

Minute of Integration Joint Board Meeting

Date: Wednesday 27th June 2018

Time: 1pm

Place: Eglinton House, Ailsa Hospital, Ayr

Present

Stewart Donnelly (Chair)
Councillor Douglas Campbell
Councillor Brian McGinley
Councillor Hugh Hunter
Margaret Anderson
Hugh Millar, Representative Member - NHS Public Involvement Network
Jim McGinn, Depute Representative Member - NHS Ayrshire & Arran Staff Side.
Glenda Hanna, Depute Representative Member – Independent Sector
Susan Dodd, Representative Member – Carers
Lynn Anderson, VASA Development Manager, Depute Representative Member – 3rd Sector

In Attendance

Tim Eltringham, Chief Officer (Director of Health and Social Care)
Rob Whiteford, Chief Finance Officer
Billy McClean, Associate Director for Allied Health Professions
Karen Briggs, Service Lead – Legal and Licensing, South Ayrshire Council
Safaa Baxter, Interim Head of Children and Families and Criminal Justice Services
Marie Keirs, Principal Accountant
Bill Gray, Senior Manager - Planning & Performance
Vicki Campbell, Primary Care Facilitator, East Ayrshire HSCP
Debbie McVey, Team Leader, Information Governance, South Ayrshire Council
Steven Kelly, Team Leader, Self-Directed Support
Lynn Campbell, Senior Clerical Assistant
Laura Conaghan, Senior Clerical Assistant

1. Apologies for Absence

Apologies for absence were received on behalf of Lesley Bowie, Claire Gilmore, Catriona Caves, Chaitanya Mudunuri, Kenny Leinster, Joy Tomlinson, and Rosemary Robertson.

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 15th May 2018 ([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 – The new National Digital Strategy has now been published. This will be presented at the briefing session prior to the Integration Joint Board business meeting on 12th September.

Budget Monitoring Report for Period 7 – Work remains ongoing in relation to the consideration of a nurse bank for SA HSCP. An update will be provided on 10th October 2018.

Technology Enabled Care Strategy – It is proposed that this matter will now be considered as part of the implementation of the new National Digital Strategy. A presentation on this will take place on 12th September.

Pan-Ayrshire Community Phlebotomy Service – Work remains ongoing on the introduction of this new service, and it is intended that full roll-out across Ayrshire and Arran will take place by October, 2018. A further update will be provided at a future meeting.

Biggart Hospital Update – An update report was discussed at today's meeting.

Pan-Ayrshire Psychology Review – An interim report was provided at the meeting ([Appendix 1](#)) with a full update due to be submitted on 12th September, 2018.

New GP Contract – An update report on the development of the Primary Care Improvement Plan was presented at today's meeting.

Strategic Risk Register – An updated register will be submitted on 10th October 2018.

2018-19 Budget Update – An update was provided at today's meeting.

Red Cross Report – The Red Cross Home from Hospital Service to be considered again once the Integrated Budget for 2018-19 has been agreed. Expected on 12th September, 2018.

Preventing Drug Related Deaths: A Framework for Ayrshire & Arran – An update report to be provided on a regular basis due to deteriorating picture. The new ADP Strategy will be submitted to the IJB in September.

5. Appointment of IJB Standards Officer

A report was submitted by the Director of Health and Social Care ([copy enclosed](#)) on the appointment of a new Standards Officer.

Mr Gray advised to comply with the provisions of the Ethical Standards in Public Life (Scotland) Act 2000 (Register of Interests) Regulations 2003, each Integration Joint Board is required to appoint a Standards Officer. It was noted that Ralph Riddiough carried out this role until leaving South Ayrshire Council. It was recommended to the IJB that Catriona Caves, Head of Regulatory Services with South Ayrshire Council, be appointed as the Standards Officer for the South Ayrshire Integration Joint Board.

The Board agreed to appoint Catriona Caves, Head of Regulatory Service, South Ayrshire Council, as its Standards Officer.

6. Budget Monitoring Report 2017-18

A report was submitted by the Chief Finance Officer ([previously circulated](#)) to advise the Integration Joint Board on the final financial position for 2017-18.

The Chief Finance Officer explained that the report sets out the financial performance of the Partnership in 2017-18 which was an underspend of £968k. Mr Whiteford added that it is intended to carry this sum forward as reserves in 2018-19.

The Chief Finance Officer provided the Board with a full account of variances in terms of actual expenditure and income against the agreed budgeted position in individual service areas. The Board was also advised that the report included information on the final year end position relating to Lead Partnership Services provided through the North and East Ayrshire Integration Joint Boards and, similarly, information on the Acute Hospitals Set Aside Budget had also been included.

The Chief Finance Officer answered questions from Board Members on the financial out-turn position.

After discussion, the Board agreed to (1) note the year end underspend of £0.968m for 2017-18; (2) approve the financial position for 2017-18 and the creation of reserves of £0.968m at 31 March 2018; (3) the uses in 2018-19 of this reserve as noted at paragraph 4.4 of the report; and (4) to issue revised directions to South Ayrshire Council and the NHS Ayrshire & Arran Board to reflect the final financial position for 2017-18.

7. Annual Accounts 2017-18

A report was submitted by the Chief Finance Officer ([previously circulated](#)) enclosing the Annual Accounts for 2017-18, as previously approved by the Performance and Audit Committee at its meeting on 18th June, 2018.

The Chief Finance Officer advised that the Integration Joint Board is obliged to submit draft Annual Accounts to the External Auditors by 30 June 2018. It was noted that the unaudited Annual Accounts were submitted to the Performance and Audit Committee on 18 June 2018, where they were scrutinised and approved for submission to the external auditors.

The Board agreed to (1) approve the unaudited Annual Accounts for submission to the External Auditor; (2) approve the Governance Statement contained within the unaudited Annual Accounts; and (3) approve the Accounting Policies applied in the production of the unaudited Annual Accounts.

8. Annual Performance Report 2017-18

A report was submitted by the Director of Health and Social Care ([previously circulated](#)) on the draft Annual Performance Report for 2017-18.

Mr Gray advised that the Integration Joint Board is required to publish an Annual Performance Report by the 31st July 2018 to comply with regulations made under the provisions of the Public Bodies (Joint Working) (Scotland) Act, 2014. As information required to inform the contents of the report has only recently become available, he requested that the Board agree to grant delegated authority to the IJB Chair and Chief Officer to approve the publication of the report by the due date. A report seeking homologation of the decision by the Chair and the Chief Officer will be submitted to the Board at its meeting on 12th September, together with a copy of the published Annual Performance Report.

Councillor Hunter queried if there would be a consultation on this paper. Mr Gray confirmed that there is no requirement to consult prior to the publication of this document.

The Board agreed to grant delegated authority to the Chair and the Chief Officer to approve the publication of the 2017-18 Annual Performance Report subject to homologation of this decision by the Board at its meeting on 12th September 2018.

9. IJB Budget 2018-19

A report was submitted by the Chief Finance Officer ([previously circulated](#)) detailing the proposed IJB Integrated Budget for 2018-19.

The Chief Finance Officer advised that this budget is composed of funding from South Ayrshire Council and NHS Ayrshire & Arran and is used to commission services both bodies and from other sources.

The Chief Finance Officer advised that a 2018-19 budget update report presented to the IJB on 14th March, 2018, had highlighted a budget shortfall in social care funding of £4.7m. It was noted that since this budget was presented to the Board in March, efficiency savings have been proposed in order that a balanced budget can be presented to the IJB for approval. The Chief Finance Officer informed the Board that a number of these efficiencies have been highlighted in the report as being “high risk” and could result in overspends in the Integrated Budget if they are unable to be delivered in full or in part.

The Chief Finance Officer further advised that NHS Ayrshire & Arran aim to make efficiencies in the cost of prescribing across Ayrshire and Arran. It was noted that NHS Ayrshire & Arran is responsible for meeting any overspends on prescribing under the terms of the South Ayrshire Integration Scheme.

The Chief Finance Officer reviewed the draft Integrated Budget with Board Members and advised that it includes the recharges to South Ayrshire Health and Social Care Partnership from other Partnerships for Lead Partnership Services provided on behalf of South Ayrshire residents. It also includes the Large Hospitals Set Aside Budget for South Ayrshire. The Chief Finance Officer confirmed that quarterly update reports will be provided to the Board.

The Board agreed to (1) approve the budget for 2018-19; (2) specifically note the high risk assumptions on efficiency; (3) specifically note the high risk overspend if these measures cannot be implemented; and (4) approve Directions to South Ayrshire Council and NHS Ayrshire & Arran on the utilisation of the 2018-19 Integrated Budget.

10. Strategic Plan 2018-21

A report was submitted by the Director of Public Health ([previously circulated](#)) seeking approval of the draft Strategic Plan for 2018-19.

Mr Gray advised that there had been wide ranging consultation on the proposed Plan and the Strategic Planning Advisory Group had reviewed it and offered comments at a number of meetings. Mr Gray confirmed that this Strategic Plan is more compact than its predecessors and that the total number of Strategic Objectives has been reduced from 11 to 8. Mr Gray confirmed that in approving its Integrated Budget, this would be used to deliver the Partnership Programme set out in the Plan and that this would be updated annually. In addition, the Senior Manager – Planning and Performance advised that key components of the plan will be made into posters and a summary version of the document will be printed. The full version will be available electronically on line.

Councillor Hunter queried how services are prioritised in each locality. Mr Gray replied that the Locality Planning Groups work within the localities to create local priorities and actions with support from Community Engagement Officers.

The Board agreed to approve the new Strategic Plan for the Period 2018-2021 and authorised the Chief Officer to issue a Direction to South Ayrshire Council and the NHS Ayrshire & Arran Board to give practical effect to the Vision, Mission, Values, Strategic Objectives and the Partnership Programme detailed within this strategic commissioning document.

11. Strategic Planning, Commissioning and Delivery of Health and Social Care Services

A report was submitted by the Director of Health and Social Care ([previously circulated](#)) regarding the strategic planning, commissioning and delivery of health and social care services within Ayrshire & Arran.

The Director of Health and Social Care advised that a review of Integration Schemes had been undertaken in the North & East Ayrshire areas and that this work, together with further work with South Ayrshire, had helped to inform the content of this report.

The Director of Health and Social Care advised that there was no evidence that the Integration Schemes required to be changed at present. Further changes may be made as additional work will be undertaken to improve the planning, commissioning and delivery of services throughout Ayrshire.

The principal areas outlined in the report and to which changes will be made going forward include the following: (1) the financial governance of Lead Partnership Services and Large Hospital Set Aside Budgets will be reviewed with future decisions being made on a “Fair Share” basis where these give rise to Pan-Ayrshire funding issues; (2) Pan-Ayrshire specialist Mental health Services will be the first service area in which this new approach will be developed and tested; (3) the funding and management of the AHP services provided in the North and East Ayrshire Partnership areas will be delegated to those Partnership areas, but professional accountability will remain with the Associate Director for AHPs; (4) the management of the Pan-Ayrshire Family Nurse Practitioner Service will move from North Ayrshire HSCP to South Ayrshire HSCP; (5) the management of TEC (Technology Enabled Care) will move from the South Ayrshire HSCP to eHealth which will be renamed Digital Services; and (6) the use of Directions in the pan-Ayrshire context will be reviewed and future proposals will be determined in this regard.

After discussion, the Board approved the proposals detailed in the report and agreed that a report on progress would be submitted.

12. Proposed ADP Budget for 2018-19

A report was submitted by the Chief Finance Officer ([previously circulated](#)) regarding the proposed Alcohol and Drug Partnership Budget for 2018-19.

The Director of Health and Social Care advised that the proposed budget was presented to the Alcohol and Drug Partnership on 21 June 2018, where it was endorsed. It was noted that the ADP is continuing to base its work on its Strategy for 2015-2018. A new Plan is in preparation for 2018-21 which will be submitted to the IJB for consideration after the recess.

The Board agreed the draft budget and the funding commitments which were endorsed by the ADP on 21 June 2018.

13. Primary Care Improvement Plan

A report was submitted by the Director of Health and Social Care ([previously circulated](#)) detailing the developments of the Pan-Ayrshire Primary Care Improvement Plan.

The Chair introduced Ms Vicki Campbell, Primary Care Facilitator, East Ayrshire HSCP, to the Board.

Ms Campbell advised that she is seeking approval from the IJB on the requirements set out in the Memorandum of Understanding (MoU) and for implementing the new GMS Contract and, also, the draft Primary Care Improvement Plan.

Ms Campbell informed the Board that the MoU was approved by the British Medication Association, the Scottish Government Integration Service and the NHS Board. Ms Campbell further advised that the Primary Care Improvement Plan aims to reduce GP's current workload and will lead to Primary Care Services being reformed.

It was noted that the new GMS Contract Improvement Plan will be implemented by March 2021.

Ms Campbell advised that pharmacy pressures will be removed from GPs, these responsibilities will move to community pharmacists and will include repeat prescriptions, patients being discharged from hospital and new prescriptions. Ms Campbell added that vaccinations will be transferring to the Primary Care Nursing Programme and it is hoped that expectant mothers will be able to receive injections from midwives throughout their pregnancies. Ms Campbell stated that advising patients of alternative services available to them has and will reduce workloads significantly for GPs.

Ms Campbell informed the Board that funding and the corresponding recruitment has been secured to ensure the rollout of this contract by 2021. An update report will be submitted to the Board every 6 months.

After discussion, the Board agreed to (1) approve the requirements sent out in the Memorandum of Understanding; and (2) approve the content, actions and budget spend set out in PCIP for implementing the new GMS contract before 2021.

14. MSK in Primary Care

A report was submitted by the Director of Health and Social Care ([previously circulated](#)) regarding the Musculoskeletal Services (MSK) in Primary Care.

The Chair introduced Judith Reid, AHP Consultant on Musculoskeletal, to the Board.

Ms Reid advised in line with the Primary Care Improvement Plan, that 3 MSK Advanced Practitioners were aligned with the 3 Health and Social Care Partnerships, to eliminate workloads for GPs. Patients presenting at their GP with musculoskeletal concerns are referred to an MSK Advanced Practitioner, who will assess their needs. Ms Reid stated that 75% of cases transferred to MSK services for brief intervention are seen only once and there is no need for follow up appointments. Ms Reid added that there is the potential to increase the number of first point of contact appointments, which will further remove pressures from GPs. Ms Reid advised that there would be further work to train and recruit Advanced Practitioners for the Service. Ms Reid confirmed that a 6 monthly update report will be submitted to the Board.

The Board thanked Ms Reid for her report and for detailing the positive work of the Service. Mr McGinn urged that this service be promoted.

The Board agreed to note the contents of the report and to refer it to East and North Integration Joint Boards for their interest.

15. Biggart Community Hospital Redesign and Reconfiguration Update

A report was submitted by the Director of Health and Social Care ([previously circulated](#)) regarding the reconfiguration of Biggart Hospital.

Mr McClean advised that there had been a resign and reconfiguration Biggart Hospital in 2017 in line with the policy set out within the New Models of Care for Older People approach.

The vision for Biggart Hospital is that it will become a centre of excellence, providing focussed, tailored rehabilitation and end of life care for those who do not require acute hospital, but need more support than can be safely provided at home.

The report advised that the previous bed model consisted of 113 beds spread across 4 wards with a throughput of 607 patients per year. The new model concentrates resources over 83 beds, in 3 wards and the expected throughput of the new model is 635 patients per year.

The report provided an update on performance against the expected trajectories and improvement measures. This shows improvement in some areas with more progress still required in others.

Councillor Hunter questioned the statement that admission rates are difficult to track. Mr McClean explained that this is due to not being able to track readmissions to the acute service. It was noted that Mr McClean's team are working with the Business Intelligence Team to source the data required.

The Board agreed to note the progress made on the redesign and reconfiguration of Biggart Hospital throughout 2017-18.

16. IJB Records Management Plan

A report was submitted by the Director of Health and Social Care ([previously circulated](#)) regarding the requirement for the Board to prepare and approve a Records Management Plan.

The Chair introduced Deborah McVey, Team Leader, Information Governance, South Ayrshire Council, to the Board.

Ms McVey explained that due to the Integration Joint Board being a separate strategic body, there is a need for a Records Management Plan to be put in place to meet legislative requirements. Ms McVey added that due to all IJB records being held on South Ayrshire Council systems, there will be opportunities for the IJB Records Management Plan to mirror aspects of the plan created for South Ayrshire Council. The Team Leader explained that a document is any form of record that supports a decision being made and will include electronic records and hard copy records.

Ms McVey informed the Board that there is a requirement for a Records Manager to be named within the Records Management Plan. Ms McVey advised that she is the current Records Manager for South Ayrshire Council and it is proposed that she should assume this role for the IJB. The Records Manager will liaise with the Keeper of the Records of Scotland regarding the preparation, approval and on-going implementation of the Plan. Ms McVey confirmed that a formal invitation will be issued to the IJB for it to submit a draft of its Plan to the Keeper of the Records later this financial year.

The Board agreed to note the requirement and to approve the work proposed to address it. It further agreed to appoint the South Ayrshire Council Team Leader (Information Governance) as its Records Manager.

17. Short Breaks Statement

A report was submitted by the Director of Health and Social Care ([previously circulated](#)) containing the proposed Short Breaks Statement for the South Ayrshire Health and Social Care Partnership.

Mr Kelly, Team Leader Self-Directed Support, advised that the Short Breaks Statement was submitted to the Strategic Planning Advisory Group on 6th June 2018, where it was approved. Mr Kelly explained that this Statement aims to help carers explore what breaks are available in South Ayrshire and where information and assistance can be provided.

Mr Kelly advised that there is the potential for carers to apply for Self-Directed Support, which will allow them to use the resources available to meet their own needs and those of the cared for person. In effect exercise more choice and control. Mr

After discussion and after hearing the Representative Member for Carers, the Board agreed to approve the Short Breaks Statement.

18. Clinical & Care Governance Group

The minutes of the meeting of the Clinical & Care Governance Group held on 7th March 2018 were submitted ([previously circulated](#)) by the Director of Health and Social Care Partnership for noting by the IJB.

19. South Ayrshire Area Partnership Forum

The minutes of the meeting of the South Ayrshire Area Partnership Forum held on 8th March 2018 were submitted ([previously circulated](#)) by the Director of Health and Social Care Partnership for noting by the IJB.

20. Strategic Planning Advisory Group

The minutes of the meeting of the Strategic Planning Advisory Group held on 2nd May 2018 were submitted ([previously circulated](#)) by the Director of Health and Social Care Partnership for noting by the IJB.

21. Performance and Audit Committee

The minutes of the meeting of the Performance and Audit Committee held on 4th May 2018 were submitted ([previously circulated](#)) by the Director of Health and Social Care Partnership for noting by the IJB.

The minutes of the meeting of the Performance and Audit Committee held on 16th February 2018, were submitted ([previously circulated](#)) by the Director of Health and Social Care for noting by the IJB.

22. Any Other Business

As there were no further matters to discuss, the meeting closed at 4.20pm.

23. Date of Next Meeting

2.00pm on Wednesday 12th September 2018 within County Hall, County Buildings, Wellington Square, Ayr, KA7 1DR.