

South Ayrshire Health and Social Care Partnership

Integration Joint Board

Minute of Board Meeting held on Friday 09 December 2016 at 2pm within Room 1, Eglinton House, Ailsa Hospital, Ayr

Present:

Councillor Rita Miller (Chair)
Stewart Donnelly (Vice Chair)
Councillor Brian McGinley
Councillor Bill McIntosh
Lesley Bowie
Dr Carol Davidson
Margaret McKeith, Representative Member – Independent Sector
Hugh Millar, Representative Member – Public Partnership Forum
David Donaghey, Representative Member – NHS Ayrshire & Arran Staff Side

In Attendance:

Tim Eltringham, Chief Officer (Director of Health and Social Care)
Sharon Lindsay, Chief Finance Officer
Ralph Riddiough, Standards Officer
Kenny Leinster, Head of Community Health and Care Services
Paula Godfrey, Head of Children's Health, Care and Criminal Justice Services
Dr Chaitanya Mudunuri, Stakeholder General Practitioner
Billy McClean, Associate Director Allied Health Professions
Dr Joy Tomlinson, Consultant in Public Health Medicine
Phil White, Partnership Facilitator
Bill Gray, Senior Manager - Planning & Performance
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 Councillor Reid, Claire Gilmore, Julie Lamberth, Dr Phil Hodkinson, Dr Ajay Koshti, Marie Oliver, Andrew Moore and Elaine Hill.

It was noted that Andrew Moore will no longer be acting as Associate Nurse Director as this post has now been filled by Rosemary Robertson who starts work on 12 December 2016 and who will attend future Board Meetings. The Board asked that their appreciation of Andrew's hard work and commitment on their behalf be recorded.

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. Minute of Previous Meeting

The minute of the meeting held on 21 October 2016 was approved by the Board.

4. Matters Arising

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

Looked After Children Strategy – It is proposed that this now be brought a future meeting of the Board to coincide with the completed Inspection Action Plan as this will influence the Looked After Children Strategy. This was agreed.

Access to Information and Information Management – A meeting is scheduled with the Information Governance Officer and the sub-group should be in a position to present a full update to the February meeting.

National Involvement Network for Learning Disabilities – This remains ongoing with a joint event for both HSCP and South Ayrshire Council being organised in the New Year for the signing of the charter.

Draft Participation and Engagement Strategy – Is an item on the agenda for discussion at today's meeting.

Older People and Complex Care Programme – This will be submitted to the February meeting of the Board.

Technology Enabled Care Strategy – Is an item on the agenda for discussion at today's meeting.

Financial Management Report as at 30th June 2016 – It was agreed that the Chief Officer would report back on utilisation of Integrated Care Fund monies approved by the Board to facilitate hospital discharge and the position currently remains the same in that £100k of the £400k approved remains to be utilised.

Child Protection Annual Report – A workshop will be held immediately prior to the February meeting of the Board.

Ayrshire and Prestwick Care Homes: GP Practice Alignment – an update report will be submitted to the March meeting of the Board.

Ayrshire and Arran GP Cluster Framework - an update report will be submitted to the March meeting of the Board.

Musculoskeletal Service Pressures and Improvement Programme – is an item on the agenda for discussion at today's meeting.

Joint Inspection of Children's Services - an update report will be submitted to the February meeting of the Board.

Sensory Impairment Service Developments - an update report will be submitted to the May meeting of the Board.

5. Budget Monitoring Report for Period 7

A report was submitted ([previously circulated](#)) on the Integrated Budget by the Chief Finance Officer at Period 7 – 31st October, 2016.

The Chief Finance Officer took the Board through the contents of the report and advised that there is a projected overspend of £1.1m on the Integrated Budget as of 31 October 2016 which is a deterioration in the overall financial position, which had been previously reported using August figures at £900,000.

The Chief Finance Officer summarised where improvements had taken place in the previously reported position and detailed within both Social Care and Health the expenditure areas giving rise to the negative variation in actual spend from the approved budget. A summary was also provided of progress against planned cost reductions where there is an expectation that most will be achieved, although three will not and are contributing to the projected overspend.

Ms Lindsay also highlighted a current projected overspend within the budget for Lead Partnership Mental; Health Services which are managed through the North Ayrshire Integration Joint Board on behalf of all three Integration Joint Boards. The North IJB has approved a mitigation plan in an effort to bring the budget back on line, but the current assessment is that this is unlikely to fully address the projected overspend. The potential impact on the South IJB in the current year could be to meet one third of the projected overspend of £2.439m: i.e. £813,000. However, if the overspend can be shown to be arising from due diligence funding issues there may be a case for it being met by the Health Board. This is being considered.

Further options for balancing the overall Integrated Budget in 2016-17 will be presented to the Board meeting in February 2017. The Chief Officer explained in the interim that meetings are being scheduled with Heads of Service and the Associate Director for AHP to develop proposals.

Dr Davidson sought reassurance in relation to high levels of sickness absence and Mr Eltringham confirmed that work is on-going in relation to current staffing levels and absences, which includes looking at the demographics, ensuring appropriate support is available to staff members, and retention of staff is also being fully considered.

A proposal was put forward in relation to the development of an Ayrshire wide bank of nursing staff and it was noted that both East and North are also considering this. It was proposed that Ms Terry Stirton, Workforce Planning Lead, should investigate this and present a proposal to the Board early in 2017.

The Board agreed to (1) note the projected overspend of £1.1m; (2) note the plan to identify sources of offsetting cost reductions and agreed that these should be reported to it at its meeting on 2nd February, 2017; (3) note the risk to the Integrated Budget in the current year arising from the projected overspend in Lead Partnership Mental Health Services; (4) delegate authority to the Chief Officer to take all appropriate action to limit the overspend until proposals are brought forward and agreed; and (5) to ask for a report on the potential to develop an Ayrshire wide bank of Nurses.

6. Financial Regulations Annual Review

A report was submitted ([previously circulated](#)) by the Chief Finance Officer on the annual review of the IJB Financial Regulations.

The Chief Finance Officer advised following review that the Financial Regulations as worded remain relevant and do not require amendment at this time.

The Board agreed to the continuation of the current Financial Regulations following the review exercise.

7. Standing Orders Annual Review

A report was submitted ([previously circulated](#)) by the Standards Officer on the annual review of the Standing Orders of the Integration Joint Board.

The Standards Officer advised that the Standing Orders remain fit for purpose and do not require amendment.

The Board agreed to the continuation of the current Standing Orders following the review exercise.

8. Integration Joint Board Directions

A report was submitted ([previously circulated](#)) by the Standards Officer proposing a policy for making “directions” to South Ayrshire Council and the NHS Ayrshire & Arran Health Board and make its first direction to these bodies.

The Standards Officer reported that the Integration Joint Board is required to develop a policy and a mechanism for reporting directions that it has made to South Ayrshire Council and/or the NHS Board. To date, no directions have been issued to either organisation. It is proposed that a direction be given stating that both organisations should deliver services in 2016-17 in line with the Integration Joint Board’s Strategic Plan 2016-2019, utilising the Integrated Budget allocated by the Board for this purpose. The IJB report template has been updated to highlight if a direction is required and all directions will be recorded in a log.

The Board agreed (1) that the direction on the Integrated Budget and Strategic Plan be issued to both the NHS Ayrshire and Arran Board and South Ayrshire Council; and (2) that all directions be issued by the Chief Officer, on the Board’s behalf, to the NHS Ayrshire and Arran Chief Executive and/or the South Ayrshire Council Chief Executive.

9. Partnership Annual Performance Report 2015/16

A report was submitted ([previously circulated](#)) for approval of the final draft of the Partnership Annual Performance Report for 2015/16 as previously considered by the Performance and Audit Committee.

Councillor McGinley advised that the draft Annual Report had been discussed at the meeting of the Performance and Audit Committee held immediately prior to the Board meeting and explained that, while there is no requirement for an Annual Report to be completed for this period, it had been a worthwhile exercise. Members of the Committee had been encouraged by the approach taken and the contents of the report presented, although it had highlighted issues of resource and capacity. Councillor McGinley confirmed that the Committee is recommending to the Board that it approves the Annual Report for 2015-16.

The Board agreed to approve the Partnership Annual Performance Report for 2015/16 and thanked officers for their work in compiling this.

10. Service Reviews

A report was submitted ([previously circulated](#)) by the Director of Health and Social Care on the current year service review programme which had been considered by the Strategic Planning Advisory Group at its meeting on 22nd November, 2016.

There is a considerable amount of work ongoing within the five service reviews currently in progress. These are:

- Older People With Complex Needs
- Community Mental Health Services
- Learning Disability Services
- Care at Home
- South Lodge and Hillcrest Care Homes

After discussion, the Board agreed to note the contents of the report.

11. Draft Participation & Engagement Strategy

A report was submitted ([previously circulated](#)) by the Director of Health and Social Care on the outcome of the consultation exercise undertaken on the draft Participation and Engagement Strategy.

Mr Gray confirmed that the content of the Strategy had been agreed earlier in the year pending consultation feedback, which has now been received. It is proposed that the amendments, which are detailed at paragraph 4.3 of the report, are made and the finalised document uploaded electronically on to the Partnership's public website from where it will be available for download with no finalised hard copy being published.

The Board agreed to (1) note the responses received as part of the consultation and engagement exercise; (2) agree that the draft document will be amended as detailed at paragraph 4.3 of the report; and (3) agree once the noted amendments are made, that the final Strategy will be published on the Partnership's website.

12. Technology Enabled Care Strategy

A report was submitted ([previously circulated](#)) by the Director of Health and Social Care setting out the proposed Implementation Plan for Technology Enabled Care (TEC).

The Chief Officer introduced Ms Kathleen McGuire, Strategic Lead for Technology Enabled Care & Long Term Conditions, to the Board.

Ms McGuire highlighted that the TEC policy document which had been approved earlier in the year by the Board has also been approved by the East and North Ayrshire Integration Joint Boards. A Working Group has now been established to take forward the implementation of the Plan over the next two years. There is currently funding in place to enable the implementation of video conferencing across all GP's, Hospital Consultants and Outpatients to permit easier access for patients to their GP or Consultant. Funding has also been received from the National TEC Programme and meetings are taking place to discuss how best to implement TEC as part of everyday health care.

Ms McGuire advised that the TEC Team has been successful in its bid for funding from Npower European Funding which will contribute to supporting inter-generational work and community link workers.

Ms McGuire explained that there is a wide range of technology available and proposed a workshop session for Board Members to consider this.

Dr Davidson expressed her support, although did acknowledge that the interface to patients needs to be effective. Reassurance was sought on any indicative costs as there is reference to monies, but no exact detail is provided in the report. Ms McGuire agreed to provide a follow-up report detailing funding available and monies required. It was explained that this Plan is to cover the period until 2018 as funding has been made available until then. The Board is also seeking reassurance on proposals going forward after 2018 should no future funding be made available to the Team.

The Board agreed to (1) approve the Delivery Plan presented making note that this is to cover the period to 2018; (2) invite the Integration Joint Board in both North and East and the NHS Board to consider and approve the Plan; and (3) request that a further report be brought to a future meeting of the Board detailing financial information.

13. Musculoskeletal Service Pressures and Improvement Programme

A report was submitted ([previously circulated](#)) by the Director of Health and Social Care updating the Board on the progress being made to address previously identified service pressures as reported to the Board in September, 2016..

Since the issuing of this report, demand has begun to decrease. The majority of vacancies have now been filled and this will aid in reducing the overall waiting time for individual patients. It is anticipated that the overall waiting time will reduce to four weeks by March 2019 based on the implementation of the Recovery Plan noted at paragraph 4.1. It was noted that the average waiting time is 11 weeks, but some patients are regarded as “urgent” and as a result this can affect the waiting time of less urgent patients.

Mr McClean reported that tests of change are currently on-going, however, with further funding of £15,000, these could be extended to allow for a more definitive outcome. Given the recent discussions on the financial position, an update on the position should be brought to the next meeting for further review.

The Board agreed to note the pressures facing the Musculoskeletal Service and endorsed the proposed actions for 2016-17. The Board also requested a further update report on the possibility of additional funding of £15,000 being made available following further consideration of the overall financial position in the current year.

14. Strategic Planning Advisory Group

The minutes of the meeting of the Strategic Planning Advisory Group held on 04 October 2016, were submitted ([previously circulated](#)) by the Director of Health and Social Care for noting by the IJB.

15. Any Other Business

a. Relocation of Partnership Headquarters

A report was submitted ([previously circulated](#)) by the Director of Health and Social Care on the planned relocation of the Partnership Headquarters to the Ailsa Hospital Campus, Ayr.

The Chief Officer explained that it is proposed to relocate the Partnership's Head Office following the completion of an options appraisal exercise on a number of considered sites. As a consequence, it is proposed that Elgin Ward on the Ailsa Campus be converted and utilised as a base in the short to medium term at a cost of £112,979 to be funded by the Council and the NHS Board at £74,566 and £38,413, respectively. Bringing all of the senior management team together on one site will aid overall efficiency and improve communication.

The Board agreed to endorse the conversion and use of Elgin Ward, Ailsa Campus as an interim headquarters for the Health and Social Care Partnership.

As there were no further matters to discuss, the meeting closed at 4.35pm.

Date of Next Meeting

2pm on 02 February 2017 within Room 1, Eglinton House, Ailsa Hospital, Ayr.