

## PERTH AND KINROSS INTEGRATION JOINT BOARD

Minute of Meeting of the Perth and Kinross Integration Joint Board held in the Gannochy Suite, Dewar's Centre, Glover Street, Perth on Friday 4 November 2016 at 12.30pm.

- Present:** Councillor D Doogan, Perth and Kinross Council (Chair)  
 L Dunion, Tayside NHS Board (Vice-Chair)  
 Councillor P Barrett, Perth and Kinross Council  
 Councillor I Campbell, Perth and Kinross Council  
 Councillor K Howie, Perth and Kinross Council  
 S Hay, Tayside NHS Board (left during consideration of Item 8 on the agenda)  
 J Golden, Tayside NHS Board (up to and including Item 9 on the agenda)  
 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  
 H MacKinnon, PKAVS (Third Sector Interface)  
 A Gourlay, Service User Public Partner  
 S Cole, Carer Public Partner (substituting for B Campbell)
- In Attendance:** J Walker, S Hendry, G Taylor, L Cameron, R Fry and K Ogilvy (all Perth and Kinross Council); V Aitken, V Johnson, E Devine, D Huband, H Dougall, L Hamilton, K Wilson and S Doig (all NHS Tayside); M Summers, Substitute Service User Public Partner;
- Apologies:** S Tunstall-James, Dr. N Prentice, G Mackie, H Meldrum, B Campbell, D Fraser, B Malone and S Rodger.

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 26 August 2016 was submitted and approved as a correct record.

### **4. ACTION POINT UPDATE**

There was submitted and noted the action point update for the Integration Joint Board as at 4 November 2016 (G/16/245).

### **5. MATTERS ARISING**

#### **(i) Public Partners (Item 4 (i) refers)**

A Gourlay confirmed that there was a group of public partners who were willing and available to be involved in any initiatives relating to the work of the Integration Joint Board.

### **6. APPOINTMENT OF ADDITIONAL MEMBERS AND ATTENDEES**

There was submitted a report by the Chief Officer (G/16/233) considering changes in the appointment of additional members to the Board, and also the arrangements for those in attendance at the Integration Joint Board who are not members, as detailed in Appendix 1 of the report.

#### **Resolved:**

- (i) The changes in Board membership, as detailed in Appendix 1 of the report, be noted;
- (ii) The updated list of members, and in particular the appointment of the NHS Staff Partnership representative, as detailed in Appendix 1 of the report, be agreed;
- (iii) The arrangements for the attendance at Board meetings by officers who are not Board members, and in particular the Clinical Director and the Head of In Patient Mental Health and Learning Disability Services, as detailed in the report, be agreed.

### **7. CHIEF OFFICER UPDATE**

There was submitted a report by the Chief Officer (G/16/234) providing an overview and update of work across the Health and Social Care Partnership. The report was intended for information and to allow Board members to remain aware of the progress of the major projects and any issues arising in between formal reports. Comments and advice from board members would be noted and fed back to Lead Officers.

#### **Resolved:**

- (i) The progress on each of the projects listed in the report be noted;
- (ii) In relation to the Out of Hours Service, the Chief Officer be requested to circulate information to Board members in relation to test results for nurse led telephone triage within the out of hours service;

- (iii) It be agreed that Dr D Walker submit a briefing paper to a future meeting of the Board in relation dietetic work being undertaken at a national level.

## **8. FINANCIAL UPDATE AS AT 31 AUGUST 2016**

There was submitted a report by the Chief Finance Officer (G/16/235) updating the Board on the financial performance of the Perth and Kinross Integration Joint Board as at 31 August 2016.

### **Resolved:**

- (i) The year end forecast overspend for the Integration Joint Board of £2.068m, which related primarily to the forecast gap on saving delivery, as detailed in the report, be noted;
- (ii) It be agreed that a report be submitted to the next meeting of the Board with a proposed action plan on targets and reducing spend particularly in the area of GP prescribing.

## **9. ESTABLISHMENT OF AUDIT AND PERFORMANCE COMMITTEE**

L Dunion, Chair of the Audit and Performance Committee, reported that the first meeting of the Committee took place on Friday 28 October 2016.

The minutes of the meetings and a Chair's summary report would be submitted to future meetings of the Integrated Joint Board.

The Board noted the position.

## **10. CLINICAL, CARE AND PROFESSIONAL GOVERNANCE PROGRESS REPORT**

There was submitted a report by the Chief Officer (G/16/236) providing an update with regards to the arrangements for Care and Professional Governance across the partnership, and activity and progress to date led by the Care and Professional Governance Forum.

### **Resolved:**

- (i) The activity and progress made to date regarding the partnership arrangements for Care and Professional Governance, as detailed in the report, be noted;
- (ii) The Forum Terms of Reference and Workplan for 2016/17, as detailed in Appendices 1 and 2 of the report, be approved;
- (iii) The proposals outlined in Section 3 of the report be approved;
- (iv) The Chief Officer be requested to submit a further progress report in six months time containing details of progress and providing further recommendations.

## **11. PERTH AND KINROSS WINTER PLAN**

There was submitted a report by the Chief Officer (G/16/237) presenting the winter planning arrangements and improvement plan for the Perth and Kinross Health and Social Care Partnership. The plan was underpinned by the six essential actions for unscheduled care.

### **Resolved:**

- (i) The improvement actions taken forward in 2015/16, as detailed in the report, be noted;
- (ii) The improvement actions underpinning the 2016/17 Winter Plan, as detailed in the report, be endorsed;
- (iii) The overall NHS Tayside Winter Plan be circulated virtually to members for endorsement.

IT WAS AGREED AT THIS POINT THAT ITEM 12 ON THE AGENDA WOULD BE CONSIDERED AS AN EXEMPT ITEM PRIOR TO ITEM P1 ON THE AGENDA

## **13. UPDATE REPORT ON PARTICIPATION AND ENGAGEMENT AND COMMUNICATIONS STRATEGIES**

There was submitted a report by the Chief Officer (G/16/239) providing an update on progress in relation to the partnership's communications and engagement activity following the Integration Joint Board's approval of the Participation and Engagement and Communications Strategies. The report sought the agreement of the Board with regard to proposals for the partnership's visual identity outlined in Section 8 of the report.

### **Resolved:**

- (i) It be agreed that the Health and Social Care Partnership work with the Community Planning Partnership to produce a new Community Planning Partnership visual identity, with sub-branding elements for use by the outcome delivery groups;
- (ii) It be agreed that the partnership gather information from users on their preferences for a visual identity;
- (iii) It be agreed that an interim position on visual identity be progressed to support print and verbal communication. This to include the use of "Perth and Kinross Health and Social Care Partnership" and accompanying logos currently in place.

## **14. ADULT SUPPORT AND PROTECTION**

There was submitted a report by the Director (Housing and Social Work) (G/16/240) providing information on the Adult Support and Protection (Scotland) Act 2007, the governance structure and role of the Integration Joint Board in respect of Adult Support and Protection in Perth and Kinross.

**Resolved:**

- (i) The Chief Officer be remitted to identify a suitable representative from the Integration Joint Board to be appointed to the Adult Support and Protection Committee;
- (ii) The Integration Joint Board to ensure joint quality assurance processes in relation to Adult Support and Protection are consistent with national standards and are reflected within the IJB performance;
- (iii) It be agreed that the Adult Support and Protection Committee Biennial Report be submitted to the Integration Joint Board in future for ratification;
- (iv) A development session be arranged in 2017 for members on the work of the Adult Protection Committee, Child Protection Committee and Public Protection Work.

THE FOLLOWING THREE ITEMS WERE SUBMITTED AND NOTED FOR INFORMATION

**15. DIRECTOR OF PUBLIC HEALTH ANNUAL REPORT 2015/16**

Report by Chief Officer (G/16/421)

**16. PARTNERSHIP ENGAGEMENT MEETING 11 AUGUST 2016**

Scottish Government Letter (G/16/242)

**17. DELAYED DISCHARGES**

Letter by Convener of Health and Sport Committee, Scottish Parliament (G/16/243)

**18. MEETING DATES 2017**

Friday 3 February  
Friday 24 March  
Friday 16 June  
Friday 18 August  
Friday 13 October  
Friday 15 December

All meetings to take place at the Perth and Kinross Council Offices, 2 High Street, Perth. Board Meetings to begin at 10.30am with Development Sessions beginning at 9.00am as required.

**IT WAS AGREED THAT THE PUBLIC AND PRESS SHOULD BE EXCLUDED DURING CONSIDERATION OF THE FOLLOWING ITEMS IN ORDER TO AVOID THE DISCLOSURE OF INFORMATION WHICH IS EXEMPT IN TERMS OF SCHEDULE 7A TO THE LOCAL GOVERNMENT (SCOTLAND) ACT 1973**

J WALKER, R FRY, K OGILVY, E DEVINE, D HUBAND, H DOUGALL AND K WILSON ALL LEFT THE MEETING AT THIS POINT

**P2. CONTINGENCY PLAN FOR SUSTAINING MENTAL HEALTH SERVICES DURING TRANSITION**

There was submitted a report by the Chief Officer (G/16/238) informing the IJB of contingency planning requirements within Mental Health and Learning Disability Inpatient Services that were hosted within the structures of Perth and Kinross Health and Social Care Partnership.

**Resolved:**

- (i) Authority be delegated to the Chief Officer, supported by the Associate Medical Director, Associate Nurse Director and the Head of In-Patient Mental Health and Learning Disability Services to enact short-term contingency plans for Mental Health and Learning Disability services, to maintain safe and effective services delivery in the short to medium term and until the Mental Health Transformation Programme has delivered long term sustainable solutions to the current operational challenges.
- (ii) The Chief Officer be requested to submit an updated paper outlining the wider assessment of impact and risk to the next meeting of the Board in February 2017.
- (iii) The Chief Officer, supported by the Associate Medical Director, Associate Nurse Director and the Head of In-Patient Mental Health and Learning Disability Services, be requested to submit regular updates on the Mental Health and Learning Disability Services including an update on any contingency plans in place.
- (iv) Perth and Kinross Integration Joint Board are recommended to request from the Chief Officer, supported by the Associate Medical Director, Associate Nurse Director and the Head of In-Patient Mental Health and Learning Disability Services, regular updates on the Mental Health Improvement Plan.

M SUMMERS REQUESTED THAT HER DISSENT BE NOTED REGARDING THE ABOVE DECISIONS BASED ON A LACK OF CONSULTATION.

**P1. IMPLEMENTING THE FOUNDATION LIVING WAGE**

There was submitted a report by the Chief Officer (G/16/244) asking the Integration Joint Board to note that Perth and Kinross Council, as provider of services to the Health and Social Care Partnership, approved the additional expenditure pressure for 2016/17 of £39,000 to implement the Foundation Living Wage across social care services to be contained within the current year budget.

**Resolved:**

- (i) The additional budget pressure for 2016/17 of £39,000 which is associated with increased hourly rates for care at home providers and contract uplifts for specialist care and support providers to enable them to pay staff the current Foundation Living Wage of £8.25 per hour, which will be contained within the community care current year budget, be noted.
- (ii) The Chief Officer be requested to set out in next year's draft budget how this will be met.

