



# Minute of Meeting

## Shadow Renfrewshire Health and Social Care Integration Joint Board

Date	Time	Venue
Friday, 19 June 2015	09:30	Conference Room, Renfrew Health & Social Work Centre, 10 Ferry Road, Renfrew PA4 8RU.,

### PRESENT

Councillors Derek Bibby, Jacqueline Henry, Michael Holmes and Iain McMillan (Renfrewshire Council) John Brown, Morag Brown and Donald Sime (Greater Glasgow & Clyde Health Board).

### CHAIR

Councillor I McMillan, Convener, presided.

### IN ATTENDANCE

David Leese, Chief Officer Designate to Renfrewshire Health & Social Care Partnership; Sandra Black, Chief Executive; Peter Macleod, Director of Children's Services; Ken Graham, Head of Corporate Governance; Alastair MacArthur, Acting Head of Finance and Resources; Anne McMillan Head of Resources; Frances Burns, Health and Social Care Integration Project Manager; Lynn Mitchell, Managing Solicitor; Dave Low, Senior Committee Services Officer and Elaine Currie, Committee Services Officer (all Renfrewshire Council); and Sarah Lavers, Chief Finance Officer Renfrewshire, Stephen McLaughlin, Clinical Director and Jean Still and Fiona McKay, Heads of Service (all Renfrewshire Health & Social Care Partnership(RHSCP)).

### APOLOGIES

Councillor Jacqueline Henry for lateness and Donny Lyons.

### DECLARATIONS OF INTEREST

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

## **1 WELCOME AND INTRODUCTIONS**

Councillor McMillan welcomed those attending this meeting of the Shadow Integration Joint Board (Shadow IJB) and asked that the members present introduce themselves.

## **2 MINUTE**

The Minute of the meeting of the Shadow IJB held on 20th March, 2015 was submitted.

Donald Sime intimated that the Chief Officer Designate had given an assurance at the last meeting of this Board that trade unions would be included in the Shadow Strategic Planning Group and requested that the Minute be amended to reflect this. This was agreed.

**DECIDED:** That the Minute be approved subject to the inclusion of the Chief Officer Designate's assurance at the last meeting of this Board that trade unions would be included in the Shadow Strategic Planning Group.

## **SEDERUNT**

Councillor Jacqueline Henry entered the meeting during the following item of business.

## **3 UPDATE ON THE DEVELOPMENT OF THE INTEGRATION SCHEME**

The Chief Officer Designate submitted a report relative to an update on the development of the integration scheme for the Renfrewshire area.

The report intimated that the Integration Scheme, attached as Appendix 1 to the report, had been approved by Scottish Government officers and that the Renfrewshire Integration Joint Board (IJB) would be established on 27 June, 2015. The report outlined some of the initial tasks to be considered by the IJB at its first meeting on 18 September, 2015 and Appendix 2 summarised the strategic planning process and provided other key information on health and social care integration. Appendix 3 to the report outlined the timeline for the prescribed stages of the strategic planning process.

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

## **4 FINANCIAL GOVERNANCE ARRANGEMENTS**

The Chief Officer Designate submitted a report relative to the current status and planned action in relation to the development of sound financial governance arrangements for the IJB which would underpin and provide assurance around the operational delivery and strategic planning arrangements of the IJB.

The report provided an update relative to the formal appointment of the Chief Finance

Officer for the Renfrewshire Health and Social Care Partnership; the financial assurance and due diligence process; audit requirements, both internal and external; financial regulations for the IJB; finance policies and procedures; ongoing budget scrutiny arrangements and timelines; and risk management arrangements. In relation to the risk management arrangements, the report intimated that the Clinical Negligence and Other Risks Indemnity Scheme (CNORIS) was a risk transfer and financing scheme which was established in 1999 for NHS organisations in Scotland, the primary objective of which was to provide a cost-effective risk-pooling and claims-management arrangements for those organisations which it covered.

A further update report on financial governance arrangements would be submitted to the meeting of the IJB to be held on 18 September, 2015.

**DECIDED:**

- (a) That the progress to date on putting in place sound financial governance arrangements and planned activity up to 1 April, 2016 be noted;
- (b) That the IJB take up membership of the Clinical Negligence and Other Risks Indemnity Scheme (CNORIS); and
- (c) That it be noted that a further report on financial governance arrangements would be submitted to the meeting of the IJB to be held on 18 September, 2015.

**5 WORK PROGRAMME APPROACH FOR HEALTH AND SOCIAL CARE INTEGRATION**

The Chief Officer Designate submitted a report relative to the structured programme of work which was being taken forward to assist the IJB to manage the local implementation of integrated health and social care services up to 1 April, 2016 in terms of the Public Bodies (Joint Working) (Scotland) Act 2014.

The Health and Social Care Integration Programme, led by the Chief Officer, would run until 1 April, 2016 and would be delivered through nine specialist Workstreams, progressing the key elements of integration as set out in the Public Bodies (Joint Working) (Scotland) Act 2016: governance; consultation, communication and engagement; strategic planning; performance management; delivering for localities; workforce (HR and Organisational Development); clinical and care governance; finance; and information sharing and ICT.

Each workstream had identified Lead Officers, from each of the parent organisations, who were accountable for, and represented the interests of their workstream. The Lead Officers were working closely with service managers to ensure the programme was comprehensive in its approach and reflected the operational needs of integrated front line services.

The report advised that a Programme Board had been established to manage this overall programme of work. The Programme Board had a key role in supporting the Chief Officer in making decisions and providing both challenge and approval on issues affecting the progress of the programme. The Lead Officers sat on this Board and were responsible for updating the Chief Officer on their workstream area.

Appendix 1 provided a diagrammatic overview of the programme governance and delivery

model which had been established.

A further update report would be submitted to the meeting of the IJB to be held on 18 September, 2015.

**DECIDED:**

- (a) That the programme management arrangements that had been established be noted; and
- (b) That a further update report be submitted to the meeting of the IJB to be held on 18 September, 2015.

**6 ESTABLISHMENT OF THE STRATEGIC PLANNING GROUP**

The Chief Officer Designate submitted a report relative to the progress being made to appoint members for the shadow Strategic Planning Group (SPG); the preferred approach for appointing members in the long term; the proposed procedures for the SPG's operation; and the proposed Terms of Reference for the SPG which were attached as an appendix to the report.

The report intimated that nominations for SPG membership had been sought from the Chief Officer, Renfrewshire Council, NHS Greater Glasgow & Clyde, health professionals, social care professionals, third sector bodies carrying out relevant activities, social care user carers, health care user carers, social care user, health care user, non-commercial provider of healthcare, commercial provider of healthcare, non-commercial provider of social care, commercial user of social care and non-commercial provider of social housing. Proposals for appointment for each membership group were detailed in the report.

**DECIDED:**

- (a) That the progress made to appoint members of the Shadow Strategic Planning Group be noted;
- (b) That the preferred approach for the long term appointment of Strategic Planning Group members as detailed in the report be agreed in principle;
- (c) That the operating procedures of the Strategic Planning Group be agreed in principle;
- (d) That the Strategic Planning Group Terms of Reference be agreed in principle;
- (e) That the contents of the report otherwise be noted; and
- (f) That it be noted that all matters agreed in principle would require to be ratified by the IJB at a future meeting once it had been legally constituted.

**7 MEMBERSHIP OF RENFREWSHIRE INTEGRATION JOINT BOARD**

The Chief Officer Designate submitted a report relative to the co-opting of non-voting members to the IJB and setting out the arrangements for removing and replacing these co-opted members.

The report intimated that the rules governing the number and composition of voting members of the IJB were set out in the regulations accompanying the Public Bodies (Joint Working) (Scotland) Act 2014. The same regulations also required additional non-voting members to be co-opted to the IJB from a number of categories which were detailed in the report. In addition, the report suggested that two staff/trade union members be co-opted to the IJB to represent both health and social care. The report outlined the procedures for the removal and replacement of IJB co-opted members and the proposed full membership of the IJB was detailed in the appendix to the report.

**DECIDED:**

- (a) That the progress made in co-opting members from the stakeholder groups agreed at the meeting of 20 March, 2015 be noted;
- (b) That the procedures for the removal and replacement of IJB co-opted members be noted;
- (c) That it be agreed that the IJB co-opt two additional staff-side representatives, one from each constituent authority;
- (d) That it be agreed that the Chief Executives of NHS Greater Glasgow and Clyde and Renfrewshire Council would have a right of attendance at the IJB; and
- (e) That the recruitment of outstanding co-opted members be delegated to the Chief Officer Designate, with this to be completed before the next meeting of the IJB on 18 September, 2015.

**8 DATE OF NEXT MEETING**

**DECIDED:** It was noted that the next meeting would be held on 18 September, 2015 and that the dates of future meetings of the IJB already agreed would be recirculated to members.