

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

**IJB(M)2016-03**

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 Tuesday, 10<sup>th</sup> May 2016

**PRESENT:**

**VOTING MEMBERS**

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

**NON-VOTING MEMBERS**

Mari Brannigan	Nurse Director - Partnerships
Annie Craig	Carers Representative
Dr Richard Groden	Clinical Director
Ian Leech	Glasgow City Staff Side
Alex MacKenzie	Chief Officer Operations
Dorothy McErlean	NHSGG&C Staff Representative
Peter Millar	Independent Sector Provider Representative
Susanne Millar	Chief Officer Planning, Strategy & Commissioning/CSWO
Anne Scott	Social Care Users Representative
Dr Michael Smith	Lead Associate Director Mental Health
Ann Souter	PPF Representative
Shona Stephen	Third Sector Representative
David Williams	Chief Officer

**IN ATTENDANCE:**

Jonathan Bryden	Head of Finance
Kay Carmichael	Administration Manager
Jill Carson	Adult Services Manager
Stuart Donald	Principal Officer Business Development
Allison Eccles	Head of Business Development

**APOLOGIES:**

Sharon Wearing	Chief Officer Finance and Resources
----------------	-------------------------------------

## 1. DECLARATION OF INTERESTS

The following declaration of interests were raised:

Mr Peter Millar:-

- Agenda Item No 6 – “Proof of Concept: Review and Reform of Social Care Contracts and Delivery of National Minimum Wage 2020”.

Chief Executive of Aspire Housing and Personal Development.

- Agenda Item No 9 Homelessness – Review and Reform of Complex Needs

Member on the Homeless Strategy Group.

Councillor Marie Garrity:-

- Agenda Item No 6 – “Proof of Concept: Review and Reform of Social Care Contracts and Delivery of National Minimum Wage 2020”.

Director of Fair Deal.

No other declaration(s) of interest(s) were raised in relation to any of the agenda items to be discussed.

**NOTED.**

## 2. MINUTES

The minutes of the meeting of the Integration Joint Board held on 21<sup>st</sup> March 2016 were approved as an accurate record.

## 3. PRE-MEETING QUESTIONS AND ANSWERS

Members had been given the opportunity to raise any questions in relation to the items on the agenda for the meeting in advance and a paper detailing the response to these had been circulated prior to the meeting.

## 4. DIRECTIONS TO HEALTH BOARD AND COUNCIL

David Williams presented paper outlining the requirements the Public Bodies (Joint Working)(Scotland) Act 2014 placed on the Glasgow City Integration Joint Board to make directions to the Council and Health Board, and to propose a standard format the Glasgow City Integration Joint Board ‘s directions to both delivery bodies.

John Brown stated the template had been discussed at the Finance and Audit Committee and whether other IJB’s were using the same format. David Williams indicated that Glasgow City are the first IJB to produce a template and that he would present to colleague Chief Office.

Members raised some concerns around prescribing how acute and council services be delivered particularly in relation to section 3.5. Cllr Matt Kerr understood the concerns being raised although the wording of the act states the case for how directions are made.

***The Board agreed the report be presented at the next meeting to allow***

David Williams

*clarification on the wording from the guidance and regulations.*

## 5. PROOF OF CONCEPT: REVIEW AND REFORM OF SOCIAL CARE CONTRACTS AND DELIVERY OF THE NATIONAL MINIMUM WAGE 2020

David Williams presented a Paper which advised the IJB on initial work carried out by Social Work Services for the review and reform of social care contracts in the context of the implementation of the new National Minimum Wage 2020.

Members welcomed the review, however there was discussion on why transformation of commissioning services has been linked to delivering on the national minimum wage, with the worry if delivering on national minimum wage fails then commissioning of services will not be done differently in the future. Susanne Millar highlighted they are linked as motivational factor for looking and transformation change, and one of the providers involved in the pilot currently pay the national minimum wage.

***The Board agreed to:***

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

***(b) Instruct the Chief Officer to provide a progress report in 6 months.***

David Williams

## 6. INTEGRATED CLINICAL AND PROFESSIONAL GOVERNANCE ASSURANCE STATEMENT

David Williams presented paper providing an update and assurance on Integrated Clinical and Professional Governance Arrangements for the Integration Joint Board.

John Brown commented on the remit of the group stating that accountability for Clinical Governance sits within the Health Board.

Alex MacKenzie confirmed that Andy Crawford, Head of Clinical Governance, NHSGGC has been involved in discussions and existing arrangements are still in place for health.

***The Board noted the arrangements implemented to date for the integrated governance of health and social care.***

## 7. IJB COMPLAINTS PROCEDURE

Allison Eccles presented the draft Complaints Handling Procedure and Unacceptable Conduct Policy for the Integration Joint Board on an interim basis pending the publication of a Model Complaints Handling Procedure by the Complaints Standards Authority.

John Brown queried the stages detailed in the model complaints handling procedure indicating best practice of a 2 tier level then external.

Members commented on the term 'customer' and whether 'service user' would be more appropriate and also if equalities data is captured as part of the complaints process.

***The Board asked for comments to be sought from the Complaints Standards Authority on the interim Procedure with an update provided***

Allison Eccles

*at the next meeting.*

## 8. HOMELESSNESS – REVIEW AND REFORM OF COMPLEX NEEDS

Susanne Millar presented paper updating the Integration Joint Board on the transformational change programme relating to Homelessness Services.

Phase 1 of the transformation change programme delivered the following:

- Roll out of and extension of housing options;
- Creation of strategic partnership with Wheatley Group/Glasgow West of Scotland Housing Forum/GHN
- A new 5 year strategy for homelessness in Glasgow City developed in consultation with all stakeholders
- A proof of concept' partnership with voluntary sector providers
- Integration of the homelessness function within the HSCP

Joint commissioning and tendering activity is underway in relation to:

- Housing Support, complex needs, bed and breakfast and private rented sector leasing scheme
- Emergency accommodation, resettlement/supported living and supported accommodation services

***The Board:***

***(a) Noted the contents of the report and the progress to date.***

***(b) Agreed the Chief Officer progresses the activity and arrangements outlined in section 4.2.***

David Williams

***(c) Instruct the Chief Officer to report on progress to the IJB by the end of the year.***

David Williams

## 9. COMMISSIONING AND PROCUREMENT STRATEGY

Susanne Millar presented the Glasgow City Health and Social Care Partnership Commissioning and Procurement Strategy, which sets out the strategic context within which the Partnership will develop its approach to procurement and commissioning.

The key priorities for the partnership are:

- Early intervention, prevention and harm reduction
- Providing greater self-determination and choice
- Shifting the balance of care
- Enabling independent living for longer
- Public protection

Susanne indicated strategic commissioning is a core function for the strategic care group leads along with the respective operational leads.

***The Board:***

***(a) Endorsed the Commissioning and Procurement Strategy.***

***(b) Direct the Chief Officer to progress the planned tender activity outlined in Section 5 in the operational role within the Council and Health Board.***

David Williams

## 10. DEMENTIA STRATEGY

Susanne Millar introduced Jill Carson, Adult Services Manager to present the draft Glasgow City Dementia Strategy 2016-19. The strategy was developed for Glasgow City Health and Social Care Partnership, in collaboration with Alzheimer's Scotland and co-produced with people with dementia, their families, carers and a wide range of stakeholders.

Trisha McAuley welcomed the collaboration with Alzheimer's Scotland.

Cllr Gillian questioned what was being done to promote a Dementia Friendly City and also the Carer Pathway. Susanne Millar informed this is linked with Community Planning Partnership. Jill Cars stated that links have been developed with Carers Services to ensure when diagnosis the personal plan details how individuals wish to be treated as progresses.

Ann Souter highlighted that a presentation had been given at the North East Public Partnership Forum to raise awareness in the community.

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

***(a) Approved the Dementia Strategy***

***(b) Approved the launch of the Strategy during Dementia Awareness Week 2016.***

## 11. DELAYED DISCHARGE PERFORMANCE

Alex MacKenzie presented paper providing the most up to date performance in relation to delayed discharges in Glasgow and outlining some of the continuing pressures and risk related to that performance.

John Brown highlighted the paper showed a success story for Glasgow and the hard work that had been undertaken to achieve the performance, however, stated some of the language within the paper could be misinterpreted in terms of reference to budgets and beds being reduced.

Trisha McAuley questioned the difference in performance which was report to the NHS Board whereby performance within Glasgow had dropped. This highlighted the need to ensure a joined up approach when reporting items to the NHS Board and IJB.

Alex MacKenzie

Alex confirmed that the data for the reports would be obtained through the same system, however, a different time period may have been used and also not included AWI figures.

Robin Reid stated that it would be helpful if future reporting could include data on re-admissions.

Alex MacKenzie

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

## 12. INCREASES FOR CARE HOME FEES, FREE PERSONAL AND NURSING CARE AND PERSONAL EXPENSES ALLOWANCE FOR 2016/28

David Williams spoke to paper which had been approved by the Council's Executive Committee updating the Integration Joint Board on a one-year National Care Home Contract (NCHC) settlement for 2016/17.

A two stage increase in rates has been agreed for 2016/17. Therefore, from the 11<sup>th</sup> April 2016 the rate will increase by 2.5% and from 1<sup>st</sup> October the rate will increase again by a further 4%.

The implications of the fee uplift will be £2.92m which is funded through the additional monies provided to integration authorities with the full year effect being £4,418,000.

In relation to Free Personal and Nursing Care the rates are being held this year at the 2015/16 rates of £171 and £78 respectively.

The DWP have increased the minimum Personal Allowance from £20.05 to £25.80 as of 11<sup>th</sup> April 2016.

***The Board:***

- (a) Noted the increased rates from 11<sup>th</sup> April 2016 as outlined in Appendix 1.***
- (b) Noted the Free Personal and nursing Care payment rates and the increase in the Personal Expenses Allowance from 11<sup>th</sup> April 2016.***
- (c) Noted the increase to Social Work Services expenditure of £2,916,870 is funded by the additional monies provided to integration authorities in 2016/17 for social care, and that the full year effect of £4,418,000 in 2017/18 be similarly treated.***

**13. THE LOCAL AUTHORITY ACCOUNTS (SCOTLAND) REGULATIONS 2014**

Jonny Bryden presented paper detailing the legislation which Integration Joint Boards who are specified in the legislation as 'section 106' bodies under the terms of the Local Government Scotland Act 1973 are expected to prepare their financial statements in compliance with the Code of Practice on Accounting for Local Authorities in the United Kingdom.

***The Board:***

- (a) Approved the approach to complying with the regulations.***
- (b) Referred the report to the Finance and Audit Committee for information.***

Sharon Wearing

**14. FINANCE AND AUDIT COMMITTEE**

David Williams presented a paper outlining the linkages to the Board's Standing Orders which were approved on the 8<sup>th</sup> February with options for approval of minutes.

The Standing Orders (11.5) note that 'Minutes of Committees or Sub-Committees should be presented to the Integration Joint Board or Parent Committee (as appropriate) at the first scheduled meeting, not less than 10 working days after the Committee or Sub-Committee meets'.

The 3 options for the Approval of Committee Minutes were:

Option 1: Committee members are full members of the IJB and are therefore expected to be in attendance at IJB meetings. Given that the membership of the Committee is a subset of the membership of the IJB, there should be no

technical difficulty with the minutes being approved at the full IJB meeting.

Option 2: Minutes could be taken to the nearest scheduled IJB for noting and then remitted back to the Committee for formal approval.

Option 3: The meeting closest to the Committee meeting (whether it is an IJB or the next meeting of the Committee) to approve the minute whichever is first.

Members expressed their preference in relation to the approval of minutes and amendments to standing orders with the majority declaring these should be approved by the respective Committee and amendments to Standing Order be approved by the IJB.

***The Board:***

***(a) Agreed Option 2 in relation to the approval of minutes.***

***(b) Agreed any amendments to the Standing Orders be submitted to the IJB for approval.***

**15. NEXT MEETING**

The next meeting was noted as Friday, 24<sup>th</sup> June 2016 at 9.30am in the Boardroom, Commonwealth House, 32 Albion Street, Glasgow, G1 1LH.

The meeting ended at 12.10pm