

## Minute of Meeting

### Renfrewshire Health & Social Care Integration Joint Board

Date	Time	Venue
Friday, 20 November 2015	09:30	Rooms 1 & 2, Johnstone Town Hall, 25 Church Street, Johnstone PA5 8FA,

#### PRESENT

Councillors Iain McMillan, Michael Holmes, Eddie Devine (substitute for Councillor Jacqueline Henry) and B Brown (substitute for Councillor Derek Bibby) (Renfrewshire Council); Donny Lyons, John Brown, Donald Sime and Morag Brown (Greater Glasgow & Clyde Health Board); Karen Jarvis (Registered Nurse); Alex Thom (Registered Medical Practitioner (non-GP)); Liz Snodgrass (Council staff member involved in service provision); Alan McNiven (third sector representative); Helen McAleer (unpaid carer residing in Renfrewshire); Stephen Cruickshank (service user residing in Renfrewshire); John Boylan (trade union representative for Council staff); Graham Capstick (trade union representative for Health Board staff); David Leese, Chief Officer and Sarah Lavers, Chief Finance Officer (both Renfrewshire Health and Social Care Partnership).

#### CHAIR

Councillor Iain McMillan, Chair, presided.

#### IN ATTENDANCE

Ken Graham, Head of Corporate Governance, Anne McMillan, Head of Resources and Elaine Currie, Senior Committee Services Officer (all Renfrewshire Council); and I Beattie, Head of Adult Services, Jean Still, Head of Administration, Fiona Mackay, Head of Planning & Health Improvement, Mandy Ferguson, Operational Head of Service, Katrina Philips, Head of Mental Health, Addiction and Learning Disability Services, Sheila Brown, Admin Development Manager, Frances Burns, Health and Social Care Integration Programme Manager and James Higgins, Project Officer-Health and Social Care Integration (all Renfrewshire Health and Social Care Partnership).

#### APOLOGIES

Councillors Derek Bibby and Jacqueline Henry and Peter Macleod, Chief Social Work Officer (all Renfrewshire Council); Stephen McLaughlin (registered Medical Practitioner (GP)) and David Wylie (Health Board staff member involved in service provision).

## **DECLARATIONS OF INTEREST**

There were no declarations of interest intimated prior to the commencement of the meeting.

### **1 MINUTE**

The Minute of meeting of the Integration Joint Board held on 18 September, 2015 was submitted.

It was noted that Morag Brown was in attendance at the meeting.

**DECIDED:** That the Minute, subject to the above amendment, be approved.

### **2 OVERVIEW OF THE DEVELOPMENT OF GOVERNANCE ARRANGEMENTS**

Under reference to item 7 of the Minute of the meeting of this Joint Board held on 18 September, 2015 the Chief Officer submitted a report relative to the programme of work being undertaken to ensure that all the necessary processes, policies and plans were in place as required to allow local implementation of integrated health and social care services by 1 April, 2016 in terms of the Public Bodies (Joint Working) (Scotland) Act 2014.

Progress made in terms of communication and engagement, strategic plan, performance management and finance and audit were detailed in the report and the appendix to the report.

**DECIDED:** That the planned activity and reporting dates for the key legislative and other commitments to put in place sound governance arrangements for the Renfrewshire Health and Social Care Partnership from 1 April, 2016 be noted.

### **3 FINANCIAL REPORT - PERIOD 6**

The Chief Finance Officer submitted a report relative to the revenue and capital budget positions from 1 April to 18 September, 2015 for Social Work and from 1 April to 30 September, 2015 for the Health Board.

The report intimated that the budget strategy for 2016/17 had commenced for both partners. The Partnership had submitted detailed proposals for service based services to Renfrewshire Council and had identified future demand and pressures and potential corresponding mitigation for Council approval. It was anticipated that the outcome of this process would be finalised towards the end of the calendar year and a summary of the agreed proposals would be submitted to a future meeting of the Joint Board for information.

The financial planning process for NHS Greater Glasgow and Clyde for 2016/17 had currently identified a draft savings target of between £60m to £64m. The final savings target would be dependent on the nationally agreed uplift and this would not be clarified until at least Spring 2016. However, it was expected that the level of cash releasing savings for the NHS element in the Health and Social Care Partnerships across NHS Greater Glasgow & Clyde would be between £18m and £23m, making the local savings target for Renfrewshire significantly higher than in any previous year. Further discussions at NHS Board level would be required in order for Partnerships to be able to deliver cash releasing savings through collectively agreed service and efficiency programmes.

**DECIDED:**

- (a) That the financial position to date be noted; and
- (b) That it be noted that the financial planning process for 2016/17 was now underway.

**4 RISK MANAGEMENT UPDATE**

Under reference to item 15 of the Minute of the meeting of this Joint Board held on 18 September, 2015 the Chief Officer submitted a report relative to the progress being made with regards to the specific risks reported previously and information on new risks being added. The appendix to the report detailed a list of social work and health key risks in order that the Joint Board had awareness at this time of the more operational risks being managed by the Joint Board's partner organisations.

**DECIDED:** That the progress being made in managing the key risks identified be noted.

**5 RENFREWSHIRE HEALTH AND SOCIAL CARE PARTNERSHIP PERFORMANCE MANAGEMENT REPORT 2015/16**

Under reference to item 19 of the Minute of the meeting of this Joint Board held on 18 September, 2015 the Chief Officer submitted a report relative to the mid-year update on the agreed performance scorecard for 2015/16, which formed the appendix to the report, together with an outline of the further work to be undertaken to develop a Performance Management Framework for 2016/17.

**DECIDED:**

- (a) That the mid-year update on the 2015/16 performance scorecard, as detailed in the appendix to the report, be noted. The Joint Board would receive a further performance update for year end, April 2015 to March 2016, in June 2016. It should be noted that the indicators in the scorecard are reported at a number of frequencies and that information may not always be available at the end of a reporting period. Updates would include all information available at that point; and
- (b) That the Outcomes and Performance Management Integration Work Stream take forward the development of the Health and Social Care Partnership 2016/17 Performance Management Framework as outlined in the report to the Joint Board on 18 September, 2015. A Performance Management Framework for 2016/17 would be submitted to the Joint Board in March 2016.

## 6 **RENFREWSHIRE HEALTH AND SOCIAL CARE PARTNERSHIP WINTER PLAN 2015/16**

The Chief Officer submitted a report relative to the Renfrewshire Health and Social Care Partnership's Winter Plan 2015/16.

The report intimated that Health Boards had received guidance from the Scottish Government to support planning and preparation for winter 2015/16. Health Boards required to be satisfied that potential disruption to NHS services, patients and carers was minimised.

Health and Social Care Partnerships in NHS Greater Glasgow and Clyde had produced Winter Plans to support the NHS Greater Glasgow and Clyde Board Winter Plan. The Winter Plan for Renfrewshire had been produced by the Health and Social Care Partnership in collaboration with acute services and Renfrewshire Council. The final draft of the Winter Plan formed the appendix to the report.

**DECIDED:** That the Renfrewshire Health and Social Care Partnership's draft Winter Plan for 2015/16 be noted.

## 7 **FIRST DRAFT STRATEGIC PLAN**

Under reference to item 18 of the Minute of the meeting of this Joint Board held on 18 September, 2015 the Chief Officer submitted a report relative to the first draft of the Strategic Plan in line with the requirements of integration legislation. The first draft of the Strategic Plan formed the appendix to the report.

The report intimated that at the meeting of the Joint Board held on 18 September, 2015, the approach for developing the Strategic Plan and the proposed structure and content of the Strategic Plan had been approved. In line with the requirements of the Public Bodies (Joint Working) (Scotland) Act 2014, the Joint Board remitted these proposals to the local Strategic Planning Group seeking members' views. The first draft Strategic Plan had now been developed in line with legal requirements and reflected national guidance on the joint strategic commissioning process.

In line with the process and timeline previously approved, the first draft of the Strategic Plan, once approved, would be remitted to the Strategic Planning Group seeking members' views. Thereafter the views gathered would be taken into account when preparing the second draft for the Joint Board's consideration at its meeting to be held on 15 January, 2016. Subject to approval of the second draft of the Strategic Plan, a formal consultation exercise would be undertaken with stakeholders and feedback would be taken into account when preparing the final draft.

At this time, it was proposed that the draft final version of the Strategic Plan would be reported to the Council and the Health Board and shared with Joint Board members during February 2016 and submitted to the Joint Board meeting to be held on 18 March, 2016 for approval.

It was proposed that the information contained in diagram 6 of the Strategic Plan include information on the number of unpaid carers and the work they do and that the information concerning the level of activity carried out in a typical week be at the same point of time. This was agreed.

**DECIDED:**

- (a) That the Joint Board consider the themes emerging from the views expressed by Strategic Planning Group members on the Strategic Plan proposals;
- (b) That the approach adopted to take account of the views expressed by Strategic Planning Group members be noted;
- (c) That the change to the strategic planning timeline to facilitate reporting to appropriate governance bodies be noted;
- (d) That diagram 6 of the Strategic Plan be amended to include information on the number of unpaid carers and the work they do and that the information concerning the level of activity carried out in a typical week be at the same point of time;
- (e) That the first draft of the Renfrewshire Health and Social Care Partnership Strategic Plan be approved; and
- (f) That the first draft Strategic Plan be remitted to the Strategic Planning Group to seek its members' views in line with legislative requirements.

## **8 ESTABLISHMENT OF AN AUDIT COMMITTEE**

Under reference to item 14 of the Minute of the meeting of this Joint Board held on 18 September, 2015 the Chief Officer submitted a report relative to the establishment of an Audit Committee from 1 April, 2016. The draft Terms of Reference and Procedural Standing Orders for the Audit Committee formed the appendix to the report.

The report intimated that in developing the Terms of Reference, due regard was given to the national financial guidance developed by the Integrated Resources Advisory Group to support effective health and social care integration, which recommended that appropriate and proportionate arrangements should be put in place; national professional best practice guidance on audit committee principles as set out in CIPFA's recent Position Statement on this subject; and emerging practice in other Partnerships in the NHS Board area and across Scotland.

An Audit Committee was a key component of the Joint Board's governance framework. Its core function was to provide the Joint Board with independent assurance on the adequacy of the risk management framework, the internal control environment and the integrity of the financial reporting and annual governance processes.

The effectiveness of the arrangements for the operation of the Joint Board Audit Committee would be reviewed after its first full year of operation to ensure that the arrangements remained fit for purpose.

**DECIDED:** That the establishment of an Audit Committee from 1 April, 2016, the terms of reference and standing orders for which were detailed in the appendix to the report, be approved.

## **9 PARTICIPATION, ENGAGEMENT AND COMMUNICATION STRATEGY**

The Chief Officer submitted a report relative to the development of a Participation, Engagement and Communication Strategy, which formed the appendix to the report.

The report intimated that in terms of the Integration Scheme, the Joint Board required to develop and approve a Participation and Engagement Strategy within six months of the Joint Board being legally established. When the Strategy was in place, a 2016/17 Participation, Engagement and Communication Implementation/Action Plan would be developed which would set out how the Partnership would deliver on its Participation, Engagement and Communication objectives through a defined set of actions.

### **DECIDED:**

(a) That the Participation, Engagement and Communication Strategy, which underpinned how the Joint Board would ensure it had a clear and effective participation and engagement approach which put co-production at the heart of reforming health and social care service; effectively deliver its Strategic Plan which outlined how it will progress and deliver on the agreed 9 national outcomes; enable the Partnership's vision and make it a reality; and inform decision making processes in the carrying out of integration functions be approved;

(b) That it be noted that this Strategy would be subject to an annual review which would be shared with the Joint Board;

(c) That it be noted that a 2016/17 Participation, Engagement and Communication Implementation/Action Plan would be developed when the Strategy was in place; and

(d) That it be noted that regular Participation, Engagement and Communication updates would be submitted to the Joint Board.

## **10 DATE OF NEXT MEETING**

It was noted that the next meeting of the Integration Joint Board would be held on Friday, 15 January, 2016 at 9.30 am. Members would be advised of the venue when confirmed.