

# CÙRAM IS SLÀINTE NAN EILEAN SIAR SHADOW INTEGRATION JOINT BOARD

Minute of Meeting held in the  
Committee Room 3, Council Offices,  
Stornoway, on Thursday 4 February  
2016 at 2.00pm.

PRESENT		Dr Neil R Galbraith (Chair) Mr Uisdean Robertson (Vice-Chair) Mr Ian Burgess Mr Norman A MacDonald Mr Angus Campbell Mr Angus Morrison Ms Marion Fordham (Depute/ Proxy Member) Dr Maggie Watts (Depute/Proxy Member) Ms Mairi Murray Ms Flora Somerville Mr Eoin MacNeil Mrs Morag Munro Ms Kathleen MacCulloch Dr Ron Culley Mr Iain Macaulay Mrs Mary C Campbell
IN ATTENDANCE		Mr Gordon Jamieson
APOLOGIES		Mr Malcolm Smith Dr Keith Burns Dr Greg Ofili Mr Murdo Afrin
Introduction and Welcome	1	<p>The Chair welcomed all those present to the Meeting.</p> <p><b>The Chair made particular reference to Mrs Mary C Campbell who had been confirmed as the representative of carers, and welcomed Mrs Campbell to her first Meeting.</b></p> <p>The Chair referred to Mr Michael Frain who had resigned as a non – executive director of NHS Western Isles due to his relocation from the Western Isles.</p> <p><b>On behalf of Curam is Slainte Nan Eilean Siar, the Chair thanked Mr Frain for his contribution to the IJB.</b></p>
Declarations of Interest	2	There were no declarations of interest.
Minute of Meeting of 15 December 2015	3	<p>The Minute of Meeting of 15 December 2015 was approved subject to it being stated that Ms Elizabeth Shelby had attended as a substitute for Ms Mairi Murray.</p> <p>Arising out of consideration of item 3 of the minute the Chief Officer Health and Social Care confirmed that, following his discussions with the Chief Executive, Scottish Social Services Council, a seminar was to be arranged in Inverness at a date yet to be determined.</p> <p>In relation to item 7 the Clerk advised that no response had yet been received from the Law Society of Scotland in relation to potential conflicts of interest for in-house lawyers representing Integration Joint Boards. SOLAR (the Society of Lawyers and Administrators in Scotland) had emphasised the urgency of the Law Society for Scotland reaching a definitive position on this issue prior to 1 April 2016.</p> <p><b>FINANCE</b></p>
IJB Budget 2016/17	4	The Chief Officer Health and Social Care and the Chief Finance Officer submitted a Joint Report in relation to the 2016/17 IJB Budget requesting that the IJB note the budget position

of NHS Western Isles and Comhairle nan Eilean Siar and consider the work undertaken to establish the budget of the Integration Joint Board.

The Report outlined the budget position of the parent bodies and the Chief Officer gave a presentation updating the position from the Comhairle's point of view since the Report had been prepared. It was indicated that a further letter had been issued to the President of COSLA on 27 January 2016 proposing a one year settlement for local government for 2016/17 and providing further details and clarification of the previous letter issued on 16 December 2015. Notwithstanding that this offer had been rejected by COSLA on 29 January 2016, Mr Campbell indicated that the Comhairle's Budget and Council Tax Setting report 2016/17 recommended its acceptance in light of the financial consequences of not so doing. It was intended to advise the Cabinet Secretary for Finance and Sustainable Growth of this position by the deadline of 9 February 2016.

The Chair indicated that a meeting of Chairs of Health Boards was scheduled with the Cabinet Secretary on 8 February 2016 but that a formal letter had not yet been received from the Cabinet Secretary to the relevant persons within the NHS.

The IJB was advised that both parent bodies faced significant financial challenges which they were working through with a view to identifying their allocation to the IJB Budget by 28 February to enable the IJB to consider its budget at its next meeting on 3 March 2016. Sufficiency was a challenge for both the NHS and local authority and IJBs were not immune from the requirement to achieve efficiencies. The methodology that the Comhairle proposed to adopt in allocating finance to the IJB was outlined in its Budget and Council Tax Setting report 2016/17.

The Chief Officer indicated that further clarity had been provided in the letter from Scottish Government to the COSLA President in relation to the £250m Integration Fund, how that would be distributed and the uses to which it could be placed.

The methodology by which the Comhairle had identified a base budget for the Comhairle services which were delegated to the IJB was outlined in the said Report. The Comhairle would provide information to the IJB on its consultation process for the service choices within the remit of the IJB which it had identified to enable the IJB to determine whether to adopt these service choices. The importance of meeting service users' assessed needs and the need to make evidence based decisions was emphasised.

#### **It was agreed**

- (a) to note the budgetary position of the parent bodies;**
- (b) to agree to consider the IJB budget at the next meeting when further clarity had been obtained from Scottish Government and the two parent bodies;**
- (c) to note that more work required to be done before a balanced budget could be presented for agreement; and**
- (d) that the letter from the Cabinet Secretary for Finance and Sustainable Growth would be circulated to all Board members.**

#### **GOVERNANCE**

Integration Joint  
Board Audit  
Committee

- 5 With reference to item 7 of the minute of meeting of 15 December 2015 the Chief Officer Health and Social Care submitted a Report indicating that the proposal agreed at that Meeting that the Comhairle's Internal Audit Team provide the internal audit arrangements for the Integration Joint Board was anticipated to be formalised at the next meeting of the Integration Joint Board together with the Strategic Audit Plan. It was therefore considered to be the appropriate time to give consideration as to whether additional Audit arrangements were required to ensure that the Integration Joint Board was appropriately resourced and configured to deliver its formal audit obligations.

The Report referred to the Scottish Government Finance Guidance which indicated that appropriate and proportionate arrangements should be made for consideration of the audit provision and annual financial statements and that the establishment of an Audit Committee was one way to achieve this.

The terms of reference of the proposed Audit Committee were appended to the Report. It was emphasised that the role of the Audit Committee would not be to duplicate the pre-existing audit activity of the parent bodies but rather to focus on the Integration Joint Board's obligations and the elements of the integration agenda which were not covered by the parent bodies.

#### **It was agreed**

- a) to establish an Integration Joint Board Audit Committee on the basis of the Terms of Reference appended to the Report; and
- b) to appoint Mr Malcolm Smith, Mr Ian Burgess, Mr Uisdean Robertson, Mr Angus Morrison, Ms Flora Somerville and Mr Eoin MacNeil to the IJB Audit Committee, and, whilst acknowledging that this was a matter for the Audit Committee, it was suggested that Mr Uisdean Robertson should chair the Audit Committee on the basis outlined at paragraph 3.4 of the said terms of reference.

Future Work Plan

- 6 The Chief Officer Health and Social Care submitted a Report outlining the Work Packages which the Integration Joint Board required to undertake in respect of its obligations to its parent bodies and more generally in terms of the Integration Scheme.

It was proposed that the following would be submitted to the next meeting of the Integration Joint Board:

- Risk Management Strategy – An Integrated Health and Social Care Risk Register based on an agreed methodology for the assessment of risk would be maintained and reviewed at regular intervals.
- Performance Management Reporting - This would ensure reporting against the national outcomes and indicators; reporting against indicators or targets passed to the Integration Joint Board by the parent bodies either as prescribed by HEAT or due to their being statutory KPIs and identifying local indicators that were designed to evidence progress against the “25 deliverables” in the proposed Strategic Plan.
- Workforce and Organisational Development Plan- This would complement the Strategic Plan and it was anticipated that an outline plan would be ready to publish alongside the Integration Joint Board Strategic Plan.
- Liability and Indemnity – This required consideration of participation in the NHS Scotland Clinical Negligence and Other Risks Indemnity Scheme (CNORIS) for which there would be a fixed cost of £3000 per annum.

The Integration Joint Board noted that work was underway in relation to Risk and Performance Management but that the timescale required for Workforce and Organisational Development was challenging. It was noted that the issues surrounding liability and indemnity could be fairly easily dealt with by taking up the offer of Membership of CNORIS and that this would be the subject of a Report to the next meeting.

The Report also made reference to a participation and engagement strategy. It was considered to be worth taking time to ensure that this built on existing systems of participation and engagement and met the principles and practices endorsed by the Scottish Health Council and those set out in the National Standards for Community Engagement. Co-production with the Third Sector and links to Community Planning were being sought. It was anticipated that this would be reported back to the June 2016 Meeting of the Integration Joint Board.

In relation to a Joint Complaints Policy it was not yet possible to set a timescale but it was indicated that, by clear sign-posting, the requirements of the Integration Scheme could be met as at 1 April 2016 and that further Reports would be submitted in relation to the potential for a Joint Complaints Policy as Scottish Government's work on this matter proceeded.

**It was agreed**

- a) to note the terms of the Work Plan; and
- b) that the importance of having an Integrated Management Team in place be stressed.

Operational Matters

- 7 The Chief Officer Health and Social Care submitted a Report detailing the current position in relation to the development of Locality Planning Groups as required by the Public Bodies (Joint Working) (Scotland) Act 2014.

The Report outlined that the principle of Locality Planning was to ensure that Localities could exert greater control over the service arrangements in those Localities, to ensure that services were designed with and for people and communities – not delivered “top down” for administrative convenience.

It was intended that the role of Locality Planning Groups in the Western Isles would be

- to oversee the development of Integrated Service Planning at a Locality Level;
- to develop a new Locality Plan (with Central Support), which would set out how the resources were being used within the Locality and how services would evolve to meet the needs of the changing population and which were safe and sustainable;
- to provide a narrative about how local commissioning budgets were used, with subsequent recommendations made to the Integration Joint Board about their use; and
- to link in with the Integration Joint Board Strategic Planning Group to ensure that there was a strong connection between the planning done at Locality and Integration Joint Board Level.

It was suggested in the Report that the Locality Planning Group should involve the following members:

At least one representative of the Third Sector;

At least one elected member;

A member of the Integration Joint Board;

Patient/ Public/ Community Representatives from each geographical community within the Locality Area ( for example for the Uist Locality Planning Group: North Uist, Benbecula, South Uist); and

A Carer Representative;

Health and Social Care Professionals who were involved in the care of people who use the services including (but not limited to); Representatives of General Practice, Nursing and Social Work/Care.

It was anticipated that the Chief Officer of the Integration Joint Board, its Chief Finance Officer or a representative of the Integration Joint Board Senior Management Team should have a right of attendance at Locality Planning Group meetings to ensure effective linkages with Partnership level activity. It was not anticipated that membership of the Locality Planning Group would be remunerated but it was proposed that a sum of £500 per group per annum would be offered to cover the cost of their administrative support. It was also intended to offer travel expenses for representatives to attend the Quarterly Strategic Planning Group meetings in Stornoway.

The Report stated that a key issue for Partnerships across Scotland had been around how best to secure GP participation in Locality Planning Groups. There was concern that there would be a lack of capacity for GPs within the Western Isles to attend. The Integration Joint Board discussed this issue and indicated that its strong preference was to have GPs involved as they were central to the delivery of Primary Care.

The Report outlined the relationship between Locality Planning Groups and the Integration Joint Board, NHS Western Isles and the Outer Hebrides Community Planning Partnership respectively. The Report further indicated that the views and priorities of Localities required to be taken into account in the development of the Strategic Plan produced by the Integration Joint Board. This meant that Localities should plan for how the Integration Joint Board resources were to be spent on their local population and the Strategic Commissioning Plan should consolidate plans agreed in Localities. In some circumstances it may make sense for more than one locality to work together to plan what was needed.

#### **The Integration Joint Board agreed**

- a) to support the development of Locality Planning Groups as detailed in the Report;**
- b) to commit resources to the administration of these Groups (£500 per annum per group) and to support analytical work as required all as detailed in the Report; and**
- c) that general practitioners should be approached in the first instance to represent GP Practices**

Integration Joint Board Identity Logo

- 8 The Chief Officer Health and Social Care submitted a Report seeking agreement of a logo to identify the Integration Joint Board. It was stated that it was intended that this logo would be used in conjunction with the logos of both Parent Bodies.

The Report also proposed that the new integrated department would be known as Health and Social Care or Slainte agus Curam Soisealachd.

#### **It was agreed**

- a) to adopt the embedded letter head and corporate logo for external communications in conjunction with the logos of the two parent bodies subject to the deletion of the text and any other area shown; and**
- b) the Department be referred to as Health and Social Care.**