

FALKIRK INTEGRATION JOINT BOARD

Minute of special Meeting of the Falkirk Integration Joint Board held in the Municipal Buildings, Falkirk on Thursday 24 March 2016 at 9.30am.

Voting Members:

Allyson Black (Chairperson)
Dennis Goldie
Linda Gow
James King (Vice-Chairperson)
Alex Linkston
Julia Swan

Non-voting Members:

Claire Bernard, Third Sector Interface (substitute)
Patricia Cassidy, Chief Officer
Claire Crossan, Carer Representative
Tracey Gillies, Medical Representative
Jane Grant, Chief Executive, NHS Forth Valley
Tom Hart, Staff Representative, NHS Forth Valley
Sara Lacey, Chief Social Work Officer (substitute)
Fiona McAreavey, GP Medical Representative (substitute)
Rita Ciccu-Moore, Nursing Representative (substitute)
Ewan Murray, Chief Finance Officer
Martin Murray, Service User Representative
Mary Pitcaithly, Chief Executive Falkirk Council
Angela Price, Third Sector Representative
Kevin Robertson, Staff Representative, Falkirk Council (substitute)

Officers:

Elsbeth Campbell, Head of Communications, NHS Forth Valley
Hugh Coyle, Corporate Risk Co-ordinator
Jack Frawley, Committee Services Officer, Falkirk Council
Joe McElholm, Head of Social Work Adult Services, Falkirk Council
Colin Moodie, Depute Chief Governance Officer, Falkirk Council
Fiona Ramsay, Director of Finance, NHS Forth Valley
Bryan Smail, Chief Finance Officer, Falkirk Council
Suzanne Thomson, Programme Manager (Health & Social Care Integration)
Elaine Vanhegan, Head of Performance and Governance, NHS Forth Valley

IJB40. Apologies

Apologies were received on behalf of Sandra Burt, Leslie Cruickshank, Karen Herbert, Kathy McCarroll and Angela Wallace.

IJB41. Declarations of Interest

No declarations were made.

IJB42. Minute

Decision

The minute of meeting of the Integration Joint Board held on 5 February 2016 was approved.

IJB43. Matters Arising

There were no matters arising.

IJB44. Appointment of Chief Finance Officer

The Integration Joint Board considered a report by the Chief Officer which provided information on the recruitment of a Chief Finance Officer for the Board. Suzanne Thomson provided an overview of the report.

Decision

The Integration Joint Board:-

- (1) agreed the temporary appointment of Ewan Murray as Chief Finance Officer on the basis set out in section 3.3 of the report, and**
- (2) agreed to request that the Chief Officer submits proposals in relation to the recruitment of a Chief Finance Officer to a future meeting of the Board.**

IJB45. Strategic Plan

The Integration Joint Board considered a report by the Chief Officer which provided an update on the Strategic Planning arrangements and invited consideration of the draft Strategic Plan and associated documents. Appended to the report were: the draft Strategic Plan; the draft Strategic Plan Summary Plan; the draft Joint Strategic Needs Assessment; the draft Consultation and Engagement report; the Equalities and Poverty Impact Assessment, and the proposed direction for issue to Falkirk Council. Patricia

Cassidy provided an overview of the report and highlighted that NHS Forth Valley's budget would be set on 29 March 2016.

Decision

The Integration Joint Board:-

- (1) agreed the draft Strategic Plan detailed in Appendix 1 to the report, subject to the financial statement being finalised;**
- (2) agreed the draft Strategic Plan summary plan detailed in Appendix 2 to the report;**
- (3) agreed that the draft Joint Strategic Needs Assessment detailed in Appendix 3 to the report is published;**
- (4) agreed that the draft Consultation and Engagement report on the development of the Strategic Plan detailed in Appendix 4 to the report is published;**
- (5) noted the Equalities and Poverty Impact Assessment detailed in Appendix 5 to the report;**
- (6) agreed that the proposed direction detailed in Appendix 6 to the report is issued to Falkirk Council, and**
- (7) noted the contribution by members of the Strategic Planning group in the development of the plan.**

IJB46. Integration Joint Board Budget

The board agreed to combine consideration of the Integration Joint Board Budget with the supplementary paper '**Integration Joint Board Budget – Supplementary Report NHS Forth Valley Proposed Resource Transfer**' as their material was so closely interrelated.

The Integration Joint Board considered reports by the Chief Finance Officer which provided a proposed 2016/17 budget to the Integration Joint Board for Approval and for use as the basis for the financial statement within the Strategic Plan including the Partnership Funding Streams and the use of the Integration Fund announced within the 2016/17 Scottish Budget. Appended to the report were: the budget in scope of the IJB; an extract from Falkirk Council's revenue budget report considered by the Council on 17 February 2016, and the summary of proposed savings options relating to Social Work Adult Services for 2016/17. The supplementary report also presented a proposed 2016/17 budget including information on the initial resource transfer from NHS Forth Valley. Appended to the report were a budget

allocation model and the Direction to Forth Valley Health Board. Ewan Murray provided an overview of the reports.

The board discussed the impact of the introduction of the Living Wage for social care workers and highlighted that the costs relating to the private sector were unknown.

Decision

The Integration Joint Board:-

- (1) noted the proposed payment from the Council;**
- (2) noted the proposed utilisation of the Integration Fund linked to the terms of the Local Government Finance Settlement, including the due diligence process to be completed by the Integration Joint Board Chief Finance Officer;**
- (3) agreed that the Council can take the decisions outlined in paragraph 3.9 of the Integration Joint Board Budget in relation to garden aid and eligibility criteria;**
- (4) agreed to remit the Chief Officer to set up a leadership group as outlined in section 5.3 of the Integration Joint Board Budget report to bring forward to the June 2016 Board meeting a Recovery Plan to mitigate the financial risk as detailed in section 5 of said report;**
- (5) noted the significant areas of financial risk;**
- (6) noted the initial proposed payment from the Health Board;**
- (7) agreed that the proposed payment from the Health Board along with the payment from the Council will form the basis of the financial statement within the Strategic Plan;**
- (8) noted the savings requirements identified with in the proposed Health Board resource transfer per the table attached as Appendix 1 to the NHS Forth Valley Proposed Resource Transfer report;**
- (9) noted the significant areas of financial risk as detailed in Section 5 of the Integration Joint Board Budget report in conjunction with the content of this report;**
- (10) noted, per section 3.6 of the NHS Forth Valley Proposed Resource Transfer report, the level of recurrent cash savings still to be identified by NHS Forth Valley and that this will impact on the resources available for the Integration Joint Board;**

- (11) noted the resultant total initial resource transfer to the Integration Joint Board as detailed in section 3.10 of the NHS Forth Valley Proposed Resource Transfer report, and**
- (12) agreed the direction to the Health Board to provide the functions delegated to the Integration Joint Board.**

IJB47. Financial Regulations

The Integration Joint Board considered a report by the Chief Finance Officer which provided a set of Financial Regulations for consideration and approval. The IJB was required by the Public Bodies (Joint Working) (Scotland) Act 2014 and the supporting guidance from the Integrated Resourcing Advisory Group (IRAG) to agree a set of financial regulations as part of appropriate governance arrangements. Ewan Murray provided an overview of the report.

Members discussed the arrangements relating to audit and requested that proposals to establish an audit committee were presented to a future meeting.

Decision

The Integration Joint Board:-

- (1) agreed to establish an Audit Committee;**
- (2) agreed the Financial Regulations attached in appendix 1 to the report;**
- (3) noted the responsibilities of the Board, Chief Officer and Chief Finance Officer, and**
- (4) agreed to the regular review of the financial regulations as the Board develops and task the Chief Finance Officer to undertake such review as and when required and report back to the Board.**

IJB48. Internal Audit Work 2015/16 and 2016/17

The Integration Joint Board considered a report by the Internal Audit Manager and the Chief Internal Auditor which provided an update on the Internal Audit Financial Assurance work that had been undertaken for 2015/16 and proposed arrangements for the 2016/17 Internal Audit Plan. Ewan Murray provided an overview of the report.

Decision

The Integration Joint Board:-

- (1) noted the findings from the Internal Audit Financial Assurance work for 2015/16, and**
- (2) agreed arrangements for devising and presenting the Internal Audit Plans for 2016/17 onwards.**

IJB49. 2015/16 Annual Audit Plan

The Integration Joint Board considered a report by the Chief Finance Officer which provided as an appendix the Audit Scotland Falkirk Integration Joint Board Annual Audit Plan 2015/16. It was noted that in October 2015, the Accounts Commission approved the appointment of Audit Scotland's Audit Service Group as external auditors to the Falkirk Integration Joint Board. This appointment is for one year only i.e. the 2015/16 financial year. Ewan Murray provided an overview of the report.

Decision

The Integration Joint Board noted the:-

- (1) 2015/16 Annual Audit Plan;**
- (2) planned audit activity, audit approach, and audit issues and risks as detailed within the plan, and**
- (3) responsibilities of the appointed auditor and Chief Finance Officer/Section 95 Officer of the IJB as detailed within the plan.**

IJB50. Clinical and Care Governance Framework

The Integration Joint Board considered a report by the Medical Director which presented the draft Clinical and Care Governance Framework for consideration and approval. The draft Framework was developed by the clinical and care leads from NHS Forth Valley and the Chief Social Work Officer as members of the Forth Valley work stream on behalf of the Falkirk Partnership. The arrangements outlined in the draft Framework were designed to assure the Integration Joint Board, Falkirk Council and NHS Forth Valley that the quality and safety of services delivered by staff, and the outcomes achieved from delivery of those services, are the best possible and will make a difference to the lives of residents. The draft Health and Social Care Integration Forth Valley Clinical and Care Governance Framework was appended to the report. Tracey Gillies provided an overview of the report. She noted that the terms of reference of the Clinical and Care Governance Group would address the approach to statutory mental health services.

Decision

The Integration Joint Board:-

- (1) noted the work carried out by the work stream to develop the Clinical and Care Governance Framework;**
- (2) agreed the draft Clinical and Care Governance Framework and the establishment of a Clinical and Care Governance Group for the Falkirk Partnership; and**
- (3) agreed to delegate authority to the Medical Director and Chief Social Work Officer, as part of the FV work stream, to establish the Clinical and Care Governance Group and develop its terms of reference.**

IJB51. Risk Management Strategy

The Integration Joint Board considered a report by the Chief Officer which provided the board with a draft Risk Management Strategy for information and approval. The implementation of a Risk Management Strategy was a requirement within the Integration Scheme. Patricia Cassidy provided an overview of the report.

Decision

The Integration Joint Board:-

- (1) agreed the draft Risk Management Strategy;**
- (2) noted that the Strategic Risk Management (SRM) Reporting Framework will be developed with consideration to relevant structures and governance arrangements, and**
- (3) agreed that the Chief Officer and the Falkirk Joint Management Group to develop a Strategic Risk Register (SRR) for consideration by the Integration Joint Board in June 2016 for discussion and approval.**

IJB52. Performance Management Framework

The Integration Joint Board considered a report by the Chief Officer which presented a draft Performance Management Framework for approval. The Public Bodies (Joint Working)(Scotland) Act 2014,(the Act) supporting statutory and non-statutory guidance, and the Integration Schemes for the Partnerships in Forth Valley set out a number of provisions relating to good governance, proportionate to the legislative changes required to implement

adult health and social care both operationally and financially. One of these is in respect to the performance management arrangements which require to be established. Elaine Vanhegan provided an overview of the report.

The board were advised that guidance had been issued on the previous day that the annual report for 2016/17 was to be reported in July 2017.

Decision

The Integration Joint Board:-

- (1) agreed the Performance Management Framework acknowledging that further development will be required over time as Integration Joint Board processes become established;**
- (2) noted that final lists of the “Integration Functions Performance Targets” and the “Non-Integration Functions Performance Targets” will be brought back to the Integration Joint Board further to final decisions regarding the delegation of functions;**
- (3) noted the work to date in the development sample Balanced Scorecards per partnership against the National Outcomes and Core Indicators and local measures;**
- (4) agreed to acknowledge the further work required to develop measures against the Strategic Plan focussing on core priorities;**
- (5) noted the further development of the Covalent Performance Management System to support the overall process, and**
- (6) agreed to delegate authority to the Chief Officer to oversee the implementation of the overall Framework and specifically ensure processes are in place in fulfilling the legislative requirements in the production of an Annual Report.**

IJB53. Falkirk Integration Joint Board Participation and Engagement Strategy

The Integration Joint Board considered a report by the Chief Officer which presented a draft Falkirk Integration Joint Board Participation and Engagement Strategy for approval. The draft Strategy was developed by members of the Participation and Engagement workstream. The draft Participation and Engagement Strategy was appended to the report. Suzanne Thomson provided an overview of the report.

Members discussed the importance of this area, particularly in relation to the need for a change of culture and that all staff were kept well informed.

Decision

The Integration Joint Board agreed:-

- (1) the draft Participation and Engagement Strategy set out in Appendix 1 to the report, and**
- (2) that a review of the current mechanisms to support participation and engagement will be conducted with a report presented to a future meeting of the Board.**

Councillor Goldie left the meeting during consideration of the previous item of business.

IJB54. Equality Duties

The Integration Joint Board considered a report by the Chief Governance Officer which advised the board of the duties placed on it by equality legislation and made recommendations on how these should be fulfilled in the first year of operation. Colin Moodie provided an overview of the report.

Decision

The Integration Joint Board agreed:-

- (1) that Falkirk Council's model for equality impact assessments is used where an equality impact assessment is required, and**
- (2) that the Chief Officer will prepare and publish the information required to fulfil the Board's specific duties in relation to mainstreaming and outcomes.**

IJB55. Integration of Health and Social Care Complaints Protocol

The Integration Joint Board considered a report by the Head of Performance and Governance which presented the Health and Social Care Complaints Protocol for consideration and approval which was appended to the report. Elaine Vanhegan provided an overview of the report.

Decision

The Integration Joint Board:-

- (1) noted and acknowledge the work carried out by the work stream to develop the Complaints Protocol, and**
- (2) agreed the Complaints Protocol acknowledging the forthcoming changes nationally in terms of complaints handling.**

IJB56. Information Governance

The Integration Joint Board considered a report by the Chief Governance Officer which highlighted the board's information governance responsibilities and recommended practical steps to be taken to address those. The board has information governance responsibilities in relation to the information it holds in carrying out its functions. The board will hold a range of information and records - about its business, its members and any operational matters which come to its attention (such as complaints and information requests under freedom of information and data protection legislation). Colin Moodie provided an overview of the report.

Decision

The Integration Joint Board:-

- (1) noted the Board's responsibilities under the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 (including information security), the Public Records (Scotland) Act 2011, and the steps taken, or to be taken, by officers to deal with those; and**
- (2) to delegate authority to the Board's Chief Officer to sign the declaration of acceptance necessary for the Board to adopt the forth Valley Accord on the Sharing of Personal Information, and to sign any information sharing protocols necessary to ensure proper governance of any sharing of personal data by, or with, the Board, and**
- (3) agreed that the Chief Officer act as the Senior Information Risk Officer for the Integration Joint Board.**

IJB57. Delegation of Authority

The Integration Joint Board considered a report by the Chief Governance Officer which sought approval to delegate to the Chief Officer and the Chief Finance Officer such delegated authority as they required in order to effectively carry out their roles. The Chief Officer and Chief Financial Officer of the IJB, currently had no general delegated authorities from the IJB to act or take decisions on its behalf. Such delegation should assist with the implementation and furtherance of IJB business between Board meetings. Colin Moodie provided an overview of the report and noted that a more general scheme would be submitted to a future meeting of the board.

Decision

The Integration Joint Board agreed to approve the delegations to the Chief Officer and the Chief Financial Officer as set out in Appendix 1 of the report.

IJB58. Support Services

The Integration Joint Board considered a report by the Chief Officer which outlined the work taking place to identify the support required by the IJB to carry out its range of functions. The Integration Scheme contained a commitment to identify what services are required to support the work of the IJB and agree how these will be delivered. Patricia Cassidy provided an overview of the report.

Decision

The Integration Joint Board:-

- (1) noted the ongoing work to develop the support arrangements for the Board in line with the commitment within the Falkirk Integration Scheme, and**
- (2) agreed that proposals for consideration and approval will be brought forward by the Chief Officer to the Board meeting on 3 June 2016.**

IJB59. Communications Framework & Protocol

The Integration Joint Board considered a report by the Chief Officer setting out a proposed framework and protocol for internal and external communication by the Integration Joint Board. Clear, consistent, timely and accessible communications for service users, carers, employees, communities and other stakeholders will increase understanding of what health and social care integration involves and what it means for individuals and their care. The draft protocol was appended to the report. Elspeth Campbell provided an overview of the report.

Decision

The Integration Joint Board:-

- (1) agreed the communications framework and protocol detailed in Appendix 1 to the report, and**
- (2) noted that the communications plan will be brought forward to the June Integration Joint Board meeting for approval.**

IJB60. Delayed Discharge

The Integration Joint Board considered a report by the CHP General Manager and Head of Social Work Adult Services which updated the board on progress with meeting the national target that no-one who is ready for discharge should be delayed by more than 2 weeks. Joe McElholm provided an overview of the report.

The board congratulated staff for the downward trend presented in the report and stated that the use of case studies in future reports would be helpful.

Decision

The Integration Joint Board noted the current performance.

IJB61. Draft NHS Forth Valley Local Delivery Plan

The Integration Joint Board considered a report by the Chief Officer which presented the first draft of the NHS Forth Valley Local Delivery Plan(LDP) 2016/17. The LDP is the performance contract between the Scottish Government and NHS Boards, and has been prepared in collaboration with the Chief Officer of the Health and Social Care Integration Partnership. Tracey Gillies provided an overview of the report.

Decision

The Integration Joint Board noted the Draft Local Development Plan 2016/17 and to inform the development of the final version of the Local Development Plan, to be submitted to Scottish Government by 31 May 2016. There will be continued opportunities over the next two months for the Health and Social Care Integration Partnerships to further inform the preparation of the final Local Development Plan, primarily thorough the office of the Chief Officer.