

Minute of Integration Joint Board Meeting

Date: Wednesday 14 February 2018

Time: 2pm

Place: Learning Suite, Prestwick Academy, Newdykes Road,
Prestwick, KA9 2LB

Present

Stewart Donnelly (Chair)
Councillor Julie Dettbarn (Vice Chair)
Claire Gilmore
Councillor Douglas Campbell
Councillor Hugh Hunter
Hugh Millar, Representative Member - Public Partnership Forum
Jim McGinn, Representative Member - NHS Ayrshire & Arran Staff Side
Irene McCurdie, Representative Member – South Ayrshire Council Staff Side
Lynn Anderson, Depute Representative Member - Third Sector

In Attendance

Tim Eltringham, Chief Officer (Director of Health and Social Care)
Rob Whiteford, Chief Finance Officer
Anne McGregor, Acting Chief Internal Auditor
Dr Chaitanya Mudunuri, Stakeholder General Practitioner
Elaine Hill, Lead Allied Health Professional Advisor
Kenny Leinster, Head of Community Health and Care / Chief Social Work Officer
Rosemary Robertson, Associate Nurse Director
Paula Godfrey, Head of Children's Health, Care and Criminal Justice Services
Dr Joy Tomlinson, Interim Director of Public Health (Joint)
Marie Keirs, Principal Accountant
Phil White, Partnership Facilitator
Bill Gray, Senior Manager - Planning & Performance
Janet Davies, Professional Lead Psychology, North Ayrshire HSCP
Nicola Fraser, Project Manager, Mental Health, North Ayrshire HSCP
Pamela Milliken, Head of Primary Care and Out of Hours Community Response Services, East Ayrshire HSCP
Jacqueline Lucy, Administration Assistant
Laura Conaghan, Senior Clerical Officer

Stewart Donnelly in the Chair

The Chair noted that Mr Riddiough will resign from his role with South Ayrshire Council on 23 February 2018, and subsequently, from his role as IJB Standards Officer, to pursue a career in private practice. This role will remain vacant until the Council's Head of Regulatory Services has been appointed and the Board can consider a new appointment

at that time. The Chair also advised that Anne McGregor has been appointed to the role of Acting Chief Internal Auditor whilst Ms Laura Miller is on maternity leave until June 2018.

The Chair, on behalf of the Board, thanked both Mr Riddiough and Ms Leonard, former Acting Chief Internal Auditor, for their guidance and support during their period of office with the South Ayrshire Integration Joint Board and wished them both well.

1. Apologies for Absence

Apologies for absence were received on behalf of Lesley Bowie, Margaret Anderson, Margaret McKeith, Susan Dodd, Dr Phil Hodkinson, Dr Kes Khaliq and Billy McClean.

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 15 November 2017 ([previously circulated](#)) 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 and the following was noted:

Access to Information and Information Management – It is proposed an update report will be submitted to a future meeting of the Board. The IJB Working Group had previously suggested that future consideration be given to sharing information with data subjects. A pilot relating to Information Management is being undertaken in NHS Lanarkshire and Mr Gray will discuss with them the possibility of arranging a visit.

Budget Monitoring Report for Period 7 – Work remains ongoing in relation to the consideration of a Nurse Bank for SA HSCP. It is anticipated a progress report will be submitted in May 2018.

Chief Social Work Officer Annual Report and MAPPA Guidance – This was discussed at today's meeting.

Technology Enabled Care Strategy – The publication of the National Digital Strategy is awaited and future TEC Funding will be considered as part of this. The Chief Officer confirmed that the Strategy is expected to be published in April/May 2018.

ADP Financial Proposal – Discussions remain ongoing between the Chief Social Work Officer and the Chief Finance Officer. A further update on progress will be provided in at a future date.

General Services Housing Review – An updated position was provided as detailed within the Matters Arising report including in relation to small repairs for those in the

private sector and on the position relating to grant funding for private sector adaptations in 2018-19..

New Strategic Plan for 2018-21 – This was discussed at today’s meeting.

Community Links Practitioners – Confirmation of recurring funding has now been received and the process to appoint to these posts on a permanent basis will begin.

Communications Strategy and Plan – The consultation phase is now underway and it is anticipated that a final document will be submitted to the March meeting of the Board for approval.

Pan-Ayrshire Community Phlebotomy Service - An update report will be submitted to the Board at a future meeting.

Biggart Hospital Update - An update report will be submitted to the Board at a future meeting.

5. Psychology Review

A report was submitted ([previously circulated](#)) on the findings of the recent Pan-Ayrshire Review Exercise for consideration by the Board.

The Chair introduced Ms Janet Davies, Professional Lead Psychology, North Ayrshire HSCP, and Ms Nicola Fraser, Project Manager, Mental Health, North Ayrshire HSCP to the Board.

Ms Davies advised that an overview of the findings of the recent Pan-Ayrshire review is available at section 4.7 of the report and that the review will now progress to implementation stage pending approval by the three Ayrshire Integration Joint Boards. Dr Tomlinson welcomed the approach of embedding a Psychologist role within every team to ensure effective collaboration. Mr Millar sought clarification on the low number of client contacts per day and Ms Davies advised that this is an average number across the entire service, with many teams not undertaking face-to-face activity and reported various assessments can take up to 4 hours.

The Chief Officer confirmed that the three Chief Officer’s across Ayrshire have been consulted on this review and on the options included.

Mr McGinn expressed his disappointment that there would appear to have been a lack of Trade Union representation on the Steering Group during the review process and asked that this be taken into consideration for the implementation phase.

Councillor Hunter queried the reference to “The Meridian analysis highlighted a lack of management control” within the recommendations of the review. Ms Davies confirmed that Meridian did not return for Phase 2 of this review and as a result the Lead Partnership had been unable to request amendments, however, advice given during feedback sessions was that this point related to the control and management of information.

The Board thanked Ms Davies and Ms Fraser for their attendance and agreed to note the contents of the report and to approve the recommendations contained

therein. The Board requested an update on progress in approximately six months.

6. Financial Monitoring Report

A report was submitted ([previously circulated](#)) on the Integrated Budget by the Chief Finance Officer as at Period 9, 31 December, 2017, for consideration by the Board.

The Chief Finance Officer took Members of the Board through the contents of the report highlighting that the projected underspend of £200k for the financial year, as noted within the report, is based on 9 months of actual financial activity and a projection for the remaining 3 months and, as a consequence, the figure may be subject to change. The Chief Finance Officer highlighted section 4.1 of the report which details the assumptions and risks considered in making this projection.

Mr McGinn acknowledged section 7.2.1 regarding the potential adverse impact that vacancy management can have on the workforce, and requested an update on the action being taken to mitigate this. The Chief Officer advised that within Social Work Services and registered services, current frontline vacancies are being advertised. There is work ongoing in relation to the recruitment and retention of staff.

Mr Millar sought clarity on the remaining £0.8m unspent as detailed within section 4.2 of the report relating to the additional £1m approved by South Ayrshire Council in 2017-18 as part of the budget process. It was advised that the Head of Children's Health, Care and Criminal Justice Services is developing a proposal which will be submitted for review at a later date.

The Board agreed to (1) note the current projection of a £0.2m underspend for 2017/18; (2) note the assumptions made in reaching this projection; and (3) approve the social care budget virement set out in section 5.1.

7. Strategic Plan 2018-21

A report was submitted ([previously circulated](#)) providing Board Members with an update on the work to produce a new Strategic Plan for the period 2018-2021.

Mr Gray advised the Board that work is on-going on the development of the new Strategic Plan for 2018-21, with a full Strategic Needs Assessment now available on-line through the HSCP website. The draft Strategic Plan will be discussed at the next meeting of the Strategic Planning Advisory Group on 6th March, with subsequent approval to progress to the consultation phase being sought at the Board meeting of 14 March. It is anticipated a finalised version will be submitted to the May meeting of the Board for approval.

A brief discussion was held on budget setting for 2018/19 and the Chief Finance Officer agreed to submit a report which will include high-level assumptions to the April meeting of the Board.

The Board agreed to note the progress made to date and to agree to consider a draft version of the Strategic Plan in a workshop session immediately prior to the Board meeting on 14 March 2018.

8. Carers Act Implementation

A report was submitted ([previously circulated](#)) detailing Statutory Guidance issued by Government relating to the Carers (Scotland) Act 2016 and the subsequent planned amendment of the South Ayrshire Integration Scheme.

Mr Gray advised that in order to implement the duties on local authorities and health boards contained in the Carers (Scotland) Act 2016, provisions have been included in the Regulations in support to the Public Bodies (Joint Working) (Scotland) Act 2014 that relate to functions delegated to Integration Joint Boards. As a result, the Integration Scheme requires to be amended to reflect these changes and additional delegations to the IJB.

The NHS Ayrshire and Arran Board has agreed to make the necessary changes to the Integration Scheme and a report is being submitted to South Ayrshire Council at its meeting on 01 March 2018 for consideration of approval. If approved, the amended Integration Scheme will be submitted to the Scottish Government on 02 March 2018 for approval by Scottish Ministers. This will allow the new provisions to be implemented from 01 April 2018.

The Board agreed to note the contents of the report.

9. CPC Annual Report 2016/17

A report was submitted ([previously circulated](#)) on the Child Protection Committee Annual Report for 2016-17 and Priorities for 2017-18 for consideration by Board Members.

Ms Godfrey took members of the Board through the contents of the report submitted and advised that recommendations and actions arising from this report will help to inform the new Strategic Plan.

As a result of the Joint Inspection of Children's Services in 2016, a review of the Child Protection Committee was undertaken at the end of 2016, with a review recently being completed at the end of 2017. This review highlights that the Committee is now more focussed on outcomes, actions and timescales. Ms Godfrey acknowledged there is more work to be undertaken in relation to improving strategic links and work will continue in this regard.

The Chief Social Work Officer advised that an appointment has now been made to the role of Independent Chair of the Adult Protection and Child Protection Committees, with Professor Paul Martin beginning in this post in March 2018. Professor Martin is

currently the Vice-Principal of the University of the West of Scotland, and has previously been the Chief Executive of NHS Highland, as well as the Chief Nursing Officer.

The Board agreed (1) to note the publication of the CPC Annual Report for 2016/17 and the priorities for 2017/18; (2) to consider information to be included in the Strategic Plan 2018/21; and (3) that progress on agreed objectives be reported to the Performance and Audit Committee.

10. MSK Service Update

A report was submitted ([previously circulated](#)) providing Board Members with an update on progress made in improving access to the Musculoskeletal Service.

Ms Hill updated the Board on the waiting times for the Musculoskeletal Service and reported 66% of individuals are now waiting no more than 4 weeks for an appointment. It is expected that the target of over 90% will be met in March 2018, this is based on the current referral rate and staffing levels. Ms Hill highlighted the progress made against further improvements which is noted within section 4 of the report.

Mr Millar queried the skillset required for the remaining 5 first point of contact posts as detailed in section 4.7.3 of the report. Ms Hill advised that these are advanced practitioner posts and so consideration is being given to training staff already in post. Mr McGinn highlighted that recruitment and retention is a national issue and not just local to South Ayrshire.

The Board agreed to (1) note the progress made within the Musculoskeletal Service in improving performance against the waiting times target during 2017/18; and (2) endorse the ongoing service improvement programme for 2018/19. The Board also acknowledged the significant improvements made to date.

11. New GP Contract

A report was submitted ([previously circulated](#)) updating Members on the implementation of the new 2018 Contract for General Medical Services in Scotland.

The Chair introduced Ms Pamela Milliken, Head of Primary Care and Out of Hours Community Response Services, East Ayrshire Lead HSCP to the Board

Ms Milliken took Members of the Board through the contents of the report and highlighted section 3.4 which details the benefits of the proposals in the new contract for the profession. It was acknowledged that the retention of GP's is challenging and the new contract proposes that they move into a more specialist role. It was noted that Rural GP's face particular challenges and will receive income protection during implementation.

Ms Milliken advised that the key aims of the proposed contract are noted within section 4.1 of the report.

Each IJB will require to prepare a Primary Care Improvement Plan, which will be submitted to a future meeting of the Board for approval. This will require to be in place by 1st July, 2018. It is proposed that content will be prepared for this on a Pan-Ayrshire basis and will be submitted to each of the three IJBs for approval.

Mr McGinn requested that, while the proposed contract does affect General Practitioners, the wider team is taken into consideration during this process as there may be HR implications affecting the wider team, and this should be reflected in future reports.

Councillor Hunter queried how Locality Planning Groups can develop their relationship with local GP's. Mr White advised that the proposed Contract doesn't specify a relationship, however it includes cluster working arrangements by GPs and it is expected that a relationship will develop at this level.

The Board thanked Ms Milliken for her attendance and acknowledged the challenge ahead for all involved. The Board agreed to (1) note the contents of the report; (2) note that the Scottish General Practices Committee accepted the Contract on behalf of the profession; and (3) instruct the Chief Officer to progress the necessary actions jointly with the 2 other Ayrshire & Arran HSCPs to develop the Primary Care Improvement Plan and present this to the IJB for approval at a future date.

12. CSWO Report

A report was submitted ([previously circulated](#)) by the Chief Social Work Officer on his Annual Report for 2017-18.

The Chief Social Work Officer took Members of the Board through the contents of the Annual Report and highlighted the key achievements and challenges noted within it.

Mr McGinn requested an update in relation the vacant Workforce Planning post and the Chief Officer advised that the relevant paperwork had been passed to South Ayrshire Council's recruitment team but that the post had not been released for recruitment because of the on-going management restructuring exercise within the Council.

Councillor Hunter highlighted that the work undertaken through practice teaching is encouraging as supporting social workers is pivotal and commended this role.

The Board agreed to note the contents of the Chief Social Work Officer's Annual Report.

13. Strategic Risk Register

A report was submitted ([previously circulated](#)) providing Members with an updated Strategic Risk Register for the Integration Joint Board as at 31st December, 2017.

Mr Gray advised that the register contains 16 strategic risks – 6 high risk items and 10 which have been assessed as being of medium risk. The register details existing mitigating action against each risk and provides information on planned mitigations, including an assessment of current progress against each of these. Two new risks have been included within the register since it was last reported on the availability of General Practitioners and the fragility of some GP practices, and on Technology Systems with a current focus on the Council run Social Work system SWIS.

The Senior Manager – Planning and Performance highlighted the importance of this document and of addressing the items detailed within it, within the context of the discussions which had and will take place on the budget for 2018-19 and future years and on the IJB priorities for 2018-21 as expressed in the new Strategic Plan.

The Board agreed to approve the Strategic Risk Register as submitted to the meeting and to receive a further update in 6 months.

14. Health and Care Governance Committee

The minutes of the meeting of the Health and Care Governance Committee held on 27 June 2017 were submitted ([previously circulated](#)) by the Director of Health and Social Care for noting by the IJB.

15. Performance and Audit Committee

The minutes of the meeting of the Performance and Audit Committee held on 29 August 2017 were submitted ([previously circulated](#)) by the Director of Health and Social Care for noting by the IJB.

16. South Ayrshire Area Partnership Forum

The minutes of the meeting of the South Ayrshire Area Partnership Forum held on 21 September 2017 were submitted ([previously circulated](#)) by the Director of Health and Social Care for noting by the IJB.

17. GP Partnership Forum

The minutes of the meeting of the GP Partnership Forum held on 21 September 2017 were submitted ([previously circulated](#)) by the Director of Health and Social Care for noting by the IJB.

18. Strategic Planning Advisory Group

The minutes of the meeting of the Strategic Planning Advisory Group held on 14 November 2017 were submitted ([previously circulated](#)) by the Director of Health and Social Care for noting by the IJB.

19. Any Other Business

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

20. Date of Next Meeting

Wednesday 14 March 2018 at 2pm, County Hall, County Buildings, Wellington Square, Ayr, KA7 1DR with a workshop/briefing session on the new Strategic Plan at 1pm.