

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

**IJB(M)2016-04**

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 Friday, 24<sup>th</sup> June 2016

**PRESENT:**

**VOTING MEMBERS**

John Brown	NHSGG&C Board Member
Simon Carr	NHSGG&C Board Member
Ian Fraser	NHSGG&C Board Member
Cllr Emma Gillan	Councillor, Glasgow City Council
Cllr Archie Graham	Councillor, Glasgow City Council (Chair)
Trisha McAuley	NHSGG&C Board Member (Vice-Chair)
Bailie Elaine McDougall	Councillor, Glasgow City Council
Bailie Mohammed Razaq	Councillor, Glasgow City Council
Robin Reid	NHSGG&C Board Member
Rev. Norman Shanks	NHSGG&C Board Member
Donald Sime	NHSGG&C Board Member

**NON-VOTING MEMBERS**

Dr Richard Groden	Clinical Director
Ian Leech	Glasgow City Staff Side
Alex MacKenzie	Chief Officer Operations
Peter Millar	Independent Sector Provider Representative
Susanne Millar	Chief Officer Planning, Strategy & Commissioning/CSWO
Anne Scott	Social Care Users Representative
Dr Michael Smith	Lead Associate Director Mental Health
Ann Souter	PPF Representative
Sharon Wearing	Chief Officer Finance and Resources

**IN ATTENDANCE:**

Duncan Black	Chief Internal Auditor for IJB
Jonathan Bryden	Head of Finance
Kay Carmichael	Administration Manager
Allison Eccles	Head of Business Development
Duncan Goldie	Planning and Performance Manager
Linda Hall	Lead Professional Nurse Advisor (Mental Health, Learning Disabilities and Addictions Services)
Fiona Moss	Head of Health Improvement and Inequalities

**APOLOGIES:**

Mari Brannigan	Nurse Director - Partnerships
Dorothy McErlean	NHSGG&C Staff Representative
Cllr Marie Garrity	Councillor, Glasgow City Council
Cllr Mhairi Hunter	Councillor, Glasgow City Council
Councillor Soryia Siddique	Councillor, Glasgow City Council
Shona Stephen	Third Sector Representative
David Williams	Chief Officer

## 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 10<sup>th</sup> May 2016 were approved as an accurate record.

## 3. MATTERS ARISING

### a) DIRECTIONS TO HEALTH BOARD AND COUNCIL

Allison Eccles presented a paper clarifying the nature of Directions, as requested by the Integration Joint Board at its meeting on 10<sup>th</sup> May 2016.

Cllr Graham stated the Council have concerns about how this would work in practice, however, recognising the unfortunate nature of the language used noted there is a need to work together.

***The Board noted the report and agreed to the interim implementation of the template presented on 10<sup>th</sup> May to take account of all Directions by Glasgow City IJB from 1<sup>st</sup> April 2016.***

### b) COMPLAINTS HANDLING PROCEDURE

Allison Eccles updated members following concerns raised at the previous meeting in relation to the 2 stage process.

Answers to detailed questions were sought from Scottish Government and Scottish Public Service Ombudsman along with discussions on how complaints to Integration Joint Boards should be handled.

At present there is a lack of steer from the Scottish Government and a request has been made for some interim guidance to be issued.

***The IJB Chair to raise concerns around the lack of clarity at the IJB Chairs and Vice-chairs meeting.***

Cllr Graham

### c) STANDING ORDERS

Alex MacKenzie presented a revised version of the Integration Joint Board's Standing Orders following discussion at the previous meeting and agreement of Members an amendments to section 11.7, which now capture the process through which minutes of Committees are to be approved.

***The Board approved the amended Standing Orders.***

## 4. STRATEGIC PLAN, HEALTH BOARD BUDGET AND INTEGRATED CARE FUND

Alex MacKenzie presented a paper updating the IJB on the interim Strategic Plan and the position with regards the Health Board contribution to the Integration Joint Board's budget, and to seek approval of a number of proposals relating to the Integrated Care Fund.

Members queried if monies received can be redistributed and carried forward year to year. Sharon Wearing indicated it would be up to the IJB to make an agreement of future spend and that the IJB has its own Reserve Policy.

Simon Carr queried whether IJB Members could see any of the individual reports into the projects supported by the Transformation Fund. Allison Eccles stated Voluntary Action Fund provided on going management support to the projects, however, she would provide summary information to members.

Allison Eccles

***The Board:***

***(a) Noted the position with regards to the Health Board contribution to the Integration Joint Board budget;***

***(b) Noted that a further report on the budget position will be provided to the Integration Joint Board at its 21 September 2016 meeting;***

***(c) Approved the recommendations outlined in section 4.7 of this report.***

**5. ANNUAL GOVERNANCE STATEMENT 2015/16**

Duncan Black, Chief Internal Auditor to IJB presented the Annual Governance Statement for the Glasgow City Integration Joint Board for 2015/16, providing a review of the performance of Internal Audit for the year and providing an opinion on the adequacy of the Glasgow City Integration Joint Board's system of control.

Trisha McAuley commented on the formatting in relation to Section 6. Significant governance issues and asked that this be presented more clearly.

Duncan Black

***The Board agreed the Annual Governance Statement 2015/16 following reformatting of Section 6.***

**6. UNAUDITED ANNUAL ACCOUNTS**

Sharon Wearing presented the Unaudited Annual Accounts for the period 6<sup>th</sup> February 2016 to 31<sup>st</sup> March 2016, with the main points to note for this period being the costs involved with the Strategic Plan and the remuneration transfer from Glasgow City Council to Integration Joint Board in relation to Chief Officer.

***The Board:***

***(a) Noted the Unaudited Annual Accounts***

***(b) Approved the submission of the Unaudited Annual Accounts to Audit Scotland.***

**7. DELIVERING A TRANSFORMED HEALTH AND SOCIAL CARE SYSTEM IN GLASGOW CITY FROM APRIL 2017**

Susanne Millar presented a paper providing the Glasgow City Integration Joint Board with a proposed approach to the delivery of transformed and integrated health and social care services in the city from April 2017 and the delivery of financial efficiencies in the process.

Susanne highlighted the strategic plan covers a 3 year period and at present the budget setting for the Council and Health Board are not aligned. Cllr Graham stated that he would raise the non-alignment of financial arrangements at the IJB Chairs meeting.

Cllr Graham

Simon Carr questioned whether could look further than 3 years to around 10-15 years in terms of what want to achieve for example reducing health inequalities by 30%. Susanne stated that within Older People's the planning goes beyond the 3 years with the Strategic Plan setting outcomes and measures which does start to make clear aspirations.

***The Board approved the approach outlined in this paper including the initial actions identified for reform from 2017/18.***

## 8. PARTICIPATION AND ENGAGEMENT STRATEGY

Allison Eccles and Ann Souter presented the draft Participation and Engagement Strategy.

The strategy builds on the findings of the review activity and lays out the principles and approach which it is intended will be adopted in Glasgow.

Following consultation on the draft strategy, a proposed set of structural arrangements at a city wide level will be presented to the Integration Joint Board for approval.

Localities will develop their own engagement structures in line with local needs and the principles outlined in the Participation and Engagement Strategy, and in Locality Plans.

Members commented on ensuring engaging with the right people and the need to get the consultation right by circulating as widely as possible.

Simon Carr questioned the outcomes of the Participation and Engagement Strategy, to see better outcomes for people and how will capture the strategy is making a difference to services provided. Allison Eccles stated it would be around how engage with people rather than the subject. Alex MacKenzie stated that there was a need to bring back service improvement proposals and locality plans which would demonstrate engagement.

***The Board:***

***(a) Approved the draft Participation and Engagement Strategy for consultation***

***(b) Approved the consultation plan at appendix 1***

***(c) Requested a summary of consultation feedback and a final draft Strategy be presented to the Integration Joint Board in October 2016***

Allison Eccles

## 9. VOLUNTEERING STRATEGY

Fiona Moss presented a paper summarising the development of the City's refreshed volunteering framework. The Council and NHS have been working on the strategic group where there have been improvements within the City.

Fiona highlighted there are currently more people looking for volunteering opportunities than posts available.

***The Board approved the HSCP becoming a signatory to the Volunteering Charter.***

## **10. STRATEGIC PLANNING GROUPS**

Allison Eccles presented a paper outlining proposals for the development of the role of Strategic Planning Groups following the interim approval of the Glasgow City Integration Joint Board's Strategic Plan.

The Strategic Planning Groups will therefore be required to implement, monitor and review their respective action plans, as well as any contributions to the Integration Joint Board's Strategic Plan Implementation Actions.

The remit of the Strategic Planning Groups will be extended to reflect the responsibilities outlined in the report as follows:

- Implementation, monitoring and review of care group specific action plans;
- Taking forward other initiatives and strategies relevant to that care group and which support delivery of the Strategic Plan;
- Monitor performance of the Partnership as it relates to that care group, and develop appropriate responses where performance falls short of expectations in collaboration with operations;
- Developing and driving workplan/priorities for service redesign and service development; and
- Engage with other Strategic Planning Groups and key partners to support development and delivery of joined up health and social care services.

***The Board:***

***(a) Note this report;***

***(b) Approved the evolving role of the Strategic Planning Groups as outlined;***

***(c) Approve that the Strategic Planning Forum will convene twice-yearly, and is open to Integration Joint Board members to attend.***

## **11. PERFORMANCE REPORT**

Duncan Goldie presented a paper detailing a proposed format for Integration Joint Board Performance Reports reflecting comments received at previous meetings.

The reports will provide a summary of all indicators detailing status in relation to Red/Amber/Green with more detailing being provided on those which are Red and Amber. Work is currently underway within services to review indicators that are currently being used to ensure they are fit for purpose. Work is also being undertaken to develop integrated performance management processes across the Health and Social Care Partnership.

Members asked that there was also detail on those indicators where performance has improved showing the shift from Red/Amber to Green to demonstrate the good work being done.

***The Board:***

**Duncan Goldie**

**(a) Approved the proposed format and content of future Integration Joint Board Performance Reports**

**(b) Noted the work underway to develop a Health and Social Care Partnership Operational Performance report for the Operational Management Team and Locality Management Teams.**

**(c) Approved the production of the first Annual Performance Report by July 2017.**

**(d) Instruct the Chief Officer to provide a 2015/16 Performance Baseline Report and Annual Report template by October 2016.**

Chief Officer

## 12. RISK REGISTER

Allison Eccles updated members on the risk registers maintained in respect of the Integration Joint Board, Social Work Services and Health Board.

Allison informed the meeting the Finance and Audit Committee have asked for more control actions and end dates to be added to the registers which have been undertaken.

Trisha McAuley suggested the IJB should take the opportunity to discuss the key risks facing the HSCP at least once a year, given that it was ultimately accountable for risk management and organisational performance.

Allison Eccles

### **The Board:**

**(a) Approved the content of this report and the IJB Risk register.**

**(b) Noted the Risk Registers for Social Work Service and Health.**

**(c) Noted future scrutiny of the Integration Joint Board and Glasgow City Health and Social Care Partnership Risk Registers will be undertaken by the Finance and Audit Committee.**

## 13. CLINICAL AND PROFESSIONAL ASSURANCE STATEMENT

Susanne Millar presented a paper setting out a process aimed at providing assurance to the Integrated Joint Board on the delivery of clinical and professional social work practice within the HSCP.

John Brown questioned whether a consistent approach could be taken across the 6 IJB's to allow for benchmarking across the Partnerships. Susanne stated that there is currently no change to current process and Alex MacKenzie stated the HSCP are still actively involved with the NHS Board lead Dr Jennifer Armstrong, Medical Director for clinical governance arrangements particularly for Mental Health and Primary Care.

Baillie McDougall queried arrangements in relation to MAPPA due to Criminal Justice being disbanded. Susanne Millar stated the MAPPA SOG Chair is not affected by the Criminal Justice changes.

Cllr Graham questioned if there would be any implications for the IJB due to Criminal Justice being disbanded. Susanne Millar agreed to bring a report to a future IJB.

Susanne Millar

### **The Board:**

**(a) Approved the example draft statement as the accepted format for a quarterly clinical and professional assurance statement to its meetings.**

**(b) Asked that a report be presented a future IJB on the Implications for the IJB in relation to Community Justice.**

Susanne Millar

**(c) Asked a report be presented to a future IJB on the Community Empowerment Act in relation to Community Planning.**

Susanne Millar

#### 14. MENTAL HEALTH CLINICAL SERVICES REVIEW

Alex MacKenzie presented a paper providing an update on the Mental Health Component of the NHS Greater Glasgow and Clyde Clinical Services Review and the on-going implementation arrangements.

Alex drew attention to section 3 detailing the implementation of the Inpatient Programme:

- Phases 1 & 2 – A two stage process to reconfigure mental health services in North Glasgow that will see the withdrawal of the final 2 AMH acute wards from Parkhead Hospital to be reprovided on the Stobhill site, and 2 wards of Older People Mental Health complex care beds from the Birdston Complex Care Facility to reprovion on the Stobhill & Gartnavel Inpatient
- Phase 3 – The consolidation of Alcohol and Drugs Addiction in-patient services in a new build ward at Gartnavel Royal.
- Phase 4 – The consolidation of acute adult mental health beds for South Glasgow and Renfrewshire on the Leverndale site.

***The Board noted the on-going mental health service development programme in Glasgow and NHS GG&C.***

#### 15. ACKNOWLEDGEMENT

The Chair commented that this was the last meeting to be attended by Norman Shanks, NHSGG&C Board Member. The Chair and Members thanked Norman for his contribution to the Integration Joint Board.

#### 16. NEXT MEETING

The next meeting was noted as Wednesday, 21<sup>st</sup> September 2016 at 9.30am in the Boardroom, Commonwealth House, 32 Albion Street, Glasgow, G1 1LH.

The meeting ended at 12.10pm