater understanding as to where potential service pressure are and to be advised as to the appropriate action to mitigate, where possible, any overspend.

Members deliberated over the report with the following comments being made:

- Section 14 – Out of Hours Medical Cover ~ it was noted that a revision was required to change £118 to £118k.
- Reassurance was asked for in respect of the budget setting process, ensuring that the correct level of funding, given the underspends / overspends noted in the report, is reflected in 2016/17 budget. Ms. Bozkurt assured members that the process taken place in December 2015 was based on actual spend and was supported by variance adjustments based on the end of year activity.

Decision: Members formally noted the report.

Approval was given to monthly financial reporting.

6. PERFORMANCE AND RISK

6.1 IJB Risk Register

Mr. Culley provided members with the report which outlines the steps taken to develop an IJB strategic risk register, which is a requirement set out within the Integration Scheme. The Shadow IJB agreed a risk management strategy and policy in April 2016.

It was noted that the development of the register was discussed in partnership with acknowledgement for the assistance from Ms. Rebecca MacLeod and Ms. Ellena MacDonald being formally recorded. Mr. Culley indicated that further development of the register will be conducted by the Integrated Corporate Management Team.

Ms. Lesley McDonald arrived at the meeting.

Ms. Rebecca MacLeod briefed members on the category of strategic risk events – opportunity and threat.

Colleagues commented upon their difficulty in accepting a risk, which is a negative, as an opportunity. Members further deliberated the issue with Ms. MacLeod and she indicated that she would circulate an example of an opportunity risk to members for further clarity. Members agreed to this.

Mr. Culley stated that a fully revised register will be presented in September, noting all the corporate risks which are solely applicable to the IJB.

Decision: The Board formally noted the report.

Action: Circulation of an opportunity example

Action: Agenda item for September 2016

Rebecca MacLeod

Michelle McPhail

6.2 IJB Performance Reporting – Balanced Scorecard / Baseline Report

Mr. Culley advised members of the need to establish a set of reporting arrangements, pulling together a number of indicators applicable to the services across Health and Social Care.

Mr. Martin Malcolm, Head of Public Health Intelligence, provided members with a mock balanced scorecard report, noting the presentation and services, however the data presented in the report is not real (artificial figures used). It was noted that there is a need to agree the baseline and target trajectories for each indicator. The balanced scorecard will report on hierarchy levels:

1. National outcome indicators
2. Delegated health and social care targets
3. Strategic plan deliverable indicators
4. Locality and service based improvement indicators

Level 1-3 reported to the IJB, with the full range of measures in level 3 and 4 will be reported to Senior Management Teams and other relevant operational management groups.

Members discussed the format and methodology of the report. Comments were made on the repetition of targets within each section of the report (section 4). It was deemed beneficial to expand on section 3 to include the narrative section but only listing the targets once with an additional column identifying which “quality of care group” they are applicable to. Mr. Martin agreed to review this prior to the submission of a populated report including baseline and trajectory data to the September meeting.

7. STRATEGIC MATTERS

7.1 Participation and Engagement Strategy

7.1.1 Participation and Engagement Strategy – Fairness Assessment Toolkit

The report was presented to members by Mr. Culley seeking agreement to the Strategy and its publication.

The Strategy provides the mechanism which is crucial to ensure that any redesign of services is supported by participation and engagement. The development of the Strategy is in line with the requirements set out within the Integration Scheme. Mr. Culley expressed his thanks to Mrs. Denise Symington for her support and development of the Strategy.

Members debated the Strategy, specifically in relation to the engagement of Locality Planning Groups (LPG), given the geographical size of some of the LPGs and the relativity of the issues depending upon an individual’s location. This could have a direct link to the lack of engagement, appreciating the difficulty in engaging with the public in the first instance. However further exploration of alternative approaches with the public will be undertaken.

Decision: The Board formally approved the Strategy.

Action: Publish the Strategy on the website.

7.2 Workforce Strategy

7.2.1 Workforce Strategy – Fairness Assessment Toolkit

Mr. Culley presented the Workforce Strategy seeking agreement and approval to publish the document. The development of the Strategy is aligned with the requirements set out in the Integration Scheme.

Mr. Culley emphasised the risk facing the IJB and its parent bodies is in securing a sustainable and skilled workforce, able to meet the demands within health and social care. He asked members to consider the Strategy and whether it is focused on the correct actions and if the actions will deliver the workforce required.

Member considered and debated the report, taking account of the wider issue of educating the young and the potential of a destabilising island workforce.

Members also commented upon the need to finalise the management structure of the IJB, which will provide a secure platform to deliver its duties. Mr. Culley advised that this is an important issue and is being addressed.

The Chair thanked Mr. Culley for the report. The members formally approved the report and its publication.

Decision: The Board formally approved the Strategy.

Action: Publish the Strategy on the website.

8. OPEATIONAL MATTERS

8.1 Lewis Residential Care Review

Mr. Culley asked Ms. Emma MacSween to update members on the review.

Ms. MacSween advised that the report provides a status of the work being undertaken to prepare an options appraisal for the replacement of Dun Eisdan and Dun Berisay Care Homes.

Members discussed the report, supporting the work accomplished to date. Mr. Culley remarked on the opportunity for innovative approach to the redesign of care facilities. The IJB will be presented with the final option appraisal, including financial, staffing and risk assessment for each option to consider.

Ms. MacSween stated that the final option appraisal report should be presented in October 2016. However as the next meeting will take place in September, she will discuss with colleagues about bringing the timescale forward to meet the September date.

The Chair thanked Mr. Culley and Ms. MacSween for the position report, commenting on the necessity to bring the work to the attention of the Scottish Government as soon as possible.

Decision: The Board formally noted the report.

Action: Agenda item for Sept'16 – full option appraisal. Emma MacSween

8.2 The Community Equipment Service

Mr. Culley drew colleagues' attention to the report seeking approval to commit a funding resource on a recurring basis to the Community Equipment Service. He indicated that initially a temporary extension to the service had been agreed with the proviso that a more in-depth evaluation had been conducted. The review evidenced the benefits in continuing the joint service with its principle aim to enable people to live as independently as possible within the community or their own home.

Mr. Culley noted that, this financial year, £51k would be required to be allocated from the Integration Fund. Based on the estimated costs of 2016/17, an annual commitment of £102k would be required to mainstream the service from 2017/18 onwards. This allocation would be taken from the £830k IJB funding

which is to be used to invest in services which will support independence in the community.

Members noted the benefits and agreed to support the continuation of the service.

Decision: The Board formally approved the expenditure of £51k in 2016/17 and thereafter an annual commitment of £102k.

9. ANY OTHER COMPETENT BUSINESS

9.1 – IJB Audit Committee ~ Mr. Culley noted that an Audit Committee will be required in September 2016 to formally approve the annual accounts.

Members agreed to the meeting, which would be held on the same day as the IJB.

Decision: The Board agreed to hold an IJB Audit Committee in September 2016.

10. DATE AND TIME OF NEXT MEETING

Date: 22nd September 2016
Time: AM
Location: Committee Room 3, Council Office, Stornoway

Future dates:

2nd December 2016 / AM / Committee Room 3, Council Office, Stornoway.

1st March 2017 / AM / Lecture Room, Education Unit, Western Isles Hospital

The Chair thanked everyone for their contribution to the discussion and brought the meeting to a close.