

South Ayrshire Health and Social Care Partnership

Integration Joint Board

Minute of Board Meeting held on Friday 17 June 2016 at 1pm in Girvan Committee Room, County Buildings, Ayr, KA7 1DR

Present:

Councillor Rita Miller (Chair)
Stewart Donnelly (Vice Chair)
Councillor Bill McIntosh
Councillor Brian McGinley
Dr Carol Davidson
Claire Gilmore
Lesley Bowie
Councillor Robin Reid
Hugh Millar, Representative Member – Public Partnership Forum
David Donaghey, Depute Representative Member – NHS Ayrshire & Arran Staff

In Attendance:

Tim Eltringham, Chief Officer (Director of Health and Social Care)
Sharon Lindsay, Chief Finance Officer
Kenny Leinster, Head of Community Health and Care Services
Paula Godfrey, Head of Children's Health, Care and Criminal Justice Services
Dr Ajay Koshti, Clinical Director
Dr Phil Hodkinson, Medical Practitioner who is not a GP
Elaine Hill, Lead AHP Advisor
Maureen Leonard, Acting Audit Services/Programme Review Manager
Dave Meechan, Audit Scotland
Marie Keirs, Senior Accountant
Dr Joy Tomlinson, Consultant in Public Health Medicine
Pamela Milliken, Head of Primary Care and OOH Community Response Services
Bill Gray, Senior Manager - Planning & Performance
Phil White, Partnership Facilitator
Jacqueline Lucy, Secretary to Head of Service

Councillor Rita Miller in the Chair

The Chair welcomed all to the meeting and introductions were made as necessary.

1. Apologies for Absence

Apologies for absence were noted on behalf of Julie Lamberth, Marie Oliver, Irene McCurdie, Hal Maxwell, and Andrew Moore. It was noted that Hal Maxwell will resign as GP Stakeholder for the South Ayrshire Integration Joint Board as of 01 July 2016 for personal reasons. Formal acknowledgement of this will be made at the next meeting. Councillor Miller advised that Phil Hodkinson has been appointed as the Medical Practitioner who is not a GP to the Integration Joint Board.

2. **Declarations of Interest**

There were no Declarations of Interest by Members of the Board in terms of Standing Order No. 7, the Standards in Public Life – Code of Conduct for Members of Devolved Public Bodies.

3. **Minutes of Previous Meeting**

The Minute of the Meeting held on 18 May 2016 was approved by the Board.

4. **Matters Arising**

A paper was submitted (previously circulated) ([link attached](#)) updating Members of the Board on matters arising from previous meetings of the Integration Joint Board.

Looked After Children Strategy – This will be brought to the September meeting of the Integration Joint Board for consideration.

Access to Information and Information Management – Further meetings to be held including with a GP Practice Manager and GP's on the proposed pilot on patient access to their GP records. An update will be brought to a future meeting. It was agreed that Councillor McGinley would join the group following the resignation of Hal Maxwell.

National Involvement Network for Learning Disabilities – A discussion will be held at the South Ayrshire Council meeting on 30 June 2016 about the Council signing the Charter and feedback will be provided to the next meeting of the Integration Joint Board.

Financial Management Report as at 31 January 2016 – This workshop is scheduled to be held on 17 August 2016.

Health Improvement Strategies – This briefing is scheduled to be held on 15 September 2016.

Draft Participation and Engagement Strategy – This will now progress to a consultation stage and an update report will be provided to the September meeting of the Integration Joint Board.

Equality Outcomes – This will be brought back to the September meeting once the consultation stage has been completed.

Older People and Complex Care Programme – A progress report will be submitted to the November meeting of the Integration Joint Board.

Technology Enabled Care Strategy – Kathleen McGuire has taken this paper to North Ayrshire Integration Joint Board and it was well received. An updated report will be presented to the September meeting of the South Ayrshire Integration Joint Board.

5. **Financial Monitoring Report for 2015-2016**

A report was submitted (previously circulated) ([link attached](#)) to provide Board Members with an overview of the outturn financial position for the South Ayrshire Health and Social Care Partnership Integrated Budget for the financial year 2015-2016.

The Chief Finance Officer advised the Board that the report highlights a year-end underspend at 31st March, 2016 of £600,000 against a previously reported projected overspend of £800,000.

The IJB was advised that the reasons for the variation between the projection and the

actual final outcome were as follows:

- Slippage on the contingency funding provided to meet staffing issues within Children's Units;
- The cost of transition cases was overstated in earlier projections;
- Underspends in Self Directed Support packages were identified at the year-end;
- A reconciliation of inter-agency resources was undertaken late in the financial year; and
- There was general slippage and the recovery plan approved by the Board impacted favourably on the final year-end position.

The Chief Finance Officer advised that action will be taken to ensure that there is not such a significant variation between financial projections and actual outcome in future financial years. Ms Lindsay added that steps have already been taken to address some of the variations highlighted.

In addition, as there had been slippage on contingency funding provided to meet staffing costs within Children's Units, the £159,000 involved will be returned to South Ayrshire Council.

The Chief Finance Officer asked that the Board request South Ayrshire Council to carry forward £416,000 of the underspend amount to fund earmarked items detailed in paragraph 5.1.1 of the report.

The Board noted the contents of the report and the planned action to minimise budget variations in future years. The Board agreed to request that South Ayrshire Council carry forward funding of £416k in 2016-17 for the earmarked purposes identified in the report.

6. Annual Accounts

A report was submitted (previously circulated) ([link attached](#)) enclosing the Draft Annual Accounts for 2015-16 for the IJB Integrated Budget.

The Chief Finance Officer advised that this report had been considered by the Performance and Audit Committee at its meeting earlier in the day. Councillor McGinley, as Chair of the Committee, stated that a full discussion had taken place on the content of the Draft Annual Accounts and that these had been approved by the Committee as being suitable for recommendation to the Board.

The Board approved the governance statement and the accounting policies applied in the production of the unaudited Annual Accounts. The Board further agreed that the draft Accounts now be submitted for audit.

7. Integrated Budget for 2016-17

A report was submitted (previously circulated) ([link attached](#)) on the Integrated Budget proposed for 2016-17.

The Chief Finance Officer advised the Board that the Health Board at its meeting on 23rd May had agreed to provide funding for the Integrated Budget and had set a 5%

efficiency savings target. In overall terms, when compared against the base budget position agreed for 2015-16, this, including the additional funding from the Scottish Government, had given rise to a net increase in funding of £4,001,000 for 2016-17.

In addition, Ms Lindsay advised that the integrated budget is facing cost pressures across health and social care of £9,900,000 in 2016-17 with additional funding of £4,001,000 available, as highlighted above. These pressures can be split between unavoidable and contractual pressures and demographic and demand based pressures. A range of possible efficiencies have been identified totalling £3,713,000 as highlighted in paragraphs 4.6 – 4.8 of the report. The Board was advised that the net effect of this leaves an in-year shortfall in funding to the Integrated Budget of £2,186,000, which is largely made up of the need for efficiencies in the core health funding referred to earlier of £1,789,000. The Social Care element of the budget is in balance.

Work is currently ongoing to identify further efficiency proposals and an updated presentation will be made on this to the Board Workshop that will take place on 17th August.

Clarification was sought around the savings that will require to be made through vacancy management, as this can cause additional pressure on colleagues. The Chief Officer advised that some efficiencies will arise from vacancy management, however, these will be carefully considered.

The Board acknowledged that difficult decisions will require to be made to meet efficiency requirements.

The Chief Social Work Officer advised that it is his role to ensure all social care service users receive safe care from services, and, to highlight, if necessary, any circumstances where he is of the view that efficiency proposals under consideration could lead to action that might compromise this.

The Board agreed (1) to approve the budget information contained in the report which summarises additions and reductions to the core Integrated Budget for delegated functions for its allocation to the Council and the NHS Board for service provision in 2016-17; and (2) to note that it will require to consider and approve further reductions to the overall budget in order that income and expenditure can be balanced within year going forward.

8. Strategic Plan 2016-19

A report was submitted (previously circulated) ([link attached](#)) seeking approval of the updated Strategic Plan for 2016-19.

The updated Strategic Plan was presented to the Board and the Senior Manager – Planning and Performance advised that this may be subject to further change, in year, given the need for further decisions to be made on balancing expenditure and income within the Integrated Budget for 2016-17. The Plan will be updated on an annual basis and re-written every three years.

The Board agreed to approve the Strategic Plan as presented at today's meeting but noted that this may require to be further amended given the need for

efficiency savings to be made to the Integrated Budget during 2016-17.

9. Partnership Strategic Risk Register

A report was submitted (previously circulated) ([link attached](#)) updating the Partnership's Strategic Risk Register.

In the period since the Board had last considered its Strategic Risk Register in November, 2015, there has been a marked deterioration in the funding available for the Integrated Budget and the potential impact this may have on the IJB's Strategic Objectives and Policy Priorities as detailed in its Strategic Plan. As a consequence of this, the Chief Officer recommended to the Board that the financial risk to the Partnership expressed in the amount of the funding available through the Integrated Budget be increased from a medium level risk to high risk. In addition, the Senior Manager for Planning and Performance advised that a new procurement risk had been included in the Register to highlight the potential for provider failure given the difficult operating environment and further financial stress in this sector around the planned introduction of the Living Wage in October, 2016.

It was acknowledged that the Risk Register is subject to change depending on the relevant risks that emerge. In future, it was also suggested that this be submitted to the Performance and Audit Committee as well as to the Board for consideration and discussion.

The Board agreed to note the current version of the Strategic Risk Register, and agreed that it will, in future, be submitted to the Performance and Audit Committee as well as to the Board for consideration.

10. Best Value Review of Care Homes

A report was submitted (previously circulated) ([link attached](#)) proposing a Best Value Review of South Ayrshire Council run Care Homes within the scope of the Partnership.

The Head of Community Health and Care Services informed the Board that both South Lodge and Hillcrest Care Homes provide residential care to individuals. During the review a rigorous process, details of which were provided as part of the written report, will be followed and staff and service users will be fully involved.

The estimated timeframe for completion of the review is March 2017 and proposals will be brought to a meeting of the Integration Joint Board thereafter. Following a discussion on care home gradings, it was agreed that the Care Inspectorate Grading Report presented at the Performance and Audit Committee would be circulated to IJB Members for information.

The Board agreed to progress with a Best Value review of South Lodge and Hillcrest Care Homes following South Ayrshire Council's Service Review Guidance. It was also agreed that the Care Inspectorate Grading Report be circulated to Board Members for their information.

11. Joint Equipment Store

A report was submitted (previously circulated) ([link attached](#)) on proposals for the establishment of a joint equipment store for Ayrshire.

Members of the Board were advised that a Summary Business Case has now been developed and is included within the report for information. The Directors of East Ayrshire, North Ayrshire and South Ayrshire Partnership's and the Acute Director have all been involved in the development of this and have agreed to recommend it to the three Integration Joint Boards as a basis on which a joint service could be established.

It was confirmed that initial discussions have taken place with all staff affected by the proposal.

The Board agreed to the recommendations as proposed in the report and thanked the officers involved for their ongoing work and commitment during the preparation of the Summary Business Case.

12. Ambitious for Ayrshire – Primary Care Strategy

A report was submitted (previously circulated) ([link attached](#)) on the progress of the Ambitious for Ayrshire programme.

Ms Milliken took Board Members through the contents of the update report and noted that an initial planning event for the programme had taken place in August, 2015 with a follow-up event held in December, 2015. Miss Milliken briefed the Board on current plans to introduce the GP Contract Transitional Quality Arrangements.

The Board thanked Ms Milliken for her attendance and for providing the report as detailed. The Board agreed to note the contents of the report.

13. Local Delivery Plan

A report was submitted (previously circulated) ([link attached](#)) on the NHS Ayrshire & Arran Local Delivery Plan for 2016-17.

The Board agreed to note the Local Delivery Plan as detailed in the accompanying appendix.

14. Freedom of Information (Scotland) Act 2002: IJB Publication Scheme

A report was submitted (previously circulated) ([link attached](#)) seeking homologation of the Publication Scheme for the IJB required to comply with FOI Legislation.

Mr Gray advised members of the Board that a webpage for FOI for the Integration Joint Board has now been set up detailing FOI arrangements and contact details. As part of the FOI (Scotland) Act 2002, each body is required to maintain a publication scheme, and the scheme attached is based on the Model Scheme provided by the Information Commissioner. Under the terms of the Scheme of Delegation, the Chief Officer approved this for submission to the Information Commissioner as the timescale for submission was short and prior to this meeting of the Board.

The Board agreed to homologate the decision of the Chief Officer to submit the FOI Publication Scheme for the South Ayrshire Integration Joint Board to the Information Commissioner.

15. Community Justice Ayrshire Shadow Board

A report was submitted (previously circulated) ([link attached](#)) inviting the Integration Joint Board to appoint a member to serve on this body.

Mr Gray advised that Criminal Justice Authorities will be disestablished in March 2017 and their responsibilities will be transferred, in full, to a new national body, Community Justice Scotland and to local arrangements within Community Planning Partnerships. A Shadow Board for Community Justice Ayrshire is being set up to oversee preparations for the transfer of responsibilities.

The Board agreed that Councillor Rita Miller be appointed as its representative with Councillor Brian McGinley serving as depute representative.

16. Any Other Business

Mr Gray proposed that the Board Meeting on 17 August begin at 1pm to accommodate a business meeting as well as a two hour workshop. This was agreed and a new venue will also be sought. Mr Gray proposed that the meeting of 09 November now be scheduled for the morning of 11 November 2016. This was also agreed and details will be confirmed to the Board as soon as possible.

As there was no other business to be discussed, Councillor Miller closed the meeting by thanking all for attending.

The meeting closed at 3.40pm

17. Date of Next Meeting

Wednesday 17 August 2016 at 3.15pm within County Hall, County Buildings, Ayr. Members are requested to make themselves available from 1pm to accommodate a private workshop.