

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

**IJB(M)2017-05**

Minutes of meeting held in the Sir Peter Heatly Boardroom, Glasgow City HSCP,  
Commonwealth House, 32 Albion Street, Glasgow, G1 1LH  
at 9.30am on Wednesday, 21<sup>st</sup> June 2017

**PRESENT:**

**VOTING MEMBERS**

|                          |   |
|--------------------------|---|
| Cllr Ken Andrew          | Councillor, Glasgow City Council              |
| Bailie Elaine Ballantyne | Councillor, Glasgow City Council              |
| Simon Carr               | NHSGG&C Board Member                          |
| Jeanette Donnelly        | NHSGG&C Board Member                          |
| Cllr Michelle Ferns      | Councillor, Glasgow City Council              |
| Ross Finnie              | NHSGG&C Board Member                          |
| Jacqueline Forbes        | NHSGG&C Board Member                          |
| Cllr Archie Graham       | Councillor, Glasgow City Council              |
| Cllr Mhairi Hunter       | Councillor, Glasgow City Council (Vice Chair) |
| Cllr Kim Long            | Councillor, Glasgow City Council              |
| Trisha McAuley           | NHSGG&C Board Member (Chair)                  |
| Anne Marie Monaghan      | NHSGG&C Board Member                          |
| Rona Sweeney             | NHSGG&C Board Member                          |

**NON-VOTING MEMBERS**

|                      |  |
|----------------------|--|
| Jonathan Best        | Interim Chief Operating Officer, NHSGG&C                                   |
| Dr Richard Groden    | Clinical Director  |
| Linda Hall           | Lead Professional Nurse Advisor (substitute for Mari Brannigan)            |
| Rosemary Kennedy     | Carers Representative  |
| Alex MacKenzie       | Chief Officer, Operations  |
| Margaret McCarthy    | NHSGG&C Staff Representative   |
| Peter Millar         | Independent Sector Representative  |
| Susanne Millar       | Chief Officer Planning, Strategy & Commissioning/Chief Social Work Officer |
| Dr Saket Priyadarshi | Associate Medical Director (substitute for Dr Michael Smith)               |
| Anne Scott           | Social Care User Representative  |
| Chris Sermanni       | Glasgow City Staff Side  |
| Ann Souter           | Health Service User Representative   |
| Sharon Wearing       | Chief Officer, Finance and Resources                                       |
| David Williams       | Chief Officer  |

**IN ATTENDANCE:**

|                |  |
|----------------|--|
| Duncan Black   | Head of Audit & Inspection, Audit Scotland |
| Sybil Canavan  | Head of HR                                 |
| Ann Cummings   | Service Manager                            |
| Allison Eccles | Head of Business Development               |
| Duncan Goldie  | Performance Planning Manager               |
| Sheena Walker  | Governance Support Officer (Minutes)       |

**APOLOGIES:**

|                    |   |
|--------------------|---|
| Bailie Ade Aibinu  | Councillor, Glasgow City Council              |
| Mari Brannigan     | Nurse Director                                |
| Dr Michael Smith   | Lead Associate Medical Director Mental Health |
| Shona Stephen      | Third Sector Representative                   |
| Rev. John Matthews | NHSGG&C Board Member                          |

Trisha McAuley commenced the meeting by welcoming the new elected members to the IJB and Rosemary Kennedy as Carers Representative.

Trisha also informed members that discussions would take place with her, Cllr Hunter and David Williams regarding the agenda, structuring of papers and meetings times over the summer.

## **1. DECLARATION OF INTERESTS**

Peter Millar declared an interest in item 11, Proof of Concept Outcome as he is a member of the Proof of Concept Group. Peter also declared an interest in item 12, Scottish Living Wage and Community Benefits as an independent sector representative and as Chief Executive of a company that would benefit from the Scottish Living Wage increase.

## **2. APOLOGIES FOR ABSENCE**

Apologies for absence were noted.

## **3. MINUTES**

The minutes of the meeting of the Integration Joint Board held on 26<sup>th</sup> April 2017 were approved as an accurate record.

## **4. MATTERS ARISING**

There were no matters arising raised by the Integration Joint Board.

## **5. INTEGRATION JOINT BOARD ROLLING ACTIONS LIST**

Trisha McAuley requested that David Williams provide the IJB with an update on the position of rolling action reference number 27, in relation to the 2017/18 budget allocation from the Health Board.

David informed members that he and Sharon Wearing had met with the Director of Finance from the Health Board twice regarding the 2017/18 budget allocation and that a resolution was imminent for a budget being established for the IJB. David stated that his advice to the IJB was that the action remained 'open' for the potential to write to the Cabinet Secretary; and was confident that a resolution could be reached within the next two to three weeks.

The IJB agreed with the recommendation that the rolling action remain 'open'.

**Allison Eccles**

## **6. OUTTURN REPORT**

Sharon Wearing spoke to the paper providing a high level overview of the Integration Joint Board's draft outturn position for 2016/17, and to seek approval for the transfer of funds to reserves to allow completion of the Integration Joint Board's accounts by the statutory deadline of 30 September 2017.

Sharon advised that the report for 2016/17 was presented to agree to fund the set-aside budget for 2016/17; stating that Scottish Government guidance was that outturn and the budget should be the same as 2016/17, recognising that there was progress to be made on the set-aside budget.

Margaret McCarthy questioned why reserves were being established when

there were cuts to services and staffing levels.

Sharon reported that there were high areas of risk and savings of 5% to be achieved over the next few years; challenges would continue and it was important to have reserves for unforeseen pressures including prescribing, which was a high risk area. Sharon explained that the existing IJB Reserves Policy reflected good practice in having 2% of the budget allocated to reserves which equated to £20.5m and that there were currently £7.429m general reserves.

Ann Souter referred to the prescribing risk and expressed concerns regarding stock piling of medication and waste levels.

Sharon explained that significant work was being conducted regarding prescribing and pressures this year and that the final position would be reviewed. Dr Richard Groden also advised that excess prescribing was a major challenge and that campaigns were taking place to encourage people to order what was required and not stock pile. Work was also being carried out locally to capture prescribing arrangements and to identify when prescribing was taking place too early.

***The Integration Joint Board:***

- a) agreed the set-aside budget of £120.8m which has been notified by Health for 2016/17;***
- b) approved the transfer to Earmarked Reserves of £11.880m as outlined in paragraph 3.3;***
- c) approved the transfer to general reserves of £7.429m as outlined in paragraph 4; and***
- d) noted the contents of the report.***

## **7. ANNUAL GOVERNANCE STATEMENT**

Duncan Black presented to the Integration Joint Board the Annual Governance Statement for the Glasgow City Integration Joint Board for 2016/17.

Duncan informed the IJB that the statement had been presented to the IJB Finance and Audit Committee the previous week and was now presented to the IJB for approval.

Duncan referred to section 6 of the report which outlined any significant governance issues that arose for the IJB or from the Council or Health Board statements which were relevant to the IJB. Duncan reported that there were no significant issues, but that the budget issue regarding the health budget allocation had been included in the report; although acknowledged that there was now progress in relation to this.

Duncan informed the IJB that a reasonable assurance certification was provided and that the statement, if approved, would be signed off by the Chief Officer and the Chair of the IJB, and then forwarded to Audit Scotland to include with the unaudited annual accounts.

***The Integration Joint Board:***

- a) approved the Annual Governance Statement; and***
- b) directed the Chief Officer, Finance and Resources, to include the statement in the Unaudited Annual Accounts.***

**8. UNAUDITED ANNUAL ACCOUNTS**

Sharon Wearing presented to the Integration Joint Board the Unaudited Annual Accounts for the year ended 31 March 2017.

Sharon advised that the annual governance statement presented by Duncan Black would be incorporated within the accounts. The draft accounts would be published on the website prior to 1<sup>st</sup> July and an advert placed in the press, as people had a right to object to the accounts.

Sharon asked the IJB for approval to submit the unaudited annual accounts to Audit Scotland and to approve the accounts and appendix 2, with the final accounts being presented to the IJB in September.

***The Integration Joint Board:***

- a) noted the IJB's Unaudited Annual Accounts***
- b) approved the submission of the Unaudited Annual Accounts to Audit Scotland.***
- c) approved the timetable for the sign-off the Annual Accounts in appendix 2.***

**9. SAFER DRUG CONSUMPTION FACILITY AND HEROIN ASSISTED TREATMENT**

Susanne Millar presented a paper to update the Integration Joint Board on progress towards development of a safer drug consumption facility and heroin assisted treatment service, in particular in relation to the proposed location for the service, operational parameters and principles, the evaluation framework, the legal framework, and the proposed financial framework.

Susanne informed members that in relation to the location a feasibility study had been completed for one site but this was not suitable as it would require significant capital investment. Another potential site had been identified within the south east quadrant of the city centre between Trongate, Saltmarket and the River Clyde; work was taking place with Council partners regarding the requirements for the lease. Some capital investment was likely but the detail of this would be brought to the IJB for approval.

Susanne informed the IJB that due to the space available the Safer Inhalation Facility may not be accommodated initially due to size restrictions and legal requirements.

The operational parameters and processes were outlined in the report at section 4 and it was reported that there was no requirement for new policies and procedures for staffing, but that there would be some changes and these would be taken through scrutiny governance channels.

Susanne stated that the safer drug consumption facility (SDCF) would be a

self-referral process for aged 16 and over and that there would be a registration process. The facility would operate from 9am-9pm seven days per week and this reflected work previously reported on known patterns of drug use within the city. The service would comprise of a reception area, 12 individual injecting booths and an after-care service; there would be specialist treatment options available and work would take place with partners and stakeholders to offer care pathways to service users.

The heroin assisted treatment (HAT) service would be accessible by referral through clinicians with a special license to prescribe the medication. The service would be available to patients aged 18 and over and the operational arrangements would be separate entrances and exits for patients and the service open from 8.30am-7.30pm, seven days per week.

The evaluation process would be led by Public Health to examine the impact on health, social and economic outcomes. There would be applications to various funding sources for this process. Agreement was also being sought for a nomination from IJB member(s) to the Evaluation Governance Board.

Susanne further informed the IJB that QC opinion had been sought on the legal position and this had been received for the Council and Health Board for further consideration. Officers had written to the Lord Advocate's office for a view on the change to prosecution policy to ensure the safety of staff and service users. Significant detail had been provided including the principles of the service, the evaluation process; and the QC opinion was included as an appendix for consideration.

The financial framework for the facility was estimated at £2.35m per annum; £1m of this would be met by existing resource and the balance from contingency funds. Susanne reported that there were concerns regarding the rise in drug related deaths and the service proposal was in response to that.

Trisha McAuley explained that the process for the service was that the IJB had previously approved the draft business case; reports had been presented to the IJB in October 2016 and February 2017 and a development session had also taken place in January. A final business case would be presented at a future meeting. Trisha welcomed questions from members on each stage of the report.

Margaret McCarthy indicated that as staff side representative she had been involved in discussions from the beginning and had found the development session beneficial. Margaret advised that there were no major concerns initially; however there had been no staff side involvement in relation to the paper being circulated to staff at Hunter Street or for the meeting due to take place with these staff this week. Unison and the Branch Secretary did not agree with this process and that they should have been informed of proposals before the paper was published.

Susanne informed Margaret that the discussions due to take place with staff and the circulation of the paper were for information sharing, and to be proactive to ensure that staff did not learn of the paper through other routes. Discussions were not detailed at this time, but to ensure that staff were aware of the current position and the next stages. There was the commitment to have staff side engagement and Susanne provided reassurance of this.

**Susanne Millar**

Margaret reiterated that the Unison Branch Secretary was clear that staff should have been informed of the paper before publication.

Ann Souter advised that engagement with the community and businesses was paramount to gain people's opinions and that engagement should take place before decisions were made and not after. Trisha McAuley also agreed with Ann's view and asked that an engagement plan for the facility be presented to the IJB Public Engagement Committee.

Susanne Millar

Rona Sweeney questioned the eligibility criteria and why there was an age difference to access the services. Dr Saket Priyadarshi explained that this was a technical issue due to licence requirements and that heroin assisted treatment was a service for aged 18 and over. Susanne added that staff would be supported through training to be able to respond to those aged under 16 that they could potentially come in to contact with.

Cllr Hunter explained that it was her understanding that the service was for an older cohort of service users who had not been able to stop injecting, and that they had to ensure that the detail included in the paper showed a clear statement of who the service was aimed at, and that it was not viewed as a route for young people to start taking drugs.

Susanne emphasised that officers were clear on this and that they did not want to exclude the small number of young people users. The service was primarily targeted at the older age group, but they could refer to the 'Taking away the chaos' report to provide reassurance of the target group to both the IJB and the public. Trisha McAuley requested that all communications materials be reviewed to ensure that this message was a clear one. Dr Richard Groden asked what the potential number of service users were to use the HAT service and if there were staff in place to deliver this. Susanne confirmed that the capacity of the service was 40 to 50 during opening hours; there was expertise within the board area and that there would be officer involvement in recruitment.

Susanne Millar

Simon Carr informed members that an application had been received by the NHS GGC Endowment Fund before the submission of the report and felt that it was too early for the submission to be made as the IJB had not yet been presented the report.

Susanne accepted Simon's comment and informed members that evaluation was critical as they had to test if this was effective for Glasgow and in a Scotland and UK context; this would also be critical for decision making to the continuation of the service.

Anne Marie Monaghan asked who would undertake the evaluation, what the external influence would be and who would determine this.

Susanne reported that there had been an influx of requests from various academic institutions and specialists across the UK to be engaged in the process. The process would be led by Public Health and that those undertaking the evaluation would be agreed by the Evaluation Governance Board. Nominations would also be sought for IJB member(s) to join the Board.

Cllr Andrew stated that as there was no other facility in the UK to evaluate against would there be benchmarking against Europe. Susanne advised that they would benchmark against European and worldwide facilities and add to evaluation, as outlined in appendix 1 of the report.

The IJB discussed the nomination for members(s) to join the Evaluation Governance Board and agreed that nominations would be sought from voting

members as there was already stakeholder representation on the group. Susanne would circulate a communication briefing to voting members seeking nominations within the next few weeks to allow those members not present at today's meeting to be briefed.

Susanne Millar

Trisha McAuley questioned the risk level regarding the legal framework and the change to constitution policy.

Susanne confirmed that this was a risk identified but was unable to comment on what the response would be from the Lord Advocate. Susanne explained that advice received was to not approach the Lord Advocate until they had all the information available which was presented within the paper today. Officers had included the draft business case, operational details, likely location, that staff policies and procedures were in place; the QC opinion was also appended. Susanne emphasised that this was the first time that they had been in this position.

Simon Carr referred to section 6.1 and 6.2 of the report regarding the legal position and questioned at what stage a decision would be required in relation to the future of the proposals if the Lord Advocate did not support the exemption or amendment. It would be important to strike the right balance between investing resources in project development and dealing with the current uncertainty regarding the Lord Advocate's response and its timing.

Susanne explained that the advice from lawyers was that a timescale could not be placed on this, but that there was still work to be undertaken regarding location and engagement with staff, indicating that this would be carried out until the end of the year.

The Board agreed with Trisha McAuley's proposal that there should be a defined project gateway which would require a decision on whether to proceed further if there had been no response from the Lord Advocate. Cllr Andrew suggested that the next steps section of the report be refined to include the gateway to ensure clarity to the IJB.

Susanne Millar

Ross Finnie referred to the possible position for a change in legislation and the need to work with others to ensure a collective and supportive sense going forward. Susanne advised that there had been informal discussions with the Home Office, Public Health England and clinicians.

Jacqueline Forbes asked that regarding the financial framework was there a budget outline cost for the conversion of the building. Susanne reported that it was anticipated that this would be taken through the capital boards of the Health Board and the Council for investment.

***The Integration Joint Board:***

- a) noted this report;***
- b) approved the proposals outlined in this report;***
- c) nominations of an IJB member (or members) to the Evaluation Governance Board would be submitted; and,***
- d) directed NHS Greater Glasgow and Clyde and Glasgow City Council to proceed with the next stages of the project in line with the draft Business Case.***

## 10. GLASGOW CITY ALCOHOL AND DRUG PARTNERSHIP – PREVENTION, HARM REDUCTION AND RECOVERY STRATEGY 2017-2020

Susanne Millar presented the Alcohol and Drug Partnership (ADP) Strategy 2017-2020 to the Integration Joint Board.

Susanne reported that the strategy looked at recovery and prevention and now included harm reduction. There was a significant performance plan which accompanied the strategy; this included a range of targets which were closely monitored. The strategy was developed with contribution through five sub-groups and the governance of the strategy was the responsibility of the IJB.

Ann Souter raised concern regarding alcohol misuse and how this impacted upon people's lives. Ann felt that there was disconnect between the community and those who misused alcohol; and also involvement in the recovery cafes. Ann indicated that there had been progress made in relation to drug misuse but that more was required regarding alcohol.

Trisha McAuley agreed that community engagement was critical to responding to issues. Susanne informed the IJB that part of the agenda of the strategy was to refresh the recovery strategy and that this would include the current position and aspirations for the future. Susanne reported that there would be a national refresh of the recovery cafes and that officers would ensure that the Glasgow position was presented; acknowledging that the recovery cafes attracted large numbers of service users and that significant progress had been made.

### ***The Integration Joint Board:***

- a) noted the contents of the Alcohol and Drug Partnership Strategy 2017-2020; and***
- b) approved the Strategy.***

## 11. PROOF OF CONCEPT OUTCOME: REVIEW AND REFORM OF SOCIAL CARE CONTRACTS AND DELIVERY OF THE NATIONAL MINIMUM WAGE 2010

Sharon Wearing presented a report to the Integration Joint Board to advise on the outcome of Glasgow City Health and Social Care Partnership's Proof of Concept and seek approval to progress proposals to implement.

Sharon advised that five organisations were involved in the review of commissioning contracts and services by providers. There was a big challenge in relation to the Scottish Living Wage arrangements as this had been implemented at the same time, but significant progress had been made and officers helped deliver the Scottish Living Wage with providers; although there was still work to be undertaken with some providers.

Trisha McAuley extended thanks to the providers involved; stating that there had been a significant amount of work undertaken and it was hoped that this would result in transformational partnership.

Anne Marie Monaghan stated that the work in co-production with providers was to be commended and questioned what the position was with zero hour contracts. Sharon reported that zero hour contracts were an employment law issue, but that officers encouraged fairer practice to providers.



Peter Millar commented that as a member of the Proof of Concept Group there was a large amount of work involved and this reflected the partnership effort for collaborative working. The work was carried out not solely for financial targets, but to establish a new style of service suitable for the 21<sup>st</sup> century. Peter reported that the work of the group was on-going and would be tested; and proposed that as part of the recommendations to the IJB, progress reports be presented in future. Sharon agreed and proposed that a progress report be presented in a year's time.

Sharon Wearing

Chris Sermanni raised an issue that commissioning staff felt that there was lack of training to deliver the model efficiently. Sharon explained that a piece of work was conducted regarding one to one engagement with commissioners and the outcome showed that there would be no significant change. Susanne Millar added that a training needs analysis had taken place for the requirements of commissioning and procurement staff and that training has been invested in, but would have further dialogue with the commissioning team in relation to this.

Susanne Millar

***The Integration Joint Board:***

- a) noted the contents of the report;***
- b) approved the progression of the Partnership's proposals for contracting, contract management, care management and finance;***
- c) approved that the Partnership progresses a separate transformation project for low level interventions;***
- d) approved the progression of Proof of Concept provider proposals;***
- e) approved the progression of the development of proposals by remaining social care providers;***
- f) approved that the Partnership and Proof of Concept providers continue to assess the development and implementation of proposals and plan wider communication and engagement activity with relevant stakeholders;***
- g) approved that the outcome of the Proof of Concept and any legal and procurement implications are reported to Glasgow City Council Executive Committee as previously instructed by the committee on 31 March 2016; and***
- h) agreed that a progress report on the work of the Proof of Concept group be presented to the IJB in June 2018.***

**12. SCOTTISH LIVING WAGE AND COMMUNITY BENEFITS**

Sharon Wearing spoke to a report to make proposals to the Glasgow City Integration Joint Board in relation to the Scottish Government's financial settlement for 2017/18 specifically for the provision of the Scottish Living Wage to social care workers within adult social care services. This report also highlights the positive community benefits arising from the purchasing of services from the third and independent sectors.

Sharon reported that the views of providers had been sought and that the majority of responses favoured an uplift rate, and that this was proposed at

2.5%; this did not include the care home sector as this had been agreed previously.

Peter Millar referred to the pre agenda question raised by him regarding the 2.5% uplift and the concern of some providers, on a poor financial position, in implementing the Scottish Living Wage and sustaining this rate. It was therefore requested if the Council could meet with the specific organisations to review their particular circumstances.

Sharon advised that the providers should meet with their commissioning officer in the first instance to identify what could reasonably be done to resolve the challenge.

The IJB approved the recommendations outlined below but agreed that work would continue with commissioning and the Proof of Concept Group to work with providers.

***The Integration Joint Board:***

- a) noted the report and the key responses from the survey that the Partnership carried out with providers as part of its consultation prior to making recommendations to the IJB; and***
- b) agreed that the Partnership will apply a 2.5% uplift to current provider rates, excluding the care home sector contained within the National Care Home Contract, from 1 May 2017.***

### 13. WORKFORCE PLAN

Sharon Wearing spoke to a paper to provide Glasgow City Integration Joint Board with the first completed Workforce Plan for the Health and Social Care Partnership.

Sharon advised that there was a requirement for the IJB to produce a plan and that this was the first plan developed. Scottish Government guidance would be issued and this may change the plan going forward. The IJB was asked to note the work completed and that a final version would be presented in due course.

Jonathan Best commended the work and that this was a really good start. Jonathan advised that the NHS were also producing a plan and questioned how plans would be brought together to focus on the workforce.

Sybil explained that the plan had been produced jointly for the IJB and that work had taken place with NHS to obtain the information included. Chris Carron from Workforce Planning had been involved in the gathering of data and governance arrangements had taken the plan to the Health Board and the Council.

Chris Sermanni asked what the IJB was doing to address staff leaving and not being replaced and the impact this had on the skill set of staff. Sybil advised that the plan allowed them to plan effectively in moving forward and to look at demographics, skills and experience.

David Williams informed the IJB that the plan would be a living document and took account of the issues outlined in the paper as transformation developed. The reduction in workforce would result in proposals for change and the document highlighted the challenge faced and that solutions would be

Sharon Wearing

complex.

Simon Carr asked that in terms of governance, the workforce actions outlined for services included dates against them.

Sybil Canavan

Trisha McAuley agreed that the report was well structured; a good case for change was presented through the evidence provided and commended the work in producing the plan. It was recognised that the plan was a work in progress and would be submitted on an annual basis, with updates provided during the year as part of the transformational programme.

Sharon Wearing

***The Integration Joint Board:***

***a) noted the work done to date and further refined versions will be brought to the IJB in due course; and***

***b) noted and approved the workforce plan.***

**14. CARER INFORMATION STRATEGY FUNDING 2017/18**

Sharon Wearing presented a report to set out a range of proposals and recommendations for the Integration Joint Board for Carer Information Strategy spend for 2017/18 to support the delivery of services to carers through the established Glasgow Carers Partnership.

Sharon advised that the report was presented for IJB approval and the funding was for further discussion.

Trisha McAuley reported that there was a specific question from Rosemary Kennedy which was answered in the pre agenda questions circulated to members. Trisha proposed that the recommendations be taken in two parts, one the approval process and two to approve the funding.

Rosemary Kennedy informed the IJB that the paper had been shared with members of the Carers Reference Group and reported that responses have been received from members regarding the funding to Alzheimers Scotland for the Dementia Carer Support Worker of £35,000.

Rosemary advised that the requirement of the post was questioned and what the post would do as carers referred themselves to the service and it was felt that the role would be duplication, as there were also proposals for the Carer Information Workers, Carer Information booklets and the Dementia Café, Carer Education. Rosemary also stated that the funding to Alzheimers Scotland may result in other organisations requesting funding and that there would be no resource for this. Rosemary also asked for clarification regarding the carer self-assessment and what this entailed.

Trisha summarised that Rosemary's questions were regarding the definition of the care assessment, possible duplication of the £35,000 Dementia Carer Support Worker post and wider issues around resource allocation.

Ann Cummings explained that the self-assessments completed by the Dementia Carer Support Worker were a self-referral and that the wording in the paper did not reflect this. The post through Alzheimers Scotland was to promote the booklet and undertake referrals as people would present to Alzheimers Scotland before Social Work Services; they were a key partner in the process and this was why resource was being directed to Alzheimers Scotland and the evidence supported this.

Ann advised that the governance process for funding allocations was through the Council procured service tendering process and the NHS waiver to tender process. Funding of £1m had been received from the Scottish Government to deliver the Carers Act. David Williams added that this funding was for a one year period and approval for continuation of this would be subject to the Scottish Government.

It was agreed that discussions would take place with officers and carers regarding the Dementia Carer Support Worker post at Alzheimer Scotland and the use of funding to work through the concerns outlined by Rosemary.

Sharon Wearing

Simon Carr asked that there be a quick resolution to discussions for the organisation involved.

***The Integration Joint Board:***

- a) approved the funding proposals set out in Appendix 1, with the exception of the Dementia Carer Support Worker post at Alzheimers Scotland which would be subject to further discussions with officers and carers to address concerns;***
- b) agreed that NHS 'waiver to tender' processes continue 2017/18 & 2018/19 with a view to a full tender of all carer support services late 2018; and***
- c) noted that the recurring nature of this funding is dependent upon new money from Scottish Government in 2018/19 to commence delivery of the Carers Act.***

**15. CARER (SCOTLAND) ACT 2015 IMPLEMENTATION**

Susanne Millar presented a paper to the Integration Joint Board to set out a range of proposals, timelines and recommendations for the implementation of the Carer (Scotland) Act. It also provides Glasgow's position in terms of readiness against the key provisions required in advance of the Act's implementation on 1st April 2018.

Susanne informed the IJB that the report provided detail of what the requirements were to be compliant with the Act and reassured the IJB that they were largely compliant and of the further work that was required as outlined in Appendix 1.

Susanne reported that the local eligibility criteria would be the largest piece of work and that there was no national guidance for this; the work would be developed in conjunction with carers and carer representatives. A report would be presented to the IJB in January or February 2018 with an implementation plan for the new Act.

Rosemary Kennedy questioned why emergency planning forms were included within the assessment and care management processes and forms. Ann Cummings confirmed that this was a requirement of the Act and that the Scottish Government was clear that the Carers Act process should include emergency planning to bring this together with the carers' assessment.

Rosemary informed members of her disappointment to learn from a service user that the Emergency Planning Worker posts were concluding and that she should have been informed of this officially. Rosemary questioned who

would now complete the plans as this was not part of the carers' contract.

Susanne advised that the posts were always from temporary funding, but acknowledged that they may need to look at communication to ensure this is understood; if this was not understood then officers would discuss with the carers group.

Trisha McAuley emphasised that there was a commitment to how communication took place and that people were at the forefront of this.

***The Integration Joint Board:***

- a) noted the content of the report and appendices; and***
- b) instructed the Chief Officer to report to the IJB in January/February 2018 on implementation plans for the new Act.***

**16. REVIEW OF MINOR INJURIES SERVICES IN WEST SCOTLAND**

Alex MacKenzie presented a paper to the Integration Joint Board to consider proposals for a joint NHS Board and HSCP process to review options for minor injuries services in West Glasgow.

Alex advised that the proposal had been discussed at the Health Board Acute Services Committee earlier this year and was being presented for the IJB's consideration, as the IJB had strategic planning responsibility for unscheduled care and this included minor injury services. The NHS had responsibility to deliver this and this was the reason for a joint process.

Alex had also met with Louise Wheeler from the Scottish Health Council who was happy to be included in the work. The first meeting had taken place this week and there was a proposed date to meet with the North West Locality Engagement Forum to go through the detail of the proposal.

Simon Carr asked what the arrangements were for patients in the interim since the service had been closed. Jonathan Best reported that patients were attending Glasgow Royal Infirmary (GRI), the Queen Elizabeth University Hospital (QEUH) and also New Victoria Hospital. The minor injuries service at Yorkhill was the least used and staff had been moved to GRI and QEUH to supplement the staff there and alleviate pressures.

Alex added that the review would identify how the service operated before the closure and what had happened since.

Cllr Andrew informed members that there was difficulty in travel arrangements for people in the west of the city going to QEUH and was keen to see the results of the consultation and the full appraisal of access issues results.

***The Integration Joint Board:***

- a) approved a joint review of minor injuries services in West Glasgow be undertaken with the NHS Board to cover the areas outlined below, and report back to the Integration Board at its meeting in September 2017; and***
- b) agreed that the IJB Public Engagement Committee oversee the public and patient engagement process.***

## 17. GLASGOW CITY IJB – BUDGET MONITORING – MONTH 2 / PERIOD 2

Sharon Wearing presented a report outlining the financial position of the Glasgow City Integration Joint Board as at 31 May 2017 (Health) and 5 May 2017 (Council), and highlighted any areas of budget pressure and actions to mitigate these pressures.

Sharon indicated that the report provided an early insight to 2017/18, but that the budget would not be finalised until the Health Board budget for 2017/18 was set and savings targets for Prescribing costs finalised.

Sharon added that the transformation programme was on-going and being monitored, but officers were not in a position to report on this at present.

### ***The Integration Joint Board:***

- a) noted the contents of this report;***
- b) approved the budget changes noted in paragraph 3; and***
- c) noted the summary of current Directions (Appendix 2).***

## 18. DRAFT IJB PROPERTY STRATEGY

Sharon Wearing presented a paper to the Integration Joint Board to seek approval of the draft Integration Joint Board Property Strategy for consultation.

Sharon reported that there was a requirement for the IJB to have a property strategy and that work had been conducted to ensure that this was linked to locality plans and that there was value for money in the use of properties. Property had been reviewed to ensure that this met service requirements for front-line services.

Trisha McAuley asked if the governance arrangements were due to property being mainly owned by the Health Board and Council and if this was the reason for consultation. Sharon confirmed that it was and that the HSCP looked at the services that they wanted to deliver and ensured that property was available to do so; this involved an engagement process with key partners and this was a priority.

### ***The Integration Joint Board:***

- a) approved the draft Property Strategy for consultation; and,***
- b) noted that consultation responses and a final draft Property Strategy will be presented to the September 2017 IJB for approval.***

## 19. INTEGRATED JOINT BOARD MEMBERSHIP

Allison Eccles presented a paper outlining a number of changes to the membership of the Glasgow City Integration Joint Board.

Section 2.2 of the report detailed the new elected members and confirmed named substitutes. Appendix 1 provided the detail of the changes to committee membership. Allison explained that an e-vote had taken place to approve the nominations as this was required to ensure quorate for the IJB Finance and Audit Committee meeting on 14<sup>th</sup> June.

***The Integration Joint Board:***

- a) noted the appointment of new members to the IJB;***
- b) noted that Glasgow City Council have appointed Councillor Hunter as vice-chair of the IJB; and,***
- c) noted appointments to IJB committees as proposed in Appendix A.***

**20. GLASGOW CITY HSCP CORPORATE PARENTING ACTION PLAN**

Susanne Millar presented a report to seek agreement from the Integration Joint Board to publish the draft corporate parenting action plan for consultation.

Susanne stated that consultation would take place with young people themselves and the detail of on-going engagement would be taken through the IJB Public Engagement Committee.

**Susanne Millar**

It was expected that confirmation would be received soon if the Council's Champion Board would continue and this would provide an oversight to corporate parenting across the IJB; Council and Health.

***The Integration Joint Board:***

- a) noted this report; and***
- b) approved the attached draft action plan for consultation with external stakeholders.***

**21. ANNUAL PERFORMANCE RPEORT**

Allison Eccles presented the first Annual Performance Report for the Health and Social Care Partnership for the year 2016/17 to the Integration Joint Board.

Allison advised that there was a requirement to produce an annual report and that this must be published by 31<sup>st</sup> July 2017. The report was structured around the five strategic priorities and included case studies.

Trisha McAuley informed members that the report had been discussed at the development session on 20<sup>th</sup> June and was well received.

Simon Carr stated that the development session was beneficial and applauded the work of officers in producing the report. Simon asked that in relation to the national indicators why all of them were not listed. Duncan advised that the 23 indicators were from the survey responses and data was included from what was available; ISD were working on the data for the other national outcomes announced. Duncan proposed that all survey responses be included in the final report and the IJB agreed with the proposal.

**Duncan Goldie**

Peter Millar asked that there be a more outcome based approach to measuring performance in future to show the changes to people's lives in a positive way. Trisha agreed that they would continue to improve and measure performance.

***The Integration Joint Board:***

- a) approved the Annual Performance Report;***
- b) noted that some final year-end figures will be included once available; and***
- c) approved that responsibility for any final amendments to the report to incorporate these year-end figures will be delegated to the Chief Officer.***

**22. HEALTH AND SOCIAL CARE PARTNERSHIP QUARTER 4 PERFORMANCE REPORT 2016/17**

Allison Eccles presented the updated Joint Performance Report for the Health and Social Care Partnership for Quarter 4 2016/17 to the Integration Joint Board.

Allison advised that this reflected the current position and that the report had also been reviewed and discussed at the IJB Finance and Audit Committee. Simon Carr reported that all work streams were reviewed at the Committee and that a presentation on criminal justice performance had been presented by Sheena Morrison at the last Committee.

***The Integration Joint Board:***

- a) noted the attached performance report.***

**23. GLASGOW CITY CHILDREN AND YOUNG PEOPLE INTEGRATED SERVICES PLAN 2017-2020**

Susanne Millar spoke to a paper to advise the Integration Joint Board of the Children and Young People Integrated Service Plan 2017-2020.

Susanne reported that each authority area was required to produce a plan and that guidance was issued in December 2016 with plans required to be in place by April 2017. The plan was now due to be reviewed and would change to reflect the Children's Services Inspection outcome. The plan was high level and showed how this related to indicators and outcomes.

***The Integration Joint Board:***

- a) noted the content of the Children and Young People Integrated Service Plan 2017-2020; and***
- b) noted the requirement to produce and publish an annual report as described in paragraph 2.3 of the report.***

**24. ANNUAL RISK MANAGEMENT REVIEW 2016/17**

Allison Eccles presented a report to provide an annual summary to the Integration Joint Board on the risk management activity and risk registers maintained within the Glasgow City Health & Social Care Partnership (GCHSCP) during 2016/17.

Allison advised that this was an annual summary and that it had been discussed at the IJB development session on 20<sup>th</sup> June; and also discussed was the requirement to review the Risk Management Policy. A short life



working group would be established to review the policy over the summer and Allison would send a communication to members seeking nominations.

Simon Carr referred to the control actions outlined in the registers and that for governance processes there should be dates against some of these to ensure that actions were implemented. It was agreed that this would be incorporated in to the review work of the short life working group.

***The Integration Joint Board:***

***a) noted the content of this report, and;***

***b) noted the attached Integration Joint Board, Social Work and Health risk registers.***

**25. QUARTERLY CLINICAL AND PROFESSIONAL GOVERNANCE ASSURANCE STATEMENT**

Susanne Millar spoke to a paper to provide the Integration Joint Board with a quarterly clinical and professional assurance statement.

Susanne reported that this was the fourth report presented this year. Susanne advised that learning regarding any Significant Clinical Incident (SCI) was disseminated and a benchmarking exercise of the recommendations was completed. Susanne explained that a clear process was in place for the HSCP SCI's but that this was repeated for any SCI across the country.

Susanne further advised that a learning exercise would take place in relation to the Fatal Accident Inquiry (FAI) outlined at section 3.3 of the report.

Susanne also stated that the HSCP had a governance process for SCIs and this linked in to the Health Board and Council governance structure.

***The Integration Joint Board:***

***a) considered and noted the report.***

**26. MENTAL HEALTH 2 WARD DESIGN BUILD FINANCE MAINTAIN (DBFM) SCHEME**

Alex MacKenzie presented a paper to update the Integration Joint Board on progress to deliver the approved development of two new fit for purpose wards at the Stobhill site procured through the Hub West Design, Build, Finance and Maintain (DBFM) route Business Case.

Alex reported that the proposals would conclude the reconfiguration of mental health in the city and conclude the moves from Parkhead to Stobhill in the interim.

Margaret McCarthy expressed concern with trade union engagement regarding the staff at Parkhead in relation to on-going problems with shift patterns; as staff would be working from 7.30am-8.30pm, with a 2 hour 20 minute break each shift, which would equate to 30 unpaid hours per month. Margaret reported that it was important that the IJB were aware of this and advised that staff would not move and Unison would ballot members on this issue.

Alex informed the IJB that there was on-going discussions with staff-side and that officers would engage with them to identify a solution and that officers were committed to this.

Trisha McAuley agreed that communications should be on-going to finalise the process.

Alex MacKenzie

***The Integration Joint Board:***

- a) ***noted the Outline Business Case (available at: <https://www.glasgow.gov.uk/CHttpHandler.ashx?id=38221&p=0>) and submission of the Business Case to the Health Board;***
- b) ***noted, pending Health Board approval, the onward submission of the Outline Business Case to the Scottish Government Capital Investment Group; and***
- c) ***would receive the Full Business Case at a future date.***

**27. GLASGOW CITY INTEGRATION JOINT BOARD – FUTURE AGENDA ITEMS**

Allison Eccles presented a paper on Glasgow City Integration Joint Board, Future Agenda Items for noting.

Trisha McAuley referred to the amount of decisions required to be undertaken by the IJB and that thought would be given over the summer to this process.

**28. NEXT MEETING**

The next meeting was noted as Wednesday, 20<sup>th</sup> September 2017 at 9.30am in the Boardroom, Commonwealth House, 32 Albion Street, Glasgow, G1 1LH.

The meeting ended at 12.15pm