

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

IJB(M)2016-06

Minutes of meeting held in the Sir Peter Heatly Boardroom, Glasgow City HSCP,
Commonwealth House, 32 Albion Street, Glasgow, G1 1LH
at 2.00 pm on Monday, 31st October 2016

PRESENT:**VOTING MEMBERS**

Cllr James Adams	Councillor, Glasgow City Council
Simon Carr	NHSGG&C Board Member
Jacqueline Forbes	NHSGG&C Board Member
Bailie Marie Garrity	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)
Bailie Mohammed Razaq	Councillor, Glasgow City Council
Robin Reid	NHSGG&C Board Member
Rona Sweeney	NHSGG&C Board Member

NON-VOTING MEMBERS

Mari Brannigan	Nurse Director
Dr Richard Groden	Clinical Director
Brian Smith	Glasgow City Staff Side
Alex MacKenzie	Chief Officer Operations
Margaret McCarthy	NHSGG&C Staff Representative
Helen Macneil	Third Sector Representative
Peter Millar	Independent Sector Provider Representative
Susanne Millar	Chief Officer Planning, Strategy & Commissioning/Chief Social Work Officer
Anne Scott	Social Care Users Representative
Ann Souter	PPF Representative
Dr Michael Smith	Lead Associate Medical Director Mental Health
Sharon Wearing	Chief Officer Finance and Resources
David Williams	Chief Officer

IN ATTENDANCE:

Kay Carmichael	Administration Manager
Jim Charlton	Principal Officer, Rights and Enquiries
Allison Eccles	Head of Business Development
Stephen Fitzpatrick	Head of Older People's Services
Duncan Goldie	Planning and Performance Manager
Dr Saket Priyadarshi	Associate Medical Director

APOLOGIES:

Ross Finnie	NHSGG&C Board Member
Patrick Flynn	Head of Housing Regeneration Services, Development and Regeneration Glasgow City Council
Ian Fraser	NHSGG&C Board Member
John McVicar	Carers Representative
Councillor Soryia Siddique	Councillor, Glasgow City Council
Shona Stephen	Third Sector Representative

NOT YET APPROVED AS A CORRECT RECORD

1. DECLARATION OF INTERESTS

The following declaration of interests were raised:

Mr Peter Millar:-

- Agenda Item No 10 – “Proof of Concept Update: Review and Reform of Social Care Contracts and Delivery of National Minimum Wage 2020”. Peter is a member on the Proof of Concept Provider Organisation group.

2. MINUTES

The minutes of the meeting of the Integration Joint Board held on 21st September 2016 were approved as an accurate record of with the following exception requiring amendment:

- Item 6 - Financial Allocation and Budgets 2016-2017 Update: Robin Reid highlighted that the figures at points f and g should reflect the figure in the £M.
- Item 7 – Scottish Living Wage: An amendment was proposed by Margaret McCarthy and Ian Leech but was ruled not competent as they are not voting members of the Integration Joint Board.

3. COMMUNITY PLANNING ARRANGEMENTS

Allison Eccles presented a paper outlining some of the emerging areas for consideration by the Integration Joint Board in line with its duties within the Public Bodies Act and other legislation. The paper sought approval of specific aspects of the governance relationship between the Integration Joint Board and Community Planning Partnership.

The paper provided detail on the Community Empowerment (Scotland) Act 2016 which requires Community Planning Partnerships to prepare Local Outcome Improvement Plans, annual progress report and also Locality Plan for localities whose residents “experience significantly poorer outcomes which result from socio-economic disadvantage”. The Community Justice (Scotland) Act 2016 legislation changes the model for Community Justice across Scotland. Focusing on local service delivery, partnership working and collaboration.

Due to the Scottish Government removing the financial resource that was annually made available to Community Justice Authority arrangements, Partners are being asked to make a funding contribution of up to the Scottish Governments commitment.

The report indicated a workshop is arranged for the Integration Joint Board to provide further background and information around the changing legislative framework for community planning in Glasgow.

Trisha McAuley questioned whether the contribution sits within the Strategic Plan outcomes. Allison Eccles confirmed the contribution sits with the outcomes.

Ann Souter queried how the Community Planning Partnership Locality Plans link with the Health and Social Care Partnership Locality Plans. Allison clarified that the Community Planning Partnership locality plans are entirely

different to the locality plans required within the Integration Joint Board arrangements.

The Integration Joint Board:

(a) Noted the report;

(b) Agreed a contribution of £50,000 per year for the next two years, to support transition to new Community Justice arrangements;

(c) Agreed the Integration Joint Board be represented on the Community Planning Partnership Strategic Board and Executive Group by the Chief Officer and the Chief Officer Operations respectively.

4. WINTER PLANNING 2016/17

Stephen Fitzpatrick presented a paper to the Integration Joint Board outlining the Health and Social Care Partnership's preparations for winter 2016/17 in order to minimise any potential disruption to the provision of health and social care services to patients, service users and carers.

The Health and Social Care Partnerships Winter Plan 2016/17 has been prepared in the context of national guidance from the Scottish Government on preparing for winter 2016/17 [DL (2016) 18]. The plan also forms part of the Health and Social Care Partnership's broader approach to unscheduled care.

Simon Carr raised a question in relation to 4.5 of the plan in relation to anticipatory care plans. Richard Groden indicated GP's have been undertaking these over the past 2 years. Simon sought further clarity on the proportion that end up with an anticipatory care plan. Richard stated this was around 2.25% of the population.

Simon also queried the speed in which the Partnership is able to purchase intermediate care beds detailed at section 4.9 of the plan. Stephen indicated that they have been through this situation before, and providers are co-operative, numbers for additional beds will be very small and able to be accommodated if required by the sector.

The Integration Joint Board:

(a) Noted the report;

(b) Approved the draft Winter Plan;

(c) Instructed the Chief Officer to provide a further update at the December 2016 meeting.

5. MULTI AGENCY CITY CENTRE HUB – PILOT PROPOSAL

Susanne Millar presented a paper proposing a pilot service focussed on homeless adults with multiple and complex needs in line with the Health and Social Care Partnership's transformational change programme. The report outlined the aims of the pilot, proposed model, benefits to service users and how the pilot will be evaluated.

Peter Millar highlighted the pilot was welcomed by the independent sector and will hopefully allow for those who might not have been offered in depth

David Williams

help to be engaged. He also stated it will be vital to look at the data which comes out from the pilot.

Members commented on the complexity of personal challenges faced by the group of people that the pilot aims to capture along with the issues access to permanent accommodation.

Anne Scott questioned whether there would be any flexibility around the time period of the pilot which is due to start in December, following reports of November being particularly cold. Susanne indicated there would be flexibility around at the end of the pilot, however, there is less flexibility around opening due to ensuring all the necessary procedures are in place.

The Integration Joint Board:

(a) Approved the proposals for a pilot partnership approach outlined in section 3 of the report;

(b) Instructed the Chief Officer to provide a report to the Integration Joint Board on the conclusions of the pilot in the Spring 2017.

David Williams

6. CONTINUING AND COMPLEX CARE

Stephen Fitzpatrick presented a paper updating the Integration Joint Board on the joint work with Acute and other NHS Greater Glasgow and Clyde Health and Social Care Partnerships to manage the transition from Continuing Care.

In May 2015 the Scottish Governments made a decision to end the provision of Continuing Care by the NHS and be replaced by the concept of Hospital Based Complex Care through establishing a simple test for eligibility. The majority of people would then be supported by the Health and Social Care Partnership, Care Homes or at home.

There is a view that the model within Glasgow could potentially form the model across the other Partnerships within the Board area.

A number of implications were identified such as the implications for Health and Social Care Partnership resources, impact on GP's, Social Workers and the potential sensitivity around the social care charge.

Simon Carr questioned whether there would be a legal challenge. Stephen stated this would be looked at on an individual basis, however was expected to be low risk.

Members commented on Appendix 2 indicating patients are entitled to a second opinion and what would happen if this was different from the first opinion. Stephen and Alex stated this is an Acute process and would take the query back to Acute colleagues for clarification.

Robin Reid asked whether a representative from Acute would be joining the Integration Joint Board as previously detailed in a report to the Board on membership. David Williams confirmed a request had been made to the Chief Operating Officer in Acute earlier this year before that individual's extended sick leave, and at present a representative had not been identified. Trisha McAuley agreed to take the matter back to the NHS Board administration.

Trisha McAuley

Members queried the resource transfer from Acute to Health and Social Care

Partnership. Stephen indicated they are currently trying to establish a starting position with information held in 3 divisions within Acute Services. This will then allow for the model to be tested on the assumptions that have been made to ensure that there is no financial detriment to the Health and Social Care Partnership.

The Integration Joint Board agreed that work begins on testing the transition model for continuing and complex care in North East Glasgow with immediate effect.

7. SAFER CONSUMPTION FACILITY AND TREATMENT SERVICE PILOT

Susanne Millar presented a report advising the Integration Joint Board on the outcomes of the Alcohol and Drug Partnership's short-life working group and its decision, following a formal options appraisal, to support the piloting of co-located safer drug consumption facility and heroin assisted treatment service in Glasgow city centre.

Ann Souter voiced some concerns of people coming from all over to Glasgow city centre to access the facility, the links to the Single Outcome Agreement and questioned whether the methadone programme has worked.

Trisha McAuley indicated she was minded to support the pilot due to the weight of the evidence base, however, commented on the comparisons Professor Neil McKeganey of the Centre of Drug Misuse Research has made to the methadone programme and that it would be helpful to be more informed.

John Matthews queried if those currently receiving methadone would be likely to progress to heroin or back to heroin.

Susanne understood the concerns raised and provided further clarity highlighting service users would still be purchasing their own drugs, heroin assisted treatment has been offered in the UK before, however, the decision to co-locate safer consumption facility and heroin assisted treatment service to assist in the move from harm reduction to recovery.

In relation to the 'honey pot' effect, Susanne indicated there was no evidence to support the notion and indeed evidence indicates the opposite to a honey pot effect actually occurs.

Susanne stated she was aware Professor McKeganey's holds a separate view, however it is not a view by the members of the Glasgow ADP and there are many other academics who are supportive of the proposal.

Simon Carr indicated he was broadly supportive of the proposal however, questioned why inhalation was included. Dr Priyadarshi clarified the group had initially looked at injecting only, however, feedback from service users and frontline staff wanted to include inhalation in order to maximise the opportunity to engage with more people as not all inject and also to gradually move those who inject to inhalation and then recovery.

Cllr Kerr stated he whole heartedly supported the pilot.

Robin Reid indicated he was not unhappy to support the proposal, however, questioned staffs' duty of care and whether they would be indemnified. Dr Priyadarshi indicated approvals would need to be in place from the Crown Office and Lord Advocate around the Misuse of Drugs Act 1971 act to ensure

staff would be indemnified.

Peter Millar indicated he was also supportive to take to business case stage highlighting key achievements in terms of outcomes and timings and learning from the methadone experience.

The Integration Joint Board:

(a) Noted the contents of the report;

(b) Approved the development of a full business case for a co-located safer consumption facility and heroin assisted treatment service pilot in Glasgow city centre. This business case would be brought back for further consideration by the Integration Joint Board in February 2017.

Susanne Millar

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

Sharon Wearing presented a paper updating the Integration Joint Board on the progress made for the review of social care contracts on the context of implementation and delivery of the new National Minimum Wage 2020.

Brian Smith highlighted within Glasgow there are still people who are not being paid £8.25. The Scottish Living Wage will be more than £9 in 2020. Sharon indicated the review was started before the Scottish Governments Scottish Living Wage announcement.

David Williams stated the Scottish Living Wage rate only applies to Social Care Workers, and so for other essential staff who are not covered by the Scottish Living Wage, organisations must be in a position to be able to pay these staff the National Minimum Wage at the very least, albeit the Partnerships aspirations remain to strive towards the Scottish Living Wage. He also stated that the Proof of Concept was much more than about finding efficiencies, but creating more flexibility in the system and for providers with which to significantly redesign how services are delivered.

Peter Millar highlighted the review is challenging for providers and the Partnership however, is providing an opportunity to look at traditional contractual arrangements for procuring services

The Integration Joint Board:

(a) Noted the progress made for the Proof of Concept;

(b) Instructed the Chief Officer to provide a report on the outcome of the Proof of Concept once it is completed.

David Williams

9. UNSCHEDULED CARE

Stephen Fitzpatrick presented a paper to the Integration Joint Board to consider proposals on how the Integration Joint Board should fulfil its strategic planning responsibility for unscheduled care.

Trisha McAuley stated she found the report very useful and commented on section 7.3 of the report which stated "Glasgow City's current performance shows that while in recent years overall Accident & Emergency

attendances are on a downward trend”, she indicated at a recent NHS Board Seminar it was highlighted that within Glasgow City people turn up at Accident & Emergency more than any other city.

Robin Reid commented on section 7.2 the indicators which are currently being used to measure acute unscheduled care performance and commented it would be useful to show figures for those people that are taken into hospital.

Helen Macneil welcomed the whole system approach outlined at section 6 and requested that the third sector are included in early discussions as they are an active communicator within the city.

Members asked for more detail in relation to the Public Information Campaign activity. Stephen confirmed the detail is still being worked through, however, a similar approach to the Power of Attorney campaign would be taken. A report would be provided to the Integration Joint Board in due course.

The Integration Joint Board:

(a) Noted the report;

(b) Approved the development of high level Strategic Commissioning intentions for Unscheduled Care to be provided to the Integration Joint Board in December 2016 with the full plan being provided in March 2017.

Stephen Fitzpatrick

10. PARTICPATION AND ENGAGEMENT STRATEGY

Allison Eccles presented a paper updating the Integration Joint Board following the conclusion of consultation on the draft Participation and Engagement Strategy.

Consultation on the draft Participation and Engagement Strategy was carried out between 24th June and 16th September 2016 using a variety of methods. In total 67 responses were received to the consultation.

Section 4 of the report details the findings of the consultation. A number of the responses queried how adherence to the principles would be implemented and how implementation would be evidenced.

A number of potential models for engagement structures to support the strategy were presented during the consultation:

1. Making no change and maintaining existing Council and Health Board structures
2. Developing integrated client or interest group structures
3. A local engagement network which has a remit across health and social care
4. A hybrid of options 2 and 3
5. A different option (with respondents encouraged to outline their proposed alternative)

A number of the responses commented that community and stakeholder members should have a vote on the Integration Joint Board, however, Allison highlighted this is a matter for national legislation and therefore, not within the scope of the Integration Joint Board to facilitate.

Matt Kerr commented that he was disappointed with the low number of responses that had been received. Helen Macneil commended the

comprehensive strategy which is of real importance to the third sector, however, questioned the overall cost and resources to deliver on the strategy. Allison agreed to look at this and bring a report back in 2017.

The Integration Joint Board:

(a) Noted the report;

(b) Approved the final draft Participation and Engagement Strategy;

(c) Remitted development and ongoing monitoring of an action plan for implementation of the Strategy to the Integration Joint Board's Public Engagement Committee.

Allison Eccles

(d) Instructed the Chief Officer provided a report to the Integration Joint Board in February 2017 on structural issues.

David Williams

11. PUBLIC RECORDS (SCOTLAND) ACT 2011

Allison Eccles spoke to a paper outlining the duties placed on the Glasgow City Integration Joint Board under the Public Records (Scotland) Act 2011, seeking approval from the Integration Joint Board of the appointment of a Senior Responsible Officer for Records Management and an Operational Records Manager.

The Integration Joint Board:

(a) Noted the report.

(b) Designated the Chief Officer as the Senior Responsible Officer for Records Management.

(c) Designated the Head of Business Development as Operational Records Manager.

12. GLASGOW CITY INTEGRATION JOINT BOARD STRATEGIC PLAN

Allison Eccles presented a paper to the Integration Joint Board seeking approval of the final draft of the Integration Joint Board's Strategic Plan and Housing Contribution Statement, which were agreed on an interim basis in March 2016 subject to confirmation of the Health Board budget contribution.

The report provided detail on the feedback received from the Plain English Society who reviewed the Strategic Plan in line with Plain English Standards. The majority of the changes requested by the Society were relatively minor and had been incorporated into the final draft of the Strategic Plan, however, there were a number of proposed changes which cannot be accommodated: such as the use of the word 'localities' which the Plain English Society does not recognise, but we must use because that is the terminology of the legislation; and a number of phrases and terms which they asked to be further explained or elaborated on, however, this would risk the Strategic Plan being somewhat 'dumbed down'.

The Integration Joint Board:

(a) Approved the final draft Strategic Plan and Housing Contribution Statement; and

(b) Instructed the Chief Officer Planning, Strategy and Commissioning/CSWO to provide an update to a future meeting of the Integration Joint Board on the actions being progressed to address the priorities outlined in the Housing Contribution Statement.

13. ANNUAL PERFORMANCE REPORT

Duncan Goldie spoke to a paper presenting the framework for the first Annual Performance Report of the Integration Joint Board due in July 2017. Section 3 of the report details the proposed structure of the report with the performance baseline to be used to assess progress within the report outlined at Appendix 3.

Trisha McAuley commented that she was happy with the format of the Annual Performance Report and the excellent work which has been undertaken to develop it. She stated that although the National Health and Wellbeing outcomes are good they are not user focussed and questioned whether there is a way to capture feedback from service users. David Williams indicated they would look to add individual feedback into Section 2 of the proposed format.

Members sought further detail and clarity in relation to the Core Suite of Integration Indicators identified at Appendix 2. Duncan Goldie stated information is not currently available for some of the indicators, however, the Scottish Government have indicated they are working on these measures.

Rona Sweeney queried the relationship of the measures to the Strategic Plan. Duncan Goldie clarified the measures will reference actions within the Strategic Plan.

Helen Macneil stated she was aware Harry Burns is commencing work on indicators. Cllr Graham indicated it might be helpful to invite him to a future meeting of the Integration Joint Board.

The Integration Joint Board noted the performance baseline and provided feedback on the proposed format.

14. GLASGOW CITY INTEGRATION JOINT BOARD STANDING ORDERS

Allison Eccles presented a paper to the Integration Joint Board seeking approval of a proposed change to the Standing Orders as they apply to the Integration Joint and its Committees.

The section of the Standing Orders which have been amended relate to Section 10 – Conduct of Meetings and in particular Sections 10.4 and 10.5.

The Integration Joint Board approved the revised Standing Orders.

15. GLASGOW CITY INTEGRATION JOINT BOARD – APPOINTMENTS TO COMMITTEES

Allison Eccles presented a paper to the Integration Joint Board seeking approval of a number of appointments to Committees of the Integration Joint Board.

The report proposed the vacancies on the Integration Joint Board Committees are filled by:

- Integration Joint Board-Executive Committee – Jacqueline Forbes
- Integration Joint Board-Finance and Audit Committee – Ross Finnie
- Integration Joint Board-Public Engagement Committee – John Matthews

The Integration Joint Board approved the committee appointments.

16. GLASGOW COMMUNITY PLANNING PARTNERSHIP ANNUAL REPORT

Allison Eccles presented Glasgow's Community Planning Partnership Annual Report (2016) which reflects some very real improvements in outcomes, ways of working and innovations.

The Integration Joint Board noted contents of the report.

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

Alex MacKenzie presented a paper advising the Integration Joint Board of the proposals approved by the NHS Greater Glasgow and Clyde Board at its meeting on Tuesday, 19th April 2016, for the development of two new fit for purpose wards at the Stobhill site procured through the Hub West Design, Build, Finance and Maintain (DBFM) route to conclude the agreed inpatient redesign programme in North Glasgow that would see the withdrawal of services from both Parkhead Hospital and Birdston Care Home.

The Integration Joint Board:

(a) Noted the Initial Agreement.

(b) Noted the onward submission of the Initial Agreement to the Scottish Government Capital Investment Group.

18. HEALTH AND SOCIAL CARE COMPLAINTS ACTIVITY 2015-16 (ANNUAL REPORTS)

Jim Charlton presented a report detailing the statistical analysis and outcomes of complaints for both health and social care during the period 1st April 2015 to 31st March 2016.

Jim highlighted within Social Care, complaints are generally falling, however, those relating to resources have seen an increase also of those complaints received 1 in 5 are upheld. Within Health 90% of complaints relate to Prison Healthcare and meetings are currently underway to review how these can be better managed going forward.

Cllr Graham indicated he would envisage complaints in relation to resources would continue to grow.

The Integration Joint Board noted the report.

19. STRATEGIC PLAN: 2016/17 IMPLEMENTATION ACTIONS MID-YEAR UPDATE

Allison Eccles spoke to a paper providing the mid-year progress update on the Strategic Plan 2016/17 Implementation Actions. An end of year review of the implementation actions will be presented to the Integration Joint Board as part of the Annual Performance Review report in June 2017.

The Integration Joint Board noted the report.

20. SUPPORTING AT RISK GP PRACTICES IN GLASGOW

Richard Groden spoke to a paper advising the Integration Joint Board of the work being undertaken to support a number of GP Practices in the City. The report details the on-going engagement with a number of GP Practices that have made a request to change Practice arrangements such as closure of Branch Surgery, dissolution of partnership and termination of contract.

Richard highlighted that the Partnership would not always be aware that a practice is vulnerable; however, there is a national piece of work to identify indicators and a toolkit to support practices.

The Glasgow City Health and Social Care Partnership are continuing to work with and support the GP practices to identify solutions to the range of issues and will report the outcomes to the Integration Joint Board for approval in due course.

The Board noted the contents of the report.

21. GLASGOW CITY INTEGRATION JOINT BOARD BUDGET MONITORING REPORT FOR MONTH 5 AND PERIOD 6

Sharon Wearing presented a report outlining the financial position of the Glasgow City Integration Joint Board as at 31 August 2016 (Health) and 2 September 2016 (Council). The summary position was noted as gross expenditure £1,605,000 (0.4%) greater than budget and income £261,000 less than budget, resulting in net expenditure of £1,866,000 (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.

Robin Reid, whilst welcoming the new layout of the IJB agenda highlighted the need to not rush through agenda items just because they are located within the 'For Note' section and in particular questioned the location of this report in this section. David Williams acknowledged this, however, indicated in this particular instance there were no management actions for decisions as those detailed in the report had been approved by the Integration Joint Board on 21st September 2016.

David Williams informed the meeting that the agendas for the Integration Joint Board are now laid out to indicate those items which require decisions with directions; decision with no direction and items mainly for noting.

The Board:

(a) Noted the contents of the report.

(b) Noted the summary of current directions.

22. INTEGRATION JOINT BOARD FINANCE AND AUDIT COMMITTEE – MINUTES OF 12 SEPTEMBER 2016

The draft minute of the IJB-Finance and Audit Committee meeting held on 12th September 2016 was provided for information.

The IJB-Finance and Audit Committee will formally approve the minute at its next meeting on 16th November 2016.

23. INTEGRATION JOINT BOARD PUBLIC ENGAGEMENT COMMITTEE – MINUTES OF 13 SEPTEMBER 2016

The draft minute of the IJB-Public Engagement Committee meeting held on 13th September 2016 was provided for information.

The IJB-Public Engagement Committee will formally approve the minute at its next meeting on 28th November 2016.

24. NEXT MEETING

The next meeting was noted as Friday, 9th December 2016 at 9.30am in the Boardroom, Commonwealth House, 32 Albion Street, Glasgow, G1 1LH.

The meeting ended at 4.15pm