

**North Ayrshire Health and Social Care Partnership  
Minute of Integration Joint Board meeting held on  
Thursday 9 March 2017  
at 2.00 pm, Council Chambers, Cunninghame House, Irvine**

**Present**

Councillor Peter McNamara, (Chair)  
Stephen McKenzie, NHS Ayrshire & Arran (Vice Chair)

Dr Carol Davidson, NHS Ayrshire & Arran  
Bob Martin, NHS Ayrshire & Arran  
Dr Janet McKay, NHS Ayrshire & Arran  
Councillor Robert Steel, North Ayrshire Council  
Councillor John Easdale, North Ayrshire Council

Iona Colvin, Director North Ayrshire Health and Social Care (NAHSCP)  
David Thomson, Lead Nurse/Mental Health Advisor  
Stephen Brown, Chief Social Work Officer – North Ayrshire  
Margaret Hogg, Section 95 Officer/Head of Finance  
Alistair Reid, Lead Allied Health Professional Adviser  
Dr Paul Kerr, Clinical Director  
Kez Khaliq, GP Representative  
Nigel Wanless, Independent Sector Representative  
Fiona Thomson, Service User Representative  
Marie McWaters, Carers Representative  
Sally Powell, Carers Representative  
Jim Nichols, Third Sector Representative  
David Donaghey, Staff Representative – NHS Ayrshire and Arran  
Louise McDaid, Staff Representative – North Ayrshire Council

**In Attendance**

Eleanor Currie, Principal Manager (Finance)  
Thelma Bowers, Head of Services (Mental Health)  
Jo Gibson, Principal Manager (Planning and Performance)  
Helen McArthur, Senior Manager (Community Care Services)  
Nicola Fraser, Project Manager (Mental Health)  
Scott Byron, Team Manager (Planning)  
Angela Little, Committee Services Officer

**Apologies for Absence**

Councillor Anthea Dickson, North Ayrshire Council  
Dr Mark McGregor, Acute Services Representative

1.	<p><b>Chair's Remarks</b></p> <p>The Chair advised the Board that Iona Colvin, Director of NAHSCP would be leaving to take up the post of Chief Social Work Adviser to the Scottish Government.</p> <p>On behalf of the Board, the Chair thanked Iona for her dedication and hard work as the Director of NAHSCP and wished her every success in her new role.</p> <p>Iona Colvin thanked the Chair and the Board for their kind words.</p> <p>The Chair also thanked Bob Martin for his work as the Chair of the IJB's Performance and Audit Committee.</p>	
2.	<p><b>Declarations of Interest</b></p> <p>In terms of Standing Order 7.2 and Section 5.14 of the Code of Conduct for Members of Devolved Public Bodies,</p> <p>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 and Item 7 – Care at Home Outsourced Service Provision and took no part in the discussion on those items of business.</p>	
3.	<p><b>Minutes/Action Note – 15 December 2016</b></p> <p>The accuracy of the Minutes of the meeting held on 15 December 2016 were confirmed and the Minutes signed in accordance with Paragraph 7 (1) of Schedule 7 of the Local Government (Scotland) Act 1973.</p>	
4.	<p><b>Matters Arising from the Action Note</b></p> <p><b>North Ayrshire Social Enterprise Strategy</b> – should be available for the next meeting.</p> <p><b>Volunteering Strategy</b> - should be available in May 2017.</p> <p><b>Official opening of Woodland View</b> – awaiting confirmation from the Scottish Government on who will open Woodland View.</p> <p><b>IJB Directions</b> – this is an ongoing process and will be overseen by the Team Manager (Governance) – remove from the Action Note.</p>	

	<p><b>Public Partnership Forum</b> – consultation will take place over the next few months about the future of PPFs. In the meantime the existing groups should continue to meet and support for the groups will be reinstated.</p> <p><b>ICF: Funding Extensions</b> – now completed, can be removed from the Action Note.</p>	A. Little to the Action Note
5.	<p><b>Director's Report</b></p> <p>Submitted report by Iona Colvin, 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>• Veteran's 1<sup>st</sup> Project;</li> <li>• The Kids Aren't Alright Film Premiere;</li> <li>• Self Directed Support Practitioners Forum;</li> <li>• Ethical Care Charter; and</li> <li>• Change Programme Update.</li> </ul> <p>Noted.</p>	
6.	<p><b>Financial Performance Report as at 30 November 2016</b></p> <p>Submitted report by Eleanor Currie, Principal Manager (Finance) on an overview of the 2016/17 financial position of the North Ayrshire Health and Social Care Partnership at 30 November 2016.</p> <p>Appendix A to the report provided details of the Period 10 Objective Summary. The Period 10 Subjective Summary was provided at Appendix B to the report. Appendix C outlined the Change Programme Financial Summary. The mitigating actions required to bring the budget on-line was provided at Appendix D. Appendix E detailed the 2016/17 Savings Tracker. Movements since the approved budget were provided at Appendix F.</p> <p>Members asked questions and were provided with further information in relation to:-</p> <ul style="list-style-type: none"> <li>• Care at home that is delivered within a few days of the request and the wait for care home places; and</li> <li>• Challenges in managing vacant posts and the wait times for the provision of Psychiatry services.</li> </ul>	

	<p>The Board agreed to note (a) the content of the report and the projected overspend of £3.945m for 2016/17; (b) the update on the mitigating action including the Mental Health Lead Partnership as outlined in Appendix D to the report; and (c) discussion underway with partner bodies.</p>	
6.	<p><b>Medium Term Financial Plan 2017/18 to 2019/20</b></p> <p>Submitted report by Margaret Hogg, Section 95 Officer on the Medium Term Financial Plan for 2017/18 to 2019/20, including the proposed budget for 2017/18, which was attached at Appendix 1 to the report. Appendix 2 provided information on the proposed use of ICF Funding for 2017/18. The proposed use of the Delayed Discharge allocation for 2017/18 was detailed at Appendix 3.</p> <p>The Board was advised of the typographical error within the Recommendation paragraph on Page 1 of the report, which should read:-</p> <p>(h) approves the final ICF project funding for <del>2016/17</del> <b>2017/18</b>; and</p> <p>(i) approves the proposals for the delayed discharge funding for <del>2016/17</del> <b>2017/18</b>.</p> <p>Members asked questions and were provided with further information in relation to:-</p> <ul style="list-style-type: none"> <li>• The Change Steering Group that will monitor and review the Challenge Fund; and</li> <li>• Funding for primary care to assist in establishing new models and changing the services we deliver.</li> </ul> <p>The Board agreed to (a) note the medium term financial plan 2017-18 to 2019-20; (b) approve the proposed budget for 2017-18 including all savings and pressures to deliver a balanced budget for the IJB. (c) note that savings of £1.2m remain to be identified and will be the subject of a separate report to the IJB; (d) note the indicative funding gap identified for 2018-19 and 2019-20; (e) note the proposed increase to the hourly rate paid to registered providers of care at home and housing support services from £15.51 to £15.86 to reflect the increase to living wage; (f) approve the proposed challenge fund projects for submission to North Ayrshire Council for approval, as outlined in Appendix 2 of the Medium Term Financial Plan; (g) the equality impact of any proposed service changes; (h) approve the final ICF project funding for 2017/18; and (i) approve the proposals for the delayed discharge funding for 2017/18.</p>	

7.	<p><b>Care at Home Outsourced Service Provision</b></p> <p>Submitted report by David Rowland, Head of Service (Health and Community Care) on the current at home in-house and outsourced service provision.</p> <p>The report provided details of:-</p> <ul style="list-style-type: none"> <li>• a range of issues experienced with providers that resulted in a number of staff being TUPE'd over to the Council;</li> <li>• one service provider's contract being terminated due to unacceptable performance;</li> <li>• The care at home budgets for 2016/17;</li> <li>• The Council's in-house cost for Care at Home Assistants, the current approved hourly rate for care at home outsourced service and a possible increase in the currently hourly rate for care at home;</li> <li>• A proposed two year multi-lot Framework Agreement with the option to extend the Framework Agreement by two 12 month periods; and</li> <li>• Options available regarding the service provision split between in-house and outsourcing</li> </ul> <p>Members asked questions and were provided with further information in relation to:-</p> <ul style="list-style-type: none"> <li>• The affordability of the proposed maximum 70% in-house provision;</li> <li>• The proposed split of in-house provision of 70% (maximum), 17.5% outsourced and 2.5% self-directed support;</li> <li>• Work and support that is available to assist providers who are experiencing difficulties in delivering services; and</li> <li>• Support that is provided for those who opt for self-directed support and the identification of a professional lead to take this forward.</li> </ul> <p>The Board agreed to (a) authorise the future split of care at home delivery between in-house and outsourced service provision; and (b) approve a tender exercise to appoint suitable service providers to deliver flexible care and support services to individuals who require care at home services.</p>	
8.	<p><b>Strategic Risk Register</b></p> <p>Submitted report by Eleanor Currie, Principal Manager (Finance) on the Strategic Risk Register developed following approval of the Risk Strategy. Appendix A to the report outlined the risks identified and the actions required to manage and control the risks.</p>	

	<p>Members asked questions and were provided with further information in relation to an alternative heading that will be used to replace “Treat/Tolerate” within the Strategic Risk Register.</p> <p>The Board agreed to approve the Partnership Strategic Risk Register.</p>	
9.	<p><b>Mental Health and Learning Disability Service – Change Programme</b></p> <p>Submitted report by Thelma Bowers, Head of Service (Mental Health) on the progress of the Mental Health and Learning Disability Service Change Programme which included information in relation to:-</p> <ul style="list-style-type: none"> <li>• Woodland View;</li> <li>• North Ayrshire Drug and Alcohol Recovery Service;</li> <li>• Opiate Replacement Therapy (ORT);</li> <li>• Partner Agency Prescribing Clinics/Digital Transformation;</li> <li>• Review of Psychological Services;</li> <li>• Review of Community Teams;</li> <li>• Distress – Phase 1 complete;</li> <li>• Child and Adolescent Mental Health;</li> <li>• Intensive Support Team (IST) – Mental Health Innovation Funds:</li> <li>• Review of Learning Disability Services;</li> <li>• East Ayrshire S/W and NHS Learning Disability Services;</li> <li>• Veterans First Point Service Development;</li> <li>• Primary Care Transformation Fund; and</li> <li>• Primary Care Mental Health Team.</li> </ul> <p>Members were provided with information in relation to a typographical error in section 4 of the report at Financial Implications, that should read <del>32%</del> <b>“3.2% budget savings”</b>.</p> <p>The Board agreed to note the progress and support the continued development of Mental Health and Learning Disability Service Change Programme.</p>	

10.	<p><b>Mental Health and Well-Being Link Worker Pilot</b></p> <p>Submitted report by Dale Meller, Senior Manager Community Mental Health which provided information on funding allocated to NHS Ayrshire and Arran to enhance the interface between the third sector, the community and GP practices around mental health and well-being over a period of two years in North Ayrshire. It is proposed to employ link workers who will be placed in GP practices that do not currently have access to a Community Connector</p> <p>The Board agreed to approve the tender exercise to appoint a service provider to deliver the Mental Health and Well-Being Link Worker Pilot.</p>	
	Councillor Steel left the meeting at this point.	
11.	<p><b>Alignment of Advice Services in North Ayrshire</b></p> <p>The Board was advised that additional funding had been identified for advice services. Further work would be undertaken and the report presented to a future meeting.</p>	D. Rowland
12.	<p><b>Adaptations Process</b></p> <p>Submitted report by David Rowland, Head of Service (Health and Community Care) which provided an update of the handover adaptations process</p> <p>The new processes brings together all adaptations processes under one management system and structure which will help to resolve many of the previous issues in terms of complexity and duplication in the system and were outlined in appendices 1 – 3 of the report. Adaptations Procedures and Adaptations Criteria have been developed to provide clear guidance and processes for staff.</p> <p>The Board agreed to support the handover of the adaptations process to the partnership</p>	
13.	<p><b>Joint Community Equipment and Minor Adaptations Service</b></p> <p>Submitted report by Billy McClean, Associate Director for AHP on the outcome of a feasibility study cost report and start-up costs in order to progress with implementation of a Joint Community Equipment and Minor Adaptations Service for Ayrshire and Arran.</p>	



	<p>A potentially suitable building has been identified at Prestwick International Airport to house the Joint Community Equipment Store. It was proposed that additional £240k start-up costs would be split between the four partners at a cost of £60,000 each.</p> <p>Members asked questions and were provided with further information in relation to:</p> <ul style="list-style-type: none"> <li>• Work that will require to be done in respect of the Arran Equipment store;</li> <li>• Savings that should be achieved as a result of the efficiencies</li> </ul> <p>The Board agreed to approve the additional funding of £60,000 as North Ayrshire's contribution towards the additional start-up costs.</p>	
<b>14.</b>	<p><b>Clinical and Care Governance Arrangements</b></p> <p>Submitted report by Andrew Moore, Assistant Nurse Director on the proposed Clinical and Care Governance Framework for the Integrated Health and Social Care Partnerships.</p> <p>Appendix 1 to the report outlined the framework for Clinical and Care Governance. Managing Customer Feedback: Service Requests, Comments, Concerns and Complaints Policy was detailed at Appendix 2. Appendix 3 outlined the Risk Management Strategy for the management of risk. Appendix 4 detailed the process which should be adopted and the criteria for Significant Adverse Events Review Group.</p> <p>Clinical and Care Governance Group and Health and Care Governance are referred to through the Framework documents and requested that a consistent term be used to reference this group.</p> <p>The Board agreed to (a) approve the Clinical and Care Governance Framework for Integrated Health and Social Care Partnerships; (b) support the proposed arrangements for Complaints and Feedback, Risk, Public Protection, Staff Governance, Workforce Planning and Internal Audit; and (c) noted that a consistent term will be used throughout the Framework document for the Clinical and Care Governance Group.</p>	
<b>15.</b>	<p><b>Pan Ayrshire Shared Equality Outcomes</b></p> <p>Submitted report by Scott Bryan, Team Manger (Planning) on the developed of Shared Equality Outcomes between public sector organisations across Ayrshire.</p>	



	<p>The report provided details of the establishment of a pan Ayrshire working group to develop the Shared Equality Outcomes and supporting draft Action Plan (Appendix 1) and public consultation events that took place in 2016. The Working Group proposed four Shared Equality Outcomes, as outlined at 3.2.1 of the report, which will be reviewed within four years of the initial publication.</p> <p>The Board agreed to (a) approve the Shared Equality Outcomes; and (b) endorse the development of the supporting Action Plan for implementation.</p>	
16.	<p><b>Integration Joint Board Performance and Audit Committee Minutes</b></p> <p>Submitted for information the Minutes of the Integration Joint Board Performance and Audit Committee of 9 March 2017.</p> <p>Noted.</p>	
17.	<p><b>Valedictory</b></p> <p>The Director advised that Councillor McNamara would not be standing for re-election at the Local Government elections in May 2017. Jim Nicols would also not be returning as a member of the Board.</p> <p>On behalf of the Board she expressed thanks and appreciation for the work undertaken by both Members of the Board.</p>	
	<p>The meeting ended at 3.40 p.m.</p>	