

# Minute of Meeting

## Renfrewshire Health and Social Care Integration Joint Board

Date	Time	Venue
Friday, 16 September 2016	09:30	Abercorn Conference Centre, Renfrew Road, Paisley, PA3 4DR

### PRESENT

Councillors Iain McMillan, Bill Brown (substitute for Derek Bibby) and Jacqueline Henry (all Renfrewshire Council); Dr Donny Lyons, Morag Brown, John Legg and Dorothy McErlean (all Greater Glasgow & Clyde Health Board); Karen Jarvis (Registered Nurse); Dr Christopher Johnstone (Registered Medical Practitioner (GP)); Alex Thom (Registered Medical Practitioner (non-GP)); Liz Snodgrass (Council staff member involved in service provision); David Wylie (Health Board 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) and Peter Macleod, Chief Social Work Officer (Renfrewshire Council).

### CHAIR

Councillor Iain McMillan, Chair, presided.

### IN ATTENDANCE

Sandra Black, Chief Executive, Ken Graham, Head of Corporate Governance (Clerk), Iain Beattie, Head of Health and Social Care (Paisley), Frances Burns, Health and Social Care Integration Programme Manager and Elaine Currie, Senior Committee Services Officer (all Renfrewshire Council); Fiona Mackay, Head of Strategic Planning & Health Improvement, Mandy Ferguson, Operational Head of Service, Jean Still, Head of Administration, Angela McLelland, Change & Improvement Officer, Claire Walker, Planning and Performance Manager and James Higgins, Health and Social Care Integration Project Officer (all Renfrewshire Health and Social Care Partnership) and Brian Howarth, Assistant Director, and Anne McGregor, Senior Audit Manager (both Audit Scotland).

### APOLOGIES

Councillors Derek Bibby and Michael Holmes (both Renfrewshire Council).

## **DECLARATIONS OF INTEREST**

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

Prior to the start of the meeting, the Chair welcomed John Legg and Dorothy McErlean to their first meeting of the Integration Joint Board (IJB) and thanked John Brown and Donald Sime for their contribution to the work of the IJB.

### **1 MINUTE**

The Minute of meeting of the Integration Joint Board (IJB) held on 24 June 2016 was submitted.

Under reference to item 14 – Audit Committee – Membership and Depute Chair Position – the Chair advised that John Legg would now be the Health Board’s representative on the Audit Committee and that David Wylie would be a non-voting member on the Audit Committee.

#### **DECIDED:**

(a) That the Minute be approved; and

(b) That it be noted that John Legg would now be the Health Board’s representative on the Audit Committee and that David Wylie would be a non-voting member on the Audit Committee.

## **SEDERUNT**

John Boylan entered the meeting prior to consideration of the following item of business.

### **2 CHAIRMAN'S UPDATE**

The Chair submitted a report relative to service and site visits undertaken by him to gain a better insight and understanding of the range of services and related issues facing the IJB.

The report detailed the visits undertaken to date; the positives and challenges described by services; and the proposed programme of visits until the end of March 2017 which would include the Vice-chair, where possible.

**DECIDED:** That the report be noted.

### **3 CHANGES TO INTEGRATION JOINT BOARD MEMBERSHIP AND INTEGRATION JOINT BOARD DEVELOPMENT SESSIONS 2016/17**

The Head of Administration, Renfrewshire Health and Social Care Partnership (HSCP) submitted a report relative to changes to the membership of the IJB and a proposed programme of development sessions for 2016/17.

The report intimated that on 16 August 2016, the NHS Greater Glasgow & Clyde Health Board changed the voting members for the Renfrewshire Health and Social Care Integration Joint Board and John Legg and Dorothy McErlean would now be the Health Board voting members on the IJB.

The report further intimated that Dr Stephen McLaughlin had resigned from the post of Clinical Director in the Renfrewshire Health and Social Care Partnership and therefore from his non-voting position on the IJB. Dr Christopher Johnstone would attend IJB meetings as the non-voting member (Registered Medical Practitioner (GP)).

The programme of development sessions for 2016/17 was detailed in the report and it was noted that a programme would be issued to members approximately two weeks in advance of each session.

**DECIDED:**

(a) That the changes to membership of the IJB be noted; and

(b) That the programme of development sessions for 2016/17, as detailed in the report, be approved.

**4 CARER CHAMPION**

Under reference to item 8 of the Minute of the meeting of this Joint Board held on 24 June 2016 the Chief Officer submitted a report relative to the establishment of the role of Carer Champion for Renfrewshire.

The report intimated that Renfrewshire HSCP acknowledged the significant role carers played and recognised them as partners in the delivery of care. Supporting carers was a key priority at a local and national level. The recent Scotland's Carers publication noted that 17,760 people in Renfrewshire identified themselves as carers.

Renfrewshire's Carer Strategy 2013/16 recognised the good work and the support available locally to support carers in their caring role but acknowledged that more needed to be done. The establishment of the role of Carer Champion for Renfrewshire would provide a focus for promoting the carer agenda which would be set out in the new Renfrewshire Carer Strategy.

**DECIDED:**

(a) That the establishment of the role of Carer Champion for Renfrewshire be approved;

(b) That it be agreed that the role of Carer Champion would have autonomy from the IJB; and

(c) That it be agreed that the current Provost of Renfrewshire fulfil the role of Carer Champion until 31 March 2017.

**5 FINANCIAL REPORT 1 APRIL TO 31 JULY 2016**

The Chief Finance Officer submitted a report relative to the revenue and capital budget positions from 1 April to 24 July 2016 for Social Work and from 1 April to 31 July 2016 for the Health Board, as detailed in Appendix 1 to the report. The key pressures were highlighted in sections 4 and 5 of the report.

The report provided an update on the Health Board's contribution to the IJB; the implementation of the Living Wage; financial planning proposals for budget setting; and Integrated Care Fund (ICF) proposed governance arrangements.

The overall revenue position for the HSCP at 31 July 2016 was an overspend of £457,000, as detailed in Appendix 1 to the report, with a projected year-end adverse variance of £1.378 million. Appendix 2 to the report provided a reconciliation of the main budget adjustments applied this current financial year to bring the HSCP to the net budget as reported.

It was proposed that, in future reports, all underspends and overspends be itemised together. This was agreed.

A copy of the NHS Greater Glasgow & Clyde (NHSGG&C) draft Financial Plan 2016/17 approved by the NHSGG&C Board on 28 June 2016 formed Appendix 3 to the report; details of the 2016/17 financial allocation to the HSCP formed Appendix 4 to the report; details of the 2016/17 notional set aside budgets by speciality formed Appendix 5 to the report; details of the methodology used to calculate the notional set aside budgets formed Appendix 6 to the report; and the terms of reference for the HSCP Finance and Planning Group formed Appendix 7 to the report.

Discussion took place relative to implementation of the Living Wage and the ongoing work being carried out by the HSCP with providers to deliver the Living Wage commitment by 1 October 2016 and the perception amongst service users that cuts were being proposed to those individuals with low and moderate needs in receipt of self-directed support. It was proposed that the Chief Finance Officer submit a report to a future meeting of this IJB relative to negotiations being carried out with providers to deliver the Living Wage commitment by 1 October 2016 and that the Head of Social Care (Paisley) contact service users as required to clarify the position in relation to those individuals with low and moderate needs in receipt of self-directed support. This was agreed.

**DECIDED:**

(a) That it be noted that the financial position to date was an overspend of £457,000 with a potential full year adverse variance of £1.378 million;

(b) That the NHSGG&C budget allocation for 2016/17 including the notional set aside budgets for 2016/17 be noted;

(c) That the due diligence work update on the Health Board contribution to the IJB, which had highlighted areas of financial risk to the health care budget allocation for 2016/17, be noted;

(d) That it be noted that at this point there were no approved plans in place to deliver against the health services savings gap of £1.378 million which accounted for the reported overspend position reported in the first quarter of this financial year and the potential full year adverse variance;

(e) That it be noted that the forecast progress for the remainder of the financial year assumed the overspend position would continue unless service changes and cost reductions were achieved;

- (f) That it be noted that the NHS Board had identified that non-recurring funding was available to offset the in-year shortfall against savings targets and that discussions were underway to determine how non-recurring funding would be allocated to Partnerships within this financial year reducing the potential in-year overspend;
- (g) That the progress of the Living Wage Implementation Project be noted;
- (h) That the establishment of a HSCP strategic service and financial planning model be noted;
- (i) That the proposed ICF governance arrangements be noted;
- (j) That it be agreed that the cost savings options to restore recurring financial budget balance to the health budget in 2016/17 would be presented to the IJB for review in November 2016;
- (k) That an additional one-off payment be requested from NHSGG&C to fund any identified shortfall due to the impact of unallocated savings;
- (l) That the Director of Finance for NHSGG&C be requested to provide a written assurance that no future savings targets would be applied in respect of the 2015/16 unallocated savings of £7.8 million;
- (m) That authority be delegated to the Chief Officer to issue updated Directions, as required;
- (n) That, in future reports, all underspends and overspends be itemised together;
- (o) That the Chief Finance Officer submit a report to a future meeting of the IJB relative to negotiations being carried out with providers to deliver the Living Wage commitment by 1 October 2016; and
- (p) That the Head of Health and Social Care (Paisley) contact service users as required to clarify the position in relation to those individuals with low and moderate needs in receipt of self-directed support.

## **6 AUDITED ANNUAL ACCOUNTS 2015/16**

Under reference to item 2 of the Minute of the meeting of this Joint Board held on 24 June 2016 the Chief Finance Officer submitted a report relative to the audited annual accounts for the IJB for 2015/16, a copy of which formed the appendix to the report.

The report intimated that Audit Scotland had issued an unqualified independent auditor's report on the 2015/16 financial statements. It was noted that Audit Scotland had also submitted a report to the IJB Audit Committee held earlier in the morning which detailed matters arising over the course of the audit.

The Chair of the IJB Audit Committee advised that the Audit Committee recommended approval of the audited accounts 2015/16 for signature in accordance with the Local Authority Accounts (Scotland) Regulations 2014.

It was noted that the date referred to in Note 3 of page 15 of the accounts should read 16 September 2016 and that the reference to 'total debtors' in Note 5 of page 16 of the accounts be amended to read 'total creditors'.

**DECIDED:** That, subject to the minor corrections noted, the audited accounts 2015/16 be approved for signature in accordance with the Local Authority Accounts (Scotland) Regulations 2014.

**7 RENFREWSHIRE HEALTH & SOCIAL CARE PARTNERSHIP PERFORMANCE MANAGEMENT EXCEPTION REPORT**

Under reference to item 5 of the Minute of the meeting of this Joint Board held on 24 June 2016 the Chief Officer submitted a report providing an update on four indicators from the performance scorecard 2016/17.

The report and Appendix 1 to the report provided an update on the percentage of clients on the Social Work Occupational Therapy waiting list allocated a worker within four weeks; the percentage of long term clients receiving intensive home care; the percentage of Primary Care Mental Health Team patients referred to first appointment offered within four weeks; and the number of non-smokers at the three month follow up in the 40% most deprived areas. Detailed exception reports formed Appendix 2 to the report.

The Chief Officer proposed that case studies would be included in future reports to the IJB in relation to the percentage of Primary Care Mental Health Team patients referred to first appointment offered within four weeks. This was agreed.

**DECIDED:**

(a) That the updates on performance in Occupational Therapy, Home Care, Community Mental Health and Smoking Cessation and the remedial actions proposed be noted;

(b) That it be noted that the full scorecard updating all performance measures would be submitted to the next meeting of the IJB to be held on 25 November 2016; and

(c) That case studies be included in future reports to the IJB in relation to the percentage of Primary Care Mental Health Team patients referred to first appointment offered within four weeks.

**8 GP CLUSTER WORKING AND NEW GP CONTRACT ARRANGEMENTS**

The Chief Officer submitted a report relative to the development of an approach to locality and cluster based working to build collaboration and joint working between General Practitioners and HSCP services and staff to better support the needs of local patients, service users and communities.

The principle of practices working more closely together for the benefit of patients and the wider health and social care system was reflected in the Scottish Government's Localities Guidance issued to support health and social care integration.

The report intimated that Renfrewshire had 29 GP practices which were initially formed into 10 clusters aligning with existing District Nursing Teams. As work with local practices progressed there were now six clusters established within the two localities of Paisley and West Renfrewshire and these were detailed in Appendix 1 to the report.

During 2015 Renfrewshire HSCP had contributed to an extensive NHS GG&C system wide engagement and listening exercise with the aim of better understanding the pressures facing GP services and to reach a shared view of what should be done to address these pressures. A detailed set of actions had been developed which would be taken forward by Renfrewshire HSCP in partnership with the Health Board, other HSCPs and the Local Medical Committee, and these formed Appendix 2 to the report.

In April 2016 changes had been made to the National GP Contract moving away from the Quality Outcomes Framework (QOF) approach linking activity and payment for GP practices. The new arrangements had a sharper focus on multi-practice cluster based working, the development of a Cluster Quality Improvement Programme, and the identification of a Practice Quality Lead (PQL) and Cluster Quality Leads (CQLs). Renfrewshire HSCP established a short life working group to scope out the role and function of the PQL and CQLs and this work was now being used across all HSCPs in NHS GG&C to shape the emerging approaches to cluster working. It was expected that further changes would be made to the GP contract in Scotland for 2017/20 and it was noted that the Chief Officer would submit a report to the IJB once these changes were known.

Renfrewshire HSCP had worked with local GP practices to confirm a named GP within each practice to fulfil the PQL role and work is now in hand to appoint the CQLs.

**DECIDED:**

- (a) That the progress made to establish GP cluster working be noted;
- (b) That the new GP contract arrangements for 2016/17 be noted; and
- (c) That the work being undertaken by NHS GG&C, HSCPs and the Local Medical Committee, to address pressures within GP services, be noted.

**9 STRATEGIC PLANNING IN RENFREWSHIRE HEALTH & SOCIAL CARE PARTNERSHIP**

The Chief Officer submitted a report relative to the proposed strategic planning structure for Renfrewshire HSCP including Community Planning and joint planning with NHS GG&C for acute services.

The report provided information in relation to the Strategic Planning Group; previous arrangements and transition to new arrangements; and acute planning. The terms of reference for the Renfrewshire Strategic Planning Group formed Appendix 1 to the report and the report approved by the NHS Board, at its meeting held on 28 June 2016, relative to a strategic plan for acute services formed Appendix 2 to the report.

Discussion took place relative to the awareness of groups represented on the Strategic Planning Group that they could influence the strategic planning process and how the expectations of these groups would be managed. It was proposed that the HSCP re-engage with the Carers Forum and other groups represented on the Strategic Planning Group to re-emphasise their role on the group and investigate possible training sessions for members of the Strategic Planning Group. This was agreed.

**DECIDED:**

- (a) That the updated arrangements for Renfrewshire's Strategic Planning Group be noted;
- (b) That the transition process for moving from the current arrangements to the new planning arrangements be noted;
- (c) That the process agreed by NHSGG&C to develop a strategic plan for acute services be noted;
- (d) That the National Clinical Strategy be noted; and
- (e) That the HSCP re-engage with the Carers Forum and other groups represented on the Strategic Planning Group to re-emphasise their role on the group and investigate possible training sessions for members of the Strategic Planning Group.

## 10 **QUALITY, CARE AND PROFESSIONAL GUIDANCE FRAMEWORK - UPDATE**

Under reference to item 9 of the Minute of the meeting of this Joint Board held on 18 March 2016 the Chief Officer submitted a report providing an update on progress made to deliver the key actions set out within the implementation plan.

Appendix 1 to the report detailed the progress to date and it was noted that governance structures for the Renfrewshire HSCP Executive Group; Renfrewshire HSCP Professional Executive Group; Renfrewshire HSCP Service Pod – Locality Services; Renfrewshire HSCP Service Pod – Mental Health, Addictions and Learning Disability Services; and Renfrewshire Chief Social Work Officers Professional Group were now fully established.

A copy of the guidance issued by Scottish Ministers in relation to the Role of the Chief Social Work Officer formed Appendix 2 to the report and a summary of the key changes to this role and how they applied to the IJB formed Appendix 3 to the report.

Discussion took place relative to IJB oversight of the governance for the HSCP and the fact that there was no Council or Health Board voting members on the Clinical Care and Governance Group. It was proposed that the Chief Officer look at what other IJBs were doing in this area and submit a report on this matter to a future meeting of the IJB. This was agreed.

The Chief Social Work Officer proposed that he submit his Annual Report to the next meeting of the IJB to be held on 25 November 2016 and that this report be updated to include information in relation to corporate parenting. This was agreed.

### **DECIDED:**

- (a) That the progress made to implement the Renfrewshire HSCP Quality, Care and Professional Governance Framework be noted;
- (b) That the ongoing work to develop clinical and care governance work plans be noted;
- (c) That the guidance issued by Scottish Ministers on the Role of the Chief Social Work Officer be noted;
- (d) That it be noted that future update reports would be submitted to the IJB;

(e) That the Chief Officer look at other IJB arrangements for governance issues and submit a report to a future meeting of IJB; and

(f) That the Chief Social Work Officer submit a report to the next meeting of the IJB to be held on 25 November 2016 relative to his Annual Report and that this report include information in relation to corporate parenting.

11 **DATE OF NEXT MEETING**

**DECIDED:** That it be noted that the next meeting of the IJB would be held at 9.30 am on 25 November 2016 in the Council Chamber, Renfrewshire House, Cotton Street, Paisley.