

PERTH AND KINROSS INTEGRATION JOINT BOARD

Minute of Meeting of the Perth and Kinross Integration Joint Board held in the Hay Room, Dewar's Centre, Glover Street, Perth on Friday 1 July 2016 at 10.00am.

Present: Councillor D Doogan, Perth and Kinross Council (Chair)
 Councillor P Barrett, Perth and Kinross Council
 Councillor I Campbell, Perth and Kinross Council
 Councillor K Howie, Perth and Kinross Council
 L Dunion, Tayside NHS Board (Vice-Chair)
 S Hay, Tayside NHS Board
 J Golden, Tayside NHS Board
 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
 J Foulis, NHS Tayside
 Dr D Walker, NHS Tayside
 Dr A Noble, External Advisor to Board
 G Mackie, Staff Representative, Perth and Kinross Council
 B Campbell, Carer Representative

In Attendance: Councillor D Cuthbert, Perth and Kinross Council; B Malone, Chief Executive, Perth and Kinross Council; S Hendry, D Williams, S Rodger, L Cameron, R Fry and D Fraser (all Perth and Kinross Council); D Huband, V Aitken, D Coulson and E Devine (all NHS Tayside); T Gaskin, FTF Audit and Management Services; N O'Connor, Audit Scotland; S Cole and S Bathgate.

Apologies: Dr M Martindale, Dr N Prentice, R Marshall, H MacKinnon, B Nicoll, G Taylor, J Walker and R Macaskill.

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 Perth and Kinross Integration Joint Board Code of Conduct.

3. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Perth and Kinross Integration Joint Board of 13 May 2016 was submitted and approved as a correct record, subject to updating the attendance list to include L Dunion.

4. MATTERS ARISING

(i) Joint Performance Framework (Item 4(ii) refers).

R Packham reported that work was continuing on this area and that an update would be provided at the next Board meeting.

(ii) Delayed Discharge Plan 2016/17 (Item 7 refers).

R Packham reported that significant progress had been made on the Delayed Discharge Plan 2016/17 since the last meeting, with a visit from Colin Mair of the Improvement Service to assist with this.

IT WAS AGREED TO CONSIDER ITEM 12 AT THIS POINT

12. APPOINTMENT OF PUBLIC PARTNERS

There was submitted a report by the Chief Officer (G/16/161), (1) providing the Board with a final update on the appointment of stakeholder representatives still to be made to the Board and (2) recommending named individuals for the Service User Public Partners (main and substitute) and the initial term of appointment.

Resolved:

- (i) Ann Gourley be appointed as the main Public Partner to the Board and Sue Cole as the substitute Public Partner for service users;
- (ii) The initial term of appointment to be 12 months;
- (iii) Biographies of the newly appointed members to be circulated to Board members.

5. FINANCIAL ASSURANCE UPDATE

There was submitted a report by the Chief Finance Officer (G/16/154), setting out the progress made by the Chief Officer and Chief Finance Officer in developing a financial recovery plan for NHS budgets to be devolved and the implications for the Integration Joint Board as at 1 July 2016.

Resolved:

- (i) The contents of report G/16/154, be noted;
- (ii) The work undertaken by the Chief Finance Officer and the wider partnership team to develop a robust financial recovery plan in relation to the resources delegated directly by NHS Tayside be noted, and the savings and cost reduction plans identified as part of the process, be approved;
- (iii) The level of budgeted resources calculated by NHS Tayside as relating to directly delegated services for 2016/17 with the exception of the GP Prescribing budget, be accepted, with an update on staffing levels and work in the communities provided at the next meeting of the Board;
- (iv) The progress made to date in relation to delivery of GP Prescribing Savings, be noted;
- (v) The Chief Officer and Chief Finance Officer be instructed to continue to work locally and at NHS Tayside level to support delivery of this savings target;
- (vi) The significant financial risk which remains in relation to the use of supplementary staffing across a number of directly delegated services and the

- progress being made to manage this risk in 2016/17 and future years, be noted;
- (vii) The work undertaken by the Chief Officer and Chief Finance Officer and the wider partnership team to develop a robust financial recovery plan in relation to those services to be hosted by the Perth and Kinross Integration Joint Board, be noted;
 - (viii) The level of budgeted resources calculated by NHS Tayside relating to those services to be hosted by Perth and Kinross Council with the exception of Inpatient Mental Health Services (including General Adult Psychiatry, Learning Disabilities and the Tayside Substance Misuse Service), be accepted on behalf of the three Integration Joint Board's;
 - (ix) The progress made to date in developing a financial recovery plan for Inpatient Mental Health Services, both in relation to the savings target and underlining costs pressures, be noted;
 - (x) The particular difficulties created by the delay in implementing clear operational and strategic planning management arrangements for these services be noted and the Chief Officer be instructed to drive forward a resolution to minimise further impact;
 - (xi) The Chief Officer and Chief Finance Officer be instructed to work with all parties to drive forward a sustainable three year financial plan for Inpatient Mental Health Services which aligns with the work being undertaken to establish the future site model for GAP/LD services as part of the "Steps to Better Healthcare" process;
 - (xii) The progress made in identifying savings plans for 2017/18 and 2018/19 be noted, recognising that this will be enhanced considerably once the scope of savings from integration of many existing services is robustly identified in the months ahead;
 - (xiii) The NHS Tayside Transformation Programme arrangements, their link to the development of the Perth and Kinross Integration Joint Board's Financial Plan and associated transformation programme, be noted;
 - (xiv) The position in relation to Large Hospital Set Aside budgets and the action plan being developed to deliver significant improvement in flow and capacity, be noted;
 - (xv) The update provided on Perth and Kinross Council devolved budget for Residential Home Placements and the ongoing financial risk, be noted;
 - (xvi) The financial risk register and the management arrangements, actions and controls that are now being implemented to robustly manage the significant financial risks, be noted;
 - (xvii) The timetable for reporting to the Integration Joint Board on in year financial performance be approved, and the Chief Officer be instructed to arrange a financial planning workshop for members and officers in November to give the opportunity for discussion and consideration of pressures and savings opportunities for 2017/18 and 2019/20;
 - (xviii) D Coulson to be invited to a future development session for board members to present on financial assurance;
 - (xix) It be noted that the reference to skill mix and retirements in the section on Review of Podiatry Services (Hosted) detailed in Appendix 2 should be removed.

6. TRANSFORMATION PROGRAMME: HEALTH CARE SERVICES (2016-2019: PHASE 1)

There was submitted a report by the Chief Officer (G/16/155), updating the Integration Joint Board with progress made in developing the Transformation for Health Care Services which support financial sustainability.

Resolved:

- (i) It be agreed that maintaining the status quo is not an option and that the building of the transformation programme is essential to improve and sustain services;
- (ii) The Chief Officer be instructed to develop a framework for participation and engagement with local communities around the future vision of services;
- (iii) The Chief Officer be instructed to review inpatient spend and prepare a plan to shift the balance of care closer to local communities;
- (iv) The draft transformation and savings plan completed to date, which is included in the Financial Assurance Update Report attached as Appendix 2 of report G/16/155, be acknowledged.

7. DRAFT COMMUNICATIONS STRATEGY

There was submitted a report by the Chief Officer (G/16/156), (1) presenting the Board with the Draft Communications Strategy for approval; (2) setting out the health and social care partnership's approach to ensuring diverse audiences are informed about and engaged in health and social care integration; (3) outlining the communication aims, principles and approach and (4) defining key messages to underpin communication activity.

Resolved:

- (i) The Communications Strategy be approved and it be noted that a public version of the document would be designed and made available both internally and externally;
- (ii) It be requested that an update report on the strategy's implementation as part of a joint report on 'Engagement and Communication' be submitted to the November 2016 meeting of the Integration Joint Board.

8. RISK MANAGEMENT FRAMEWORK

There was submitted a report by the Chief Officer (G/16/157), updating the Board on the progress made in developing a comprehensive risk management framework for the Integration Joint Board.

Resolved:

- (i) The Draft Risk Management Framework be endorsed;
- (ii) The proposed arrangements for ongoing monitoring and review be approved.

9. ANNUAL INTERNAL AUDIT REPORT 2015/16

There was submitted a report by the Chief Finance Officer (G/16/158), providing the Board with the Annual Internal Audit Report for 2015/16.

T Gaskin, Chief Internal Auditor of the Perth and Kinross Integration Joint Board was in attendance and provided a summary of the report.

Resolved:

- (i) The Internal Audit Annual Report for 2015/16, and the conclusion reached that the Integration Joint Board had adequate and effective internal controls in place proportionate to its responsibilities in 2015/16, be noted;
- (ii) It be noted that the Governance Statement set out in the Unaudited Annual Accounts for 2015/16 is consistent with the information that Internal Audit is aware of from their work.

10. UNAUDITED ANNUAL ACCOUNTS 2015/16

There was submitted a report by the Chief Finance Officer (G/16/159), presenting the Integration Joint Board's Unaudited Annual Accounts for the financial year 2015/16 in accordance with the Local Authority Accounts (Scotland) Regulations 2014.

Resolved:

- (i) The Draft 2015/16 Annual Accounts be accepted and submitted for External Audit;
- (ii) It be agreed to consider the Integration Joint Board's audited Annual Accounts for 2015/16 at the next meeting of the Board on 26 August 2016.

11. ESTABLISHMENT OF AUDIT AND PERFORMANCE COMMITTEE

There was submitted a report by the Chief Officer (G/16/160), (1) seeking approval for the creation of an Audit and Performance Committee of the Integration Joint Board; (2) agreeing its remit and powers and (3) seeking nominations to the committee.

Resolved:

- (i) It be agreed to establish an Audit and Performance Committee;
- (ii) The terms of reference as detailed in Appendix 1 of report G/16/160, be agreed;
- (iii) Councillors P Barrett and I Campbell, S Hay and L Dunion be appointed as members of the committee;
- (iv) L Dunion be appointed Chair of the Audit and Performance Committee;
- (v) It be agreed to amend the Standing Orders to enable the Audit and Performance Committee to run without limit of time;
- (vi) Tony Gaskin be appointed as Chief Internal Auditor of the Perth and Kinross Integration Joint Board;
- (vii) Fife, Tayside and Forth Valley Audit and Management Services (FTF) be appointed as the Integration Joint Board's Internal Auditors for 2016/17;
- (viii) The 2016/17 Internal Audit Plan be endorsed;

- (ix) The appointment of KPMG as the Integration Joint Board's External Auditors from 2016/17 for five years be noted.

13. FUTURE MEETING DATES 2016

Friday 26 August at 1.00pm (AK Bell Library, Perth)

Friday 4 November at 1.00pm (Dewar's Centre, Perth)