



**North Ayrshire Health and Social Care Partnership  
Minute of Integration Joint Board meeting held on  
Thursday 22 June 2017  
at 2.00 pm, Council Chambers, Cunninghame House, Irvine**

**Present**

Stephen McKenzie, NHS Ayrshire & Arran (Chair)  
Councillor Robert Foster, North Ayrshire Council (Vice Chair)

Alastair McKie, NHS Ayrshire & Arran  
Councillor Timothy Billings, North Ayrshire Council  
Councillor Christina Larsen, North Ayrshire+ Council  
Councillor John Sweeney, North Ayrshire Council

Stephen Brown, Interim Director North Ayrshire Health and Social Care (NAHSCP)  
Margaret Hogg, Section 95 Officer/Head of Finance  
Nigel Wanless, Independent Sector Representative  
Fiona Thomson, Service User Representative  
Marie McWaters, Carers Representative  
David Donaghey, Staff Representative – NHS Ayrshire and Arran  
Louise McDaid, Staff Representative – North Ayrshire Council  
Jim Nicols and Vicki Yuill, Third Sector Representatives

**In Attendance**

Eleanor Currie, Principal Manager (Finance)  
David Rowlands, Head of Service (Health and Community Care)  
Thelma Bowers, Head of Service (Mental Health)  
Jo Gibson, Principal Manager (Planning and Performance)  
Karen Andrews, Team Manager (Governance)  
Kathleen McGuire, Long Term Conditions and Community Ward Manager NHS  
Angela Little, Committee Services Officer

**Apologies for Absence**

Bob Martin, NHS Ayrshire & Arran  
Dr Janet McKay, NHS Ayrshire & Arran  
David Thomson, Lead Nurse/Mental Health Advisor  
David MacRitchie, Chief Social Work Officer – North Ayrshire  
Alistair Reid, Lead Allied Health Professional Adviser  
Dr Paul Kerr, Clinical Director  
Sally Powell, Carers Representative

<b>1.</b>	<b>Apologies</b>	
	Apologies were noted.	
<b>2.</b>	<b>Welcome</b>	
	<p>The Board was advised that following the recent Local Government Election and in terms of Section 3 of the Standing Orders, the appointments to the Chair and Vice Chair of the Board required to rotate from Council to NHS.</p> <p>S. Brown, Interim Director, extended a warm welcome to Stephen McKenzie and Councillor Robert Foster, as the Chair and Vice Chair to the Integration Joint Board.</p> <p><b>Stephen McKenzie</b></p> <p>As the newly appointed Chair of the IJB, S. McKenzie welcomed Alistair McKie, NHS Ayrshire and Arran and Councillors Robert Foster, Christina Larsen, Timothy Billings and John Sweeney to their first Board meeting. He welcomed back the returning members to the Board and extended thanks to previous Board members.</p> <p>On behalf of the Board, the Chair also extend a welcome to Stephen Brown as the Interim Director of the North Ayrshire Health and Social Care Partnership and David MacRitchie as the Chief Social Work Officer.</p>	
<b>3.</b>	<b>Declarations of Interest</b>	
	In terms of Standing Order 7.2 and Section 5.14 of the Code of Conduct for Members of Devolved Public Bodies there were no declarations of interest.	
<b>4.</b>	<b>Minutes/Action Note –</b>	
	<p>The accuracy of the Minutes of the meeting held on 9 March 2017 were confirmed and the Minutes signed in accordance with Paragraph 7 (1) of Schedule 7 of the Local Government (Scotland) Act 1973, with the following amendment:-</p> <p><b>2. Declarations of Interest</b></p> <p>Should read Nigel Wanless, Independent Sector Representative declared an interest in Agenda Item 6 – Medium Term Financial Plan 2017-18 and 2019-20 in respect of the Integrated Care Fund.</p> <p><b>7. Care at Home Outsourced Service Provision</b></p> <p>Nigel Wanless sought clarification on the calculations of the split of in-house provision of 70% (maximum) 17.5% outsourced and 2.5% self-directed support, which did not total 100%.</p>	

	<p>D. Rowlands advised that the inclusion of direct payments would bring the total to 100%.</p> <p>Note: After clarification the figures were confirmed as:-</p> <table><tr><td>In-house</td><td>70%</td></tr><tr><td>Outsourced</td><td>27.5%</td></tr><tr><td>Direct Payments</td><td>2.5%</td></tr></table>	In-house	70%	Outsourced	27.5%	Direct Payments	2.5%	
In-house	70%							
Outsourced	27.5%							
Direct Payments	2.5%							
4.1	<p><b>Matters Arising from the Action Note</b></p> <p>Development and Implementation of a North Ayrshire Social Enterprise Strategy - John Godwin will provide a report in the near future.</p> <p>Volunteering Strategy – awaiting National Strategy advice.</p> <p>Official opening of Woodland View – awaiting confirmation on the date of the official opening and whether the First Minister can attend</p> <p>Public Partnership Forum – awaiting a timetable for the consultation process, meanwhile liaising with the Acute Team to set up meetings for the North.</p>	A. Little to update the Action Note						
5.	<p><b>Director’s Report</b></p> <p>Submitted report by Stephen Brown, Interim Director NAHSCP on developments within the North Ayrshire Health and Social Care Partnership.</p> <p>The report highlighted works underway in the following areas:-</p> <ul style="list-style-type: none"><li>• Health and Sport Committee that took place on 25 April 2017;</li><li>• New appointments in the HSCP;</li><li>• The recent local government elections and new Elected Member appointments to the IJB, including Councillor Larsen as Carers Champion and Councillor Sweeney as Mental Health Champion;</li><li>• Peer mentors/involvement;</li><li>• North Ayrshire Carers Appreciation Card;</li><li>• Change Programme Update:<ul style="list-style-type: none"><li>➤ Teams Around Children;</li><li>➤ Delivery of Mental Health Strategy;</li><li>➤ Learning Disabilities Strategy;</li><li>➤ Designing and Delivering Services to meet the needs of each locality;</li><li>➤ Ensuring Community Care Services response to local need;</li><li>➤ Improving resilience and responsiveness of services on Arran;</li><li>➤ What Matters to You?; and</li><li>➤ Investors in People Platinum Award.</li></ul></li></ul>							

	<p>The Board was advised that a Young Carers Event will be held on 4 July 2017 at St. Matthews Academy</p> <p>Members advised that a Young Carers Event will be held on 4 July 2017 at St. Matthews Academy. An adult carer has been recruited to the Irvine Locality Forum and it is hoped that a young carer will also become involved.</p> <p>The Board also received a presentation by Jo Gibson, Principal Manager (Planning and Performance) on the 'What Matters to You?' event that took place on 6 June 2017. The presentation provided information on:-</p> <ul style="list-style-type: none"> <li>• What's this all about? – asking one question carefully to as many people as possible;</li> <li>• The completion of a postcard by service users;</li> <li>• The range of methods used to capture information from the public;</li> <li>• Feedback from the event; and</li> <li>• Four tiers of opportunity on what we will do with all the data.</li> </ul> <p>Noted.</p>	
<b>6.</b>	<p><b>Accounting Policies 2016/17</b></p> <p>Submitted report by Margaret Hogg, Chief Financial Officer which provided information on (a) the national template that had been developed by the Chartered Institute of Public Financial Accountants (CIPFA) that will be used in future years to review the accounting policies; and (b) the accounting policies that will be adopted in the preparation of the IJB's annual accounts for the year to 31 March 2017, as detailed in Appendix 1 to the report.</p> <p>The Board agreed to approve the accounting policies as detailed in Appendix 1 to the report.</p>	
<b>7.</b>	<p><b>Annual Governance Statement 2016/17</b></p> <p>Submitted report by Margaret Hogg, Section 95 Officer on the HSCP Annual Governance Statement for 2016/17, which will be included in the Annual Accounts. The Statement explains how the Partnership complies with the Code of Corporate Governance and identifies the main components of the Corporate Governance framework in place, including the system of internal control.</p> <p>Members asked questions and were provided with further information in relation to an amendment that will be made to the wording of Governance Framework, Page 34, Bullet point 8 in respect of the role for each Community Planning Partner.</p>	

	<p>The Board agreed to approve the Annual Governance Statement, as detailed in Appendix 1 to the report, subject to the amendment as outlined above.</p>	P.Doak
8.	<p><b>Unaudited Accounts 2016/17</b></p> <p>Submitted report by Eleanor Currie, Principal Manager (Finance) which provided an overview of the (a) IJB's unaudited Annual Accounts for the year to 31 March 2017; (b) the IJB's financial performance for the year; and (c) how the 2016/17 out-turn impacts on the IJB's overall financial position. The Annual Accounts were attached at Appendix A to the report. Appendix B provided the Period 12 Objective Summary. The Period 12 Subjective Summary was detailed at Appendix C. Appendix D outlined the 2016/17 Savings Tracker.</p> <p>Members asked questions and were provided with further information in relation to:-</p> <ul style="list-style-type: none"> <li>• Major challenges around mental health, including staffing at Woodlands View;</li> <li>• The development of plans to meet the financial challenges, including the Challenge Fund that will provide funds to allow the transformation of the way in which services are delivered;</li> <li>• Discussions that had taken place in respect of NHS and Council historic financial contributions and agreements that had been reached in relation to each parties contribution; and</li> <li>• That the overspends are as a result of an increase in demand</li> </ul> <p>The Board agreed to (a) approve, subject to audit, the IJB's Annual Accounts for 2016/17; (b) note that Deloitte plan to complete their audit of the Accounts by early September 2017 and will present their annual audit report to the IJB on 14 September 2107; (c) note the unaudited position of £3.245m overspent; and (d) note the deficit of £3.245m will be carried forward and is required to be recovered by the IJB.</p>	E. Currie/ Deloitte
9.	<p><b>Fair Working Practices</b></p> <p>Submitted report by Betty Saunders, Procurement Manager, which provided an update on the status of providers in relation to implementing the living wage of £8.45 from 1 May 2017. The report gave details of providers who will honour existing arrangements in line with the Partnership's previously agreed position as the packages of care were unique or set by the public bodies through their Charging Policies and those who have indicated they are not in a position to pay care workers the living wage.</p>	

	<p>Members asked questions and were provided with further information in relation to:-</p> <ul style="list-style-type: none"> <li>• The types of service provision covered by the legislation;</li> <li>• A further report that will be presented to a future meeting on Fair Working Practices, including the payment of the living wage; and</li> <li>• The establishment of an umbrella group that would comprise representatives from Procurement, Finance, Children's Services, 3<sup>rd</sup> and independent sectors, Carers Forum, and Providers Forum to allow discussion on a wide range of issues.</li> </ul> <p>Noted.</p>	
<b>10.</b>	<p><b>Corporate Parenting Plan 2017-2020</b></p> <p>Submitted report by Donna McKee, Interim Head of Children, Families and Criminal Justice on the draft Corporate Parenting Plan 2017-2020, attached at Appendix 1 to the report, which is supported by an Action Plan and will be published in June 2017.</p> <p>The Board was advised of an update to the report at Section 3.1. The Corporate Parenting Plan will now be published in September 2017 and not June as previously advised.</p> <p>The Board was further advised that the Board would receive an annual report and that a report would be made to the Scottish Government every three years.</p> <p>The Board agreed to approve the Corporate Parenting Plan 2017/20 for the Health and Social Care Partnership.</p>	
<b>11.</b>	<p><b>Transformational Change Improvement Plan 2017/20/Local Delivery Plan</b></p> <p>Submitted report by Stephen Brown, Interim Director NAHSCP, on the Transformational Change Improvement Plan 2017/20, attached at Appendix 1 to the report that had been co-produced by the three Health and Social Care Partnerships and encompasses all health service planning including that for integrated services. Appendix 2 outlined the NHS Ayrshire and Arran Delivery Plan 2017/18.</p> <p>Members asked questions and were provided with further information in relation to:-</p> <ul style="list-style-type: none"> <li>• Close partnership working that will ensure all parties are aware of changes to services;</li> <li>• The use of technological advances to support those with complex care needs in managing their long term conditions;</li> </ul>	

	<ul style="list-style-type: none"> <li>• The development of a scoring system to assist in preparing anticipatory care plans;</li> <li>• The differing narrative style within the document.</li> </ul> <p>The Board agreed to endorse the Transformational Change Improvement Plan 2017/20 and the one year Delivery Plan 2017/18.</p>	
12.	<p><b>Technology Enabled Care (TEC) and Innovation: Pan Ayrshire Delivery Plan 2016-2018</b></p> <p>Submitted report by Kathleen McGuire, Long Term Conditions and Community Ward Manager on the proposed priorities and deliverables of the current NHS Ayrshire and Arran TEC and Innovation Strategy, which was attached at Appendix 1 to the report. The equalities impact assessment that had been undertaken was attached at Appendix 2 to the report.</p> <p>Members asked questions and were provided with further information in relation to:-</p> <ul style="list-style-type: none"> <li>• A number of factors that can contribute to the achievement of the anticipated outcomes;</li> <li>• The requirement for a cost benefit analysis to outline the costings and savings; and</li> <li>• The need for courses to assist those using the technology and resources to allow staff time to undertake training</li> </ul> <p>The Board agreed to approve the Technology Enabled Care and Innovation: Pan Ayrshire Delivery Plan 2016/18 in principle, subject to the approval of the financial plan for sustainability that will be presented to the August meeting.</p>	K. McGuire
13.	<p><b>Integration Joint Board Appointments</b></p> <p>Submitted report by Stephen Brown, Interim Director of NAHSCP, on various vacant positions on the Performance and Audit Committee, Strategic Planning Group and Locality Forums.</p> <p>The Board agreed (a) the following appointments:-</p> <ul style="list-style-type: none"> <li>• IJB Performance and Audit Committee - Councillor Billings (Chair), Bob Martin (Vice Chair), Marie McWaters, Louise McDaid and David Donaghy;</li> <li>• Councillor Robert Foster as Chair of the Strategic Planning Group;</li> <li>• Councillor Sweeney as the Chair of the Three Towns Locality Planning Forum; and</li> <li>• Fiona Thomson as the service user representative, Vicki Yuill as the third sector representative and Nigel Wanless as the independent sector representative to the Health and Care Governance Group; and</li> </ul>	

	(b) to invite Marie McWaters to join the Health and Care Governance Group as the carers representative; and (c) to note that (i) no appointment had yet been made to the role of Chair of the Kilwinning Locality Planning Forum; and (ii) a vacancy remained on the IJB Performance and Audit Committee.	S. Brown
	The meeting ended at 12.05 p.m.	

Signed in terms of the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2015

Signed by

Date