

NOT YET APPROVED AS A CORRECT RECORD

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

IJB(M)2017-04

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, 26th April 2017

PRESENT:

VOTING MEMBERS

| | |
|-----------------------|---|
| Simon Carr | NHSGG&C Board Member |
| Jeanette Donnelly | NHSGG&C Board Member |
| Jacqueline Forbes | 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 (Vice-Chair) |
| Cllr Matt Kerr | Councillor, Glasgow City Council |
| Trisha McAuley | NHSGG&C Board Member (Chair) |
| Bailie Mohammed Razaq | Councillor, Glasgow City Council |
| Anne Marie Monaghan | NHSGG&C Board Member |
| Rona Sweeney | NHSGG&C Board Member |

NON-VOTING MEMBERS

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|--------------------|--|
| Jonathan Best | Interim Chief Operating Officer, NHSGG&C |
| Mari Brannigan | Nurse Director |
| Colin Christie | Head of Finance (substitute for Sharon Wearing) |
| Rosemary Kennedy | Carers Representative (substitute for Andrew Robertson) |
| Jackie Kerr | Head of Operations, North West Locality (substitute for Alex MacKenzie) |
| Helen MacNeil | Third Sector Representative (substitute for Shona Stephen) |
| Dr Graeme Marshall | Clinical Director (substitute for Dr Richard Groden) |
| Margaret McCarthy | NHSGG&C Staff Representative |
| Peter Millar | Independent Sector Representative |
| Susanne Millar | Chief Officer Planning, Strategy & Commissioning/Chief Social Work Officer |
| Anne Scott | Social Care User Representative |
| Chris Sermanni | Glasgow City Staff Side |
| Ann Souter | Health Service User Representative |
| David Williams | Chief Officer |

IN ATTENDANCE:

| | |
|----------------|---|
| Allison Eccles | Head of Business Development (Standards Officer to the IJB) |
| Sheena Walker | Governance Support Officer (Minutes) |

APOLOGIES:

| | |
|--------------------|--|
| Cllr James Adams | Councillor, Glasgow City Council |
| Ross Finnie | NHSGG&C Board Member |
| Patrick Flynn | Head of Housing and Regeneration, Glasgow City Council |
| Dr Richard Groden | Clinical Director |
| Cllr Mhairi Hunter | Councillor, Glasgow City Council |
| Alex MacKenzie | Chief Officer, Operations |
| Rev. John Matthews | NHSGG&C Board Member |
| Andrew Robertson | Carers Representative |

Cllr Soryia Siddique
 Dr Michael Smith
 Shona Stephen
 Sharon Wearing

Councillor, Glasgow City Council
 Lead Associate Medical Director Mental Health
 Third Sector Representative
 Chief Officer, Finance and Resources

Trisha McAuley commenced the meeting by welcoming new members Anne-Marie Monaghan and Chris Sermanni to the Integration Joint Board. Trisha also thanked the Councillors for their contribution to the establishment of the IJB and also the contribution given in the last year to the work of the IJB.

1. DECLARATION OF INTERESTS

No declaration of interests were raised.

2. APOLOGIES FOR ABSENCE

Apologies for absence were noted.

3. MINUTES

Trisha McAuley reported that an email had been received from Shona Stephen seeking an amendment to the minute of 15th March 2017 in relation to item 7, page 8, recommendation 'b' 'officers to review the savings programme for Better at Home and Housing Options for Older People'. Shona did not agree that the minute was correct and that it should be amended to 'Better at Home and Transformation Fund would be reviewed'.

Helen MacNeil stated that feedback to her from Shona was that the discussion was around the Transformation Fund and not housing options.

Trisha advised that her recollection of the discussion was as detailed in the minute and that Housing Options for Older People was to be reviewed as the savings proposals here were disproportionately small compared to Better at Homes, and that Alex MacKenzie had offered to review the funding for each of these projects. Trisha explained that there was also discussion regarding governance and that a paper would be presented on this later in the year.

Susanne Millar also advised that following discussion with Alex MacKenzie and Sharon Wearing, the officers' opinion of the discussion was as that recorded in the minute. Susanne stated that recommendation 'c' had discussed the Integrated Care Fund and Transformation Fund.

The Integration Joint Board approved as written, the minute of the meeting held on 15th March 2017.

4. MATTERS ARISING

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

5. INTEGRATION JOINT BOARD ROLLING ACTIONS LIST

David Williams referred to the action from the meeting on 15th February 2017, item 11 'Older People's Community based Health and Social Care Services'; advising that a meeting had taken place with officers and the RCN to discuss changes to older people's services and it was agreed that there would be full engagement with the staff side.

David also referred to the action from the meeting on 15th March 2017, item 7 'Financial Allocations and Budget for 2017/18'; informing the IJB that there

was no further update at this point in relation to the Health Board allocation. David had written to the former Chief Executive of the Health Board following the meeting and had received a response advising that as the decision had been made in February this could not be reviewed for a six month period, as outlined in the Standing Orders of the Health Board. David explained that this was also the position of the Finance Director; and that he would be meeting with the new Chief Executive next week and would raise the matter at this point. A full report would be presented to the IJB in June.

Trisha McAuley informed members that there was a willingness from the Health Board to reach an amicable decision.

Simon Carr proposed that Trisha, as chair of the IJB, write to the chair of the Health Board to ask that the financial allocation and budget for 2017/18 be included on the agenda of the Health Board meeting on 16th May 2017, to ensure that there was discussion on this. Trisha agreed with this proposal and would write to the chair.

Trisha McAuley

Cllr Graham agreed with the requirement to reach a solution on the decision, but that the IJB must recognise that this was required soon. Cllr Graham proposed that the IJB be prepared to write to the Cabinet Secretary if this was not resolved soon to escalate the issue and have the Cabinet Secretary's involvement in achieving a resolution.

Trisha welcomed Cllr Graham's comments, stating that if there was not progress soon then the IJB would write to the Cabinet Secretary as the issue was required to be resolved to allow the delivery of the programme of work and to achieve savings.

Trisha McAuley

6. INCREASES FOR CARE HOME FEES, FREE PERSONAL & NURSING CARE AND PERSONAL EXPENSES ALLOWANCE FOR 2016/17

David Williams advised the IJB that the purpose of this report is to update the IJB on a one-year National Care Home Contract (NCHC) settlement for 2017/18 and to note the Free Personal and Nursing Care payment rates and Personal Expenses Allowances for 2017/18.

David reported that the contract was for a one year period and if this was extended beyond this then a yearly report would be presented to the IJB. David advised that the report was to seek agreement for the increased rates from 10th April 2017 and to approve the budget allocation to the Council to fund the uplift to pay the placements in private and residential care. The monies were made available as part of the Scottish Government settlement fund and there was no additional funding required.

Peter Millar reported that there was division within the independent sector of the acceptance of the 2.8% uplift and that some providers at various levels were reluctant to sign up to this.

David acknowledged this and advised that there had been significant level of division of Scottish Care members as to whether providers should accept the uplift and that some providers had wanted a greater level of increase. Scottish Excel and COSLA had worked with Scottish Care for the past year to move to significant arrangements and the cost of care calculator work was progressing. The IJB's were engaged in the dialogue and the levels of expectation for delivery in 2018/19 were clear. David advised that should progress on the cost of care calculator not be achieved by the end of the Summer, it is likely that a report would be presented to the IJB in the autumn

David Williams

with proposals on how they ensured that those people who required nursing or residential care were afforded the opportunity.

Peter Millar acknowledged that the cost of care calculator was a major development in Scotland; that this would show transparency in costs and that it was important to keep this under review to see the actual position.

The Integration Joint Board:

- a) Agreed the increased rates from 10 April 2017, as outlined in Appendix 1, in line with the commitment to deliver on the Scottish Living Wage outcome;***
- b) Noted the issues around the 2017/18 negotiations and the requirement to plan for changes in future years;***
- c) Noted the Free Personal and Nursing Care payment rates and the increase in the Personal Expenses Allowance (PEA) from 1 June 2017;***
- d) Noted that the increase to Social Work Services expenditure of £2m is funded by the additional monies provided to integration authorities in 2017/18 for social care;***
- e) Noted that the Scottish Government has provided funding in respect of disregarding the value of War Disablement Pensions and Armed Forces Compensation Scheme payments from financial assessments for residential accommodation; and,***
- f) Approved the budget allocation to the Council to fund uplift.***

7. GLASGOW CITY IJB - BUDGET MONITORING - MONTH 11 / PERIOD 12

David Williams presented a report outlining the financial position of the Glasgow City Integration Joint Board as at 28 February 2017 (Health) and 17 February 2017 (Council), and highlights any areas of budget pressure and actions to mitigate these pressures.

David advised that the report was the final report for this financial year and that the year-end accounts would be presented in June. The budget was in balance for health and social care and the budget pressures were broadly the same as previously reported.

The Integration Joint Board:

- a) Noted the contents of this report;***
- b) Approved the required actions as a consequence of the budget changes noted in paragraph 3.***
- c) Noted the summary of current Directions (Appendix 2).***

8. FREEDOM OF INFORMATION REQUESTS SUBMITTED TO THE INTEGRATION JOINT BOARD 2016 - 17

Allison Eccles informed the Integration Joint Board of the process for handling Freedom of Information requests submitted to the IJB and reported on requests received to date and their disposition.

Sharon Wearing

Allison reported that there had been three Freedom of Information requests for the period 1st April 2016 to 31st March 2017; and one more received since then. Allison advised that processes were in place for responding to requests and were published on the website; requests were responded to by the Rights and Enquiries Team.

Cllr Graham welcomed the introduction of legislation for Freedom of Information requests but recognised that a high volume of requests could be costly to the organisation due to resources required to respond to these. Cllr Graham explained that there was a requirement for the IJB to be open and transparent to keep requests to a minimum; highlighting that the majority of information was readily available, therefore the IJB must engage with the public to ensure that they were aware of this.

Trisha McAuley agreed with Cllr Graham's comments that the IJB must ensure that they were transparent and that people recognised this.

Anne-Marie Monaghan would welcome more information be presented on the nature of the requests in future reports to allow the IJB to see the pattern of requests.

Allison Eccles

The Integration Joint Board:

a) Noted the contents of this report.

9. ORGANISATIONAL DEVELOPMENT APPROACH

David Williams presented a paper to enable members of the IJB to consider the comprehensive approach to development within the HSCP and their part in it.

David stated that the proposed development session on 7th June 2017 for an induction for new members had been cancelled due to the Westminster election; this would now take place on 13th June 2017. A further development session would take place later in June on the Strategic Plan and to include discussion on older people and delayed discharges. The Annual Report to be presented to the IJB in June would also relate to the Strategic Plan and the delivery over 2016/17.

David explained that attendance at the session in January was not as high as anticipated and urged members to attend future sessions as it allowed the opportunity to discuss issues in detail that the IJB was required to make decisions on. The IJB was responsible for setting the strategic direction and the development sessions were designed to allow debate and to understand issues in fuller detail.

David also advised members, that due to the number of papers being presented at IJB meetings for decision, he was aware that reports in the items for noting section of the agenda were not receiving full discussion. David requested the IJB's permission to work with the Chair and Vice Chair to look again at the IJB Executive Committee and explore the possibility of establishing performance scrutiny arrangements. A report with proposals would be presented to the IJB in September.

David Williams

Trisha McAuley proposed that the induction development session also include a discussion on the level of involvement of members with the IJB. Trisha also referred to the decisions that the IJB had to make over the past few months

and the importance of being aware of the Strategic Plan and why decisions were made. Trisha welcomed the opportunity to have a discussion on delayed discharges and the impact of this at the June development session.

Simon Carr endorsed the overall approach to organisational development and that the sessions had been really useful. Simon highlighted that non-attendance at the sessions was due to other commitments and diary clashes. Simon also felt that a session on the Strategic Plan would allow an opportunity to have a full review of this and how the objectives set had been achieved.

Jonathan Best offered, as part of the session on the Strategic Plan and the detail on attendance at A&E and pressures; that NHS colleagues attend the session to present on this. Trisha welcomed Jonathan's offer for working together and that this would be accepted.

David Williams

Helen MacNeil raised that as a substitute member she would welcome the opportunity to attend development sessions and to have access to materials as this would assist in the role of substitutes when attending the IJB meetings.

David advised that the papers from the sessions would be published online and saw no obvious reasons not to include substitute members attending sessions.

David Williams

The Integration Joint Board:

a) Noted the future dates for development sessions; and,

b) Gave feedback on any future needs and requirements.

10. HEALTH AND SOCIAL CARE PARTNERSHIP LOCALITY PLANS 2017/18

Jackie Kerr presented a report on the development of locality plans for 2017/18.

Jackie advised that the locality plans had been approved as part of the Strategic Plan and that the plans showed how this had been implemented in each of the localities. The plans for 2017/18 had been developed taking in to account last year's actions and improvement targets for key performance indicators. Jackie stated that there was the commitment to feedback locally on the progress of the plans and would ensure that there was proper consultation. The plans would be finalised in June and would be published widely in alternative formats.

Simon Carr was pleased with how the plans were developing, and questioned how local priorities had been decided and how the IJB ensured that the priorities coincided with the strategic priorities.

Cllr Gillan referred to the 'less difference in healthy life expectancy' within the health improvement priorities section of the South Locality Plan, stating that this focused on the three Thriving Places areas of the locality; and questioned what the plan was for the rest of the locality.

Jackie explained that the locality planning groups had reviewed the Strategic Plan when identifying priorities and had incorporated this in to their process; although recognised that there may be some local variation.

David Williams indicated that the plans were new for everyone and that they had to ensure that local priorities complemented community planning. David emphasised that local forums were key to developing the plans and that issues identified would be relevant to the three localities.

Helen MacNeil referred to the opening statements within the plans and the direction of travel outlined; asking if there could be a narrative to the HSCP key priorities and how actions were achieved.

David advised that the Draft Annual Report due at the end of June would address the five key priorities and provide an indication of how these were being delivered.

Graeme Marshall emphasised that the plans had been developed in great detail and that outcomes would be measured against timescales for the priorities outlined in the plans.

Susanne Millar also reported that there was clear governance at the Strategic Planning Forum and they would review the strategic plan performance reports. Susanne proposed that the development session on the Strategic Plan also include a section on the locality plans and the governance arrangements for them.

Susanne Millar

The Integration Joint Board:

a) Commented on the draft Locality Plans for 2017/18 attached; and

b) Noted these will be subject to engagement locally utilising the new Locality Engagement Forums and finalised in June 2017.

11. INTEGRATED HEALTH AND SOCIAL CARE OUT OF HOURS REFORM UPDATE

Susanne Millar presented a paper to update the Integration Joint Board on the progress of the strategic review and reform of Out of Hours services.

Susanne informed the IJB that work was progressing and that a Steering Group, chaired by Susanne, and an Executive Operational Group had been established. A number of work streams had been established, as outlined in 3.4 of the report. Susanne explained that the report focused on the second piece of work with GP Out of Hours and the capacity of the service to meet demand.

Susanne referred to the visit from Sir Lewis Ritchie, advising that verbal feedback had been received that the Glasgow visit had been the best visit so far and that they were impressed with the integrated partnership working and the scale of the work they were doing; formal feedback would be received in due course.

Trisha McAuley asked that Susanne keep the IJB updated and be informed of any recommendations relevant to the IJB.

Susanne Millar

Helen MacNeil questioned if the third sector, independent sector and housing sector could be involved in the Steering Group and would welcome a discussion around their potential role and the future mapping and modelling.

Susanne advised that although the third sector was not represented on the Steering Group, they were involved in Glasgow and were key partners in the

provision. Susanne explained that the Group was complex and required a commitment of people's time. Susanne agreed that she would write to Shona Stephen and Peter Millar in relation to third sector representation on the Steering Group.

Susanne Millar

Ann Souter questioned if the Out of Hours service in Easterhouse would continue and if not where would service users be referred to.

Susanne informed Ann that there were eight Out of Hours walk in centres in Greater Glasgow and Clyde and that there was current pressure in managing the capacity of the service. Susanne stated that there were currently no plans in relation to Easterhouse, but could not guarantee that there wouldn't be by the end of the review; although advised that any discussions would be transparent.

Mari Brannigan further explained that staffing and the availability of the workforce for the service was also an issue.

Simon Carr referred to the table outlined at 4.5 of appendix 1, asking if an analysis of demand was available; and also questioned timescales for the completion of the review.

Susanne reported that the review would be complete by December 2018 and this is an anticipated operational start date of revised arrangements. In relation to the analysis of demand some information was available, but this was not complete; although the data they had showed that the service was for Out of Hours rather than an emergency service.

Jonathan Best stated that the Lanarkshire review involved the Scottish Ambulance Service and that it may be beneficial at an appropriate point in the future to include them in this review. Jonathan also referred to Townhead Health Centre within Glasgow Royal Infirmary and the need to utilise this and other facilities better, and also to minimise costs.

Trisha McAuley requested that reports continue to be brought back to the IJB to update them on the Out of Hours review and reform.

Susanne Millar

The Integration Joint Board:

a) Noted this report.

12. SCOTTISH GOVERNMENT – GENDER BALANCE ON PUBLIC BOARDS CONSULTATION

Allison Eccles advised the Integration Joint Board of a response submitted to the Scottish Government on behalf of the Glasgow City Integration Joint Board, on proposed legislation intended to redress gender imbalances on the boards of public bodies.

Allison explained that due to timescales for the response and as there was no change to policy, the Chief Officer acting under delegated authority had responded to the consultation. Gender balance had been discussed through Equality Outcomes approved at the March 2016 IJB, and had been incorporated by the IJB.

The Integration Joint Board:

a) Noted this report and appended consultation response.

13. IJB PUBLIC ENGAGEMENT COMMITTEE - DRAFT MINUTES OF 22ND MARCH 2017

The IJB Public Engagement Committee – Draft Minutes 22nd March 2017 were for information.

Susanne Millar referred to item 6 of the minute regarding a young person representative to the committee, advising that options had been explored, but that in correlation with the Standing Orders a report would be presented to the Public Engagement Committee and then to the IJB for approval.

Susanne Millar

David Williams acknowledged the members of the public observing the meeting who were present due to the reduction in funding to sheltered housing. David explained that a petition had been received in relation to this and discussed at the Public Engagement Committee in March, but the petition at that point did not comply with the IJB's Petition Policy. David advised that engagement with providers would continue and alternative models of care explored.

Allison Eccles explained that the petition submitted did not provide post codes of signatories and that there was no identifiable lead petitioner. Allison had since identified and spoken with the lead petitioner informing them of the correct process for submitting a petition.

Trisha McAuley also informed members that before the IJB Public Engagement Committee heard petitions, the policy stated that they need to be presented to the Council or Health Board in the first instance.

14. GLASGOW CITY INTEGRATION JOINT BOARD – FUTURE AGENDA ITEMS

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

15. NEXT MEETING

The next meeting was noted as Wednesday, 21st June 2017 at 9.30am in the Boardroom, Commonwealth House, 32 Albion Street, Glasgow, G1 1LH.

The meeting ended at 10.50am