

**North Ayrshire Health and Social Care Partnership
Minute of Integration Joint Board meeting held on Thursday 2nd April
2015 at 10.00 a.m., Council Chambers, Cunninghame House, Irvine**

Present :

Councillor Anthea Dickson, North Ayrshire Council (Chair)
Derek Barron, Lead Nurse/Mental Health Advisor
Stephen Brown, Chief Social Work Officer, NAHSCP
Iona Colvin, Director, NAHSCP
Dr Carol Davidson, NHS Ayrshire & Arran
David Donaghey, Staff Representative, NHS Ayrshire & Arran
Councillor Alex Gallagher, North Ayrshire Council
Kerry Gilligan, Lead AHP, NHS Ayrshire & Arran
Martin Hunter, Service User Representative
Councillor Ruth Maguire, North Ayrshire Council
Louise McDaid, Staff Representative, NAC
Dr Janet McKay, NHS Ayrshire & Arran
Stephen McKenzie, NHSAA (Vice Chair)
Marie McWaters, Carers Representative
Jim Nichols, Third Sector Representative
Sally Powell, Carers Representative
Councillor Robert Steel, North Ayrshire Council
Fiona Thomson, Service User Representative
Nigel Wanless, Independent Sector Representative

In Attendance :

Lesley Aird, Head of Finance
Karen Andrews, Business Support Officer
Thelma Bowers, Head of Mental Health, NAHSCP
Andrew Fraser, Head of Democratic Services, NAC
Janine Hunt, Principal Manager Business Support, NAHSCP
Eleanor McCallum, Engagement Officer, NAHSCP
Fiona Neilson, Senior Finance Manager, NHSAA
David Rowland, Head of Health & Community Care, NAHSCP
Annie Weir, Programme Manager

1.	APOLOGIES	
	Apologies received from Bob Martin, NHSAA; Councillor Peter McNamara.	
2.	DECLARATION OF INTEREST	
	No declarations of interest.	

3.	WELCOME & INTRODUCTIONS	
	Councillor Dickson welcomed those present to the Inaugural meeting of the Integration Joint Board. Cllr Dickson welcomed Thelma Bowers, Head of Mental Health to the meeting.	
4.	MEMBERSHIP OF THE INTEGRATION JOINT BOARD	
	Submitted report by Andrew Fraser, Head of Democratic Services on the membership of the Integration Joint Board. The IJB members agreed to :-	
	<ul style="list-style-type: none"> • Agree the prescribed membership as detailed in Appendix 1 of the report; • Agreed the discretionary membership; and • Agreed the approach to identifying deputy members 	
5.	APPOINTMENT OF CHIEF OFFICER	
	Submitted report by Andrew Fraser, Head of Democratic Services on the appointment of the Chief Officer to the IJB.	
	The IJB approved the recommendation that Iona Colvin, Director, North Ayrshire Health and Social Care Partnership be appointed as Chief officer of the Integration Joint Board.	
6.	INTEGRATION SCHEME/ESTABLISHMENT ORDER/ SCHEME OF DELEGATION	
	Submitted report by Andrew Fraser, Head of Democratic Services on the Integration Scheme, Establishment Order and Scheme of Delegation for the Integration Joint Board.	
	The proposals and recommendations contained within the report were accepted and agreed.	
7.	APPOINTMENT OF CHIEF FINANCE OFFICER	
	Submitted report by Andrew Fraser, Head of Democratic Services on the appointment of the Chief Finance Officer for the Integration Joint Board.	
	The IJB agreed with the proposal to appoint Lesley Aird as the Chief Finance Officer for the IJB.	

8.	MEMBERSHIP OF THE STRATEGIC PLANNING GROUP	
	Submitted report by Jo Gibson, Principal Manager (Planning & Performance) on the legislative requirements for the membership and proceedings of the Strategic Planning Group.	
	<p>Stephen McKenzie has been formally appointed as Chair of the Strategic Planning Group.</p> <p>The membership proposals contained within Appendix 1 were discussed. Locality representatives and non-commercial members have still to be appointed. Proposals for these representatives will be brought to a future IJB meeting for approval.</p>	<p>Jo Gibson Agenda – IJB - tbc</p>
	The membership proposals in Appendix 1 will be amended to include staff partnership representation, as agreed at the IJB meeting on 12 th March 2015.	Jo Gibson
9.	STANDING ORDERS	
	Submitted report by Andrew Fraser, Head of Democratic Services on the Standing Orders for Meetings detailed in Appendix 1 of the report.	
	Members asked questions and received clarification in relation to :-	
	<ul style="list-style-type: none"> Clarification on Section 14.1 relating to “motions”. It was agreed that this section be reworded, removing the term “motion”. 	<p>Iona Colvin/ Andrew Fraser</p>
	<ul style="list-style-type: none"> Standing Orders were approved subject to revision of Section 14. 	<p>Andrew Fraser Agenda – IJB – 4-6-15</p>
	<ul style="list-style-type: none"> Further work will be undertaken to clarify the pre-agenda process. 	
10.	SCHEME OF ADMINISTRATION TO INTEGRATION JOINT BOARD (IJB) AND SCHEME OF DELEGATION	
	Submitted report by Andrew Fraser, Head of Democratic Services on the Scheme of Administration to IJBs and Scheme of Delegation.	

	The IJB approved the Scheme of Delegation to Officers and the functions delegated from North Ayrshire Council attached at Appendix 1;	
	The IJB agreed to adopt the delegations to the Chief Officer detailed in the NHS Ayrshire and Arran Local Scheme of Delegation to Integration Joint Boards and Chief Officers;	
	The IJB agreed that the scheme of delegation to the Chief Finance Officer in Appendix 1 shall apply to both Council and NHS derived functions;	
	The IJB noted the position in relation to a Scheme of Administration and it was agreed that a further report detailing the remit of an Audit Committee be submitted to the IJB at a future date.	Andrew Fraser Agenda – IJB - tbc
11.	STRATEGIC PLAN	
	Submitted report by Jo Gibson, Principal Manager (Planning & Performance) on the North Ayrshire Health & Social Care Partnership Strategic Plan consultation, and to seek approval on the Strategic Plan.	
	The final version of the Strategic Plan was tabled at the meeting for approval. The IJB agreed to formally adopt the Strategic Plan.	
	Jo Gibson advised that the final plan was only received today and will now be circulated widely across the partnership. All NAC Elected Members and NHS Board members will receive a copy of the plan. Copies will also be available at the marketplace event on 8 th June 2015.	
	Councillor Dickson conveyed a vote of thanks to all those involved in producing the Strategic Plan.	
12.	FINANCIAL REGULATIONS	
	Submitted report by Lesley Aird, Head of Finance on the proposed Financial Regulations. Lesley Aird advised that these regulations were developed jointly by NHS Ayrshire and Arran and the 3 Ayrshire Councils, through the Financial Controls, Assurance and Risk (FCAR) workstream.	

	Members asked questions and received clarification in relation to procurement. Lesley Aird confirmed that procurement will be undertaken through the Chief Officer. Reports seeking permission to procure will be submitted to the IJB for approval. If approved, these will be procured through either the NAC or NHS Procurement teams.	
	The IJB approved the Financial Regulations.	
14.	NORTH AYRSHIRE HEALTH & SOCIAL CARE PARTNERSHIP (HSCP) DUE DILIGENCE PROCESS AND 2015/16 TO 2017/18 BUDGETS	
	Submitted report by Lesley Aird, Head of Finance on the Due Diligence process and the 2015/16 and 2017/18 budgets.	
	Members asked questions and received clarification in relation to :-	
	<ul style="list-style-type: none"> Resources available within the partnership and NHS to meet the demands detailed within the report. Efficiencies/Savings identified relate mainly to the savings agreed by North Ayrshire Council. The work will be monitored through the Change Programme. A report on the Change Programme will be submitted to the next IJB meeting. 	Jo Gibson Agenda – IJB – 16-4-15
	<p>The IJB agreed to :-</p> <ul style="list-style-type: none"> noted the due diligence work undertaken as the basis for the 2015/16 to 2017/18 budgets approve the 2015/16 budget and note the indicative 2016/17 and 2017/18 budgets. 	
15.	CLINICAL NEGLIGENCE AND OTHER RISKS INDEMNITY SCHEME (CNORIS)	
	Submitted report by Lesley Aird, Head of Finance to seek approval from the Board to submit an application to become a member of the Clinical Negligence and Other Risks Scheme (CNORIS).	

	Lesley Aird advised that CNORIS is a risk transfer and financing scheme which was established in 1999 for NHS organisations in Scotland, the primary objective of which is to provide a cost effective risk pooling and claims management arrangement for those organisations which it covers.	
	It was agreed that the Board applies to Scottish Ministers to join the CNORIS scheme.	
16.	INFORMATION SHARING	
	Submitted report by Janine Hunt, Principal Manager (Business) in relation to the invitation to join the Ayrshire Data Sharing Partnership.	
	<p>The IJB agreed to</p> <ul style="list-style-type: none"> • Accept the invitation to join the Ayrshire Data Sharing Partnership and become a party to the Ayrshire & Arran Protocol for Sharing Information. • Accept the invitation from the Chief Executives of North Ayrshire Council and NHS Ayrshire & Arran to become a party to the Information Sharing Protocol between North Ayrshire Council and NHS Ayrshire and Arran. • Authorise the Partnership Director to sign all relevant documentation 	
17.	CODE OF CONDUCT	
	Submitted report by Andrew Fraser, Head of Democratic Services on the Code of Conduct for IJB members.	
	The report highlighted the requirement of IJB members to sign the Code of Conduct for Devolved Public Bodies.	
	Andrew Fraser advised that an induction session is planned for IJB members which will discuss the Code of Conduct in more detail.	
	The IJB agreed that members would adhere to the Code of Conduct.	

18.	VOTE OF THANKS	
	Cllr Dickson closed the first Integration Joint Board meeting with a vote of thanks, with particular reference to :-	
	<ul style="list-style-type: none"> • Chief Executives of NHS and NAC • Iona Colvin, HSCP Director • Senior Officers of all disciplines • Strategic Planning Group • Strategic Plan Writing Group 	
	Cllr Dickson thanked Stephen McKenzie for Chairing the SIB through the Shadow year.	

The meeting closed at 12.00

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