

## Minute of Meeting

### Renfrewshire Health & Social Care Integration Joint Board

Date	Time	Venue
Friday, 18 September 2015	09:30	Tweedie Hall, Ardlamont Square, Linwood, PA3 3DE

#### PRESENT

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

David Leese, Chief Officer and Sarah Lavers, Chief Finance Officer (both Renfrewshire Health & Social Care Partnership); Karen Jarvis (Registered Nurse); Stephen McLaughlin (Registered Medical Practitioner (GP)); Alex Thom (Registered Medical Practitioner (non-GP)); Liz Snodgrass (representing Council staff involved in service provision); David Wylie (representing Health Board staff involved in service provision); Alan McNiven (third sector representative); Helen McAleer (unpaid carer residing in Renfrewshire); Stephen Cruikshank (service user residing in Renfrewshire); John Boylan (Trade union representative for Council staff); and Graham Capstick (trade union representative for Health Board staff).

#### IN ATTENDANCE

Sandra Black, Chief Executive; Ken Graham, Head of Corporate Governance; Anne McMillan, Head of Resources; and Dave Low (Senior Committee Services Officer) (all Renfrewshire Council).

#### APOLOGIES

Donald Sime (Greater Glasgow & Clyde Health Board).

#### DECLARATIONS OF INTEREST

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

## 1 **APPOINTMENT OF CHAIR**

The Chief Officer Designate asked for nominations for the post of Chair of the Integration Joint Board. Councillor I McMillan was nominated as Chair of the Integration Joint Board and this was agreed unanimously.

**DECIDED:** That Councillor I McMillan be appointed Chair of the Integration Joint Board.

### **CHAIR**

Councillor I McMillan assumed the Chair.

## 2 **APPOINTMENT OF VICE CHAIR**

The Chair asked for nominations for the post of Vice Chair of the Integration Joint Board. The Chair, Councillor I McMillan, seconded by Councillor Henry, moved that Donny Lyons be appointed as Vice Chair of the Integration Joint Board.

There being no further nominations it was agreed that Donny Lyons be appointed as Vice Chair of the Integration Joint Board.

**DECIDED:** That Donny Lyons be appointed Vice Chair of the Integration Joint Board.

### **WELCOME AND INTRODUCTIONS**

Councillor I McMillan welcomed those present to the inaugural meeting of the Renfrewshire Health & Social Care Integration Joint Board.

## 3 **MINUTE**

The Minute of the Meeting of the Shadow Integration Joint Board held on 19 June, 2015 was submitted.

**DECIDED:** That the Minute be approved.

## 4 **APPOINTMENT OF CHIEF OFFICER**

The Chief Executive, NHS Greater Glasgow and Clyde and the Chief Executive, Renfrewshire Council submitted a joint report relative to the appointment of a Chief Officer as required in terms of Section 10(1) of the Public Bodies (Joint Working) (Scotland) Act 2014.

The report intimated that the outcome of the recruitment process was that David Leese, the Director of Renfrewshire Community Health Partnership, had been appointed as Chief Officer designate pending the formal constitution of the Integration Joint Board.

**DECIDED:** That David Leese be appointed as Chief Officer of the Renfrewshire Health and Social Care Partnership.

## **5 APPOINTMENT OF CHIEF FINANCE OFFICER**

The Chief Officer submitted a report relative to the appointment of a Chief Finance Officer, as "the proper officer" as set out in terms of Section 95 of the Local Government (Scotland) Act 1973.

The report intimated that the outcome of the recruitment process was that Sarah Lavers, Finance Manager, Renfrewshire Council, had been appointed as the Interim Chief Finance Officer pending the formal constitution of the Integration Joint Board.

**DECIDED:** That Sarah Lavers be appointed as Chief Finance Officer of the Renfrewshire Health and Social Care Partnership.

## **6 ESTABLISHMENT AND MEMBERSHIP OF THE RENFREWSHIRE INTEGRATION JOINT BOARD**

The Chief Officer and Director of Finance & Resources submitted a joint report relative to the formal establishment and voting and non-voting membership of the Integration Joint Board.

The report intimated that membership of the Integration Joint Board had to comply with the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014. In terms of this order, voting membership comprised four representatives each from Renfrewshire Council and NHS Greater Glasgow & Clyde.

The 2014 Order also required that non-voting members must include the Chief Social Work Officer of the local authority; the Chief Officer of the Integration Joint Board; the Chief Finance Officer of the Integration Joint Board; a registered medical practitioner included in the list of primary medical services performers (GPs); a registered nurse employed by the Health Board or a body with which the Health Board had a general medical services contract; and a registered medical practitioner employed by the Health Board and not providing primary medical services.

In addition to the above non-voting members, the 2014 Order also required that once the Integration Joint Board had been established at least one further non-voting member should be appointed from each of the following groups: staff of each of the Council and Health Board engaged in the provision of services under integration functions; third sector bodies carrying out activities related to health or social care in the area of the local authority; service users residing in the area of the local authority; and persons providing unpaid care in the area of the local authority. Using discretionary powers, trade union representatives from staff of each of the Council and Health Board engaged in the provision of services under integration functions would also be invited to become non-voting members of the Integration Joint Board.

The full Joint Membership list was attached as a Schedule to the report.

**DECIDED:**

- (a) That the terms of the Order made under the Public Bodies (Joint Working) (Scotland) Act 2014 establishing a number of integration joint boards including the Renfrewshire Integration Joint Board with effect from 27 June, 2015 be noted;
- (b) That the eight voting members, four appointed by Renfrewshire Council and four appointed by NHS Greater Glasgow and Clyde listed in the Schedule to this report be noted;
- (c) That the non-voting members as set out in paragraph 3.8 and the Schedule to the report be noted;
- (d) That the following appointments of additional non-voting members as detailed in paragraphs 3.9 and 3.10 of the report be approved:-
  - (i) Council staff involved in service provision – Liz Snodgrass;
  - (ii) Health Board staff involved in service provision – David Wylie;
  - (iii) Third Sector representative – Alan McNiven;
  - (iv) Unpaid carer residing in Renfrewshire – Helen McAleer;
  - (v) Service user residing in Renfrewshire – Stephen Cruikshank;
  - (vi) Trade union representative for Council staff – John Boylan;  
and
  - (vii) Trade union representative for Health Board staff – Graham Capstick; and
- (e) That it be noted that the membership of the Integration Joint Board in the categories where the Integration Joint Board had discretion would be kept under review to ensure that all relevant stakeholder groups had the opportunity to be represented.

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

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) Act 2014.

Progress made in terms of governance arrangements, strategic plan, performance management, clinical and care governance and finance were detailed in the report and in 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 up to 1 April, 2016 be noted.

## **8 PROCEDURAL STANDING ORDERS FOR MEETINGS OF THE INTEGRATION JOINT BOARD**

The Chief Officer and Director of Finance & Resources submitted a joint report relative to the adoption of Procedural Standing Orders for meetings of the Integration Joint Board. A copy of the proposed Procedural Standing Orders was attached as a Schedule to the report.

**DECIDED:** That the Procedural Standing Orders, which formed the Schedule to the report, be approved.

## **9 FINANCIAL GOVERNANCE AND ASSURANCE ARRANGEMENTS**

The Chief Finance Officer submitted a report relative to the development of financial governance and assurance arrangements for the Integration Joint Board.

The report detailed progress on the financial assurance and due diligence process; financial regulations for the Integration Joint Board; financial policies and procedures; ongoing budget scrutiny arrangements and timelines; and insurance arrangements.

**DECIDED:**

(a) That the progress to date to put in place sound financial governance and assurance arrangements and the planned activity up to 1 April, 2016 be noted;

(b) That the Integration Joint Board financial regulations for implementation from 1 April, 2016, attached as Appendix 2 to the report, be approved;

(c) That the Integration Joint Board financial governance arrangements for implementation from 1 April, 2016, attached as Appendix 3 to the report, be approved; and

(d) That the format and dates of reporting of the financial position of the Integration Joint Board from 1 April, 2016, attached as Appendices 4 and 5 to the report, be approved.

## **10 FINANCE REPORT 1 APRIL TO 30 JUNE, 2015**

The Chief Finance Officer submitted a report relative to the revenue and capital budget positions from 1 April, 2015 to 26 June, 2015 for Social Work and to 30 June, 2015 for Renfrewshire Health Services.

The report intimated that the budget strategy for 2016/17 had commenced for both partners and advised that a summary of the agreed service proposals would be brought back to a future meeting of the Integration Joint Board.

**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 underway.

## **11 SENIOR MANAGEMENT STRUCTURE FOR RENFREWSHIRE HEALTH & SOCIAL CARE PARTNERSHIP**

The Chief Officer submitted a report relative to the proposed implementation of a senior management structure, as detailed in the appendix to the report, for the new Renfrewshire Health and Social Care Partnership. The report intimated that the proposed structure would provide the required arrangements for the effective and proper delivery of the Integration Joint Board's delegated functions in line with the Public Bodies (Joint Working) (Scotland) Act 2014.

### **DECIDED:**

(a) That the proposed Renfrewshire Health and Social Care Partnership (RHSCP) senior management structure as detailed at Appendix 1 to the report: Proposed RHSCP Senior Management Structure be approved and that it be agreed that the Chief Officer implement the new structures in consultation with the Chair of the Integration Joint Board by 1 April 2016;

(b) That it be noted that the proposed clinical and care governance arrangements would ensure sufficient professional oversight for services provided through the proposed RHSCP management structure;

(c) That it be noted that a review of the proposed structure would be carried out after the first year of operation to review its effectiveness and that any further changes would be reported to the Integration Joint Board, as necessary, by the Chief Officer; and

(d) That the Chief Officer's planned interim management arrangements until the RHSCP structure were in place be noted.

## **12 ACCESS TO MEETINGS AND MEETING DOCUMENTS**

The Chief Officer and the Director of Finance & Resources submitted a report relative to the publication and distribution of Integration Joint Board agendas, reports and minutes; access to meetings; and access to information in terms of the Freedom of Information (Scotland) Act 2002 (Scottish Public Authorities) Amendment Order 2014 through the development of a Publication Scheme. A proposed template for reports to the Integration Joint Board was attached as an appendix to the report.

### **DECIDED:**

(a) That the same procedures, as appropriate, which applied to access to meetings and to documents of meetings of the Council and its Boards in terms of the access to information provisions of the Local Government (Scotland) Act 1973 as set out in Part IIIA and Schedule 7A of the Act, be applied to the Integration Joint Board;

(b) That it be noted that in terms of the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014 the agendas and minutes of the Integration Joint Board would be published on the Council's and Health Board's website five clear days prior to the meeting.

(c) That the proposed template for reports to the Integration Joint Board, attached as an appendix to the report, be approved: and

(d) That a report be submitted to a future meeting seeking approval of a Publication Scheme for the Integration Joint Board.

### **13 PROPOSED DATES OF FUTURE MEETINGS OF THE JOINT BOARD**

The Chief Officer and the Director of Finance & Resources submitted a joint report relative to the timetable of meetings of the Integration Joint Board up to June 2016. A further report would be submitted to a future meeting of the Integration Joint Board setting out proposed meeting dates beyond June 2016.

#### **DECIDED:**

(a) That meetings of the Integtaon Joint Board be held on 20 November, 2015 and 18 January, 18 March and 17 June, 2016; and

(b) That it be noted that a further report would be submitted to a future meeting of the Integration Joint Board setting out proposed meeting dates beyond June 2016.

### **14 INTERNAL AND EXTERNAL AUDIT ARRANGEMENTS**

The Chief Officer submitted a report relative to the key recommendations made by the national Integrated Resources Advisory Group (IRAG) in relation to the requirement of each integration joint board to put in place systems to establish good financial governance arrangements including proportionate internal audit arrangements. The report set out recommendations in relation to the practical implementation of the IRAG national guidance insofar as it related to internal and external audit matters.

#### **DECIDED:**

(a) That it be agreed that the Chief Internal Auditor for Renfrewshire Council take on the role of Chief Internal Auditor for the Integration Joint Board;

(b) That it be noted that the terms of reference and procedural standing orders for an Integration Joint Board audit committee would be submitted to the meeting of the Integration Joint Board to be held on 20 November, 2015 for consideration;

(c) That it be noted that an internal audit plan for the Integration Joint Board for 2016/17 would be brought by the Chief Internal Auditor to the Integration Joint Board for approval at a future meeting; and

(d) That it be noted that the Accounts Commission would appoint the external auditors to the Integration Joint Board.

## 15 RISK MANAGEMENT POLICY AND STRATEGY

The Chief Officer submitted a report relative to the Risk Management Policy and Strategy for the Integration Joint Board, attached as Appendix 1 to the report, and the list of high level risks identified in relation to the establishment and implementation of the Integration Joint Board.

With reference to the proposal contained in the report, that reporting of the strategic and key operational risks to the Integration Joint Board be on a six-monthly basis, it was proposed that, subject to a future review, such matters be reported to each meeting of the Integration Joint Board. This was agreed.

### **DECIDED:**

- (a) That the Risk Management Policy and Strategy, attached as Appendix 1 to the report, be approved;
- (b) That the initial high level risks identified with regards to the establishment and implementation of the Integration Joint Board, attached as Appendix 2 to the report, be agreed; and
- (c) That, subject to a future review, the strategic and key operational risks to the Integration Joint Board be reported to each meeting of the Integration Joint Board.

## 16 QUALITY, CARE AND PROFESSIONAL GOVERNANCE

The Chief Officer submitted a report relative to the work of the Workstream Group to review and propose the framework and associated arrangements for clinical and care governance within the new organisation and how this would be developed to meet the future needs of Renfrewshire Health and Social Care Partnership. The governance arrangements for the Health and Social Care Partnership's parent organisations were attached as Appendix 1 to the report.

### **DECIDED:**

- (a) That the Quality Care and Professional Governance Framework be agreed for implementation: and
- (b) That it be noted that the Intergration Joint Board would receive bi-annual Clinical and Care Governance Progress Reports from the Chief Officer. This would include information on the number and type of complaints, information about significant clinical incident reviews, serious case reviews, and staff conduct. The report would also seek to provide a thematic analysis of emerging themes and actions taken and provide information on external scrutiny reports e.g. Mental Welfare Commission, Health Improvement Scotland, Care Inspectorate and any actions taken as a result. The Intergration Joint Board would provide an additional quality assurance and scrutiny process as an integral part of the Quality Care and Professional Governance framework and approach.



## 17 ESTABLISHMENT OF THE STRATEGIC PLANNING GROUP

The Chief Officer submitted a report relative to the establishment of a Strategic Planning Group (SPG) which had previously operated under the Shadow Integration Joint Board.

The report provided an update on the progress being made to appoint members to the SPG; the preferred approach for appointing SPG members in the longer 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.

### **DECIDED:**

- (a) That the establishment of the Strategic Planning Group, previously operating in a shadow format be confirmed;
- (b) That the progress made to appoint members of the Strategic Planning Group be noted;
- (c) That the preferred approach for the long term appointment of Strategic Planning Group members as described in the report be agreed in principle;
- (d) That the operating arrangements of the Strategic Planning Group be agreed;
- (e) That the Strategic Planning Group Terms of Reference be approved;
- (f) That the proposed arrangements to update the Integration Joint Board on the Strategic Planning Group activity and feedback be noted; and
- (g) That the contents of the report otherwise be noted.

## 18 STRATEGIC PLAN PROPOSALS

The Chief Officer submitted a report relative to the process for developing the Health and Social Care Partnership Strategic Plan highlighting legal and other milestones in the timeline; outlining the joint strategic commissioning process by which the Strategic Plan would be developed; and setting out the proposals for the structure and content of the Strategic Plan.

### **DECIDED:**

- (a) That the strategic planning process be noted;
- (b) That the proposals for the structure and content of the Strategic Plan be approved;
- (c) That the approach to conducting informal engagement and consultation during the strategic planning process be approved;
- (d) That the Strategic Plan proposals be remitted to the Strategic Planning Group to seek its views, in line with legislative requirements; and
- (e) That the contents of the report otherwise be noted.

## 19 RENFREWSHIRE HSCP PERFORMANCE MANAGEMENT ARRANGEMENTS

The Chief Officer submitted a report relative to proposals for interim performance reporting arrangements for 2015/16 using a performance scorecard and the work to be undertaken to develop a Health and Social Care Partnership Performance Management Framework for 2016/17.

### **DECIDED:**

(a) That the scorecard attached as Appendix 1 to the report be adopted for performance reporting in 2015/16. The Integration Joint Board would receive performance updates for mid-year (April – September 2015) in November 2015 and year end (April 2015 – March 2016) in June 2016. It should be noted that the indicators in the scorecard would be 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;

(b) That the Outcomes and Performance Management Integration Work Stream take forward the development of the HSCP 2016/17 Performance Management Framework, building on the proposed 2015/16 reporting arrangements, feedback on these as the year progresses, national direction, the Partnership's Strategic Plan, locality and financial reporting arrangements; and

(c) That it be noted that a Performance Management Framework for 2016/17 would be brought to the Integration Joint Board in March 2016.

## 20 DATE OF NEXT MEETING

It was noted that the next meeting of the Integration Joint Board would be held at 9.30 am on 20 November, 2015.