

**North Ayrshire Health and Social Care Partnership
Minute of Integration Joint Board meeting held on
Thursday 11 February 2016
at 10.00 a.m., Council Chambers, Cunninghame House, Irvine**

Present

Councillor Anthea Dickson, (Chair)
Stephen McKenzie, NHS Ayrshire & Arran (Vice Chair)
Carol Davidson, NHS Ayrshire & Arran
Janet McKay, NHS Ayrshire & Arran
Councillor Peter McNamara, North Ayrshire Council
Councillor Ruth Maguire, North Ayrshire Council
Councillor Robert Steel, North Ayrshire Council

Iona Colvin, Director North Ayrshire Health and Social Care (NAHSCP)
Lesley Aird, Chief Finance Officer
Stephen Brown, Chief Social Work Officer – North Ayrshire
Nigel Wanless, Independent Sector Representative
David Donaghy, Staff Representative – NHS Ayrshire and Arran
Louise McDaid, Staff Representative – North Ayrshire Council
Fiona Thomson, Service User Representative
Jim Nichols, Third Sector Representative
Martin Hunter, Service User Representative
Marie McWaters, Carers Representative
Karen McDowall, Senior Nurse, NHS Community

In Attendance

Thelma Bowers, Head of Mental Health
Jo Gibson, Principal Manager (Planning & Performance)
David Rowland, Head of Health & Community Care
Paul Doak, Integration Joint Board Chief Internal Auditor
Vivien Mills, Occupational Therapist, Care at Home Enablement
Karen Andrews, Business Support Officer
Angela Little, Committee Services Officer

Apologies for Absence

Bob Martin, NHS Ayrshire & Arran
Dr. Paul Kerr, Clinical Director
Dr. Mark McGregor, Acute Services Representative
Derek Barron, Lead Nurse/Mental Health Advisor
Sally Powell, Carers Representative
Kerry Gilligan, Lead AHP
Dr Paul Kerr, Clinical Director

1. Chair's Remarks

The Chair agreed to vary the order of business to consider Agenda Item 6 (Integrated Care Fund) as the last item of business.

2. Apologies

Apologies were noted.

3. Declarations of Interest

In terms of Standing Order 7 and Section 5 of the Code of Conduct for Members of Devolved Public Bodies, Dr. Janet McKay, Jim Nicols and Nigel Wanless declared an interest in Agenda Item 6 (Integrated Care Fund), which would be considered as the last item of business.

4. Minutes/Action Note – 10 December 2015

The accuracy of the Minutes of the meeting held on 10 December 2015 were confirmed and the Minutes signed in accordance with Paragraph 7 (1) of Schedule 7 of the Local Government (Scotland) Act 1973.

The Board noted that a report on the Audit Scotland report P. Doak would be provided to the meeting on 10 March 2016.

5. Update: Review of Services for Older People and Those with Complex Needs

The Board viewed a DVD on the range of services provided by the Care at Home Service and users' experiences and views of the service.

Members asked questions and were provided with further information in relation to:-

- Induction training that is provided for new staff and refresher training for existing staff; and
- Processes in place to keep clients advised of any changes to their care plans, including changes to staff rotas.

The Board expressed their appreciation at the work of all care at home staff and asked that this be relayed back to the workforce. D. Rowland

6. Financial Management Report as at 30 November 2015

Submitted report by Lesley Aird, Head of Finance (North Ayrshire Council) and Fiona Neilson, Senior Finance Manager (NSH) on the current financial position of the North Ayrshire Health and Social Care Partnership as at 30 November 2015.

The projected overspend for 2015/16 is £1.066m, which is a decreased overspend of £1.375m. The main areas of overspend are Children's Services, Lead Mental Health services and Learnings Disabilities, partially offset by anticipated underspends on Older People's Services.

The Board (a) noted the content of the report; and (b) approved the actions being taken to bring the budget back into line.

7. High Volume, Low Cost Equipment

Submitted report by David Rowland, Head of Service (Health and Community Care) on the findings of the high volume, low cost equipment Lean Six Sigma (LSS) review.

The report outlined the review of the processes in place within the Equipment Store that had taken place and included:-

- An analysis of referrers and all equipment supplied;
- LSS workshops with Telecare and Occupational Therapist staff to look at waste in their processing systems and the development of the Trusted Assessor Training programme and Basic Telecare Training programme; and
- The anticipated savings/cost avoidance associated with the roll-out of the programmes as part of the wide Equipment and Adaptations Project.

The Board approved the proposal in respect of the roll out of the high volume low cost equipment.

8. Director's Report

Submitted report by the Director, North Ayrshire Health and Social Care Partnership on developments within the partnership.

The Board were also provided with information in relation to an invitation that will be extended to Board Members to visit Woodland View.

Members asked questions and were provided with further information in relation to:-

- Recording systems that are in place for both Social Work and NHS staff registrations and revalidations and support that will be provided to staff to ensure these are updated;
- The neuro-developmental pathway that was piloted in East Ayrshire HSCP for school age children and creates a more joined up way of working.

Noted.

9. Healthcare Associated Infection Ayrshire Central Hospital

Submitted report by Stuart Gaw, Senior Manager NHS on the action plan that has been put in place to address the areas highlighted following the HEI Inspection Team visit to Ayrshire Central Hospital.

The Action Plan was attached as Appendix 1 to the report and detailed the progress made in implementing the actions required.

Noted.

10. Woodland View Progress Report

Submitted report by Linda Boyd, NHS on the construction and commissioning progress for Woodland View and the Ayrshire Central site, Irvine and details of the Ailsa Hospital refurbishment.

Members asked questions and were provided with further information in relation to:-

- A report on a Volunteering Strategy that will be presented to a future meeting of the Board; and J. Nichols
- Details of the official opening that will be provided to the Board members as soon as possible T. Bowers

Noted.

11. Mental Health Innovation Fund

Submitted report by Dale Meller, Senior Manager (Mental Health) on (i) the progress of the Pan Ayrshire People in Distress project, including the allocation of resources; and (b) details of the developing action plan and the first year activities for the Intensive Model CAMHS projects

Members asked questions and were provided with further information in relation to:-

- The release of existing staff to pilot the new service for people in distress and the use of funding to backfill these posts;
- Partnership working with Police Scotland and Housing Services; and
- Work that will be done to map the costings and any savings that are achieved as a result of the pilot projects.

Noted.

12. Development of Locality Planning Forums

Submitted report by Jo Gibson, Principal Manager (Planning and Performance) on the continued progress of locality planning structures and locality plans. Appendix 1 to the report provided details of the Chair, Locality Co-ordinator and GPs appointed to each of the six Locality Planning Forums.

A Locality Forum Development Network has been established and will progress the development of the Locality Planning Forums and a shared Terms of Reference. The LPFs will develop Locality Plans that will form part of the North Ayrshire Health and Social Care Partnership's Strategic Plan and will form a chapter of the Community Planning Partnerships Locality Plan.

Noted.

13. Addressing Fair Work Practice, including the Living Wage, in Procurement

Submitted report by Betty Saunders, Manager (Service Design and Procurement) on guidance to evaluate fair work practices when selecting tenderers and awarding contracts. Appendices 1 – 4 provided details of the evaluation process that have been put in place and include information on contract strategies, contracts notices/quick quotes, pre-qualification questionnaires and invitations to tender, presented by Iona Colvin, Director (North Ayrshire Health and Social Care Partnership)

Members asked questions and were provided with further information in relation to:-

- A report to a future meeting on self directed support in relation to the payment of the living wage; I. Colvin
- Discussions that have taken place with employers and contractors on current rates of pay and what can be done to bring these up to the living wage level; and
- Procurement processes that are in place to consider fair work practices.

Noted.

14. Winter Planning – Improving Patient Experience Programme

Submitted report by David Rowland, Head of Service (Health and Community Care) on the partnership approach to winter planning (Improving Patient Experience Programme) that has resulted in improvements in Community Connector Service, Single Point of Contact, Community Alarm Services, Care at Home Capacity, Social Care Assessment, Nursing Home Admissions.

Members asked questions and were provided with further information in relation to:-

- an Annual Performance Report that will be presented to the IJB and will highlight improvements to services; and J. Gibson
- role development that will be introduced for care at home staff.

Noted.

15. Veterans First Point Service

Submitted report by Thelma Bowers, Head of Mental Health on (a) the funding secured to deliver and embed a veteran's one stop shop service in Ayrshire and Arran; (b) the Memorandum of Understanding agreed between V1P Scotland, NSH Lothian and V1P services in Ayrshire and Arran (Appendix 1); (c) a recruitment programme that will commence in March 2016; (d) a breakdown of staffing and running costs for the initiative (Appendix 2); and (e) the pan-Ayrshire Steering Group that has been established to co-ordinate and ensure delivery of the programme.

Members asked questions and were provided with further information in relation to:-

- links that will be made with the third sector to avoid duplication of services;
- HR information that can identify reservists within the NHS and the Council; and
- work that is being done by the steering group to record a range of data.

Noted.

16. Local Delivery Plan Guidance 2016/17

Submitted report by Iona Colvin, Director (North Ayrshire Health and Social Care Partnership) on the publication of the Scottish Government's Local Delivery Plan (LDP) Guidance 2016/17 (Appendix 1) and the submission of an agreed plan to the Scottish Government by 4 March 2016.

The report provided details of (a) partnership working with colleagues in Health and Social Care Partnership to produce the LDP; (b) the tight timescales that will require the Chief Executive of NHS Ayrshire and Arran to approve the draft Plan for submission to the Scottish Government by 4 March 2016; and (c) the processes in place for submission of the draft Plan to both the NHS Ayrshire and Arran Board and the three Ayrshire Integration Joint Boards.

Members were advised of the timescales in respect of budgetary information. An interim budget will be presented to the meeting on 10 March 2016 and the IJB will receive the finalised budget for approval at its meeting on 19 May 2016.

Noted.

17. Date of Next Meeting

The next meeting will be held on Thursday 10 March 2016 at 10.00 a.m. in the Council Chambers, Cunninghame House, Irvine.

18. Exclusion of the Public

The Board resolved, in terms of Section 50(A)4 of the Local Government (Scotland) Act 1973, to exclude from the Meeting the press and the public for the following item of business on the grounds indicated in terms of Paragraphs 4 and 8 of Part 1 of Schedule 7A of the Act.

18.1 Integrated Care Fund

Submitted report by Jo Gibson, Principal Manager (Planning and Performance) on proposals for the Integrated Care Fund.

The report provided information on (a) the current position in respect of funding; (b) recommendations in respect of the Re-shaping Care for Older People Change Fund Legacy (RCOP) and the Ideas and Innovation Fund; and (c) a future report that will provide an update on the Change Programme and resources.

Members had been provided with information in relation to the recommended continued funding of 12 RCOP projects and 14 Ideas and Innovation Fund projects (shaded green) and 13 projects (shaded red) that had not been recommended for continued funding.

Members asked questions and were provided with further information in relation to:-

- delays in payment of the first phase of funding for some projects that impacted on the start-up of projects;
- a report to the next meeting on the outcome of discussions with each of the projects that were not recommended for continued funding; J. Gibson
- clarification that will be provided to IJB Members in respect of Members' interests in relation to the Integrated Care Fund. J. Gibson

The Board agreed to (a) approve the continued funding of 12 RCOP projects and 14 Ideas and Innovation Fund projects; (b) receive a report to the meeting on 10 March 2016 on the outcome of discussions with the 13 projects that have not been recommended for continued funding; and (c) clarification that will be provided to IJB Members in respect of Members' interests.

The meeting ended at 1.00 p.m.