

**GLASGOW CITY HEALTH & SOCIAL CARE
INTEGRATION JOINT BOARD**

IJB(M)2016-01

Minutes of meeting held in the Sir Peter Heatly Boardroom, Glasgow City HSCP,
Commonwealth House, 32 Albion Street, Glasgow, G1 1LH
at 10.00 am on Monday, 8th February 2016

PRESENT:

VOTING MEMBERS

Cllr James Adams	Councillor, Glasgow City Council
Simon Carr	NHSGG&C Board Member
Cllr Malcolm Cunning	Councillor, Glasgow City Council (deputy for Cllr Soryia Siddique)
Ian Fraser	NHSGG&C Board Member
Cllr Marie Garrity	Councillor, Glasgow City Council
Cllr Emma Gillan	Councillor, Glasgow City Council
Cllr Archie Graham	Councillor, Glasgow City Council (Chair)
Cllr Mhairi Hunter	Councillor, Glasgow City Council
Cllr Matt Kerr	Councillor, Glasgow City Council
Trisha McAuley	NHSGG&C Board Member (Vice-Chair)
Bailie Mohammed Razaq	Councillor, Glasgow City Council
Robin Reid	NHSGG&C Board Member
Rev. Norman Shanks	NHSGG&C Board Member
Donald Sime	NHSGG&C Board Member

NON-VOTING MEMBERS

Mari Brannigan	Nurse Director - Partnerships
Patrick Flynn	Head of Housing and Regeneration, Glasgow City Council
Dr Richard Groden	Clinical Director
Alex MacKenzie	Chief Officer Operations
Dorothy McErlean	NHSGG&C Staff Representative
Peter Millar	Independent Sector Provider Representative
Susanne Millar	Chief Officer Planning, Strategy & Commissioning/ CSWO
Anne Scott	Social Care Users Representative
Dr Michael Smith	Lead Associate Director Mental Health
Ann Souter	PPF Representative
Shona Stephen	Third Sector Representative
Sharon Wearing	Chief Officer Finance and Resources (from Minute 4)
David Williams	Chief Officer (from Minute 4)

IN ATTENDANCE:

Kay Carmichael	Administration Manager
John Dearden	Head of Business Administration
Allison Eccles	Head of Business Development

APOLOGIES:

John Brown	NHSGG&C Board Member
Ian Leech	Glasgow City Staff Side
Councillor Soryia Siddique	Councillor, Glasgow City Council

1. DECLARATION OF INTERESTS

Members were invited to declare any interest in any matter on the Agenda for the meeting in which they have a financial or other interest. No declarations were made.

2. APPOINTMENT OF CHIEF OFFICER

The Chair and Vice Chair presented a paper recommending the appointment of David Williams as Chief Officer of the Glasgow City Integration Joint Board. The Public Bodies (Joint Working)(Scotland) Act 2014 required at Section 10 that a member of staff be appointed as Chief Officer of the Integration Joint Board. David Williams had previously been appointed as Chief Officer (Designate) jointly by representatives of Glasgow City Council and NHS Greater Glasgow & Clyde on 25th June 2015.

The Board agreed unanimously that David Williams be confirmed as the Chief Officer of the Glasgow City Integration Joint Board effective from 8th February 2016.

Chief Officer

3. DESIGNATION OF CHIEF FINANCE & RESOURCES OFFICER AS SECTION 95 OFFICER

A paper prepared by the Chief Officer recommending that Sharon Wearing be designated as the Section 95 Officer to the Integration Joint Board under the Local Government Act 1973 was submitted.

The Board agreed unanimously that Sharon Wearing be designated as the Section 95 Officer to the Integration Joint Board effective from 8th February 2016.

Chief Officer

On conclusion of the above items David Williams and Sharon Wearing joined the meeting.

4. PROCEDURAL MATTERS

Donald Sime asked why the appointment of Chair and Vice Chair were not items on the Agenda. He also suggested that the title of the post of Chief Officer Finance & Resources be amended to Chief Finance & Resources Officer.

David Williams advised that the appointment of Chair and Vice Chair were matters for the partner organisations to agree and not matters for decision by the Integration Joint Board. He confirmed that Cllr Archie Graham had been appointed as Chair of the Integration Joint Board for one year and that Trish McAuley had been appointed as Vice Chair for a corresponding period. Donald suggested that copies of the letters of appointment be shared with the Board for the record.

Head of Business Administration

In relation to the use of the title Chief Officer, David Williams advised that this was adopted as part of the job title for senior staff and was reflected in the organisational structure of the H&SCP. He saw no reason to change this.

5. INTEGRATION SCHEME

David Williams presented a copy of the Integration Scheme formally agreed by Glasgow City Council and the Greater Glasgow Health Board dated December 2015. This had subsequently been submitted to and approved by the Cabinet Secretary for Health, Wellbeing and Sport. A Parliamentary

Order to give effect to the Integration Scheme had been laid before Parliament on 6th January 2016 and had come into effect on 6th February 2016.

The Board noted the Integration Scheme.

6. MINUTES OF THE FINAL SHADOW BOARD

The minutes of the meeting of the Shadow Board held on 19th January 2016 were submitted for information. Trisha McAuley referred to Minute 3 and asked that the comment she had made emphasising the importance of the Board's authority not being diminished be recorded in the minutes. This was agreed.

The Board agreed that this comment made at the Shadow Board should be incorporated into the minutes.

Head of Business
Administration

7. STANDING ORDERS FOR THE PROCEEDING AND BUSINESS OF THE BOARD

John Dearden presented a paper recommending adoption of Standing Orders. A draft of the Standing Orders had previously been considered by the Shadow Board and amendments made to the provisions relating to access to Committee Meetings by the public and media and to the provision where there was an equality of votes on any issue being considered by the Joint Board.

The Board approved and adopted the Standing Orders for the Proceedings and Business of the Integration Joint Board.

Head of Business
Administration

8. MEMBERSHIP OF THE INTEGRATION JOINT BOARD

John Dearden presented a paper setting out the current membership of the Integrated Joint Board. There was currently one vacancy in a voting Member from the Health Board. Some Members had nominated deputies, but some had not as yet.

Members sought clarification on the position over the voting rights of proxies and the situation where there were one or more vacancies in the membership of the voting Members. They were unclear how a vote of a vacancy would be determined.

David Williams and John Dearden referred Members to the Standing Orders which replicated the requirements contained in Statutory Orders. Article 2.5 covered the appointment of a proxy where a member was unable to attend. The Council had appointed two proxies to cover, as required, the eight members. Each proxy only had one vote for the member he/she was representing. Where there was one or more temporary vacancies in the voting membership, the vote which would be exercisable by a member appointed to that vacancy may be exercised jointly by the other members from the relevant partner agency (Article 10.19).

Members were of the view that this interpretation was inconsistent with advice given to them by the Health Board's Head of Administration. There was also concern expressed that a person deputising for a single meeting may not have the appropriate knowledge to act for an absent Member.

David reminded members that they had a responsibility to use their best endeavours to attend meetings so they could personally contribute to

meetings. Trisha McAuley reiterated that the Board should seek to operate on the basis of consensus.

The Board agreed:-

- (a) The appointment of members as recommended in the submitted report.***
- (b) To request further guidance on the role of proxies and the arrangements that apply where there was a vacancy in the voting membership of the Board.***

Head of Business
Administration

Head of Business
Administration

9. DUE DILIGENCE PROCESS ON BUDGET ALLOCATION TO THE IJB

Sharon Wearing presented a paper on the due diligence undertaken in respect of the revenue budget for 2015/16 based on current and previous two years' financial information. The 2015/16 budget would be the starting point for the budget allocation to the IJB in 2016/17 which would be subject to the impact of the financial settlement from the Scottish Government and other adjustments.

Sharon set the scene for the future allocation of budgets in 2016/17 between the IJB and partner bodies and the requirement on the IJB to allocate resources in line with the Strategic Plan. The assessment of budget against actual expenditure in previous years was a key element of the due diligence process. Part of the resources that the IJB will have responsibility for planning is held within NHS GG&C for acute services, as defined in the Integration Scheme. This is known as the set aside budget. During the remainder of 2015/16 the IJB will work with the other Partnerships to develop an agreed methodology to calculate the set aside budget. This work was well underway.

Based on previous reports to the Shadow Board the year end position for health and social work for 2015/16 is predicted at £3.7M overspend for social work and £0.1M underspend for health. Sharon explained in detail in the paper the basis on which outturn figures were predicted and the financial position that was likely to be achieved for both organisations.

The conclusion from this process was that it was the opinion of the Chief Officer Finance & Resources that the initial budget allocated to the Glasgow City IJB for 2015/16 is sufficient to deliver on the outcomes in the draft Strategic Plan, subject to effective risk mitigation and the successful delivery of the Transformation Programme and other efficiencies required to be implemented by the partner organisations. The Budget for 2016/17 would be reviewed once allocated by the Council and Health Board in due course.

The Chair referred to the financial pressures on the Council and Health Board and the current uncertainty on how additional monies announced by John Swinney would have an impact of the IJBs finances. The level of uncertainty over budgets would remain until the Council and Health Board had set their respective budgets. At present there was uncertainty as to whether the Council would set a budget.

There was discussion over the social work budget having been overspent over the last three years. It was explained that this was due to the demand led nature of the service with year on year funding reductions. A Member suggested that the Council should be required to provide a balanced budget for transfer to the IJB. It was confirmed that the IJB would not have reserved to cover deficits, but the main purpose of integration was to redesign services

to the benefit of the clients/patients but also to achieve efficiencies.

It was acknowledged that there were many pressures on the IJB and the partner bodies. These ranged from government funding adjustments and additional pressures such as introduction of the living wage which were to be welcomed, but which did not reduce the overall pressure on the system.

The Board:-

- (a) Noted the due diligence work undertake.***
- (b) Noted the budgets allocated for 2015/16 by the Council and Health Boards.***
- (c) Agreed to consider a report on the budget for the IJB for 2016/17 (including all budget areas which are part of the Integration Scheme), and the set aside budget before the go live date of 1st April 2016.***

Chief Officer
Finance &
Resources

10. INTEGRATION JOINT BOARD FINANCIAL REGULATIONS

Sharon Wearing presented a paper seeking approval to a set of Financial Regulations detailing the responsibilities of the IJB for its own financial affairs.

The Board approve the Integration Board Financial Regulations.

Chief Officer
Finance &
Resources

11. APPOINTMENT OF CHIEF INTERNAL AUDITOR TO THE INTEGRATION JOINT BOARD

Sharon Wearing presented a paper on internal and external audit arrangements for the Integration Joint Board.

The Board:-

- (a) Approved the appointment of Duncan Black, Chief Internal Auditor with the Internal Audit Service provided by Glasgow City Council, as Chief Internal Auditor to the Integration Joint Board.***
- (b) Noted that Audit Scotland has been appointed by the Accounts Commission to undertake the external audit of the Integration Joint Board.***

Chief Officer
Finance &
Resources

12. GOVERNANCE AND COMMITTEE ARRANGEMENTS

David Williams presented a paper setting out the future governance arrangements between the IJB and the City Council and Health Board, described the internal officer meeting structure implemented within the H&SCP and proposed the establishment of Committees of the IJB. Remits and membership arrangements for the Committees were presented for approval.

David commented that Section 4.6 had been amended since a draft paper was submitted to the Shadow Board. The membership arrangements had been amended and the role of the Strategic Planning Groups had been further defined. The paper should be considered in the context of the draft Schemes of Delegation papers which had been circulated and would be considered in further detail at the next meeting. On the diagram attached to the report, it was suggested that this needed further revision to reflect more

appropriately the relationship between the IJB and the Council/Health Board.

Trisha McAuley commented that it was important that the final wording strengthens the position of the Joint Board as the final decision making body.

Dorothy McErlean asked that staff side be offered a seat at the Executive Sub Committee.

It was suggested that for Committees the meeting papers be circulated electronically to all members in advance of the meeting and that any member be permitted to attend and participate in meetings in a non-voting capacity. It was also suggested that proxies should be permitted at Committee meetings.

It was confirmed that all Committees would report their proceedings to the IJB.

There was discussion on whether the IJB required an Equalities Committee. Susanne Millar reminded members that they had a responsibility to comply with the Equalities Act and that as an organisation to IJB was in the process of developing Equality Outcomes which would be presented to the next meeting.

The Board:

(a) Noted the future governance arrangements.

(b) Noted the internal officer meeting structure.

(c) Approved the terms of reference of Committees and membership, subject to the Schemes of Delegation recognising the role of the IJB.

Head of Business Administration

(d) Agreed to staff side representation on the Executive Sub Committee.

Head of Business Administration

(e) Agreed that for Committees, all members of the IJB will be sent papers electronically and will be entitled to attend meeting in a non-voting capacity and that accordingly the Standing Orders be amended to reflect this.

Head of Business Administration

(f) Agreed that proxies should be permitted at Committee meetings and that accordingly Standing Orders be amended to reflect this.

Head of Business Administration

13. ETHICAL STANDARDS IN PUBLIC LIFE

John Dearden presented a paper on the provisions of the Ethical Standards in Public Life etc (Scotland) Act 2000 and described how the Act applied in relation to the IJB. The IJB was required to adopt a Code of Practice for Members of Devolved Public Bodies, which all Members were then required to comply with irrespective of whether they had subscribed to a Code in relation to another public appointment. Additionally Members were required to make declaration of interests in writing which would be available for public inspection.

The Board:-

(a) Noted the role of the Standards Commission and the Commissioner for Ethical Standards in Public Life in Scotland.

(b) Adopted the submitted Code of Conduct based on the Model Code

Head of Business Administration

of Conduct for members of devolved public bodies.

(c) Agreed that members should be invited to complete and return declarations of interest in accordance with the Code of Conduct.

Head of Business
Administration

14. RISK MANAGEMENT STRATEGY

Allison Eccles presented a paper to obtain approval to a Risk Management Policy & Strategy for the Integration Board. She also updated the Board on the current status of the risk registers relating to the IJB, social work services and Glasgow City community services.

A Member asked about the criteria for adding risks to the register and whether this was a delegated function. Allison explained that risks arose from a variety of sources, including discussion at internal meetings and formal committees. There was not one way in which these were added. The information the Board saw was an amalgamation of many risks where those shown were the most severe.

The Board:-

(a) Noted the report.

(b) Approved the Risk Management Policy and Strategy.

Head of Business
Development

15. CLINICAL AND OTHER RISKS INDEMNITY SCHEME - CNORIS

Allison Eccles presented a paper which explained that the CNORIS system originated in health and was a means of sharing risk and for pooling liability for claims. It was recommended that the IJB join the scheme in relation to the activities of the IJB and its members.

The Board decided that it should seek membership of the CNORIS Scheme.

Head of Business
Administration

16. INFORMATION GOVERNANCE

John Dearden presented a paper on information governance, specifically detailing the obligations of the IJB in relation to freedom of information legislation. The IJB was required to comply with this legislation and to establish procedures to respond to requests for information. An issue that would arise is whether information was held by the City Council, Health Board or IJB and this would determine who responded to requests. It was envisaged that the IJB would have a small quantity of information which it held and some requesters would need to be advised to contact the Board or Council for the information they were seeking.

The Board was asked to adopt a Model Publication Scheme, a related Guide to Information, and a Policy on Freedom of Information, including complaints and appeals processes.

The report also set out the IJB's obligations under Data Protection legislation, the Public Records (Scotland) Act 2011 and the requirement to agree information sharing protocols.

The Board agreed:-

(a) To note the report.

(b) To approve a Model Publication Scheme recommended by the Scottish Information Commissioner and a related Guide to Information which the officers were authorised to complete.

Head of Business Administration

(c) To approve the Freedom of Information Policy, including the Complaints/Appeals Process, subject to inclusion of the words “with no prior involvement” in Section (d) of the Review Procedure document at page 3.

Head of Business Administration

(d) That the Officers explore if the legal advisers to the IJB were able to conduct reviews on behalf of the Board.

Head of Business Administration

17. COMPLAINTS

John Dearden presented a paper on the requirement of the IJB to establish a complaints handling procedure in relation to complaints made about the manner in which the IJB exercised its functions. This was in addition to the current requirements in health and social work to operate statutory complaints systems.

The Board noted the intention to bring forward a paper proposing adoption of a complaints handling process for the IJB.

Head of Business Administration

18. HOUSING FUNCTIONS DELEGATED TO THE IJB

Allison Eccles presented a paper on the housing functions which would be delegated to the IJB from Glasgow City Council under the Integration Scheme. These were functions not previously managed by social work and the intention was that these would continue to be operationally managed by Development and Regeneration Services. The paper detailed the individual functions which would be covered.

Peter Millar raise a query as to whether on Appendix 1 and the reference to aids and adaptations if these were covered under the delegation of functions. It was agreed that clarification on this point would be obtained.

Head of Business Development

The Board noted the report.

19. NEXT MEETING

The next meeting was noted as Monday, 21st March 2016 at 10.00am at Commonwealth House.

20. FUTURE MEETINGS

The following programme of meetings was agreed for the year:-

Tuesday, 10th May 2016 at 9.30 am
 Wednesday, 15th June 2016 at 2.00pm
 Monday, 29th August 2016 at 2.00pm
 Monday, 31st October 2016 at 2.00pm
 Friday, 9th December 2016 at 9.30 am

The meeting ended at 1.00pm