

NOT YET APPROVED AS A CORRECT RECORD

GLASGOW CITY SHADOW HEALTH & SOCIAL CARE INTEGRATION BOARD

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, 19th January 2016

Item No 6

PRESENT:	Simon Carr	NHSGG&C Board Member
	Cllr Malcolm Cunning	Councillor, Glasgow City Council (deputy for Cllr Archie Graham)
	Cllr Marie Garrity	Councillor, Glasgow City Council
	Cllr Emma Gillan	Councillor, Glasgow City Council
	Cllr Mhairi Hunter	Councillor, Glasgow City Council
	Cllr Matt Kerr	Councillor Glasgow City Council
	Trisha McAuley	NHSGG&C Board Member (Chair)
	Robin Reid	NHSGG&C Board Member
	Cllr Soryia Siddique	Councillor, Glasgow City Council
	Rev. Norman Shanks	NHSGG&C Board Member
	Mari Brannigan	Nurse Director - Partnerships
	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
	Sharon Wearing	Chief Officer Finance and Resources
	David Williams	Chief Officer Designate
IN ATTENDANCE:	Jonathan Bryden	Head of Finance (NHS)
	Kay Carmichael	Administration Manager
	Ann Cummings	Policy & Performance Manager
	John Dearden	Head of Business Administration
	Allison Eccles	Head of Business Development
	Stephen Fitzpatrick	Head of Older People's Services
	Isla Hyslop	Head of Organisational Development
	Fiona Moss	Head of Health Improvement and Inequalities
APOLOGIES:	Cllr James Adams	Councillor, Glasgow City Council
	John Brown	NHSGG&C Board Member
	Ian Fraser	NHSGG&C Board Member
	Cllr Archie Graham	Councillor, Glasgow City Council
	Bailie Mohammed Razaq	Councillor, Glasgow City Council
	Donald Sime	NHSGG&C Board Member
	Richard Groden	Clinical Director, Glasgow City
	Shona Stephen	Third Sector Housing Provider Representative

1. MEMBERSHIP

It was noted that the Glasgow City Council membership on the IJB has been amended with the appointment of Councillor Mhairi Hunter and Councillor Soryia Siddique as new members of the Board along with Councillor Malcolm Cunning and Bailie Elaine McDougall as deputies for absent members.

The Chair welcomed new members to the meeting.

2. MINUTES

The minutes of the meeting held on 1st December 2015 were approved as a correct record, with the following amendment:

Item 4(b) Budget 2016/17 on page 4 the Minute to reflect that the view expressed about working together was not supported by the Glasgow City Branch of Unison. .

3. MATTERS ARISING

(a) FORMAT OF MINUTES

There was discussion around not attributing members names to comments made in the minutes. David Williams explained that this was a practice being adopted to avoid the minutes becoming a detailed record of everything that was said. Where a specific suggestion was made by a member and adopted, it was agreed that in these circumstances it would be appropriate to record the name of the member raising the issue.

(b) INTEGRATION SCHEME - UPDATE

David Williams advised that the Order to establish the Integration Joint Board for Glasgow City had been approved by the Cabinet Secretary for Health Wellbeing and Sport. The Order to confirm the Integration Scheme was laid before Parliament on Friday 8th January 2016, and, subject to no objections, it would come into force on Saturday 6th February 2016, when the Integration Joint Board for the area of Glasgow City Council will be legally established.

Trisha McAuley thanked David and the team on the work which had been undertaken to get the scheme to this stage.

The Board noted the update and that a copy of the approved Scheme would be presented to the inaugural meeting of the Joint Board.

(c) STANDING ORDERS - UPDATE

David Williams updated the meeting following discussion at the last meeting. A revised paper will be submitted to the 8th February 2016 meeting taking on board the comments which had been made specifically in relation to Article 10.12, on the wording around arrangements where there was a failure to agree on a matter during the course of the meeting

David advised that it was proposed that after an initial attempt to reach agreement the meeting agenda would continue and the Chair would re-convene the Board within 1 week to consider the specific issue. If there continued to be disagreement the item would go to the next scheduled meeting with an additional paper from the Chief Officer detailing the issues

raised and recommend a way forward.

The Board noted the update.

(d) STRATEGIC PLAN - UPDATE

Allison Eccles advised that the formal consultation on the Strategic Plan for Glasgow City HSCP was now closed. Around 150 responses had been received from both individuals and organisations with a number of common themes emerging notably housing and the role of GP's.

The IJB meeting scheduled for 21st March 2016 will be used to allow the IJB to discuss the strategic plan prior to formal approval.

A member questioned whether a representative from Development and Regenerations Service (DRS) would be invited to be a member on the IJB. It was confirmed that Patrick Flynn, Head of Housing and Regeneration had been invited to become a non-voting professional member.

The Board noted the update.

(e) UNSCHEDULED CARE - UPDATE

Stephen Fitzpatrick provided an update to the IJB on unscheduled care indicating that on 5th January 2016 there had been a surge in activity within the Acute system, however, the work which has been undertaken within the community in relation to delayed discharges and developing the winter plan for the Glasgow City HSCP has helped to support this and alleviate the pressure on the Acute system.

A formal review of the processes is due to take place at the end of January 2016.

Trisha McAuley questioned the impact on staff during this time. Stephen confirmed that staff are under pressure however, the feel was that the arrangements which have been put in place are robust and can manage the pressure at this time.

The Board noted the update.

4. FINANCE REPORT

(a) GCH&SCP Joint Finance Monitoring Report

Sharon Wearing spoke to the paper providing a summary of the financial performance of the Glasgow City Health and Social Care Partnership for the period to November 2015.

Sharon indicated the trend continues with NHS reporting an underspend of £110k and SWS an overspend of £1.597m.

The Board noted the report.

(b) Budget 2016/17

David Williams provided an update to the IJB in relation to Budget setting for 2016/17 stating that the IJB meeting on 21st March 2016 will be used to approve a financial plan for 2016/17.

David confirmed that work has been undertaken within Glasgow City Council with their budgets planned to be set on 10th March. Within NHSGGC planning is progressing, however, nothing has been finalised.

David highlighted that clarity was still to be received following comments by John Swinney, Cabinet Secretary for Finance, Employment and Sustainable Growth, in which he had indicated £250m would be allocated to Integration Joint Boards (IJBs). Discussions were taking place at national level on how this money would be allocated.

The Board noted the update.

5. GOVERNANCE & COMMITTEE ARRANGEMENTS

David Williams spoke to the paper advising on the future governance arrangements between the IJB and the City Council and Health Board. The paper also described the internal officer decision making structures established within the H&SCP and described proposals for the establishment of IJB Committees.

The paper proposed the following Committees to assist with the conduct of the business of the IJB:

- IJB Executive Sub Committee
- Finance and Audit Committee
- Public Engagement Committee

Members raised concern that the Executive Sub Committee may be a vehicle to get things decided without reference to the IJB. It would be important to see the associated Scheme of Delegation before agreeing proposals. David Williams commented that currently it was planned that the IJB would meet every second month and it was appropriate to have arrangements in place to take decisions between meetings. The alternative was to have more frequent meetings of the Board.

Voluntary Sector Members were unclear of the role of the Public Engagement Committee and were concerned that they had not been consulted on this. Allison Eccles confirmed that the PPF members were to be part of the Community Engagement Group. She would provide a brief to the PPF members on the role of the Public Engagement Group and the Public Engagement Committee which were separate.

Following a comment made, David clarified that as the Chief Officer is responsible for the workforce made available to the HSCP and the IJB is accountable in terms of the Workforce Plan there was a need for oversight of operational workforce planning and in terms of trends in relation to disciplinary hearings/grievances etc.

Dorothy McErlean requested that a staff side representative attend the Integrated Governance Group. No objection was raised to this request.

In response to a question, David clarified the arrangements that had been made to establish strategic planning groups to develop elements of the Strategic Plan. Once the Board was formed it was intended to develop a Strategic Planning Group which would make recommendations to the IJB.

Alex McKenzie was asked about Locality Planning Groups and he explained

**Head of Business
Administration**

that based on existing three localities, networks were being established through local engagement strategies’.

The Board agreed that they should receive

- a) a copy of the draft Scheme of Delegation for comment with the final document presented to the March IJB for approval.***
- b) an updated report on Governance and Committee arrangements at the next meeting.***
- c) an update in relation to Workforce/Human Resources at a future meeting.***

Chief Officer
Designate

Chief Officer
Designate

Chief Officer,
Finance and
Resources

6. ESTABLISHING EQUALITIES OUTCOMES FOR THE IJB

Susanne Millar spoke to the paper detailing the requirement to have an agreed set of Equality Outcomes by the end of April 2016. It was necessary as part of this process to build on the existing work of the City Council and the Health Board. An H&SCP Equalities Governance group has been formed to support this work. Members were encouraged by the process described but were concerned whether the IJB was successful in engaging with those hard to reach communities, such as the Roma people in SE Locality. Fiona Moss indicated that a programme of work is currently being developed along with 6 members of the Roma Community to help with engagement. It was recognised that it was important not to become complacent and to continue to look at ourselves critically

Susanne highlighted that Health Improvement staff have been undertaking a lot of work to engage with these groups although within SWS they are not best placed to engage due to the statutory relationship and would therefore look to the third sector to engage on behalf of SWS

The Board noted the report.

7. ORGANISATIONAL DEVELOPMENT

Isla Hyslop gave a presentation to the IJB on the work being undertaken to develop the Organisational Development Strategy. Work has already been undertaken in developing the vision for the H&SCP along with the development sessions for the IJB, staff engagement session and leadership conversation sessions.

The four elements of the planned Organisational Development Strategy 2016-2019 are:

- The Vision values and purpose
- Quality and service improvement
- Established integrated teams
- Meet equalities outcomes

A Member questioned whether there would be an appraisal process for IJB Members. Isla indicated that no formal process was in place, however, it would be good practice to use effectiveness tools with the overall Board and for individuals. It was highlighted that NHS Board Members are currently subject to an appraisal and it would be good to avoid duplication.

Members confirmed that the Board Development Sessions have been really

effective.

The Board noted the update.

8. GLASGOW COMMUNITY PLANNING - UPDATE

Alex MacKenzie spoke to the Paper providing an update on Community Planning within Glasgow and the Single Outcome Agreement. The paper detailed the two legislative changes currently affecting community planning:

1. The Community Empowerment Act (2015)
2. The Community Justice Bill

The Community Empowerment Act now placed a duty on Community Planning Partnerships (CPPs) to act "with a view to reducing inequalities of outcome which result from socio-economic disadvantage". The Act required CPPs to prepare Local Outcome Improvement Plans and annual progress reports. Locality Plans are also required for those areas where residents experience significantly poorer outcomes which result from socio-economic disadvantage.

The Act also extended the list of statutory partners in community planning to include IJBs. There will be a seat for the NHS and for the IJB in each of the Community Planning areas in Scotland. Where NHS Boards have devolved their duty to participate in Community Planning to H&SCPs (as is the case in NHSGG&C), consideration is required to how both parties contribute. The issue had been raised with the Health Board Chief Executive; A response was awaited.

Councillor Matt Kerr indicated that due to the Criminal Justice Service being wound it would be helpful if a paper clarifying relationships was brought to a future meeting. Alex confirmed that A paper on this would be presented

The Board noted the report and requested:

(a) a paper detailing proposed arrangements for NHS and IJB responsibilities on Community Planning Committees from 1st April 2016 to be submitted to the IJB;

(b) a paper detailing the implications of the Community Justice Bill to be submitted to future IJB meeting.

Chief Officer
Operations

Chief Officer
Operations

9. GLASGOW CARERS PARTNERSHIP - EVALUATION

Susanne Millar spoke to the paper advising the IJB of the outcome of the Glasgow Carers Partnership Evaluation and the improvement plan to take forward recommendations which had been made.

Ann Cummings stated that Carers would be embedded into the work of the various planning groups for Children's Services, Adult Services and Older People's Services.

Councillor Emma Gillan questioned how those in hard to reach areas received information on the support available to Carers. Susanne confirmed that there is a public information campaign with posters in GP practices and local libraries.

Mari Brannigan highlighted the additional work within the NHS in relation to

mental health service user engagement with the Mental Health Network.

The Board noted the report.

10. NEXT MEETING

It was agreed that the inaugural meeting of the Glasgow City Integration Joint Board (IJB) would take place at 10.00 am on Monday, 8th February 2016 in the Sir Peter Heatly Boardroom, Glasgow City HSCP, Commonwealth House, 32 Albion Street, Glasgow, G1 1LH.

The meeting ended at 11.45am