

# ABERDEENSHIRE INTEGRATION JOINT BOARD

31 OCTOBER, 2018

## **Integration Joint Board Members:**

Dr L Lynch (Chair); Ms A Anderson; Mr A Gray; Councillors R Cassie (as substitute for A Allan), W Howatson, G Petrie (as substitute for D Robertson), A Ross, and A E Stirling; and Mr E Sinclair.

## **Integration Joint Board Non-Voting Members:**

Mr Adam Coldwells, Chief Officer; Mr A Wood, Chief Finance Officer; Mr D Hekelaar and Mrs S Kinsey, Third Sector Representatives; Mr A Cox (Public Representative); Dr M Metcalfe; Ms I Kirk and Mr M McKay.

## **Officers:**

Mrs D Flockhart, Mrs S McIntosh, Ms A Rickert, Mr I Ramsay, Mrs S Strachan, Mr M Simpson, and Mrs A Wood, Aberdeenshire Health and Social Care Partnership (AHSCP); Mr A Sharp, (NHS Grampian); and Ms J McRobbie, Ms K Mowat, and Ms J Raine-Mitchell, Aberdeenshire Council.

## **Apologies:**

Councillors A Allan and D Robertson; Mrs E Fairley; Ms J Gibbs; Ms R Little; and Mrs A Mutch.

## **In attendance:**

Ms A MacDonald, Audit Scotland.

## **1. SEDERUNT AND DECLARATION OF INTERESTS**

The Chair advised the Joint Board that apologies had been received from Councillor Anne Allan, as there had been a family bereavement. The Joint Board **agreed** that the Chair offer, on behalf of the Joint Board, condolences to Councillor Allan and her family.

The Joint Board heard from the Clerk that, for the purposes of the meeting, Aberdeenshire Council representatives had been amended to allow Cllr Ross Cassie to attend as a substitute for Cllr Anne Allan.

The Chair asked members for declarations of interest from both voting, and non-voting, members.

Councillor Cassie declared an interest, as a Trade Union Member, in Item 11 (Ethical Care Charter) but, having applied the objective test indicated that he would remain and participate in the discussion of the item.

## **2. RESOLUTIONS**

### **(A) STATEMENT OF EQUALITIES**

In making decisions on the following items of business, the Joint Board **agreed**, in terms of Section 149 of the Equality Act, 2010:-

- (1) to have due regard to the need to:-
  - (a) eliminate discrimination, harassment and victimisation;
  - (b) advance equality of opportunity between those who share a protected characteristic and persons who do not share it; and

- (c) foster good relations between those who share a protected characteristic and persons who do not share it; and
- (2) where an Equality Impact Assessment was provided, to consider its contents and take those into account when reaching their decision.

### **3. MINUTE OF MEETING OF INTEGRATION JOINT BOARD OF 22 AUGUST, 2018**

There had been circulated the Minute of Meeting of the Integration Joint Board of 22 August, 2018. The Joint Board **agreed** to approve the Minute of Meeting, subject to the amendment of the sederunt to record Mrs Kinsey's apologies for the meeting.

### **4. ORAL UPDATE FROM INTEGRATION JOINT BOARD AUDIT COMMITTEE OF 12 SEPTEMBER, 2018**

The Joint Board heard from Mr Sinclair, Chair of the Audit Committee, of the outcomes of their meeting of 12 September, 2018.

Mr Sinclair reported that both internal and external audit reports which had been received were content with the progress of work; that the Committee had approved the finalised Audited Accounts for the Integration Joint Board; and that it had been agreed that an immediate piece of work be undertaken regarding the future role, remit, and composition of the Audit Committee.

The Joint Board **noted** the updates provided.

### **5. ACTION LOG**

There had been circulated the Integration Joint Board Action Log by the Chief Officer, Aberdeenshire Health and Social Care Partnership.

The report provided update on progress with works previously instructed, including an update on the Physiotherapy in Ballater, and the inclusion of the Buchan Area Manager in the on-going work on the services which could be provided from the Ugie Hospital Peterhead, concluded in October 2018, and the consideration of a revised approach to the ADP work, which had still to be concluded, but was on course to complete in its agreed timescale.

After discussion, and having heard that some local Members had not been updated with progress on the Ugie Hospital consultations, the Joint Board **agreed:-**

- (1) that officers review the process by which all Councillors in the Ugie Hospital hinterland were to be kept appraised of progress; and
- (2) In all other respects, to **note** the updates provided.

### **6. CHIEF OFFICER'S UPDATE**

There was circulated a briefing, prepared by the Chief Officer, Aberdeenshire Health and Social Care Partnership, providing updates on (a) the implementation of the Carer's (Scotland) Act 2016, for both the adult carer strategy and the new carer pathway/ process, the carer Charter, Short Breaks Services Statement (SBSS), Career Census, and Carer Information Distribution; (b) Progress on the Review of Minor Injury Units (MIU); (c) primary care services in Ellon and Banchory; and (d) Delayed Discharge.

It was further reported of officers' involvement in the closure of the Muirhead Care Home, Alford, which would be reported formally to the Clinical and Adult Social Work Governance Committee; and the Joint Board were also advised of the emerging situation at Deveron Medical Practice, which had advised of its intention, due to ongoing difficulties with GP recruitment, to withdraw from their contract with NHS Grampian to provide for their registered population of 6000+ patients.

There was discussion on the awareness by carers of the support options which might be available to them, and the challenges in making that information available as a time when diagnoses might be so recent, or individuals not self-defining as carers

The Joint Board heard from the Chair of recent attendance at a national Standards Commission event, for Integration Joint Boards, where some issues of concern raised by participants had no obvious resonance with Aberdeenshire, where it was hoped that non-voting members felt included in all discussions, equally valued in contributing to discussions, and fully supported to participate. Mr Hekelaar spoke of his own experience as third sector representative, indicating that he felt equally valued as a member, with all contributions welcomed. Mrs Kinsey endorsed his comments.

The Joint Board **agreed:-**

- (1) that carers support information and its availability be further explored as part of the discharge check list from acute care;
- (2) to note that, following the next meeting of the Steering Group, updates on the proposals for the MIUs would be shared with Aberdeenshire Council's Area Committees when appropriate, and would also be progressed in the context of ongoing work to ensure a beneficial fit with the Primary Care Improvement Plan;
- (3) to compliment staff on their handling of, and provision to Board members of appropriate briefings, on the issues at Muirhead Care Home, noting that the joint working with the Care Inspectorate on the matter had been selected as a national focus of sharing good practice with others;
- (4) that a further report be considered on the Deveron Medical Practice in early course; and
- (5) to note, in all other respects, the updates provided.

#### **7. APPOINTMENT OF THE CHIEF FINANCE OFFICER TO THE ABERDEENSHIRE INTEGRATION BOARD**

Alan Sharp, Depute Director of Finance, NHS Grampian, left the meeting during consideration of the undernoted item.

There had been circulated a report dated 27 August, 2018, by the Chief Officer, requesting the Joint Board's consideration of the appointment of a Chief Finance Officer, following the intimation from Mr Wood, current Chief Finance Officer, of his intention to resign with effect from 31 October, 2018 and recommending the appointment of Alan Sharp, Depute Director of Finance, NHS Grampian, to the post.

The Joint Board **agreed:-**

- (1) that Mr Sharp be appointed, with effect from 1 November, 2018, as the Section 95 Officer, known as the Chief Finance Officer, to the Integration Joint Board, under the Local Government (Scotland) Act 1973, on a permanent basis, with the option that either the Integration Joint Board or the Chief Finance Officer may review this appointment at any time; and

- (2) to thank Mr Wood, as retiring Chief Finance Officer, for his sterling work in supporting the Integration Joint Board, providing advice and guidance from its shadow times till the present.

Mr Sharp re-joined the meeting, expressed his pleasure in taking over from an excellent predecessor, and indicated that whilst being aware of the challenges lying ahead, he was grateful to the Joint Board for their endorsement of him.

#### **8. PROVISION OF HEALTHCARE AT HER MAJESTY'S PRISON AND YOUNG OFFENDERS INSTITUTE (HMPYOI) GRAMPAN**

With reference to the Minute of Meeting of 18 April, 2018 (Item 5), there had been circulated a report dated 9 October, 2018 by the Partnership Manager (North) providing an update on the follow up inspection by HM Inspectorate of Prisons for Scotland (HMIPS), in collaboration with Healthcare Improvement Scotland (HIS) of healthcare provision at the joint facility at Her Majesty's Prison and Young Offenders Institute (HMPYOI) Grampian.

Having heard further from the Partnership Manager North of the improvements which had been acknowledged since the original inspection of 2015, there was discussion of the commendable work of staff, both within and outwith the prison; the challenges in timing of engagement with prisoners to facilitate good communication; in making the improvements, with several citations of good practice, the Joint Board agreed:-

- (1) to commend all staff in the joint working which had led to improvements, and their continued commitment to innovation and better outcomes, with a letter of thanks from the Chair and Vice Chair on behalf of the Joint Board to be sent;
- (2) to continue to support staff in their challenges at the Prison, and receive update performance monitoring reports as appropriate in future;
- (3) that feedback from service users be included in future reports as appropriate;
- (4) to welcome the improvements reported; and
- (5) that the report be shared with Aberdeen City and Moray Integration Joint Boards.

#### **9. ABERDEENSHIRE HEALTH AND SOCIAL CARE PARTNERSHIP STRATEGIC PLAN 2019 - 2024**

There had been circulated a report dated 16 October, 2018, by the Partnership Manager (Strategy and Business Services), containing a draft of the Strategic Plan for 2019 – 2024 for consideration, in terms of the Public Bodies (Joint Working) (Scotland) Act 2014.

Having noted that the second iteration of the Strategic Plan aspired to explain how the outcomes would be pursued with individuals and the communities, explained what resources were available, how external providers might increasingly assist in the provision of commissioned services, and detailed the proposed consultation on the Plan, there was discussion of (a) the engagement methods proposed and the potential creation of a workshop pack/ guide to assist groups focus their responses; (b) the timescale for engagement, given the proximity of the Festive period, when not all community groups met as regularly as usual; and (c) the list of proposed consultees, the Joint Board agreed:-

- (1) to approve, for consultation, the draft Strategic Plan, as detailed in Appendix 3 to the report, and commend staff on the revised presentation;
- (2) that Community Councils be added to the list of consultees;
- (3) that consideration be given, in future iterations, to honing down from 10 priorities to a lesser number;
- (4) that officers revise the list of acute services etc to ensure completeness; and

- (5) that the Chief Officer, in consultation with the Chair and Vice-Chair, consider and agree a revised timescale for the engagement, and ultimate publication of the approved plan, including consideration of the use of online surveys and social media.

## 10. HOSTED SERVICES

There had been circulated a report by the Chief Officer requesting the consideration of a revised approach to the planning of delegated services and explaining how hosted services were provided across the three Integration Joint Boards of North East Scotland, working jointly with Moray and Aberdeen City, as well as with NHS Grampian. The work would see one Health and Social Care Partnership take the lead on planning services, on specific areas of operation, across all three, with the partner joint boards being advised of plans and invited to comment on the proposals made on their behalf.

After discussion of the need for explicit reference to third sector representatives and public engagement in the workshops described in the strategic planning framework for delegated services, and the need to ensure that commitment was made to the maintenance of staff governance, across the collaborating organisations, the Joint Board **agreed:-**

- (1) to note that further exploration of the concept would be undertaken at a future development session; and
- (2) within the caveats expressed in the discussion above, to approve in principle the proposed approach to planning for delegated services as appended to the report.

## 11. ETHICAL CARE CHARTER

There had been circulated a report dated 21 September, 2018 by the Chief Officer, providing an update on progress towards achieving the standards set out in UNISON's Ethical Care Charter for staff engaged in health and social care services and explaining why Aberdeenshire Council was unable to guarantee standards for commissioned services, due to restrictions in procurement legislation.

Having noted that a small number of other Scottish Local Authorities had already signed up to the Charter, there was extensive discussion on what commissioning authorities were allowed to stipulate in procurement, and how bids could be assessed with a weighting in favour of the required standards; the need to establish equitable standards of pay and conditions across all staff, regardless of provider; the potential to participate via the Convention of Scottish Local Authorities (CoSLA) for a tri-partite national agreement; the limited influence of the Partnership whose commissioning was undertaken by Aberdeenshire Council under direction; and the legal restrictions on what could currently be achieved and enforced. The Joint Board **agreed:-**

- (1) to endorse for its interest the progress made towards achieving the standards set out in the Ethical Care Charter for staff engaged in health and social care services in Aberdeenshire;
- (2) to acknowledge that, because of restrictions in procurement legislation, Aberdeenshire Council could not guarantee the standards set out in the Charter for commissioned services, could not adopt the Charter, and would not consider it again unless the procurement rules changed; and
- (3) that the findings and conclusions of the report be shared with Aberdeenshire Council at a future meeting.

## **12. REVIEW OF IMPLEMENTATION OF THE ADULT SOCIAL WORK ASSISTED TRANSPORT POLICY**

With reference to the Minute of Meeting of 28 June, 2017 (Item 9), there had been circulated a report dated 15 May, 2018 by the Partnership Manager, (North), reviewing the adult social work assisted transport policy, relating to the provision of transport for the purpose of attending a support, or a service, to meet an assessed need.

Having heard further from officers of the history of the policy's development in consultation and engagement with the service users, there was discussion of feedback from users; the learning that had been demonstrated in the process of implementation; the challenges of supporting a rural and dispersed community across north east Scotland; and the impact on other service users and their families.

The Joint Board agreed:-

- (1) having considered the conclusions of the review of the implementation of the policy, to agree to the proposed amendments to the policy and associated guidance, as appended to the report; and
- (2) request a further update report in six months, which would include feedback and reflections from service-users.

## **13. NORTH CORRIDOR PROJECT**

There had been circulated a report by the Partnership Manager (Central) providing an update on the work being pursued in pursuit of the North Corridor Project, which aimed to redesign primary health and care services for residents of Aberdeen City North, and approximately 13,000 residents of Aberdeenshire who access city services, in the context of the Scottish Government's agreement, in principle, to fund £19M to transform services and invest in the associated infrastructure, to include the General Medical Service provision across Blackburn, Newmachar, and Balmedie.

The report detailed the various community engagement sessions which had been held to inform the Initial Agreement, as the first phase of the business planning process, describing the strategic context within which the proposed investment would take place. The Joint Board heard from Mr Sharp that the matter was also being considered by the Asset Management Group which would ultimately look to identify infrastructure to support the service requirements.

Having noted that the process was three-staged, and would move from the Initial Agreement to Outline Business Case, and then the Final Business Case, with consultation and engagement at all stages, the Joint Board agreed:-

- (1) to approve for their interest the draft summary of the Initial Agreement, to be subject to approval by the NHS Grampian Board in December, 2018;
- (2) to receive feedback, from the NHS Grampian Board decision on the final Initial Agreement in December, 2018; and
- (3) to acknowledge the feedback provided through the Community Engagement Sessions.

## **14. PLANNING FOR WINTER 2018/19**

There had been circulated a report dated 22 October, 2018 by the Partnership Manager (South) requesting consideration of the Partnership Winter Plan 2018/19, seeking to make the

most effective use of Aberdeenshire's resources, within the larger Grampian health and social care system to coordinate an efficient approach to winter surges in demand.

Having heard further from officers of the intent to summarise key information in a format which would be more accessible for public distribution, there was discussion of the national provision of winter flu vaccines across all target groups; the interface with NHS Grampian's own winter plan and a requirement to make this a single presentation for the public; the various scenarios for which joint agency collaboration were in place in terms of emergency planning; and the potential to share the vaccination programme within HMPYOI Grampian, the Joint Board **agreed:-**

- (1) that an executive summary be produced to present a single approach to the Health Board's own winter plan;
- (2) that a briefing be provided in early course for members on the implications of the restricted availability of flu vaccine and measures to ensure its most effective application within priority vulnerable groups; and
- (3) that updates on performance be provided in due course, with an initial briefing after festive period, then a formal summary in March/ April 2019.

#### **15. PROGRAMME FOR GOVERNMENT 18/19 ADDITIONAL ALCOHOL AND DRUG INVESTMENT**

There had been circulated a report by the Partnership Manager (North) advising members of the potential availability of new "Local Improvement Fund" monies which the Scottish Government were promoting to reverse previous reductions of 23% in the national budget for alcohol and drug services.

Having noted that the service in north east Scotland had been, for 17/18, been sustained at its previous funding level through a one off, non-recurring allocation from NHS Grampian, the report proposed investment proposals for submission to the Scottish Government, there was discussion of the challenges in recruitment and retention of staff, the coordination of support through complementary projects such as Getting It Right For Every Child (GIRFEC); and the fund direction to non-recurring investments.

The Joint Board **agreed:-**

- (1) to endorse the proposed investments for year 1, and indicative proposals for year 2, to confirmed on basis of further strategic planning, for submission to the Scottish Government;
- (2) that a development session be organised on substance misuse strategy; and
- (3) that a report on the future development of an Integration Joint Board strategy on substance misuse, to allow for assurance about the allocation of any future funding resources, be considered and reported by officers in due course.

#### **16. INTEGRATION JOINT BOARD AUDIT COMMITTEE**

There had been circulated a report dated 23 October, 2018 by the Chief Finance Officer, requesting Joint Board consideration of a proposed self-review of the Audit Committee, including the Terms of Reference for the Audit Committee, membership, and the appointment of the Chair and Vice Chair. After discussion, the Joint Board **agreed:-**

- (1) to commend the Audit Committee, supported by officers, for its self-reflection considerations and agree that the Terms of Reference require to be revised in the light of operational experience to date;

- (2) that the Audit Committee undertake a review of the current Terms of Reference and report back to the Joint Board; and
- (3) to defer consideration of the appointment of members, and the appointment of a Chair and Vice Chair for the Audit Committee, until receipt of the completed review recommendations.

#### **17. FINANCE UPDATE AS AT AUGUST, 2018**

There had been circulated a report dated 23 October, 2018 by the Chief Finance Officer, requesting members' consideration of the financial position as at August, 2018, and recommending budget adjustments.

Having heard further from the Chief Finance Officer of the recurring challenges in allocation of resources, including staffing, to need-based demands, and the requirement to have realistic forecasting at the start of the financial year, the Joint Board **agreed**, having considered the financial position as detailed in the report and its appendices, to approve the budget adjustments as detailed in Appendix 3 to the report.

#### **18. ABERDEENSHIRE HEALTH AND SOCIAL CARE PARTNERSHIP (AHSCP) PERFORMANCE & OUTCOMES FRAMEWORK QUARTER 1 REPORTING – APRIL TO JUNE, 2018**

There had been circulated a report dated 16 October, 2018 by the Partnership Manager (Strategy and Business Services) detailing the Quarter 1 performance against the Partnership's Commissioning Plan. There was discussion of the revision of the reporting format, with Appendix 1 relating to the alignment of resources to strategic priorities, Appendix 2 reporting on delayed discharges and emergency attendance, and Appendix 3 encompassing thematic reports on iMatter and Dementia, and it was noted that a figure in the iMatter report was incorrect. The Joint Board **agreed:-**

- (1) to note the content of the Quarter 1 performance report in its revised format;
- (2) that information be sought on the reasons for increased attendance at Accident and Emergency in order to assess what mitigating actions might be considered;
- (3) that officers revert to members with the corrected figure in Table 3, iMatter, experience as an individual, "I feel appreciated for the work I do";
- (4) to note that the report would be shared with Aberdeenshire Council's Communities Committee for their information and reflection, with any comments shared with the Integration Joint Board to ensure the interactive process; and
- (5) in all other respects to note the terms of the report, commending staff for their informative and accessible presentation of performance information.

#### **19. FIRST ANNUAL REPORT ON COMMUNITY JUSTICE IN ABERDEENSHIRE**

With reference to the Minute of Meeting of 22 March, 2017 (Item 10), there had been circulated a report dated 3 October, 2018 by the Partnership Manager (North), requesting consideration of first annual report on Community Justice in Aberdeenshire, recently approved by the Community Planning Partnership for submission to Community Justice Scotland.

Having heard further from officers of the local priority actions identified in the Plan, with challenges ahead identified, the Joint Board discussed the importance of being allowed to consider the annual report in advance of its finalisation by the Community Planning Partnership and **agreed:-**



- (1) to commend staff for their valuable work undertaken across Aberdeenshire, in a low-profile service, about which it was important to raise greater awareness and appreciation;
- (2) that the Chief Officer progress, with Aberdeenshire Council's Lead Officer for the Community Planning Partnership, how the Integration Joint Board may be involved at an earlier stage in commenting on a draft annual report; and
- (3) in all other respects to welcome and note the report, recently approved by the Community Planning Partnership for submission to Community Justice Scotland.

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