

# PERTH AND KINROSS INTEGRATION JOINT BOARD

Minute of Meeting of the Perth and Kinross Integration Joint Board (IJB) held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Friday 22 June 2018 at 9.30am.

## **Present:**

### **Voting Members**

Councillor C Stewart, Perth and Kinross Council (Vice-Chair)  
Councillor C Ahern, Perth and Kinross Council  
Councillor E Drysdale, Perth and Kinross Council  
Councillor A Jarvis, Perth and Kinross Council  
S Hay, Tayside NHS Board (Chair)  
L Birse-Stewart, Tayside NHS Board

### **Non-Voting Members**

J Pepper, Chief Social Work Officer, Perth and Kinross Council  
R Packham, Chief Officer  
J Smith, Chief Finance Officer  
J Foulis, NHS Tayside (up to and including Item 10.3)  
Dr C Rodriguez

### **Additional Members**

Dr D Walker, NHS Tayside  
Dr A Noble, External Adviser to Board

### **Stakeholder Members**

A Drummond, Staff Representative, NHS Tayside  
H MacKinnon, Third Sector Interface  
M Summers, Carer Public Partner (substituting for B Campbell)  
S Auld, Service User Public Partner (substituting for L Lennie)

## **In Attendance:**

G Taylor, Clerk; S Hendry, C Mailer, and S Richards (all Perth and Kinross Council); H Dougall, V Aitken, C Jolly, D Mitchell, K Ogilvy and S Gourlay (all Perth and Kinross Health and Social Care Partnership); and D Huband, NHS Tayside.

## **Apologies:**

Dr R Peat, Tayside NHS Board  
Dr D Carey, Independent Contractor  
Dr A Noble, External Advisor to Board  
Dr D Walker, NHS Tayside  
F Fraser, Staff Representative, Perth and Kinross Council  
B Campbell, Carer Public Partner  
L Lennie, Service User Public Partner  
D Fraser and E Devine (both Perth and Kinross Health and Social Care Partnership)

## **1. WELCOME AND APOLOGIES**

S Hay welcomed all those present to the meeting and apologies were noted as above.

## **2. DECLARATIONS OF INTEREST**

There were no Declarations of Interest made in terms of the Perth and Kinross Integration Joint Board Code of Conduct.

## **3. MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Perth and Kinross Integration Joint Board of 23 March 2018 was submitted and approved as a correct record.

## **4. ACTION POINT UPDATE**

There was submitted and noted the action point update for the Perth and Kinross Integration Joint Board as at 22 June 2018 (G/18/90).

## **5. MATTERS ARISING**

### **(i) Correspondence (Item 9.1 refers)**

S Hay referred to discussions that had taken place at the meeting of Perth and Kinross Council on 25 April 2018 regarding the decision at the previous meeting of the Board on the closure of Beechgrove Care Home.

It was confirmed that S Hay had subsequently held discussions with the Leader of Perth and Kinross Council, and that further meetings would be taking place between the Chief Officer, Chairman and Chief Executive of NHS Tayside and other Council Leaders within Tayside regarding communications between the relevant organisations.

## **6. BOARD MEMBERSHIP UPDATE**

There was submitted a report by the Clerk to the Board (G/18/91) updating the Board on a number of recent appointments to the voting members of the Board. The report also made proposals in terms of the appointment of non-voting members to the Board, as well as further appointments to the Audit and Performance Committee.

### **Resolved:**

- (i) The updated membership of the Board, set out in Appendix 1 of Report G/18/91, be noted;
- (ii) It be further noted that as of 21 July 2018, the voting members from Perth and Kinross Council would be Councillors C Stewart, C Purves, E Drysdale and X McDade, with Councillors C Ahern, A Jarvis, T McEwan and A Bailey as Proxy members;
- (ii) Dr Douglas Lowden / Dr Cesar Rodriguez be appointed as non-voting / co-members of the Board.
- (iii) The terms of office for both Bernie Campbell and Maureen Summers in their respective roles as public partners be extended until 31 May 2019.
- (iv) Dr R Peat be appointed to the Audit and Performance Committee;

- (v) Councillor C Purves be appointed a member and Chair of the Audit and Performance Committee from 21 July 2018.

## **7. POSITION OF CLERK TO THE BOARD AND STANDARDS OFFICER**

The Board noted that the current Clerk to the Board, G Taylor, Head of Democratic Services, Perth and Kinross Council was retiring from her post on 30 November and would be resigning as Clerk with effect from 30 September 2018.

It was agreed that S Hendry, Team Leader (Committee Services), Perth and Kinross Council be appointed as Clerk and Standards Officer with effect from 1 October 2018.

## **8. REDESIGN OF SUBSTANCE USE SERVICES IN PERTH AND KINROSS**

There was submitted a report (G/18/92) by C Mailer, Chair of the Perth and Kinross Alcohol and Drug Partnership, providing an update on the redesign of substance use services and the implementation of a Recovery Oriented System Of Care in Perth and Kinross.

C Mailer and K Ogilvy provided the Board with a slide based presentation on the redesign of substance use services in Perth and Kinross.

### **Resolved:**

- (i) The progress to date, as set out in Report G/18/92, be noted;
- (ii) The proposed redesign in patient detox beds at Kinclaven, as set out in Report G/18/92, be noted;
- (iii) The redesign of community based substance use services, as set out in Report G/18/92, be approved;
- (iv) The Chair of the Alcohol and Drug Partnership be instructed to provide a further report on both reviews to the Board in June 2019.

## **9. FINANCE AND GOVERNANCE**

### **9.1 REVISION TO INTEGRATION SCHEME**

The Carers (Scotland) Act 2016 came into force on 1 April 2018. As part of the requirements of the legislation, provisions from the Act required to be incorporated into those regulations that support the Public Bodies (Joint Working) (Scotland) Act 2014. Local Authorities and Health Boards were required to revise Integration Schemes for Joint Boards to include the new list of functions and duties for delegation to the Boards. As this was a technical amendment to the Integration Scheme, Scottish Ministers have approved these revisions made under delegated powers.

The Board noted the position and the updated Integration Scheme available at [www.pkc.gov.uk/ijb](http://www.pkc.gov.uk/ijb).

IT WAS AGREED TO VARY THE ORDER OF BUSINESS AT THIS POINT

### **9.3 2017/18 FINANCIAL POSITION**

There was submitted a report by the Chief Finance Officer (G/18/94) providing a summary of the issues impacting on the Board's financial position of Perth and Kinross IJB in 2017/18, for the year ended 31 March 2018.

**Resolved:**

The year end out-turn for 2017/18, as detailed in Appendix 1 to Report G/18/94, be noted.

### **9.5 AUDIT AND PERFORMANCE COMMITTEE - UPDATE**

Councillor C Ahern, Chair of the Audit and Performance Committee, provided the Board with a verbal update from the last [meeting of the Committee on 19 June 2018.](#)

It was noted that in relation to governance and accountability arrangements, that the Chief Officer was continuing to have meetings with senior officers from both Perth and Kinross Council and NHS Tayside with work in progress.

It was noted that in relation to Clinical and Care Governance, it was agreed that a sub-committee of the Audit and Performance Committee be established to replace the current remit of the Clinical and Care Governance Forum.

It was noted that further discussions had taken place in relation to complaints for 2017/18, the Annual Performance Report for 2017/18, Annual Governance Statement and the Chief Internal Auditor's Annual Report and Assurance Statement 2017/18 for the IJB. The Unaudited Annual Accounts for 2017/18 had been approved by the Committee for consideration by the Board and T Gaskin and Fife, Tayside and Forth Valley (FTF) Internal Audit Services had been approved as the IJB's Chief Internal Auditor and Internal Auditors for 2018/19.

The Board noted the update.

### **9.2 UNAUDITED ANNUAL ACCOUNTS 2017/18**

There was submitted a report by the Chief Finance Officer (G/18/93) presenting the Board's Unaudited Annual Accounts for the financial year 2017/18 in accordance with the Local Authority Accounts (Scotland) Regulations 2014.

It was noted that in relation to section 3.2 of the report, 2016/17 should be replaced by 2017/18. It was further noted that in relation to page 23 of the Accounts, the word reinstated should be added under the income and expenditure section.

**Resolved:**

The Chief Officer be authorised to sign the Unaudited Annual Accounts, as appended to Report G/18/93, prior to submission of the Accounts to the Controller of Audit by 30 June 2018.

## **9.4 2018/19 FINANCE UPDATE**

There was submitted a report by the Chief Finance Officer (G/18/95) setting out an update on the development of the Board's 2018/19 Financial Plan and setting out the key financial risks to delivery of financial balance for the year ahead.

### **Resolved:**

- (i) It be noted that a gap of £920k remains in the 2018/19 Financial Plan driven by Inpatient Mental Health and GP Prescribing, as set out in Report G/18/95.
- (ii) The key financial risks that may further impact on the ability of the Board to deliver financial balance, as set out in Report G/18/95, be noted;
- (iii) The non-recurring budget to be allocated by NHS Tayside in 2018/19 to meet specific Board funding commitments which have slipped from 2017/18, as set out in Report G/18/95, be noted;
- (iv) The confirmation of the £1.685M Scottish Government earmarked recurring funding to meet Primary Care and Mental Health priorities in Perth and Kinross be noted.

THERE FOLLOWED A RECESS AND THE MEETING RECONVENED AT 11.22AM

## **10. DEVELOPING STRATEGIC OBJECTIVES**

### **10.1 CHIEF OFFICER STRATEGIC UPDATE**

There was submitted a report by the Chief Officer (G/18/96) providing an update on progress against tasks outlined in the rolling actions list for the Board.

### **Resolved:**

- (i) The updates within Report G/18/96 on the following areas be noted:
  - Integrated Workforce Plan
  - Development of a Healthy Organisational Culture
  - Mental Health Transformation Programme
  - Working with Public Partners
  - Strategic Planning.
- (ii) The Chief Officer to submit a forward planner for 2019 Board meetings to the next meeting of the Board.

### **10.2 GP ENGAGEMENT FUNDING**

There was submitted a report by the Clinical Director (G/18/97) seeking approval for 2018/19 GP Engagement Funds to support effective GP Prescribing.

### **Resolved:**

The investment of £211k in 2018/19 for the GP Engagement Programme, as detailed in Report G/18/97, be approved.

### **10.3 TAYSIDE PRIMARY CARE IMPROVEMENT PLAN 2018 TO 2021**

There was submitted a report by the Clinical Director (G/18/98) seeking approval from the Integration Joint Board for the NHS Tayside Primary Care Improvement Plan.

Dr H Dougall and C Jolly provided the Board with a slide based presentation on the contents and proposals within the Improvement Plan.

#### **Resolved:**

- (i) The content of the Tayside Primary Care Improvement Plan, in so far as it pertains to Perth and Kinross, and attached as Appendix 1 of Report G/18/98, be approved;
- (ii) The programme management approach being taken in Perth and Kinross in respect to the ongoing delivery of changes to General Medical Services, as detailed in Report G/18/98, be endorsed;
- (iii) In terms of the timescales, the Executive Management Team of the Perth and Kinross Health and Social Care Partnership be given authority to begin the necessary recruitment processes in line with the purpose of the Improvement Plan;
- (iv) The Chief Officer to meet with A Drummond regarding the concerns raised on the job evaluation process and report back to the next meeting of the Board;
- (v) The Clinical Director be instructed to submit updates on business cases to future meetings of the Board for information.

J FOULIS LEFT THE MEETING AT THIS POINT

### **10.4 ANNUAL PERFORMANCE REPORT 2017/18**

Due to the timescales involved in the publication of the Annual Performance Report 2017/18 by 31 July 2018, the Chief Officer be instructed to circulate the draft report to Board members for comment and a special meeting of the Audit and Performance Committee to be called to approve the report prior to 31 July 2018.

## **11. UPDATE REPORTS FOR INFORMATION**

There were submitted and noted the following reports for information:

- 11.1 **2017/18 WINTER PLAN REVIEW** – Report by Chief Officer (G/18/99)
- 11.2 **UPDATE ON THE IMPLEMENTATION OF THE SOCIAL CARE (SELF DIRECTED SUPPORT) (SCOTLAND) ACT 2013 IN PERTH AND KINROSS** – Report by Chief Officer (G/18/101)

**Note** – a further update on the above report to be provided to the Board in 12 months time.

- 11.3 **EQUALITY OUTCOMES PROGRESS REPORT** – Report by Chief Officer (G/18/101)

11.4 **TECHNOLOGY AND INNOVATION IN HEALTH AND SOCIAL CARE –**  
Report by Scottish Parliament Health and Sport Committee (G/18/102)

11.5 **ANNUAL REPORT FOR VOLUNTEERING IN NHS TAYSIDE 2017 –** Report  
by NHS Tayside (G/18/103)

## **12. FUTURE MEETING DATES 2018**

Friday 24 August 2018 at 9.30am – Briefing Session

Monday 24 September 2018 – Training Workshop – Standards Commission  
for Scotland

**Friday 28 September 2018 at 9.30am – Board Meeting**

Friday 26 October 2018 at 9.30am – Briefing Session

**Friday 30 November 2018 at 9.30am – Board Meeting**

## **13. VALEDICTORY**

The Chair referred to this being the last meeting of the Board for Helen MacKinnon from PKAVS who represented the Third Sector Interface. The Chair thanked Helen for her contribution to the work of the Board and wished her well in her new role.