

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

**IJB(M)2016-05**

Minutes of meeting held in the Sir Peter Heatly Boardroom, Glasgow City HSCP,  
Commonwealth House, 32 Albion Street, Glasgow, G1 1LH  
at 9.30 am on Wednesday, 21<sup>st</sup> September 2016

**PRESENT:**

**VOTING MEMBERS**

Simon Carr	NHSGG&C Board Member
Baillie 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
John Legg	NHSGG&C Board Member
Rev. John Matthews	NHSGG&C Board Member
Trisha McAuley	NHSGG&C Board Member (Vice-Chair)
Baillie Mohammed Razaq	Councillor, Glasgow City Council
Robin Reid	NHSGG&C Board Member

**NON-VOTING MEMBERS**

Mari Brannigan	Nurse Director
Patrick Flynn	Head of Housing Regeneration Services, Glasgow City Council
Dr Richard Groden	Clinical Director
Ian Leech	Glasgow City Staff Side
Margaret McCarthy	NHSGG&C Staff Representative
John McVicar	Carer Representative
Susanne Millar	Chief Officer Planning, Strategy & Commissioning/CSWO
Anne Scott	Social Care Users Representative
Ann Souter	PPF Representative
Shona Stephen	Third Sector Representative
Sharon Wearing	Chief Officer Finance and Resources
David Williams	Chief Officer

**IN ATTENDANCE:**

Elaine Barrowman	Audit Scotland
Jonathan Bryden	Head of Finance
Kay Carmichael	Administration Manager
Allison Eccles	Head of Business Development
Duncan Goldie	Planning and Performance Manager
Jackie Kerr	Head of Operations (North West)
Julie Kirkland	Senior Officer (Governance Support)
Ann-Marie Rafferty	Head of Operations (North East)
Tom Reid	Audit Scotland

**APOLOGIES:**

Ross Finnie	NHSGG&C Board Member
Jacqueline Forbes	NHSGG&C Board Member
Ian Fraser	NHSGG&C Board Member
Alex MacKenzie	Chief Officer Operations
Peter Millar	Independent Sector Provider Representative
Dr Michael Smith	Lead Associate Medical Director Mental Health
Councillor Soryia Siddique	Councillor, Glasgow City Council
Rona Sweeney	NHSGG&C Board Member

## 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 declaration of interests were made.

## 2. MINUTES

The minutes of the meeting of the Integration Joint Board held on 24<sup>th</sup> June 2016 were approved as an accurate record, with the following amendments:

Item 12. Risk Register - The Board agreed with Trisha McAuley's suggestion that, at least once a year, the Board should take the opportunity to discuss the key risks facing the HSCP, given that it was ultimately accountable for risk management and organisational performance.

Members thanked Norman Shanks, NHS Board Member for his contribution to the Integration Joint Board.

## 3. CHANGES TO MEMBERSHIP OF INTEGRATION JOINT BOARD

Allison Eccles presented a paper advising the Integration Joint Board of a number of changes to members appointed by NHS Greater Glasgow and Clyde, mainly the appointment of four new Non-Executive directors; Ross Finnie, Jacqueline Forbes, John Matthews and Rona Sweeney.

Dorothy McErlean, Staff Side Representative (NHS) has stood down from her position with the NHS Staff Partnership Forum nominating Margaret McCarthy to be appointed to the Integration Joint Board.

It was noted that John Legg, NHS Board Member was in attendance at the meeting as a substitute NHS Board Member.

### ***The Board:***

***(a) Noted the appointment of four new Non-Executive directors of NHS Greater Glasgow and Clyde to the Integration Joint Board.***

***(b) Approved Margaret McCarthy as a non-voting member of the Integration Joint Board, representing NHS employees.***

## 4. EXTERNAL AUDITORS REPORT

Elaine Barrowman, Senior Audit Manager, Audit Scotland presented the draft 2015/16 Annual Audit Report to members of Glasgow City Integration Joint Board and the Controller of Audit.

Elaine drew member's attention to letter within the report advising members of any issues prior to approving the report, it was noted there were no significant issues to report.

A number of key messages were highlighted on page 3 of the report, with appendix 4 on page 21 detailing the action plan.

The main risks identified were noted as:

- Final budget 16/17
- Financial pressures/savings
- Publication of annual accounts and public inspection advert in line with

the 2014 regulations  
However, management have provided target dates in relation to addressing the issues.

Trisha McAuley questioned 2 points in relation to the report; on reporting arrangements for the council and health board detailed at Paragraph 26 on page 9 and when the new website for the Partnership is likely to be ready. Allison Eccles stated the website is currently at scoping stages, however, an update would be provided to members. Elaine indicated the reporting arrangements relates to next year going forward.

***The Board noted the report.***

## **5. AUDITED ANNUAL ACCOUNTS**

Sharon Wearing presented the audited Annual Accounts for the period 6<sup>th</sup> February 2016 to 31<sup>st</sup> March 2016, to the Integration Joint Board to consider and approve for signature in-line with the Local Authority (Scotland) Regulations 2014.

***The Board approved for signature the audited Annual Accounts for the period 6<sup>th</sup> February to 31<sup>st</sup> March 2016.***

## **6. FINANCIAL ALLOCATION AND BUDGETS 2016-2017 UPDATE**

Sharon Wearing presented a paper to set the budget for the Integration Joint Board for 2016-2017 along with a direction to Glasgow City Council and NHS Greater Glasgow and Clyde to spend the budget in line with the Strategic Plan.

Margaret McCarthy raised concerns in relation to Appendix F which she stated appears to target Mental Health Services, specifically the suggestion that Community Mental Health introduce CAPA which Unison does not believe will not be achievable in the timescales. The rationalisation of senior staff where the NHS have a no compulsory redundancy policy was another concern. She highlighted that there had been no consideration of the savings in relation to NHS by the Staff Partnership Forum.

Shona Stephen commented on the cuts in relation to Mental Health Services and the increasing demand on the services, but was supportive if there was a way to achieve the reductions in a cost effective way which is quantifiable and measurable.

Trisha McAuley asked that the Integration Joint Board receive regular information on how the transformation programmes are impacting both positively and negatively.

***The Board:***

***(a) Noted the content of the report.***

***(b) Noted the due diligence work has highlighted areas of financial risk and imbalance in the Health Board Budget and in the budget delegated to the Integration Joint Board.***

***(c) Noted the savings programmes that the Health Board agreed in June 2016 which relate to Integration Joint Board at Appendix C.***

- (d) Agreed the further savings programmes at Appendix E which will generate £1.3m in 2016/17, with a full year effect of £4.8m.**
- (e) Requested the Health Board provide nonrecurring funds of £3.5m to cover the shortfall in the current financial year.**
- (f) Agreed a budget to Glasgow City Council of:**  
**Gross £570,740,000**  
**Income £179,058,000**  
**Net £391,682,000**  
**Direct that this budget is spent in line with the strategic plan of Integration Joint Board.**
- (g) Agreed a budget to the Health Board of:**  
**Gross £643,378,000**  
**Income £ 27,664,000**  
**Net £615,714,000**  
**Direct that this budget is spent in line with the strategic plan of the Integration Joint Board.**
- (h) Noted the “set aside” budget is still to be finalised.**
- (i) Noted that the budget directed to the Health Board assumes no further savings. If that position changes, then the budget agreed in this paper will require to be reviewed by the Integration Joint Board.**

## **7. SCOTTISH LIVING WAGE**

Sharon Wearing presented a paper outlining the issues related to the Scottish Government’s financial settlement to local authorities for 2016/17 specifically related to the provision of the Scottish Living Wage to social care workers within adult social care services.

Sharon stated the commitment to pay £8.25 per hour is due to take effect from 1<sup>st</sup> October 2016. The report detailed a number of options which have been considered and any potential risk identified. These included:

- Option 1 – Procurement
- Option 2 – Contract Variation

Margaret McCarthy raised concerns with the paper and the proposals within it, stating there had been no discussions with staff side representatives whereby there is a need to engage partnership staff side in development of proposals. The IJB refused to circulate a briefing note expressing those concerns which she stated does not show commitment to industrial relations or democratic processes. She also noted that Unison’s position is that the sleepover hourly rate issue should not be taken into account at this stage in the deliberations on the Scottish Living Wage. She asked that the paper be remitted for further consideration. Ian Leech seconded this proposal.

David Williams stated that he had made the decision not to circulate the briefing note, being a political document which is not for officers to circulate, and more specifically on account of the fact that Unison have two seats at the IJB and the proper place for transparent representation of issues by stakeholder groups is at the IJB. Any member of the Board should raise questions at the meeting or raise questions when the papers are issued.

David highlighted the staff side representation on the Integration Joint Board are solely for NHS and Council workers where those two organisations have

recognition agreements with the Trade Unions for their employees. In relation to employees in the Voluntary Sector, trade union consultation/negotiation is a matter for the employer organisations within that sector where recognition agreements exist.

David indicated that the financial concern that provider organisations themselves have represented to him within the past weeks on the SLW and the proposal to the IJB is almost entirely because of the sleepover issue. It therefore would be inappropriate to discount it as suggested by Unison.

Sharon Wearing highlighted it took 18 months to complete the framework tender therefore, to revisit this would not allow for the 1st October deadline to be met and as such the IJB cannot 'remit' the paper for further discussion.

Ian Leech questioned what would happen to the 8% who refuse to implement. David Williams indicated nothing could happen in relation to existing work, the legal advice available to the Council indicates that it would be illegal for there to be any action taken against provider organisations by the council should there be a refusal to comply.

David Williams stated he will be writing to all providers once Integration Joint Board and Council's Executive Committee make their respective decisions.

Simon Carr stated he endorsed the decision being made, however, questioned the % of overall workforce number of staff affected. Susanne Millar stated they do have that information, however, there is no direct correlation between large and small organisations.

In summing up, Cllr Graham noted that the IJB did require to make a decision today in order that the 1<sup>st</sup> October deadline can be achieved. In the absence of an amendment from voting members having clarified that non-voting members cannot put forward an amendment as suggested by Margaret and Ian, he sought approval to the recommendations in the paper.

Cllr Kerr offered to meet with Trade Union representatives prior to the Council's Executive Committee on 5<sup>th</sup> October.

Cllr Kerr

***The Board:***

- (a) Considered and agreed the provision of funding of £5.3m to providers to allow payment of the Scottish Living Wage (£8.25 per hour) to adult services social care workers and some children and young people's workers from 1 October, all as more fully set out in this report, noting that this funding would be backdated to 1 April 2016;***
- (b) Agreed that option 2(i) be implemented, which will apply a 3.1% uplift to current provider rates, excluding the care home sector; and,***
- (c) Agreed that adult care home fee rates are aligned to National Care Home Contract rates from 11th April and 1st October 2016 as per the National Care Home Contract settlement.***

**8. EMPLOYMENT TRIBUNAL DECISION 2014 AND IMPACT ON SLEEPOVER ARRANGEMENTS**

Susanne Millar presented a paper advising the Integration Joint Board on the impact of legal rulings in relation to payment to staff working sleepovers,

actions to manage risks and the steps the Partnership is in the process of enacting.

Susanne highlighted over 500 service user reviews will take place by the end of the December 2016.

Shona Stephen welcomed the co-production opportunities, however, asked that greater emphasis be given to equalities impact assessments.

***The Board noted the actions being taken to address the issues of sleepover related cost pressures.***

## 9. CHIEF SOCIAL WORK OFFICER ANNUAL REPORT

Susanne Millar presented the Chief Social Workers Annual Report for the year 2015/16 prepared in line with Scottish Government Guidance. Susanne highlighted the key challenges and developments during the past year, detailed at Section 3.1 of the report.

***The Board noted the report.***

## 10. HOMELESSNESS STRATEGY

Susanne Millar presented the Health and Social Care Partnership's Homelessness Strategy 2015-2020, which highlights the challenges facing the city in relation to the delivery of homelessness services.

To achieve the strategic vision the strategy sets out a number of priority actions:

- Creation of a Community Homeless Service
- Increased focus on homelessness provision
- Development of a Housing Access Team
- Ending the need to sleep rough
- Reviewing Commissioned Supported and Accommodation Services
- Improving joint working to improve care and support to vulnerable service users

Bailie Razaq asked if the link to the Equality Impact Assessment could be provided.

***The Board:***

***(a) Noted the contents of the report;***

***(b) Agreed the strategic priorities set out within the Homelessness Strategy and its implementation;***

***(c) Directed the Council and Health Board to deliver homelessness services in line with the Homelessness Strategy;***

***(d) Instructed the Chief Officer to report progress on implementation of the strategy in twelve months' time.***

## 11. CORPORATE PARENTING

Susanne Millar presented a paper describing how the Integration Joint Board; and Health and Social Care Partnership will support the Council and Health Board to full fill their statutory duties as corporate parents for looked after

David Williams

children.

A summary of the change projects which will impact on looked after children and form core part of the corporate parenting plan were outlined at section 4 of the report.

Cllr Graham stated he is the Chair of the Champions Board which has input from NHS staff, however, felt there was a need to have NHS Non-Executive Members represented on the Board as well. Trisha McAuley will liaise with NHS Board Members to nominate who will be a representative on the Champions Board.

Trisha McAuley

***The Board:***

***(a) Noted the contents of the report and the progress being made to prepare a corporate parenting plan for the Health and Social Care Partnership.***

***(b) Agreed to a training session for Integration Joint Board members and senior managers on the corporate parenting issues.***

***(c) Agreed that a draft corporate parenting plan be approved by the Integration Joint Board prior to issuing it for formal consultation.***

Susanne Millar

***(d) Agreed to the proposals that the role of the council's Champion's Board is extended to allow reporting to both the Integration Joint Board and Council Committee.***

**12. LEARNING FROM DASH (CHILD SEXUAL EXPLOITATION)**

Susanne Millar spoke to a paper providing the Integration Joint Board with an overview of Operation Dash and the multi-agency learning that has been derived from the investigation.

Susanne stated the report had already been discussed at the Champion's Board, however, felt it was important that the Integration Joint Board have sight of the findings.

It was noted that Glasgow has been very open in relation to the issue of child sexual exploitation within the City, with Operation DASH being one of three major joint investigations with Police Scotland.

Section 3 of the report details a number of strengths within the organisation along with future challenges for agencies in delivering services for vulnerable, high risk young people.

***The Board:***

***(a) Noted the contents of the report.***

***(b) Noted further updated on the work of the City's Child Sexual Exploitation Working Group will be provided.***

Susanne Millar

**13. UNACCOMPANIED ASYLUM SEEKING CHILDREN**

Susanne Millar presented a paper advising the Integration Joint Board of the issues regarding unaccompanied asylum seeking children, detailed at Section 3 of the report.

***The Board:******(a) Noted the report.******(b) Agreed the approach to exploring both options outlined in the report.******(c) Requested further updates on progress.***

Susanne Millar

**14. NAMED PERSON HUB**

Susanne Millar spoke to a paper briefing the Integration Joint Board on the current position in relation to the implementation of the named person service. The legislation was initially due to be implemented from 31<sup>st</sup> August 2016, however, following Supreme Court decision around the information sharing provision of the Act, the Scottish Government have decided to delay the implementation date for the named person service to provide additional time for the legislation to be amended.

***The Board:******(a) Noted the contents of the report and the current position in relation to the named person.******(b) Instructed the Chief Officer Strategy, Planning & Commissioning / Chief Social Work Officer to provide future updates on progress as more information becomes available on the amendments to the legislation.***

Susanne Millar

**15. PERFORMANCE REPORT**

Duncan Goldie presented the first joint performance report for the Health and Social Care Partnership following approval of the format at the June meeting. Duncan stated that the indicators within the report relate to the strategic plan priorities with a more detailed analysis of being presented to the IJB-Finance and Audit Committee as well as internal senior management teams.

Simon Carr highlighted the IJB-Finance and Audit Committee has requested thematic reports on a rolling basis for each of the care groups.

Robin Reid asked that the definitions of red/amber/green are consistent across those indicators for health and social work.

***The Board:******(a) Noted the performance report******(b) Noted the intention to produce this report on a quarterly basis.******(c) Noted the outstanding work required to finalise targets for inclusion within future performance reports and to adopt a single Red/Amber/Green classification system.*****16. LOCALITY PLANS**

David Williams presented the Glasgow City Health and Social Care Partnership Locality Plans for 2016/17. At the IJB-Executive Committee on

29<sup>th</sup> August members asked for consistency across the three plans and it was agreed that this would be undertaken from 2017/18, however, the executive summaries for each plan would take on the same format for this year.

Members questioned how areas of improvement will be reported on and how they tie into the Performance Report. Jackie Kerr stated the Locality Planning Groups will receive regular updates. Ann-Marie Rafferty indicated the locality plans are the broad plans for the community with the performance report linking to the overall strategic plan and will be reported annually within the annual performance report to the IJB.

***The Board noted the Health and Social Care Partnership's Locality Plans for 2016/17.***

## **17. INTEGRATED HEALTH AND SOCIAL CARE HUB AT PARKHEAD**

Ann-Marie Rafferty presented a paper briefing the Integration Joint Board on the commitment within the Health and Social Care Partnership's Strategic Plan to develop an integrated health and social care hub in Parkhead, setting the proposals within the wider context of the strategy to improve services for older people in the North East, along with the NHS Greater Glasgow and Clyde Board's draft proposals for re-designing services currently based at Lightburn.

Robin Reid queried whether an option appraisal process will be undertaken similar to that in Maryhill to identify a suitable site. Ann-Marie stated that the Parkhead site has been looked at due to it being in the heart of the community, good transport links and the land is already owned.

David Williams indicated the purpose of seeking to engage with the community to gain their views is to specifically hear the potential for options such as that laid out by Robin in relation to the Lightburn site.

Richard Groden commented that GP's are supportive of the proposals.

Shona Stephen indicated the third sector would be another area to engage with who could potentially co-locate at the site. Ann-Marie Rafferty stated they would look at this during the engagement process.

***The Board***

***(a) Noted the contents of the report.***

***(b) Approved the progress to date.***

***(c) Instructed officers to bring forward detailed plans and a business case in early 2017 for the new integrated health and social care hub at Parkhead.***

***(d) Approved a joint engagement by the Health and Social Care Partnership and the Health Board is progressed on the review of Lightburn inpatient services.***

Chief Officers

## **18. CLINICAL AND PROFESSIONAL GOVERNANCE ASSURANCE STATEMENT**

Susanne Millar presented the quarterly clinical and professional governance assurance statement detailing specific data and narratives relative to activity

covering various periods up to the end of August 2016.

Members commented on the workplace registration issues which were highlighted in the report. Mari Brannigan highlighted revalidation for nurses was introduced in April 2016 with an explanation for this system detailed at section 4 of the report.

***The Board noted the report.***

## **19. REVIEW AND REFORM OF OCCUPATIONAL THERAPY SERVICES**

David Williams introduced Gwen Agnew, OT Professional Lead for Partnerships; Frances Millar, Change and Development Manager; Karen Lovering, Service Manager and Louise Watson, OT Professional Lead for Acute who performed a short role play demonstrating the ways in which Occupational Therapy Services are currently delivered. This highlighted that a service user/patient can sometimes be visited by 3 different Occupational Therapists from 3 different areas within the organisations that have not been in contact with each other.

Ann Souter commented on her own personal experience with the OT service.

Shona Stephen welcomed the housing strategy highlighted the opportunity to be imaginative.

***The Board:***

***(a) Noted the findings of the review phase (Phase 1)***

***(b) Approved the recommendations outlined in section 5.2 – 5.7, that underpin the reform phase (Phase 2)***

***(c) Requested further reports in relation to the progress of Phase 2***

David Williams

## **20. ASSISTIVE TECHNOLOGY TRANSFORMATION PROGRAMME**

David Williams spoke to a paper informing the Integration Joint Board about a recent third party diagnostic of the Health and Social Care Partnership's Assistive Technology Transformation Programme.

PA Consulting undertook the diagnostic of the Council's current telecare arrangements and made recommendations for future improvement that would enable the aspirations for assistive technology to be delivered on.

Trisha McAuley questioned whether the detailed implementation plan produced by PA Consulting will be used, however, it was noted the Partnership will draw up its own implementation plan in line with the Strategic Plan.

***The Board:***

***(a) Noted the contents of the report.***

***(b) Supported the recommendations identified in PA Consulting's diagnostic.***

***(c) Direct the Council's Corporate Management Team to identify the best approach to implementing those recommendations and deliver***

***a significant shift in the use of assistive technology in support of vulnerable citizens.***

***(d) Directed HSCP Officers to bring forward further reports on progress with implementation of the recommendations.***

David Williams

## **21. GLASGOW'S INDEPENDENT LIVING STRATEGY**

David Williams presented a paper seeking authorisation of the Integration Joint Board to include the Health and Social Care Partnership's logo on the communication relating to the Vision Statement for Glasgow's Independent Living Strategy.

Board members who had been involved in the earlier discussion at IJB Executive Committee recalled that the emphasis of discussion there was about the IJB, in agreeing to its logo being used, were explicitly signing up to the aspirations and intent of the Independent Living Strategy Board.

***The Board formally approved the use of the Health and Social Care Partnership's logo on the Vision Statement.***

## **22. GLASGOW CITY IJB BUDGET MONITORING REPORT – MONTH 4 AND PERIOD 5**

Sharon Wearing presented a report outlining the financial position of the Glasgow City Integration Joint Board as at 31 July 2016 (Health) and 5 August 2016 (Council). The summary position was noted as gross expenditure £1,371,000 (0.4%) greater than budget and income £219,000 less than budget, resulting in net expenditure of £1,590,000 (0.5%) greater than budget. The main reason for the overspend is the additional savings allocation from the NHS Board amounting to £4.8m for the full year.

***The Board:***

***(a) Noted the contents of the report***

***(b) Approved the actions identified in paragraph 5.1***

***(c) Approved the directions to the Council and Health Board appended to the report.***

## **23. IJB-EXECUTIVE COMMITTEE – MINUTES OF MEETING ON 29<sup>TH</sup> AUGUST 2016**

The draft minute of the IJB-Executive Committee meeting held on 29<sup>th</sup> August 2016 was provided for information.

The IJB-Executive Committee will formally approve the minute at its next meeting on 28<sup>th</sup> November 2016.

## **24. ACKNOWLEDGEMENTS**

Trisha McAuley asked that members note the contribution which had been made by John Brown and Donald Sime during their time as NHS Board Members on the Integration Joint Board.

Trisha also wished to express thanks to the staff who were nominated for the Glasgow City Health and Social Care Partnership's 'Facing The Future

Together' Staff Awards which she had attended on the 20<sup>th</sup> September, the event showcased the hard work staff within the Partnership are undertaking.

**25. NEXT MEETING**

The next meeting was noted as Monday, 31<sup>st</sup> October 2016 at 2.00pm in the Boardroom, Commonwealth House, 32 Albion Street, Glasgow, G1 1LH.

The meeting ended at 12.52pm