

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

Date	Time	Venue
Friday, 23 June 2017	09:30	Abercorn Conference Centre, Renfrew Road, Paisley, PA3 4DR

## PRESENT

Councillors Jacqueline Cameron, Jennifer Adam-McGregor, Lisa-Marie Hughes and Scott Kerr (all Renfrewshire Council); Dr Donny Lyons, Morag Brown and Dorothy McErlean (all Greater Glasgow & Clyde Health Board); G Capstick (trade union representative for health staff); Karen Jarvis (Registered Nurse); Helen McAleer (unpaid carer residing in Renfrewshire); Liz Snodgrass (Council staff member involved in service provision); Dr Stuart Sutton (Registered Medical Practitioner (GP)); Alex Thom (Registered Medical Practitioner (non-GP)); and David Leese, Chief Officer and Sarah Lavers, Chief Finance Officer (both Renfrewshire Health and Social Care Partnership).

## CHAIR

Councillor Jacqueline Cameron, Chair, presided.

## APOLOGIES

Stephen Cruickshank (service user residing in Renfrewshire); David Wylie (Health Board staff member involved in service provision) and Peter Macleod, Chief Social Work Officer (Renfrewshire Council).

## IN ATTENDANCE

Ken Graham, Head of Corporate Governance (Clerk) and Elaine Currie, Senior Committee Services Officer (both Renfrewshire Council); and Iain Beattie, Head of Health and Social Care (Paisley), Fiona Mackay, Head of Strategic Planning & Health Improvement, Caroline Burling, Acting Head of Mental Health, Addictions and Learning Disability Services, Mandy Ferguson, Head of Health and Social Care (West Renfrewshire) and Jean Still, Head of Administration (all Renfrewshire Health and Social Care Partnership).

## **DECLARATIONS OF INTEREST**

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

Prior to the start of the meeting members were advised that John Legg, one of the Health Board voting members, had intimated his resignation to the Chief Officer.

### **1 MINUTE**

The Minute of meeting of the Integration Joint Board (IJB) held on 10 March 2017 was submitted.

Morag Brown intimated that in relation to item 3 of the Minute – 2017/18 Health and Social Care Budget Update – she did not agree that the following wording should be part of decision (c) ‘and the historic Community Health Partnership undelivered savings and NHS pension costs should not be allocated as a charge to the IJB as these predated the establishment of the IJB and did not feature in the due diligence work undertaken by the Chief Finance Officer during 2015/16 or the September 2015 due diligence report by Pricewaterhouse Coopers on behalf of the NHSGG&C.’

Following discussion, the Chair moved that the Minute be approved subject to the dissent of the Health Board members to the inclusion of the wording outlined above being noted.

**DECIDED:** That the Minute be approved subject to the dissent of the Health Board members being recorded in item 3 of the Minute of the following wording of decision (c) ‘and the historic Community Health Partnership undelivered savings and NHS pension costs should not be allocated as a charge to the IJB as these predated the establishment of the IJB and did not feature in the due diligence work undertaken by the Chief Finance Officer during 2015/16 or the September 2015 due diligence report by Pricewaterhouse Coopers on behalf of the NHSGG&C.’

### **2 RENFREWSHIRE COUNCIL MEMBERS APPOINTED TO INTEGRATION JOINT BOARD AND VOTING MEMBERS OF THE AUDIT COMMITTEE**

The Director of Finance & Resources, Renfrewshire Council, submitted a report advising that at the statutory meeting of Renfrewshire Council held on 18 May 2017 Councillors Jacqueline Cameron, Jennifer Adam-McGregor, Lisa-Marie Hughes and Scott Kerr had been appointed to the IJB as voting members and that Councillors Cathy McEwan, Michelle Campbell, Jim Paterson and Jane Strang had been appointed to the IJB as substitute voting members.

The report intimated that in accordance with the terms of the Integration Scheme, Councillor Jacqueline Cameron had been appointed as the Chair of the IJB until September 2017 when she would then take up the position of Vice-chair. Dr Donny Lyons, the current Vice-chair of the IJB, would then be appointed as Chair of the IJB in September 2017.

It was noted that the four council voting members had nominated Councillors Lisa-Marie Hughes and Scott Kerr to sit on the IJB Audit Committee and that the four health board voting members would consider their existing representation on the Audit Committee.

**DECIDED:**

- (a) That the appointment of the Council voting members and substitute voting members to the IJB be noted;
- (b) That it be noted that Councillor Jacqueline Cameron had been appointed as Chair of the IJB until September 2017 when she would then take up the position of Vice-chair;
- (c) That it be noted that Dr Donny Lyons would then be appointed as Chair of the IJB in September 2017 and as a result of this would vacate his position as Chair of the IJB Audit Committee;
- (d) That it be noted that in line with the proposed approach to the appointment of members to the Audit Committee, Councillors Lisa-Marie Hughes and Scott Kerr had been nominated by the Council voting members to sit on the Audit Committee; and
- (e) That it be noted that the health board voting members would consider their representation on the Audit Committee.

**3 FINANCIAL REPORT 1 APRIL 2016 TO 31 MARCH 2017**

The Chief Finance Officer submitted a report relative to the revenue and capital budget year-end position for the Health and Social Care Partnership (HSCP) for the 2016/17 financial year.

The overall revenue position for the HSCP at 31 March 2017 was a breakeven position after the movement of the planned underspends to create reserves for use in 2017/18. The key pressures were highlighted in sections 4 and 5 of the report and appendices 3 and 4 to the report provided a reconciliation of the main budget adjustments applied this current financial year.

The report intimated that early in 2016/17, the Chief Finance Officer, held back on the application of the use of a proportion of the Social Care Fund allocated by the Scottish Government for driving forward service redesign to shift the balance of care. This prudent approach had enabled the increasing demand and associated cost pressures with the care at home service and Adult Supported Placements to be funded in 2016/17 leaving a balance of £1.519m to be transferred to reserves for use in 2017/18 to meet ongoing pressures within the adult social care service budget.

In addition, given the significant budget gap to be met for 2017/18 with regards to the health budget allocation, the Chief Officer and Chief Finance Officer worked with the senior management team on a number of cost containment programmes through the final quarter of 2016/17 to enable reserves of £1.25m to be created to assist in covering this gap and £0.756m in earmarked reserves to meet specific commitments in 2017/18, as detailed in paragraph 8.8 of the report.

**DECIDED:**

- (a) That the year-end financial position be noted;
- (b) That the general reserves position for application in 2017/18 to mitigate any budget volatility and failure to deliver on approved savings plans, as detailed in paragraphs 4.1, 8.4 and 8.5 of the report, be agreed; and

(c) That the earmarked reserves position for application in 2017/18, as detailed in paragraph 8.5 of the report, be agreed.

#### 4 **LOCAL CODE AND SOURCES OF ASSURANCE FOR GOVERNANCE ARRANGEMENTS**

The Chief Finance Officer submitted a report relative to the adoption of a Local Code of Governance with sources of assurance to review and assess governance arrangements.

The report intimated that the IJB was a legal entity in its own right; was accountable for the stewardship of public funds; and should ensure that its business was conducted under public sector best practice governance arrangements including ensuring that public money was safeguarded, properly accounted for and used economically, efficiently and effectively.

The IJBs approved annual governance statement for 2015/16 confirmed that it had adopted governance arrangements that were consistent with the principles of the Chartered Institute of Public Finance and Accountancy (CIPFA) framework and the Society of Local Authority Chief Executive's (SOLACE) framework.

The report proposed that the IJB establish a Local Code of Corporate Governance and that the Chief Internal Auditor's annual review and assessment of the IJB's governance arrangements and control environment continued to be framed within the context of the seven principles of the CIPFA and SOLACE frameworks.

**DECIDED:** That the use of the sources of assurance, as detailed in Appendix 1 to the report, and the establishment of a Local Code of Governance based on the governance principles in paragraph 5.4 of the report, against which the IJB would measure itself in annual governance statements from 2017/18 onwards, be approved.

#### 5 **RENFREWSHIRE IJB UNAUDITED ANNUAL ACCOUNTS 2016/17**

The Chief Finance Officer submitted a report relative to the unaudited accounts 2016/17 for the IJB which would be submitted for audit by the statutory deadline of 30 June 2017. A copy of the unaudited accounts 2016/17 formed the appendix to the report.

The report intimated that the accounts fully complied with International Financial Reporting Standards (IFRS) and that the Auditor was planning to complete the audit process by early September 2017. The Auditor's report on the accounts would be made available to members and submitted to a future meeting of the IJB Audit Committee for consideration.

**DECIDED:**

(a) That the annual accounts for 2016/17 be approved, subject to audit; and

(b) That it be noted that the Auditor was planning to complete the audit of the accounts by early September 2017 and that their report would be made available to all members and submitted to a future meeting of the IJB Audit Committee for detailed consideration.

## 6 **FINANCIAL REPORT 1 APRIL TO 31 MAY 2017**

The Chief Finance Officer submitted a report relative to the revenue and capital budget positions from 1 April to 26 May 2017 for Social Work and from 1 April to 31 May 2017 for the Health Board, as detailed in appendices 1 and 2 to the report.

The overall revenue position for the (HSCP) at 31 May 2017 was an overspend of £167,000, as detailed in the report. The achievement of a year-end breakeven position was dependent on the application of reserves carried forward from 2016/17 for both the Adult Social Care budget and the Health Services budget and delivery of the delegated Health budget savings plans, which were detailed in the report considered at item 7 of this meeting of the IJB. The position might be adversely affected depending on the outcome of the NHSGG&C financial planning process for 2017/18.

The key pressures were highlighted in sections 4 and 5 of the report. Appendices 3 and 4 to the report provided a reconciliation of the main budget adjustments applied this current financial year.

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

## 7 **HEALTH BOARD CONTRIBUTION TO THE IJB FOR 2016/17 AND 2017/18**

The Chief Officer and the Chief Finance Officer submitted a joint report providing an update on the savings proposals identified to deliver a balanced budget in respect of the Health Board contribution to the IJB for 2016/17 and 2017/18.

The report intimated that the Chief Finance Officer brought forward saving proposals to the IJB in November 2016 to achieve the tranche 2 health services savings target of £1.378m. These savings proposals were not approved.

The Chief Finance Officer in her finance report to the IJB in January 2017 brought forward an update on the Health Board contribution to the IJB for 2016/17 which included confirmation of additional non-recurring support from NHSGG&C of £1.378m for 2016/17. This amount was transferred to the Health delegated budget for 2016/17 on the basis that savings proposals to achieve the tranche 2 savings would be agreed as part of the 2017/18 budget process to be delivered on a recurring basis from April 2017. Appendices 1 and 2 to the report provided a summary of the savings proposals in respect of the outstanding 2016/17 and 2017/18 savings targets.

It was noted that until the full 2016/17 and 2017/18 savings were approved by the IJB it would not be possible for the Chief Finance Officer to complete due diligence in respect of the Health budget allocation for 2016/17 and 2017/18.

**DECIDED:**

(a) That the revised 2016/17 savings proposals of £1.105m, as detailed in Appendix 1 to the report, be approved;

(b) That the 2017/18 savings proposals of £1.330m to deliver recurring financial balance to the Health budget in 2017/18, as detailed in Appendix 2 to the report, be approved;

(c) That the use of general reserves from the Health budget to fund the impact of the delays in the implementation of the required savings for the Health delegated budget in 2017/18 be approved;

(d) That early engagement with both partner Directors of Finance be undertaken to enable the Chief Finance Officer to bring a forecast budget in 2018/19 to the September 2017 IJB meeting, to include the first tranche of savings for both the delegated Health and Adult Social Care budgets to be approved as part of the 2018/19 budget process;

(e) That a report detailing the second tranche of savings to be approved be submitted to the meeting of the IJB to be held in November 2017; and

(f) That it be noted that until the 2017/18 savings had been approved it was not possible for the Chief Finance Officer to complete due diligence in respect of the Health budget allocation for 2016/17 and 2017/18.

## **8 ANNUAL PERFORMANCE REPORT 2016/17**

The Chief Officer submitted a report relative to the HSCP Annual Performance Report 2016/17, a copy of which formed Appendix 1 to the report.

The report intimated that the Public Bodies (Joint Working) (Scotland) Act 2014 obliged all HSCPs to publish a performance report no later than four months after the end of the reporting year.

Renfrewshire's Annual Performance Report described performance using different mechanisms. Case studies demonstrated how HSCP decisions and services impacted positively on outcomes for individual patients/clients and their families; progress against planned activities was shown by care group; and quantitative performance was assessed against the 88 performance indicators and the nine national outcomes using the traffic light system.

It was proposed that more information regarding deprivation be added to the 2016/17 report and that more information on benchmarking be added to future annual reports. This was agreed.

### **DECIDED:**

(a) That the 2016/17 year-end Performance Report for Renfrewshire HSCP, which formed Appendix 1 to the report, be approved;

(b) That more information regarding deprivation be added to the 2016/17 report and that more information on benchmarking be added to future annual reports; and

(c) That the publication and dissemination of the Annual Performance Report 2016/17 be agreed.

## **9 NON-FINANCIAL GOVERNANCE ARRANGEMENTS**

The Chief Officer submitted a report providing an update on the non-financial governance arrangements in place from 1 April 2016.

The report also provided information regarding Freedom of Information (FOI) requests and complaints and covered the period 1 April 2016 to 31 March 2017.

It was proposed that a more detailed report in relation to social work complaints be submitted to a future meeting of the IJB and this was agreed.

**DECIDED:**

(a) That the report be noted; and

(b) That a more detailed report in relation to social work complaints be submitted to a future meeting of the IJB.

**10 NHS GREATER GLASGOW AND CLYDE REVIEW OF OUT OF HOURS GP SERVICES - UPDATE**

The Chief Officer submitted a report relative to the NHS GG&C wide review of out of hours GP services.

The report intimated that the national independent review of Primary Care Out of Hours Services reported its findings in early 2016 and in the same timeframe a review of the existing GP Out of Hours Services across the NHS GG&C area had been initiated. An update of the work prepared by the Review Group for consideration by all IJBs within the NHS GG&C area formed the appendix to the report.

**DECIDED:**

(a) That the update report by the NHS GG&C Out of Hours Review Group, which formed the appendix to the report, be noted; and

(b) That it be agreed that a further report would be submitted to a future meeting of the IJB as the review progressed.

**11 CHANGE AND IMPROVEMENT PROGRAMME UPDATE**

The Chief Officer submitted a report providing an update on change and improvement activity across the HSCP, including the successful conclusion of the HSCP's 2016/17 Change and Improvement Programme, which formed Appendix 1 to the report; an initial overview of the proposed 2017/18 Change and Improvement Programme for IJB review and approval, a copy of which formed Appendix 2 to the report; and arrangements for the effective approval, monitoring and implementation of all significant change and improvement activity across the HSCP ensuring alignment with the IJB's Strategic Plan and Financial Plan.

**DECIDED:**

(a) That the closure of the 2016/17 Change and Improvement Programme, which formed Appendix 1 to the report, be approved;

(b) That the initial draft of the proposed 2017/18 Change and Improvement Programme, which formed Appendix 2 to the report, be approved;

(c) That the proposed programme of governance and delivery arrangements be noted;

(d) That it be noted that the 2017/18 Change and Improvement Programme was subject to confirmation of the final 2017/18 IJB budget and would be updated to reflect saving proposals and transformational programmes approved by the IJB throughout 2017/18; and

(e) That it be noted that regular updates would be brought to the IJB to report on progress and to seek approval for any new projects, including savings proposals to be included within the 2017/18 programme.

## 12 **SERVICE IMPROVEMENT AND ORGANISATIONAL DEVELOPMENT STRATEGY UPDATE AND WORKFORCE PLAN**

The Chief Officer submitted a report providing an annual update on the work undertaken by the HSCP and parent organisations, Renfrewshire Council and NHS GG&C, during 2016/17 to deliver on its implementation plan to deliver the strategy's objectives.

The report included updated information in relation to the successful conclusion of the HSCP's 2016/17 Change and Improvement Programme; an initial overview of the proposed 2017/18 Change and Improvement Programme for IJB review and approval; and arrangements for the effective approval, monitoring and implementation of all significant change and improvement activity across the HSCP ensuring alignment with the IJB's Strategic Plan and Financial Plan.

### **DECIDED:**

(a) That the progress made in 2016/17 to deliver the IJB's Organisational Development and Service Improvement Strategy be noted;

(b) That the proposed 2017/18 Organisational Development and Service Improvement Implementation Plan, which formed Appendix 1 to the report, be noted;

(c) That the HSCP 2017/18 Workforce Plan developed by partner organisations, which formed Appendix 2 to the report, be noted; and

(d) That the Organisational Development and Service Improvement Strategy and 2017/18 Workforce Plan would be subject to an annual review which would be shared with the IJB and parent organisations.

## 13 **UPDATE ON JOINT INSPECTION FOR ADULT SERVICES**

Under reference to item 7 of the Minute of the meeting of this Joint Board held on 10 March 2017 the Chief Officer submitted a report outlining the preparation underway for the joint inspection of adult services and the development of a high-level action plan to ensure that the HSCP was fully equipped and organised for the inspection process.

### **DECIDED:**

(a) That the information relating to the forthcoming joint inspection for adult services be noted;

(b) That it be noted that a Core Steering Group was now in place which would oversee the agreed high-level action plan in preparation for the inspection; and

(c) That it be agreed that regular update reports would be provided to the IJB on joint inspection preparation.

#### 14 **COMMUNITY JUSTICE RENFREWSHIRE**

The Chief Officer submitted a report relative to the establishment of Community Justice Renfrewshire which sat firmly within Renfrewshire's robust community planning arrangements.

The report intimated that the Community Justice (Scotland) Act 2016 received royal assent on 21 March 2016 and under the new model, Community Justice Authorities had been disestablished on 31 March 2017. New community justice arrangements were put in place from 1 April 2017 at both a national and local level and these placed a duty on statutory partners to have regard to the National Strategy for Community Justice and work together to plan their work and report on performance.

The Renfrewshire Community Justice Outcomes Improvement Plan, which formed Appendix A to the report, outlined priorities and forward actions to reduce offending and re-offending in Renfrewshire. The plan had been submitted to Community Justice Scotland by 31 March 2017 in line with the requirements of the Community Justice (Scotland) Act 2016.

The Community Justice Renfrewshire Steering Group had drafted a Memorandum of Understanding, which formed Appendix B to the report, which set out the working framework of Community Justice Renfrewshire.

#### **DECIDED:**

(a) That the Renfrewshire Community Justice Outcomes Improvement Plan, which formed Appendix A to the report, be noted; and

(b) That it be agreed that the IJB sign off the contents of the Memorandum of Understanding, as detailed in Appendix B to the report.

#### 15 **CHILDREN'S SERVICES PARTNERSHIP PLAN 2017/18**

The Chief Officer submitted a report relative to the Interim Renfrewshire Children's Services Partnership Plan 2017/18, a copy of which was appended to the report.

The report intimated that the Children and Young People (Scotland) Act 2014 placed a statutory duty on local authorities and health boards to produce three-yearly Children's Services Plans with the first plan to commence on 1 April 2017. Statutory guidance had been issued in December 2016 and included extensive provisions regulating the aims, processes for development, implementation and review of Children's Services Plans.

A children's wellbeing survey had been conducted between November 2016 and January 2017 principally to inform the development of the Children's Services Plan and the results were returned late February 2017. The publication of the guidance and the wellbeing survey data did not arrive in sufficient time for partners to adapt fully to the new legislative requirements and to give fullest expression of the intention of the Act. In order to allow fullest consideration and to establish the processes necessary to satisfy the new statutory requirements, an interim Children's Services Plan entitled 'Re-assessing our Priorities' was agreed to cover the period 1 April 2017

to 31 March 2018.

The interim plan described what would be done over the coming year to promote, support and safeguard the wellbeing of our children and young people and how we would work with partners to develop a new three-year plan which gives full expression to the aspiration to get it right for every child in Renfrewshire. The new Children's Services Partnership Plan would be ready for consultation by October 2017 with the finalised plan being ready for publication by 1 April 2018.

**DECIDED:**

(a) That the Interim Children's Services Partnership Plan, which had been submitted to the Scottish Government in draft, be approved;

(b) That the approach to developing the new Children's Services Partnership Plan, as described within the Interim Children's Services Partnership Plan, be approved; and

(c) That a further update report be submitted to the IJB by autumn 2017.

**16 SECTION 10 GRANTS TO VOLUNTARY ORGANISATIONS 2017/18**

The Chief Officer submitted a report relative to applications received for funding for 2017/18 under Section 10 of the Social Work (Scotland) Act 1968.

A total of 16 organisations had submitted grant applications for Section 10 funding and details of the applications were provided in Appendix 1 to the report. It was proposed that funding amounting to £26,924 be awarded to 14 organisations as detailed in Appendix 1. Appendix 2 to the report detailed the criteria and process for approval of Section 10 funding.

**DECIDED:**

(a) That the funding in respect of the organisations detailed in Appendix 1, totalling £28,650, be approved as follows:

Birthlink - Declined

Cairn Heights – Awarded £350

Cornerstone Drop In – Awarded £1,000

Cotton Club – Awarded £500

CREATE Paisley – Awarded £2,200

Engage Renfrewshire – Awarded £7,756

Forever Young (Intergenerational Quiz) – Awarded £1,000

Greensyde Carers – Awarded £600

Music In Hospitals – Awarded £768

Renfrewshire Access Panel – Awarded £1,100

Renfrewshire Seniors Forum – Awarded £2,450

Renfrewshire Sound Talking Newspaper for the Blind – Awarded £1,700

Renfrewshire Visually Impaired Forum – Awarded £1,000

Scottish Child Law Centre - Continued

Victim Support Scotland – Awarded £6,000

Wednesday Social Club Whitehaugh – Awarded £500

(b) That authority be delegated to the Chief Officer for the future allocation of funds not yet granted following the same process as detailed in the report; and

(c) That the application for Section 10 funding submitted by the Scottish Child Law Centre be further considered.

**17 PROPOSED DATES OF MEETINGS OF THE INTEGRATION JOINT BOARD 2017/18**

The Director of Finance & Resources, Renfrewshire Council, submitted a report relative to proposed dates of meetings of the IJB in 2017/18.

Members discussed the dates proposed in the report and also whether a later start time for meetings could be accommodated. It was proposed that authority be delegated to the Chair and Vice-chair, in consultation with the Clerk and Chief Officer, to fix the date and start time for the meeting of the IJB to be held in September 2017. This was agreed.

**DECIDED:**

(a) That authority be delegated to the Chair and Vice-chair, in consultation with the Clerk and Chief Officer, to fix the date and start time for the meeting of the IJB and Audit Committee to be held in September 2017; and

(b) That a report be submitted to the September meeting of the IJB detailing proposed dates of meetings of the IJB in 2017/18.