



## Minute of Meeting Renfrewshire Health & Social Care Integration Joint Board

Date	Time	Venue
Friday, 15 January 2016	09:30	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### PRESENT

Councillors Iain McMillan, Michael Holmes, Jacqueline Henry and Derek Bibby (Renfrewshire Council); Donny Lyons, Donald Sime and Morag Brown (Greater Glasgow & Clyde Health Board); Karen Jarvis (Registered Nurse); Stephen McLaughlin (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); Diane Goodman (substitute for Helen McAleer) (unpaid carer residing in Renfrewshire); John Boylan (trade union representative for Council staff); Graham Capstick (trade union representative for Health Board staff); David Leese, Chief Officer (Renfrewshire Health and Social Care Partnership) and Peter Macleod (Chief Social Work Officer, Renfrewshire Council).

### CHAIR

Councillor Iain McMillan, Chair, presided.

### IN ATTENDANCE

Ken Graham, Head of Corporate Governance, Anne McMillan, Head of Resources, George Lynch, Information and Application Services Manager, Heather Syme, Solicitor (Information Governance), Joseph Bartoletti, Records Manager and Elaine Currie, Senior Committee Services Officer (all Renfrewshire Council); Iain Beattie, Head of Adult Services, Jean Still, Head of Administration, Fiona Mackay, Head of Planning & Health Improvement, Mandy Ferguson, Operational Head of Service, Frances Burns, Health and Social Care Integration Programme Manager and James Higgins, Health and Social Care Integration Project Officer (all Renfrewshire Health and Social Care Partnership); and Mark Darroch, Joint Services Manager IT (NHS Greater Glasgow and Clyde).

## **APOLOGIES**

John Brown (Greater Glasgow & Clyde Health Board); Alan McNiven (third sector representative); Helen McAleer (unpaid carer residing in Renfrewshire); Stephen Cruickshank (service user residing in Renfrewshire); and Sarah Lavers, Chief Finance Officer (Renfrewshire Health and Social Care Partnership).

## **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 20 November 2015 was submitted.

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

### **2 FINANCE REPORT - PERIOD 8**

The Chief Finance Officer submitted a report relative to the revenue and capital budget positions from 1 April to 13 November 2015 for Social Work and from 1 April to 30 November 2015 for the Health Board.

The report intimated that work was underway to carry out the required financial due diligence work to ensure that resources delegated on 1 April 2016 were sufficient for the Integration Joint Board to carry out its functions. The due diligence process for the 2015/16 budgets formed the appendix to the report.

It was noted that the budget setting process for both partner organisations was set against a context of emerging risks and these were detailed in the report together with the financial pressures relating to adult social care services and NHS budgets.

The Public Bodies (Joint Working) (Scotland) Act 2014 required the Joint Board to issue directions to the constituent bodies for each function being delegated to is as the integration authority. Approval of the Strategic Plan would allow for health and adult social care functions to be delegated from the constituent bodies to the new integrated authority. Given the statutory timescale for the approval of the Strategic Plan and the Scottish Government's delay in issuing supporting guidance, there was insufficient time to finalise the directions and submit them to the Integration Joint Board for approval prior to 1 April 2016. The report proposed that authority be delegated to the Chief Officer, in consultation with the Chair and Vice Chair of the Integration Joint Board, to finalise the directions.

It was proposed that the Chief Officer submit a report to the next meeting of the Integration Joint Board to be held on 18 March 2016 relative to the number of national training places available for general nursing in Scotland. This was agreed.

**DECIDED:**

- (a) That the financial position to date be noted;
- (b) That the progress made on the financial planning process for 2016/17 be noted;
- (c) That the progress made to date on due diligence be noted;
- (d) That authority be delegated to the Chief Officer, in consultation with the Chair and Vice Chair of the Joint Board, to issue directions to the constituent bodies by 1 April 2016; and
- (e) That the Chief Officer submit a report to the next meeting of the Integration Joint Board to be held on 18 March 2016 relative to the number of national training places available for general nursing in Scotland.

**3 INFORMATION SHARING AND INFORMATION GOVERNANCE ARRANGEMENTS**

The Chief Officer submitted a report relative to the information sharing arrangement amongst NHS Greater Glasgow and Clyde, Renfrewshire Council and the Integration Joint Board and the Integration Joint Board's responsibilities in relation to information governance issues.

The Public Bodies (Joint Working) (Scotland) Act 2014 allowed for information sharing between a local authority, a health board and an Integration Joint Board for the purposes of carrying out the integrated functions. The Integration Scheme required the Chief Officer to ensure that appropriate arrangements were in place in respect of information governance for the Integration Joint Board and these arrangements could be achieved by Information Sharing Protocols.

The report intimated that in terms of the Integration Scheme, Renfrewshire Council and NHS Greater Glasgow and Clyde were obliged to ratify arrangements for information governance by April 2016 and the report detailed the progress to date.

The Chief Officer would act as the Senior Information Risk Officer on behalf of the Integration Joint Board and as such would be responsible for the information risk profile of the Integration Joint Board; identifying all of the information risks in relation to the responsibilities of the Integration Joint Board; and making sure that appropriate mitigations were in place so that the risks could be accepted.

**DECIDED:**

- (a) That the report and the protocols established to meet the information governance requirements of the Integration Scheme be noted; and
- (b) That it be noted that the Chief Officer had been appointed as Senior Information Risk Owner for the Integration Joint Board.

#### 4 **FREEDOM OF INFORMATION ARRANGEMENTS**

The Chief Officer submitted a report relative to the arrangements for the Integration Joint Board meeting its obligations under the Freedom of Information (Scotland) Act 2012 (FOISA).

The report intimated that although the Council and the Health Board, as public authorities, were both separately subject to FOISA, this did not satisfy the Integration Joint Board's obligations under the Act. Although the Integration Joint Board would itself hold a very limited amount of information, it was designated as a public authority and had its own obligations under FOISA. As a result the Integration Joint Board would need to respond to requests for information it held within the statutory timescale and have its own Publication Scheme.

The Integration Joint Board Publication Scheme formed the appendix to the report and followed the model approved by the Scottish Information Commissioner, the regulator for freedom of information.

**DECIDED:**

(a) That the arrangements for dealing with requests for information in respect of functions undertaken by the Integration Joint Board be noted; and

(b) That the Integration Joint Board Publication Scheme, which formed the appendix to the report, be approved.

#### 5 **RISK MANAGEMENT UPDATE**

Under reference to item 4 of the Minute of the meeting of this Joint Board held on 20 November 2015 the Chief Officer submitted a report relative to the progress being made with regards to the specific risks previously reported. Appendix 1 to the report detailed a list of social work and health key risks in order that the Integration Joint Board had awareness at this time of the more operational risks being managed by the Integration Joint Board's partner organisations.

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

#### 6 **NON-FINANCIAL GOVERNANCE ARRANGEMENTS**

The Chief Officer submitted a report relative to an overview of the proposed non-financial governance and support arrangements from 1 April 2016 when health and adult social care functions would be delegated to the Integration Joint Board.

The report intimated that the Renfrewshire Integration Scheme set out a series of commitments in relation to the establishment of sound governance arrangements by 1 April 2016.

Appendix 1 to the report provided an overview of all proposed non-financial governance arrangements setting out proposed amendments to the current parent organisations' procedures from 1 April 2016 in relation to the operational delivery of health and adult social care services to reflect the integrated working arrangements; Integration Joint Board arrangements in relation to the strategic planning and commissioning of health and adult social care services; and monitoring, review and reporting arrangements for health and adult social care services to ensure the Integration Joint Board had appropriate assurance and oversight.

In relation to support services the report proposed that existing support arrangements for operational services delegated would continue to be provided by the parent organisations and that administrative support for the Integration Joint Board would be provided by Renfrewshire Council Committee Services. The Chief Officer would put in place monitoring arrangements to ensure effective working.

In relation to hosted services it had been agreed that responsibility for hosting a variety of NHS Greater Glasgow and Clyde wide services, previously hosted by Community Health Partnerships, would not be delegated to the new Integration Joint Boards to be hosted through the six Health and Social Care Partnerships within Greater Glasgow and Clyde. Renfrewshire Health and Social Care Partnership would host two services being, Podiatry Services and Primary Care Contractual Support and existing hosting agreements had been updated to reflect these changes.

The Renfrewshire Health and Social Care Integration Joint Board would retain oversight for any services delivered to the people of Renfrewshire that were hosted on its behalf by another Integration Joint Board.

**DECIDED:**

(a) That the Integration Joint Board non-financial governance arrangements which would be implemented and operational from 1 April 2016 be approved;

(b) That the arrangements for the provision of support services to the Integration Joint Board be approved; and

(c) That the arrangements for both the provision and delivery of NHS Greater Glasgow and Clyde hosted services to the Integration Joint Board be approved.

**7 INTEGRATION OF HEALTH AND SOCIAL CARE IN RENFREWSHIRE - PROGRAMME UPDATE**

The Chief Officer submitted a report relative to current status and planned activity to provide assurance 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 governance arrangements; strategic plan; finance and audit; and ICT and information sharing 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 for the Health and Social Care Partnership from 1 April 2016 be noted.

## 8 INTEGRATED CARE FUND MID-YEAR REPORT TO SCOTTISH GOVERNMENT

The Chief Officer submitted a report relative to the mid-year report on the Integrated Care Fund submitted to the Scottish Government, a copy of which formed the appendix to the report.

The report intimated that the Scottish Government had allocated £100m across Scotland in 2015/16, the Integrated Care Fund, to support investment in integrated services for adults with a focus on prevention, early intervention and support for people with complex and multiple conditions. The Integrated Care Fund had been committed for three years and Renfrewshire Health and Social Care Partnership's allocation for 2015/16 was £3.49m.

The Integrated Care Fund Plan for Renfrewshire 2015/16 had two main themes: the roll-out of successful rehabilitation, reablement and technology-enabled models of service to all adult groups, building on the successful application of such models through the four-year Change Fund Programme (Reshaping Care for Older People) and the delivery of a community capacity building plan, engaging a wide range of stakeholders in its development and delivery, with third sector organisations leading on a number of the work areas.

**DECIDED:** That the report submitted to the Scottish Government be noted.

## 9 AUDIT SCOTLAND HEALTH AND SOCIAL CARE INTEGRATION REPORT

The Chief Officer submitted a report relative to the publication of Audit Scotland's report on health and social care integration, a copy of which formed the appendix to the report.

The report intimated that the auditors had highlighted a number of risks and issues which integration authorities should be aware of as they moved towards full delegation of functions from 1 April 2016 and made recommendations for the Scottish Government, integration authorities and jointly for integration authorities, councils and health boards.

The report detailed the main findings from the Audit Scotland report and outlined some areas of local progress which showed how work in Renfrewshire was addressing national issues raised by Audit Scotland.

**DECIDED:**

(a) That the Audit Scotland report be noted;

(b) That the progress to date to establish the Renfrewshire Health and Social Care Partnership be noted; and

(c) That it be noted that future Audit Scotland reports on health and social care integration would be submitted to meetings of the Integration Joint Board for consideration.

## 10 DRAFT STRATEGIC PLAN FOR CONSULTATION

Under reference to item 7 of the Minute of the meeting of this Joint Board held on 20 November 2015 the Chief Officer submitted a report relative to the second draft of the Strategic Plan for approval in line with the requirements of integration legislation. The second draft of the Strategic Plan formed the appendix to the report.

The report intimated that at the meeting of the Integration Joint Board held on 20 November 2015 the first draft of the Strategic Plan had been approved and it had been agreed that the views of the Strategic Planning Group be sought on the first draft. The second draft of the 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 and 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. The final draft of the Strategic Plan would be submitted to the next meeting of the Integration Joint Board to be held on 18 March 2016 for approval and following this the Council and Health Board would delegate functions to the Integration Joint Board.

### **DECIDED:**

- (a) That the approach and themes emerging from the views expressed by the Strategic Planning Group members on the Strategic Plan proposals be noted;
- (b) That the second draft of the Strategic Plan be approved;
- (c) That it be agreed to consult widely on the second draft of the Strategic Plan in line with legislative requirements and guidelines; and
- (d) That it be noted that the final draft of the Strategic Plan would be submitted to the next meeting of the Integration Joint Board to be held on 18 March 2016 for approval.

## 11 DATE OF NEXT MEETING

It was noted that the next meeting of the Integration Joint Board would be held at 9.30 am on Friday 18 March 2016 in the Abercorn Conference Centre, Renfrew Road, Paisley.