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

| Date | Time | Venue |
|---|---|---|
| Friday, 24 June 2016 | 12:30 | Abercorn Conference Centre, Renfrew Road, Paisley, PA3 4DR |

**PRESENT**

Councillors Iain McMillan, Derek Bibby, Jacqueline Henry and Michael Holmes (all Renfrewshire Council); Donny Lyons, John Brown, Donald Sime and Morag Brown (all 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); Alan McNiven (third sector representative); Helen McAleer (unpaid carer residing in Renfrewshire); John Boylan (trade union representative for Council staff); Graham Capstick (trade union representative for Health Board staff); and David Leese, Chief Officer and Sarah Lavers, Chief Finance Officer (both Renfrewshire Health and Social Care Partnership).

**CHAIR**

Councillor Iain McMillan, Chair, presided.

**IN ATTENDANCE**

Ken Graham, Head of Corporate Governance (Clerk), Scott McNeill, Service Manager (Care at Home) and Elaine Currie, Senior Committee Services Officer (all Renfrewshire Council); Fiona Mackay, Head of Planning & Health Improvement, Katrina Philips, Head of Mental Health, Addictions and Learning Disability Services, J Still, Head of Administration and J Higgins, Health and Social Care Integration Project Officer (all Renfrewshire Health and Social Care Partnership).

**APOLOGIES**

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

## DECLARATIONS OF INTEREST

Helen McAleer declared an interest in relation to item 12 of the agenda as Greensyde Carers had submitted an application for funding. She did not consider it necessary to leave the meeting.

Alan McNiven declared an interest in relation to item 12 of the agenda as Engage had submitted an application for funding. He did not consider it necessary to leave the meeting.

## CHAIRMAN'S UPDATE

Councillor McMillan advised that since the last meeting of the IJB he had visited Renfrew Health Centre, Aranthrue Health Centre, Foxbar Health Centre and the Carers' Centre. He had also attended a meeting of the GP Forum. He advised that he was impressed by the work being carried out in the community with staff assisting service users with various problems. Further that David Leese, Chief Officer, kept him up-to-date with the progress being made on matters concerning the IJB at weekly meetings.

Councillor McMillan further advised that he had written to the Cabinet Secretary for Health and Sport, Shona Robison MSP expressing concern about the Health Board's financial contributions to the IJB and a copy of her response dated 23 June 2016 was tabled.

## 1 MINUTE

The Minute of meeting of the Integration Joint Board (IJB) held on 18 March 2016 was submitted.

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

## 2 UNAUDITED ANNUAL ACCOUNTS 2015/16

The Chief Finance Officer submitted a report relative to the unaudited annual accounts for the IJB for 2015/16, a copy of which formed the appendix to the report.

The report intimated that the annual accounts fully complied with International Financial Reporting Standards and would be submitted for audit by the statutory deadline of 30 June 2016. The Auditor planned to complete the audit process by early September 2016 and the report on the accounts would be made available to members and submitted to a future meeting of the IJB Audit Committee for consideration.

A summary of the total costs attributable to the IJB in its shadow year 2015/16 was detailed on page 12 of the accounts. As no services were delegated to the IJB in 2015/16 these costs related to the Chief Officer, Chief Finance Officer and Strategic Plan.

**DECIDED:**

(a) That, subject to audit, the unaudited annual accounts 2015/16 be approved; and

(b) That it be noted that the Auditor planned to complete the audit of the accounts by early September 2016 and that the report would be made available to members and submitted to a future meeting of the IJB Audit Committee for detailed consideration.

## 3 FINANCIAL REPORT 1 APRIL 2015 TO 31 MARCH 2016

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 2015/16 financial year.

It was proposed that a report be submitted to the next meeting of the IJB to be held on 16 September 2016 relative to the underspend within Children's Health Services addressing the general nursing underspends within the specialist Panda Service; ongoing recruitment issues for psychologists within the Children and Adolescent Mental Health Services (CAMHS); and what was being done at a national level and Greater Glasgow and Clyde level around the problems associated with recruitment in the Psychology service. This was agreed.

**DECIDED:**

(a) That the year-end position for the Health and Social Care Partnership be noted; and

(b) That a report be submitted to the next meeting of the IJB to be held on 16 September 2016 relative to the underspend within Children's Health Services addressing the general nursing underspends within the specialist Panda Service; ongoing recruitment issues for psychologists within the Children and Adolescent Mental Health Services (CAMHS); and what was being done at a national level and Greater Glasgow and Clyde level around the problems associated with recruitment in the Psychology service.

## 4 RENFREWSHIRE INTEGRATION JOINT BOARD RESERVES POLICY

Under reference to item 3 of the Minute of the meeting of this Joint Board held on 18 March 2016 the Chief Finance Officer submitted a report relative to the Renfrewshire IJB Reserves Policy, a copy of which formed the appendix to the report.

The report intimated that the policy explained the purpose of holding a reserve; identified the principles to be employed by the IJB in assessing the adequacy of the reserves; detailed the role of the Chief Finance Officer with regards to reserves; indicated how frequently the reserves would be reviewed and the optimum level of reserves the IJB would aim to hold and set out arrangements relating to the creation, amendment and use of the reserves and balances.

Section 106 of the Local Government (Scotland) Act 1973 as amended, empowered the IJB to hold reserves which must be accounted for in the financial accounts. The IJB was entitled to hold reserves in order to meet the needs of the HSCP. As the IJB did not have any capital assets of its own it could only currently hold two types of reserves, a General Reserves and a Renewal and Repair Reserves. This position would change if the IJB held capital assets in the future.

The Chief Finance Officer was responsible for advising on the targeted optimum levels of reserves the IJB would aim to hold. Based on this advice, the IJB would approve the appropriate reserve as part of the annual budget setting process, depending on the level of resources available. In determining the level of reserves to be held, the Chief Finance Officer must take into account the strategic, operational and financial risks facing the IJB over the medium term and the IJB's overall approach to risk management. In light of the size and scale of the IJB's responsibilities, over the medium term the level of general reserves proposed was a maximum of 2% of the net budget of the IJB, depending on the year-end position and ability at that time to transfer monies into a reserve for future use.

The report proposed that authority for the use of IJB reserve funds up to a maximum of £500,000 be delegated to the Chief Finance Officer, in consultation with the Chief Officer, Chair or Vice-chair of the IJB. The use of each reserve would be reported to the next meeting of the IJB together with a description of the analysis and determination of the use of funds and where possible plans for replenishment to restore the level of reserves.

**DECIDED:**

(a) That the Renfrewshire IJB Reserves Policy, which formed the appendix to the report, be approved;

(b) That in the medium term, IJB reserves be set at a maximum limit of 2% of the net budget of the IJB and that the value of reserves be reviewed annually as part of the IJB budget and strategic plan and depending on the financial environment at that time;

(c) That authority for the use of IJB reserve funds up to a maximum of £500,000 be delegated to the Chief Finance Officer, in consultation with the Chief Officer and Chair and Vice-chair of the IJB; and

(d) That it be noted that the Chief Finance Officer would report the use of each reserve to the following meeting of the IJB accompanied by a description of the analysis and determination of the use of funds and where possible plans for replenishment to restore the level of reserves.

## 5 RENFREWSHIRE HSCP PERFORMANCE MANAGEMENT REPORT 2015/16

Under reference to item 5 of the Minute of the meeting of this Joint Board held on 18 March 2016 the Chief Officer submitted a report relative to the Renfrewshire HSCP Performance Management Report 2015/16.

The report intimated that a performance framework was required to ensure that the HSCP operated with informed, effective and efficient management of services and to provide a coherent picture of the outcomes achieved by the HSCP.

The report provided a final update on performance agreed at the meeting of the Joint Board held on 18 September 2015. A summary of performance progress against the nine national outcomes formed Appendix 1 to the report; a quarter four update on the agreed performance scorecard for 2015/16 formed Appendix 2 to the report and performance exception reports for all indicators which showed a red status formed Appendix 3 to the report.

The report detailed a proposed Performance Management Framework for 2016/17 which had been informed by Scottish Government guidance published in March 2016 and the views of IJB members and HSCP managers from the development session held on 12 May 2016.

It was proposed that the next update report contain information in relation to the following actions: HSCP/AS/AS/19 - number of carers' assessments completed for adults (18+); HSCP/AS/AS/20 - number of carers' assessments received for adults (18+); HSCP/AS/OT01 - percentage of clients on the OT waiting list allocated a worker within four weeks (Social Work only); HSCP/AS/OT04 - the average number of clients on the Occupational Therapy waiting list; CHP/CF/DD/01 - number of acute bed days lost to delayed discharges (including AWI); CHP/CD/DD/02 - number of acute bed days lost to delayed discharges for Adults with Incapacity; and HSCP/CS/H&S/01 - percentage of staff with completed Knowledge Skills Framework/Personal Development Plan (eKSF/PDP). This was agreed.

**DECIDED:**

(a) That the quarter four update on the 2015/16 performance scorecard, which formed Appendix 2 to the report, be noted;

(b) That it be noted that the indicators in the scorecard were reported at a number of frequencies and that information might not always be available at the end of a reporting period;

(c) That the 2016/17 Performance Management Framework, as detailed in the report, be noted; and

(d) That the next update report contain information in relation to the following actions:

HSCP/AS/AS/19 - number of carers' assessments completed for adults (18+);

HSCP/AS/AS/20 - number of carers' assessments received for adults (18+);

HSCP/AS/OT01 - percentage of clients on the OT waiting list allocated a worker within four weeks (Social Work only);

HSCP/AS/OT04 - the average number of clients on the Occupational Therapy waiting list;

CHP/CF/DD/01 - number of acute bed days lost to delayed discharges (including AWI);

CHP/CD/DD/02 - number of acute bed days lost to delayed discharges for Adults with Incapacity; and

HSCP/CS/H&S/01 - percentage of staff with completed Knowledge Skills Framework/Personal Development Plan (eKSF/PDP).

## 6 2016/17 CHANGE AND IMPROVEMENT PROGRAMME

The Chief Officer submitted a report confirming that, in line with the Public Bodies (Joint Working) (Scotland) Act, all the necessary processes, policies and plans were now in place to allow the formal closure of the 2015/16 Change and Improvement Programme.

The report intimated that with the exception of approving the IJB's 2016/19 Strategic Plan and 2016/17 Financial Plan, the 2015/16 Change and Improvement Programme had now been successfully delivered. The report proposed that the IJB agree the formal closure of this programme and that approval of the final Strategic and Financial Plans be carried forward into the 2016/17 work programme.

The report provided an overview of the HSCP 2016/17 Change and Improvement Programme which would deliver the in-year financial savings and pressure mitigation measures through more sustainable service delivery models, ensuring resources were focused on areas of greatest need and deliver the best outcomes for service users and establish a health and social care service which was managed and delivered through a single organisational model in order to optimise the benefits which could be derived from integration. The 2016/17 Change and Improvement Programme formed Appendix 2 to the report.

As the health budget to be delegated to the IJB had still to be finalised, the current programme of work did not take into account any further NHSGG&C saving targets beyond those already agreed that would need to be delivered during 2016/17 or future year targets from both parent organisations. Once the IJB's budget was finalised the Chief Officer would advise the IJB of the operational implications of any viable, deliverable and agreed health savings and the impact to current service delivery and performance levels. An updated 2016/17 Change and Improvement Programme would then be submitted to the IJB in line with the final 2016/19 Strategic Plan and 2016/17 integrated budget.

The 2016/17 Change and Improvement Programme would address a number of prioritised areas which would enable the IJB to mitigate a number of the key demographic and financial pressures identified within social care and these were detailed in the report. These prioritised areas reflected the national policy direction to shift the balance of care, promote independent living and ensure person-centred care. The service reviews would critically appraise and challenge current models of service delivery to ensure resources were focused on greatest need delivering the best outcomes for service-users. The findings of these reviews and supporting recommendations would be submitted to the IJB for consideration and direction.

The report detailed the work to be undertaken in order to optimise integrated working and the programme governance and delivery model arrangements. The Chief Officer advised that he would submit a report to the next meeting of the IJB to be held on 16 September 2016 relative to what was being done to embed a new level of engagement and culture within the HSCP.

Following a discussion on issues arising from the health budget delegation for the IJB not being finalised, the report was approved.

**DECIDED:**

(a) That the formal closure of the 2015/16 Change and Improvement Programme, which formed Appendix 1 to the report, be approved;

(b) That it be agreed that approval of the final 2016/19 Strategic Plan and 2016/17 Financial Plan would be carried forward into the 2016/17 work programme;

(c) That the 2016/17 Change and Improvement Programme, which formed Appendix 2 to the report, be approved and that it be noted that this would be subject to further review once the IJB's final 2016/19 Strategic Plan and 2016/17 integrated budget were finalised;

(d) That it be noted that the Chief Officer would submit regular reports to the IJB on the progress of the 2016/17 work programme;

(e) That it be noted that the findings of service reviews and supporting recommendations would be submitted to the IJB for consideration and direction; and

(f)That the Chief Officer submit a report to the next meeting of the IJB to be held on 16 September 2016 relative to what was being done to embed a new level of engagement and culture with the HSCP.

## 7 APPROVAL OF CODE OF CONDUCT AND APPOINTMENT OF STANDARDS OFFICER

The Chief Officer and the Clerk submitted a joint report relative to the approval of a Code of Conduct and the appointment of a Standards Officer for the IJB.

The report intimated that as a devolved body, the IJB was required to produce a Code of Conduct setting out how members should conduct themselves in undertaking their duties. The Scottish Government had produced a model Code of Conduct for use by IJBs, a copy of which formed Appendix 1 to the report, and the report proposed that Renfrewshire IJB adopted the model code.

The IJB was also required to appoint a Standards Officer and at the meeting of this Joint Board held on 18 March 2016 the IJB agreed that Renfrewshire Council's Head of Corporate Governance would perform the role of Standards Officer, subject to approval by the Standards Commission for Scotland. The required approval had now been received and a copy of the letter from the Standards Commission for Scotland formed Appendix 2 to the report.

One of the duties of the Standards Officer was to maintain a register of interests of members of the IJB. This would be a separate register from the ones members would have with their constituent authorities and the report set out the arrangements for the register of interests.

It was proposed that the non-voting members should also complete the register of interests.

**DECIDED:**

(a) That the model Code of Conduct, which formed Appendix 1 to the report, be approved for adoption by the IJB;

(b) That it be noted that the Standards Commission for Scotland had approved the appointment of Renfrewshire Council's Head of Corporate Governance as the Standards Officer for the IJB;

(c) That the arrangements, as set out in section 6 of the report, for the establishment and maintenance of a register of interests for members of the IJB be noted; and

(d) That the non-voting members of the IJB should also complete the register of interests.

## 8 CARER CHAMPION

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.

It was proposed that consideration of this report be continued to a future meeting of the IJB and this was agreed.

**DECIDED:** That consideration of the report be continued to a future meeting of the IJB.

## 9 CHILDREN AND YOUNG PEOPLE (SCOTLAND) ACT 2014 - GETTING IT RIGHT FOR EVERY CHILD

The Chief Officer submitted a report relative to Parts 4, 5 and 18 of the Children and Young People (Scotland) Act 2014 – Getting it Right for Every Child (GIRFEC).

The report detailed the progress made within Renfrewshire to comply with the legal duties under those Parts of the Act by 31 August 2016 and in particular in relation to a Named Person made available to every child 0 to 18 years (and beyond if still in school); the legal requirement to share information with the Named Person as appropriate; and a single system for assessment and planning through a Child's Plan.

The report intimated that the duties in the Act fell on organisations and not on individual members of staff, however, the duties would require to be carried out by practitioners delivering services on behalf of the relevant organisation.

It was proposed that a more detailed report covering all aspects of the Children and Young People (Scotland) Act 2014 be submitted to the next meeting of the IJB to be held on 16 September 2016. This was agreed.

**DECIDED**:

(a) That the progress made to implement Parts 4, 5 and 18 of the Children and Young People (Scotland) Act 2014 concerning Getting it Right for Every Child be noted; and

(b)That a further report covering all aspects of the Children and Young People (Scotland) Act 2014 be submitted to the next meeting of the IJB to be held on 16 September 2016.

## 10 CARE AT HOME SERVICES

The Chief Officer submitted a report providing members of the IJB with a position statement on the Care at Home Services, highlighting the key challenges being faced by the service and outlining work currently underway to mitigate them and develop the service for the future.

The report intimated that work was underway to bring forward developments within the service to modernise it for the future. The Chief Officer had agreed that the service would receive additional investment from the Integrated Care Fund and this would be used to pilot changes and shape developments in the service.

An Improvement Action Plan had been established and the report detailed the work being undertaken in relation to each of the key themes of workforce planning and development; developing the business case for a Care at Home management, rostering and monitoring system; review of business processes and service pathways; review of supervision and management capacity; and alignment with new geographic boundaries and considering opportunities for streamlining and integrating service delivery.

**DECIDED:** That the report be approved and that it be noted that the Chief Officer would submit further reports to the IJB to update members on progress within the Care at Home service.

## 11 HOSPICES IN RENFREWSHIRE

The Chief Officer submitted a report relative to Hospices in Renfrewshire. The report intimated that Renfrewshire HSCP's Integration Scheme noted that among the services currently provided by the Health Board which were to be integrated were 'palliative care services provided outwith a hospital'.

Hospices played an important role in the provision of local palliative care services and worked in partnership with primary care, district nurses and other third sector organisations. There were two hospices in Renfrewshire where services had previously been planned and commissioned through NHS Greater Glasgow and Clyde Health Board. From 1 April 2016 this responsibility lay with Renfrewshire HSCP and the HSCP would identify a palliative care lead.

Accord Hospice in Paisley has eight beds and provided 15 day places over four days and St. Vincent's Hospice in Howwood has eight beds and provided 10 day places over three days. Both hospices provided a range of other related services such as outpatients, community nurse specialists, AHP services, complementary therapies, bereavement services, training and education.

Funding was governed by CEL(12) 2012 which required health boards to meet 50% of the agreed hospice running costs. Service Level Agreements had been agreed and signed by both hospices covering the period to March 2018.

The report detailed the current arrangements and future arrangements in relation to the hospices and the next steps to be taken.

**DECIDED:**

(a) That the new arrangements for the planning and commissioning of hospice services be noted; and

(b) That the next steps, as detailed in section 5 of the report, be agreed.

**DECLARATIONS OF INTEREST**

Helen McAleer and Alan McNiven having declared interests in the following item of business remained in the meeting.

12 **SECTION 10 GRANTS TO VOLUNTARY ORGANISATIONS - APPLICATIONS 2016/17**

The Chief Officer submitted a report relative to applications received for funding for 2016/17 under Section 10 of the Social Work (Scotland) Act 1968. Following the integration of health and adult social care services, this report related to funding applications from organisations whose work was primarily with adults. A separate report relating to children and young people would be considered by Renfrewshire Council's Education and Children Policy Board.

A total of 18 organisations had submitted grant applications for Section 10 funding, 16 of these relating to work with adults. Details of the applications were provided in Appendix 1 to the report. It was proposed that funding amounting to £28,650 be awarded to the 13 organisations as detailed in Appendix 1. Appendix 2 to the report detailed the criteria and process for approval of Section 10 funding.

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

Renfrewshire Sound – Awarded £1,700

Wednesday Social Club – Awarded £500

Renfrewshire Access Panel – Awarded £930

Barnardo's – Awarded £2,100

Cornerstone Drop In – Awarded £500

Cotton Club – Awarded £500

Engage – Awarded £9,900

Forever Young (Intergenerational Quiz) – Awarded £800

Greensyde Carers – Awarded £499

Music In Hospitals – Awarded £321
Renfrewshire Seniors Forum – Awarded £2,900

Renfrewshire Visually Impaired Forum – Awarded £1,000

Victim Support – Awarded £7,000

Cairn Heights – Declined

Deafblind Scotland – Declined

BEI Lunch Club - Declined

13 **RISK MANAGEMENT UPDATE**

Under reference to item 16 of the Minute of the meeting of the IJB held on 18 March 2016 the Chief Officer submitted a report relative to the risk management arrangements to reflect the strategic and operational responsibilities of the HSCP. The risk register formed Appendix 1 to the report and the risk matrix formed Appendix 2 to the report.

The report intimated that the risk register had been prepared in accordance with the Risk Management Policy and Strategy approved by the IJB at its meeting held on 18 September 2015. Both Renfrewshire Council and NHS Greater Glasgow and Clyde would continue to apply their existing policies and systems for risk management.

It was proposed that the final risk register be submitted to the IJB once the final budget was known.

**DECIDED:**

(a) That it be agreed that the Chief Officer and senior management team monitor and manage the risk register on a monthly basis and that summarised reports be submitted to the IJB twice-yearly;

(b) That the HSCP risk register, which reflected the HSCP's strategic and operational responsibilities in relation to the delivery of health and adult social care services from 1 April 2016, be approved; and

(c) That the final risk register be submitted to the IJB once the final budget was known.

## 14 AUDIT COMMITTEE - MEMBERSHIP AND DEPUTE CHAIR POSITION

Under reference to item 6 of the Minute of the meeting of the IJB held on 18 March 2016 the Chief Officer submitted a report relative to the appointment of a Depute Chair to the Audit Committee and seeking nomination of a sixth and final representative from the non-voting membership of the IJB so sit on the Audit Committee.

The report proposed that Councillor Derek Bibby be considered and nominated as the Depute Chair of the Audit Committee and this was agreed. The non-voting members were requested to consider nominating a second representative to the Audit Committee. It was proposed that the Chief Officer contact the non-voting members of the IJB to establish if any of them wish to sit on the Audit Committee and this was agreed.

**DECIDED:**

(a) That Councillor Derek Bibby be appointed as Depute Chair of the Audit Committee; and

(b)That the Chief Officer contact the non-voting members of the IJB to establish if any of them wish to sit on the Audit Committee.

## 15 FINANCIAL REPORT 1 APRIL TO 31 MAY 2016

The Chief Finance Officer submitted a report relative to the revenue and capital budget positions from 1 April to 27 May 2016 for Social Work and from 1 April to 31 May 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 implementation of the Living Wage; adult social care charging; Integrated Care Fund proposed governance arrangements; and the health board's contribution to the IJB.

Information relating to changes in buffers, tapers, savings, personal allowances, free personal care payments and any fixed chargeable services were detailed in Appendix 2 to the report; the care at home rates for 2015/16 and 2016/17 were detailed in Appendix 3 to the report; details of the uplifts for pays, non-pays and prescribing growth in 2016/17 were detailed in Appendix 4 to the report; and the Scottish Government guidance to support delivery of the Living Wage commitment which confirmed that the fund applied only to care workers providing direct care and support to adults in care homes, care at home and housing support services formed Appendix 5 to the report.

The overall revenue position for the HSCP at 31 May 2016 was a breakeven position but this position might change pending the outcome of the NHSGG&C financial planning process for 2016/17. The Chief Finance Officer had made a number of assumptions in the current projections being that for all delegated health services the same level of funding as 2015/16 would be transferred to the HSCP, less the current agreed savings of £496,000; a reduction in property costs reflecting the transfer of responsibilities for facilities management budgets to the NHSGG&C Board; and

increases reflecting the changes to uplifts for pays, non-pays and prescribing growth in 2016/17.

**DECIDED:**

(a)That the financial position to date be noted and that it be noted that the overall financial position might change depending on the outcome of the NHSGG&C financial planning process for 2016/17;

(b)That the progress made on the financial planning process for 2016/17 be noted;

(c)That the progress of the Living Wage Implementation Project be noted;

(d)That the changes to the HSCP's Adult Social Care financial assessment and charging framework for 2016/17 be noted;

(e)That the progress with the financial planning process for 2016/17 in respect of the NHSGG&C contribution to the IJB be noted; and

(f)That the Chief Officer submit a report to the next meeting of the IJB to be held on 16 September 2016 detailing all currently funded Integrated Care Fund (ICF) projects, planned spend for 2016/17, terms of reference and membership details of the HSCP ICF group.

16 **DATE OF NEXT MEETING**

**DECIDED:** That it be noted that the next meeting of the IJB would be held at 9.30 am on 16 September 2016 in the Abercorn Conferencing Centre, West College Scotland Paisley Campus, Renfrew Road, Paisley.