

CÙRAM IS SLÀINTE NAN EILEAN SIAR SHADOW INTEGRATION JOINT BOARD

Minute of Meeting held in the
Committee Room 1, Council Offices,
Stornoway, on Monday 29 June 2015
at 1.30pm.

PRESENT
Dr Neil R Galbraith (Chairman)
Mr Uisdean Robertson
Mr Angus Morrison
Mr Norman A MacDonald
Mr Angus Campbell
Mr Michael Frain
Mr Malcolm Smith

IN ATTENDANCE
Mr Gordon Jamieson
Mr Malcolm Burr
Mr Ron Culley
Mr Robert Emmott
Ms Marion Fordham

APOLOGIES
Mr Ian Burgess

- Appointment of Chair for the Meeting 1 It was agreed to appoint Dr Neil Galbraith as Chair of the Meeting.
- Apologies for Absence 2 Apologies were noted from Mr Ian Burgess.
- Declarations of Interest 3 There were no declarations of interest.
- Chief Officer – Introductory Comments 4 The Chairman welcomed Mr Culley to the Meeting and invited him to make a few comments.
- Mr Culley indicated that he was in the process of preparing for his formal start on 6 July 2015. In his current role he had been involved with the Health and Social Care Agenda over the past couple of years and had identified a number of opportunities as well as challenges on which the Integration Joint Board and its Officers would require to work together going forward. He highlighted two issues: Legislation's focus on localities and the opportunities that that agenda brought and the fact that the Integration Joint Board was a separate body independent of both the Comhairle and the Health Board and the responsibilities that brought in relation to how the Integration Joint Board would operate.
- His priority for the first six months in post would be getting the Strategic Plan in place which would be addressed elsewhere on the Agenda. The focus would then shift to effective operational delivery.
- Mr Culley concluded by saying that this was a new and challenging process but with lots of opportunity.
- It was agreed**
- (a) to note the terms of the update and the importance of localities; and**
 - (b) that training of Board Members and any proxy Board Members was a priority.**
- Draft Integration Scheme and Order 5 The Chief Executives, NHS Western Isles and Comhairle nan Eilean Siar, submitted a copy of the Report which had been considered by Health and Social Care Committee providing an update on progress with the Integration Scheme. Since the Report had been written, Scottish Government had confirmed that the Scheme had been approved and the Order was now lying before the Scottish Parliament. The Integration Joint Board would become operational on 21 September 2015. Mr Burr indicated that the Comhairle had now exercised its option to appoint proxies as more particularly detailed in the Report on Membership. The Chairman indicated that NHS Western Isles may not have sufficient discretion within its Membership to

appoint up to four non-executive Members and may require to appoint executive directors. All agreed the importance of regular attendance at Integration Joint Board Meetings.

It was agreed to note the terms of the update.

Membership
Integration Joint
Board (IJB)

- 6 The Chief Executives, NHS Western Isles and Comhairle nan Eilean Siar, submitted a discussion paper in relation to the prescribed and discretionary membership of Integration Joint Boards.

The Report set out the voting membership (four voting members from each of the Comhairle and the Health Board) and indicated that the Comhairle had appointed Mr Roddie Mackay, Mr Ronnie Mackinnon, Mr Andrew Walker and Mr Alistair MacIannan as substitute or proxy members.

It was noted that the Workforce workstream would identify the employee representatives and noted that the Western Isles Community Care Forum had requested the ability to appoint two representatives at the meeting of Health and Social Care Committee on 18 June 2015. There was some discussion in relation to the best way to identify service user and carer representatives and methodologies adopted in both organisations were discussed. It was indicated that the Scottish Health Council could also have a role to play in highlighting organisations who may be interested in proposing a representative.

It was agreed:

- (a) to note the prescribed membership of the board;**
- (b) to note that Comhairle nan Eilean Siar had appointed four deputy or proxy members;**
- (c) to note that NHS Western Isles intended to give consideration to the appointment of such members;**
- (d) to note that, in the category of professional advisors (non-voting membership), discussions were ongoing in relation to the Chief Financial Officer and that NHS Western Isles would appoint to the General Medical Practitioner (Stakeholder GP), nurse and medical practitioner who was not a GP;**
- (e) that the Chief Executive, NHS Western Isles, and Chief Executive, Comhairle nan Eilean Siar, be entitled to attend Board meetings in their professional advisory capacity.**
- (f) to note that, in relation to stakeholder members (non-voting), the Trade Union representatives on the Workforce Work stream had been asked to propose two nominees;**
- (g) that Western Isles Community Care Forum be invited to nominate a third sector representative and to provide further detail on their request to be able to nominate two representatives on the basis that the second representative would be a discretionary additional representative and that the Shadow Integration Joint Board would have no objection in principle to this provided that its intention was to obtain geographic coverage;**
- (h) that advertisement be placed in all newspapers circulating in the Western Isles including Community Newspapers to seek expressions of interest for service user and carer representative and that this opportunity be communicated to all known organisations with an interest and that advice be sought from the Scottish Health Council in this regard; and**
- (i) with the exception of the second Third Sector representative detailed above that no additional Members be appointed at this time on the basis that professional advice would be available to the Board as required and that the Board could review its membership during its operation.**

Draft Standing
Orders

- 7 The Chief Executives, Comhairle nan Eilean Siar and Chief Executive, NHS Western Isles, submitted a discussion paper proposing draft Standing Orders for consideration by the Shadow Integration Joint Board prior to formal recommendation to the Integration Joint Board.

The Chairman indicated that the Draft Standing Orders had been received by the NHS Members of the Integration Joint Board the previous week and, while they were prepared to use these as a starting point, consideration would require to continue over the next couple of months.

Mr Burr introduced the paper and acknowledged that the draft was somewhat local government in style but had been adapted and did not reflect the Standing Orders adopted for Local Authorities. The Integration Joint Board was a legal entity in its own right and there were not formalised Standing Orders of NHS Boards to utilise for guidance.

The Shadow Integration Joint Board then proceeded to consider the terms of the Draft Standing Orders and made the following comments:

2.2 – In relation to the two Chief Executives it was agreed to formalise their right to attend and advise Board meetings.

2.5, 2.8 and 2.11 – Agreed in the context of the marginal comments made.

2.12 – It was noted that meetings would require to be monthly initially and that the core membership of the group would amount to nineteen Members. There was a wide ranging discussion into the appropriateness of non-members of the Integration Joint Board actively participating in meetings. It was noted that they would be able to attend as members of the public. It was agreed that a balance required to be achieved between capturing relevant views and ensuring that those on the Integration Joint Board who had the knowledge and training were those making the decisions that affected the Integration Joint Board. It was agreed that a suggested form of words where a non-member could give notice of their intention to speak or be heard to the Chairman would be proposed for further consideration. A possibility of a written questions proposal procedure was also discussed. Mr Frain indicated that it was important to maintain “buy in” from the wider membership and that the Integration Joint Board should look at ways of achieving this.

In relation to paragraph 3.2 it was confirmed that in terms of the Scheme the Chair and Vice-Chair person appointments should be for a two year period from 21 September 2015.

In relation to paragraph 3.5 it was agreed that all motions and amendments should be in writing.

The Schedule of meetings would be put forward to the Integration Joint Board for approval at its first meeting. It was noted that these should be monthly for the foreseeable future and that conflicts with NHS Board or Comhairle meetings should be avoided if possible.

It was agreed that 4.3 be amended to read “the Chairperson shall call a meeting of the Integration Joint Board after a requisition for that purpose specifying the business proposed to be transacted signed by at least two thirds of the voting members has been presented to the Chairperson.”

It was agreed to include a provision in relation to allowing remote participation to meetings.

In relation to 5.1 it was agreed that electronic means should be included for delivery of notices of meeting and that a joint system should be explored by Officers of the two organisations.

In relation to clause 7, the terms of 7.1 to 7.3 were agreed subject to the definition of associate in 7.3 being amended to that of “other person” in terms of the Code of Conduct for members of devolved public bodies.

It was agreed to include the following paragraph as 7.4:

“A Member who has an interest in service delivery may participate in the business of the Integration Joint Board, except where he or she has a direct and significant interest in a matter. However, the Integration Joint Board may formally decide and record in the minutes of the meetings that the public interest is best served by the member remaining in the meeting and contributing to the discussion. During the taking of a decision by the Integration Joint Board on such matter, the member concerned shall absent him/herself from the meeting”.

The general principles in relation to disclosure of information were agreed. (Clause 9) It was noted that the references to the Local Government (Scotland) Act 1973 may not be appropriate and that further work would be done to make appropriate provision for the Integration Joint Board to consider certain defined matters in private.

It was agreed that an additional sentence would be added to Clause 10.1 to authorise the recording of meetings for minuting purposes and also live streamings of the public part of meetings.

In relation to Standing Order 11, Admission of Press and Public, this would be amended to reflect the comments at 9 above.

12.1 would be amended to allow the Chairperson to rule a material change of circumstances which would be recorded in the minutes to allow a matter to be debated within 12 months of a decision on that matter.

It was agreed that Standing Order 15.1 would be re-produced at the beginning of Standing Order 14.1 to set the appropriate context and that only voting members would be able to put forward motions and amendments. It was agreed that a provision would be included in Standing Order 14.1 for a voting Members dissent to be recorded in the event that they had moved a motion or amendment and had not found a seconder.

In relation to Clause 15.4, this was agreed subject to 6 being amended to 12 in the last line to ensure consistency with Clause 12.1.

The Board authorised the Chief Executives Comhairle nan Eilean Siar and NHS Western Isles to produce a second draft taking into account the comments detailed above for circulation and discussion at the next meeting of the Shadow Board; and it was agreed to recommend that the Integration Joint Board consider a schedule of meetings which allowed for meetings throughout the Western Isles.

Appointment of Chief Financial Officer 8 The Chief Executive, NHS Western Isles, provided a verbal update in relation to ongoing discussions regarding the job description and remit of the Chief Financial Officer. This was the subject of ongoing discussion among Mr Culley and the respective Directors of Finance of NHS Western Isles and the Comhairle.

It was agreed to note that a further Report would be submitted to the next meeting of the Shadow Integration Joint in relation to the appointment of a Chief Financial Officer.

Code of Conduct 9 The Shadow Integration Joint Board considered the terms of the Code of Conduct for Members of devolved public bodies and related guidance note and noted that this would apply to non-voting stakeholder members of the Board as well as to its voting Members.

It was agreed to note the terms of the update.

Strategic Plan 10 Mr Culley provided a verbal update in relation to the Strategic Plan to the effect that papers would be submitted to the next meeting to allow for a fuller discussion. He saw the role of the Strategic Plan as being to animate and give effect to the ideas and vision of the Integration Joint Board. In terms of the vision it was important to ensure ownership of the Strategic Plan by the Integration Joint Board to enable the Integration Joint Board to drive it forward. Engagement was key and he proposed that all of the time available to 1 April 2016 be taken to ensure that the best product was produced. The Strategic Plan was a means to involve service users and the wider population in service delivery and also presented an opportunity to use data in a different way. Key to the success of the plan would be how the data was used and how that was applied. He referred to initial work which had been undertaken by the Director of Public Health, NHS Western Isles in relation to epidemiology. He also referred to relevant data in the ISD which indicated that 50% of NHS resources were expended on 2.5% of the population. It was therefore necessary to interrogate how such resources were used.

He was conscious of the need to engage with the financial realities and the challenging process which would be undergone to achieve an Integrated Budget. The overarching principle would be to redesign services to improve outcomes for service users.

The Strategic Plan would be an active and live process which would require to engage localities and communities. Buy in at local level was key when going through a process of change. The Plan should be a strong articulation of the Integration Joint Board's aspirations; it should be a robust financial and operational plan.

Members of the Board agreed the importance of using relevant data and involving stakeholders. Work was also required on aligning the strategies of the NHS and the local authority.

It was agreed to note the terms of the update and that there should be further more detailed discussion of the plan in seminar format at a development day.

Information Sharing 11 The Chief Executive, Comhairle nan Eilean Siar provided an update that the terms of the SASPI and the Information Sharing protocol had been agreed and awaited signature.

It was agreed to note the terms of the update.

Training Requirements for 12 The Board considered that it would be appropriate to arrange training for Board Members on all aspects of their Board Membership including their role in the Strategic Plan. There was an

Board Members

opportunity for a development day with Scottish Government which would be a general day which would then identify particular needs. A focus on localities was required which had two elements, natural communities and the data available to inform this process. Board Members agreed the importance of having a good understanding of the issues facing both organisations and that such an understanding should be shared. The direct involvement of the Third Sector and voluntary bodies should also be of assistance. There were some excellent examples of joint work currently.

It was agreed that Mr Culley would liaise with Scottish Government in relation to arranging a development day for all Board Members and proxy Members.

Arising out of consideration of this matter, the issue of administrative support for the Integration Joint Board was raised.

It was agreed that this would be taken forward by the Chief Executive, Comhairle nan Eilean Siar and Chief Executive, NHS Western Isles and the Chief Officer.

Date of Next Meeting.
Programme of Meetings

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It was agreed that a draft programme following consultation with NHS Western Isles would be submitted to the next meeting of the Shadow Board and that a Development Day would be arranged in the first instance for voting Members.