

## PERTH AND KINROSS INTEGRATION JOINT BOARD

Minute of Meeting of the Perth and Kinross Integration Joint Board held in the Sandeman Room, AK Bell Library, York Place, Perth on Friday 13 May 2016 at 1.00pm.

**Present:** Councillor D Doogan, Perth and Kinross Council (Chair)  
 Councillor P Barrett, Perth and Kinross Council  
 Councillor K Howie, Perth and Kinross Council  
 S Hay, Tayside NHS Board (from Item 4 onwards)  
 S Tunstall-James, Tayside NHS Board  
 B Atkinson, Chief Social Work Officer, Perth and Kinross Council  
 R Packham, Chief Officer  
 J Smith, Chief Finance Officer  
 Dr M Martindale, Independent Contractor  
 J Foulis, NHS Tayside  
 Dr D Walker, NHS Tayside  
 Dr A Noble, External Advisor to Board  
 G Mackie, Staff Representative, Perth and Kinross Council  
 R Marshall, Staff Representative, NHS Tayside  
 H MacKinnon, PKAVS (Voluntary Action Perthshire) VAP

**In Attendance:** B Malone, Chief Executive, Perth and Kinross Council; G Taylor, S Hendry, S Rodger, R Fry and L Cameron (all Perth and Kinross Council); B Nicoll, V Aitken, J Dernie, K Wilson and E Devine (all NHS Tayside); N O'Connor, Audit Scotland; M Summers and B Campbell.

**Apologies:** Councillor I Campbell, Dr N Prentice and J Golden.

Councillor Doogan, Chair.

### 1. WELCOME AND INTRODUCTIONS

Councillor Doogan welcomed all those present to the meeting and apologies were noted as above.

### 2. DECLARATIONS OF INTEREST

There were no Declarations of Interest made in terms of the Model Code of Conduct for Members of Devolved Public Bodies.

### 3. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Perth and Kinross Integration Joint Board of 23 March 2016 was submitted and approved as a correct record.

#### **4. MATTERS ARISING**

**(i) Financial Assurance (Item 10 refers)**

With reference to the indicative budget for Large Hospital set aside, J Smith confirmed that a report would be submitted to the next meeting on 1 July 2016.

**(ii) Joint Performance Framework (Item 15 refers)**

In relation to a proposed reporting cycle and core suit of indicators, it was noted that J Smith was working with colleagues from both Perth and Kinross Council and NHS Tayside with a report being submitted to the next meeting on 1 July 2016.

**(iii) Risk Management Register (Item 16 refers)**

It was noted that a comprehensive shared risk register would be submitted to a future meeting of the board in 2016.

**(iv) Budget Review (Item 10 refers)**

With reference to the possibility of setting up Budget Review Groups for the Integration Joint Board for future financial years, J Smith confirmed that she was meeting with the Council's Head of Finance in due course and would be reporting back to the next meeting of the Board on 1 July 2016.

#### **5. TEMPLATE CODE OF CONDUCT FOR THE INTEGRATION JOINT BOARD**

There was submitted a report by the Chief Officer (G/16/97) seeking approval from the Board to adopt a template Code of Conduct drafted by the Scottish Government.

**Resolved:**

- (i) The Code of Conduct as detailed in Appendix 1 of Report G/16/97 be formally adopted;
- (ii) It be agreed that Section 7 of the Board's Standing Order be amended to refer to the Perth and Kinross Integration Joint Board Code of Conduct;
- (iii) The Chief Officer be instructed to submit the Board's Code of Conduct to the Scottish Government for approval by 21 June 2016.

#### **6. STRATEGIC COMMISSIONING PLAN – UPDATE**

There was submitted a report by the Chief Officer (G/16/98) providing the Board with an update on the action plan of the Strategic Commissioning Plan 2016-2019, as part of the regular progress reports to the Board.

**Resolved:**

- (i) The actions as identified in the plan as high priority for 2016/17 be noted;
- (ii) The Chief Officer be required to submit progress reports on the strategic plan to each Integration Joint Board meeting.

## **7. DELAYED DISCHARGE PLAN 2016/17**

There was submitted a report by the Chief Officer (G/16/99) (1) informing the Board of the significant challenges facing the Perth and Kinross Health and Social Care Partnership in relation to delayed discharges; and (2) providing the Board with an outline of the improvement activities already undertaken in 2015/16 with proposals for urgent actions in 2016/17.

### **Resolved:**

- (i) The challenges facing the Integration Joint Board in relation to Delayed Discharges, as detailed in Report G/16/99, be acknowledged;
- (ii) The progress to date, as detailed in Report G/16/99, be noted;
- (iii) The future improvement activities contained within the Delayed Discharge Action Plan for 2016/17 be supported.

## **8. DRAFT COMMUNICATIONS STRATEGY**

There was submitted a report by the Chief Officer (G/16/100) (1) presenting the Draft Communications Strategy to the Integration Joint Board for approval; and (2) setting out the Health and Social Care Partnership's approach to ensuring stakeholders are informed about and engaged in Health and Social Care Integration.

### **Resolved:**

The Community Engagement, Communications and Organisational Development Steering Group be requested to revise the Draft Communications Strategy in consultation with Board members and bring a further version of the strategy to the next meeting on 1 July 2016.

## **9. APPOINTMENT OF STAKEHOLDER MEMBERS**

There was submitted a report by the Chief Officer (G/16/101) (1) providing the Board with a progress update on the appointment of stakeholder representatives for Carers and Service Users to be made to the Board; and (2) recommending named individuals for the Unpaid Carer representatives (main and substitute) and noting timescales for concluding the Service User appointment process.

### **Resolved:**

- (i) The named appointments for the Carer representatives, as detailed in Report G/16/101, be approved;
- (ii) The progress and expected completion date of the Service user appointments be noted;
- (iii) The commencement of the induction process with the identified representatives from May, with formal ratification at the July Board meeting, be supported;
- (iv) The proposed term of appointment, including the review point at six months, be approved;
- (v) The out-of-pocket expenses position to enable involvement, as detailed in Report G/16/101, be supported;
- (vi) The future referencing of Carer and Service User representatives as 'Public Partners' be endorsed.

## **10. FORECAST FINANCIAL POSITION 2015/16**

There was submitted a report by the Chief Finance Officer (G/16/102) (1) setting out the requirements in relation to the issuing of Directions to the Partners; and (2) asking the Board to approve the issuing of Directions to take effect from 1 April 2016.

### **Resolved:**

The updated year end forecast financial position be noted based on the year to date actual expenditure as at the end of February 2016.

## **11. AUDIT SCOTLAND REPORTS**

There was submitted a report by the Chief Officer (G/16/103) (1) considering the implications for the Perth and Kinross Integration Joint Board of two Audit Scotland reports, the opinion therein and recommendations; and (2) assessing the risks and opportunities laid out in the reports, benchmarking the progress made in Perth and Kinross and making recommendations for further action.

### **Resolved:**

- (i) The contents of the Audit Scotland report on Health and Social Care Integration, as detailed in Appendix 2 of Report G/16/103, be noted;
- (ii) The key messages and recommendations from the Audit Scotland report, highlighted at section 4.4 of Report G/16/103, be noted;
- (iii) The progress and development of key actions for the IJB to consider in order to mitigate the risks highlighted in Appendix 1 of Report G/16/103 be noted.

## **12. FUTURE MEETING DATES 2016**

Friday 1 July at 1.00pm (Dewar's Centre, Perth)  
Friday 26 August at 1.00pm (AK Bell Library, Perth)  
Friday 4 November at 1.00pm (Dewar's Centre, Perth)