

# 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 30 November 2018 at 10.55am.

## **Present:**

### **Voting Members**

Dr R Peat, Tayside NHS Board (Chair)  
Councillor C Stewart, Perth and Kinross Council (Vice-Chair)  
Councillor E Drysdale, Perth and Kinross Council  
Councillor X McDade, Perth and Kinross Council  
Councillor C Purves, Perth and Kinross Council  
Professor N Beech, Tayside NHS Board (from Item 4 onwards)  
Ms L Birse-Stewart, Tayside NHS Board

### **Non-Voting Members**

Mr J Foulis, NHS Tayside  
Mr R Packham, Chief Officer  
Ms J Pepper, Chief Social Work Officer, Perth and Kinross Council  
Dr D Lowden, NHS Tayside  
Ms J Smith, Chief Financial Officer

### **Additional Members**

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

### **Stakeholder Members**

Ms M Summers, Carer Public Partner (on behalf of B Campbell)  
Mr A Drummond, Staff Representative, NHS Tayside  
Ms C Gallagher, Independent Advocacy Perth and Kinross  
Ms L Lennie, Service User Public Partner

## **In Attendance:**

K Reid, Chief Executive, Perth and Kinross Council; S Hendry (Clerk) and A Taylor (both Perth and Kinross Council); V Aitken, C Jolly, R Duarte, D Fraser, M Rapley, E Devine and P Jerrard (all Perth and Kinross Health and Social Care Partnership); K Wilson, D Huband and L Denver (all NHS Tayside).

## **Apologies:**

Ms G Costello, Tayside NHS Board  
Dr D Carey, Independent Contractor  
Ms B Campbell, Carer Public Partner  
Ms F Fraser, Staff Representative, Perth and Kinross Council

## **1. WELCOME AND APOLOGIES**

Dr Peat 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 28 September 2018 was submitted and approved as a correct record, subject to the date in section 3.7 (iii) being amended to 28 September 2019.

*N BEECH ENTERED THE MEETING AT THIS POINT.*

## **4. ACTION POINT UPDATE**

There was submitted and noted the action point update for the Perth and Kinross Integration Joint Board as at 30 November 2018 (G/18/186).

## **5. MATTERS ARISING**

There were no matters arising from the previous minute.

## **6. BOARD MEMBERSHIP UPDATE**

There was submitted a report by the Clerk to the Board (G/18/187) updating the Board on a number of recent appointments to the voting members of the Board. The report also made a proposal in terms of the appointment of a non-voting member to the Board.

### **Resolved:**

- (i) The appointment of Dr Robert Peat as Chair of the Integration Joint Board, by NHS Tayside Board, be noted.
- (ii) The appointment of Ms Gillian Costello as a voting member of the Integration Joint Board until the end of March 2019, by NHS Tayside Board, be noted.
- (iii) The reappointment of Mr Jim Foulis as the Registered Nurse Representative on the Integration Joint Board until 31 May 2019 be agreed.

## **7. FINANCE AND GOVERNANCE**

### **7.1 2018/19 FINANCIAL POSITION**

There was submitted a report by the Chief Financial Officer (G/18/188) providing an update on the year-end financial forecast for 2018/19 based on the 6 months to 30 September 2018.

### **Resolved:**

- (i) The overall projected overspend of £4.035m for the Perth & Kinross Integration Joint Board for 2018/19 be noted, including:
  - a. The forecast overspend of £2.009m on adult social care, an increase of £0.596m from the last report.

- b. The forecast overspend of £1.495m on GP prescribing, an increase of £0.669m from the last report.
- c. The forecast overspend of £0.755m on Tayside hosted services.
- (ii) The progress with 2018/19 savings delivery, as set out in Report G/18/188, be noted.
- (iii) The update regarding Integration Joint Board reserves, as set out in Report G/18/188, be noted.
- (iv) It be noted that Perth and Kinross Council would not support the use of slippage funds to manage any financial overspend, noting that monies are allocated for specific purposes and are recorded as restricted funds within the annual accounts.
- (v) It be noted that a Financial Recovery Plan had been prepared in line with the Integration Scheme and had been submitted to the Chief Executives of Perth & Kinross Council and NHS Tayside for approval at the earliest opportunity. The plan would then be submitted to the IJB and the both partners' relevant committee / board.
- (vi) The Chief Officer to bring a report to a future meeting of the Board on the impact of the Carers (Scotland) Act 2016.
- (vii) It be noted that the figure in paragraph 4 of section 3.4 of the report should read £142k.

## **7.2 AUDIT AND PERFORMANCE COMMITTEE**

### **(i) Verbal Update by Chair of Audit and Performance Committee**

Councillor Purves, Chair of the Audit and Performance Committee, provided the board with an update from the committee meeting that had taken place earlier in the day.

The committee had considered revised terms of reference prior to consideration by the IJB. A risk management progress update had been provided, and an update had been noted on the recent inspection by HM Inspectorate of Prisons for Scotland of Perth Prison with the resultant improvement plan approved for submission to Health Improvement Scotland.

The Board noted the position.

### **(ii) Revised Terms of Reference**

There was submitted a report by the Chief Financial Officer (G/18/189) seeking approval of the revised Terms of Reference for the Audit and Performance Committee of the Integration Joint Board.

#### **Resolved:**

- (i) The revised Audit and Performance Committee Terms of Reference, as detailed in Appendix 1 to Report G/18/189, be approved.

- (ii) It be agreed that Ms Lorna Birse-Stewart be appointed as a replacement member for Dr Robert Peat on the Audit and Performance Committee.

### **7.3 STANDING ORDERS ANNUAL REVIEW**

There was submitted a revised version of the Board's Standing Orders (G/18/190) for approval following feedback from the previous Board meeting of 28 September 2018.

**Resolved:**

The revised Standing Orders be approved subject to the following amendments:

- Sections 7.2 and 7.4 be amended to avoid any duplication;
- Section 2.12 be amended to clarify proxy member arrangements for both voting and non-voting members.

*MR A DRUMMOND LEFT THE MEETING AT THIS POINT.*

*THERE FOLLOWED A RECESS AND THE MEETING RECONVENED AT 1.00PM.*

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

### **7.4 DEVELOPMENT OF TAYSIDE PUBLIC HEALTH STRATEGY**

There was submitted a report by the Director of Public Health, NHS Tayside (G/18/201) seeking contributions from partner organisations in the development of the Tayside Public Health Strategy.

**Resolved:**

The contents of Report G/18/201 be noted, with partners invited to submit any further comments on the final draft plan, participate in the development and implementation of an action plan and assist in the evaluation of the impact of the strategy.

## **8. PROGRAMMES OF CARE**

**Note:** It was agreed that in relation to Items 8.1 – 8.4, all of the terms of reference for the programme boards were to be resubmitted to the Board for approval and that any references to individual posts should not include staff names.

### **8.1 PROGRESS MADE BY THE PERTH AND KINROSS PRIMARY CARE BOARD**

There was submitted a report by the Associate Medical Director (G/18/196) updating the IJB on progress made to date by the Perth and Kinross Primary Care Board

**Resolved:**

- (i) The progress made in setting up the Primary Care Board be noted;
- (ii) Updates on the work of the Board to be provided at each meeting of the IJB.

**8.2 PROGRESS MADE BY THE MENTAL HEALTH & WELLBEING CARE PROGRAMME**

There was submitted a report by the Head of Health (G/18/197) providing an update on the establishment and progress of the Mental Health and Wellbeing Care Programme.

**Resolved:**

- (i) The progress made in setting up the Mental Health and Wellbeing Programme be noted;
- (ii) Updates on the work of the Board to be provided at each meeting of the IJB;
- (iii) The proposed spend for the Action 15 monies, allocated to the Health and Social Care Partnership by the Scottish Government to support the implementation of the Mental Health Strategy 2017-2027, by recruiting more dedicated mental health professionals, as set out in Annex 3 of Report G/18/197, be endorsed;
- (iv) The proposed spend for the Alcohol and Drug Partnership monies, allocated to the Health and Social Care Partnership by the Scottish Government to reduce problem drug and alcohol use, as set out in Annex 4 of Report G/18/197, be endorsed.

**8.3 PROGRESS MADE BY THE OLDER PEOPLE & UNSCHEDULED CARE PROGRAMME BOARD**

There was submitted a report by the Associate Medical Director (G/18/198) providing and update on the establishment and progress by the Older People and Unscheduled Care Programme.

**Resolved:**

- (i) The progress made in the development of the Older People and Unscheduled Care Programme Board be noted;
- (ii) Updates on the work of the Board to be provided at each meeting of the IJB;
- (iii) The Board to provide the Older People and Unscheduled Care Section of the overarching Perth and Kinross Health and Social Care Strategic Commissioning Plan by March 2019.

**8.4 PROGRESS MADE BY THE CARERS PROGRAMME BOARD**

There was submitted a report by the Head of Adult Social Work and Social Care (G/18/199) updating the Board on the work and challenges of the Carers' Programme Board.

**Resolved:**

- (i) The progress made in the development of the Carers' Programme Board be noted;
- (ii) Updates on the work of the Board to be provided at each meeting of the IJB;

- (iii) The Board to provide a section on the Carers' Programme for the overarching Perth and Kinross Health and Social Care Strategic Commissioning Plan by March 2019.

## **9.1 CLINICAL, CARE & PROFESSIONAL GOVERNANCE COMMITTEE TERMS OF REFERENCE**

There was submitted a report by the Chief Officer (G/18/191) seeking (1) approval to establish an Integration Joint Board Clinical, Care & Professional Governance Committee; and (2) agreement of the Terms of Reference for the proposed Committee.

### **Resolved:**

- (i) The establishment of an Integration Joint Board Clinical, Care & Professional Governance Committee and Terms of Reference for the proposed Committee, as set out in Appendix 1 to Report G/18/191, be approved.
- (ii) It be agreed that Councillor C Stewart be appointed as Chair, with Councillor X McDade, Mr R Peat, and Ms L Birse-Stewart appointed as voting members.
- (iii) Nominations for the two non-voting members on the Committee to be submitted to the Clerk.
- (iv) The appointment of professional advisers to the committee from pharmacy, social work and social care to be further investigated.

## **9.2 NATIONAL JOINT REVIEW OF LOCAL GOVERNANCE**

There was submitted a report by the Chief Officer (G/18/192) seeking approval of the Integration Joint Board's response to the Scottish Governance/COSLA joint National Review of Local Governance.

### **Resolved:**

The item be withdrawn for further discussion.

*DR D WALKER LEFT THE MEETING AT THIS POINT.*

## **9.3 INTEGRATION JOINT BOARD DATA PROTECTION POLICY**

There was submitted a report by the Chief Officer (G/18/193) seeking approval of the Integration Joint Board Data Protection Policy.

### **Resolved:**

The Integration Joint Board Data Protection Policy and outline action plan, as set out in Report G/18/193, be approved.

## **9.4 APPOINTMENT COMMITTEE FOR CHIEF OFFICER – HEALTH & SOCIAL CARE**

There was submitted a joint report (G/18/194) by the Corporate Human Resources Manager, Perth and Kinross Council and Head of Human Resources, NHS Tayside seeking to confirm the two elected members and two non-executive committee members who would be on the Appointment Committee for the post of

Chief Officer – Health and Social Care for the Perth and Kinross Health and Social Care Partnership.

**Resolved:**

- (i) The proposals set out in section 2 of Report G/18/194 be approved;
- (ii) Dr R Peat (Chair), Councillor C Stewart, Councillor E Drysdale, Ms L Birse-Stewart and the Chief Executives of Perth and Kinross Council and NHS Tayside be appointed to the Appointment Committee;
- (iii) The job title for the advert to be Chief Officer (Equivalent to Director – Integrated Health and Social Care).

## **10. DEVELOPING STRATEGIC OBJECTIVES**

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

There was submitted a report by the Chief Officer (G/18/195) updating Board members on progress against tasks outlined in the rolling actions list.

**Resolved:**

The contents of Report G/18/195 and the following updates be noted:

- (i) Development of a Joint Workforce plan;
- (ii) The NHS Tayside Winter Plan;
- (iii) Joint inspection of Adult Services by Care Inspectorate and Health Improvement Scotland to be carried out during the first quarter of 2019;
- (iv) The update on the Strategic Plan refresh.

## **11. INFORMATION**

There were submitted and noted the following reports for information:

### **11.1 PERTH AND KINROSS CHILD PROTECTION COMMITTEE (CPC) STANDARDS AND QUALITY REPORT 2017/18 (G/18/200)**

### **11.2 HEALTH AND SOCIAL CARE INTEGRATION – UPDATE ON PROGRESS – REPORT BY ADULT SCOTLAND**

**Note** – the above report to be considered further at the next meeting of the Board.

## **12 REVISED 2019 MEETING DATES**

January 2019 (Special Meeting – date to be confirmed)

Friday 15 February 2019, 9.30am

Wednesday 1 May 2019, 2.00pm

Wednesday 26 June 2019, 2.00pm

Friday 27 September 2019, 9.30am

Wednesday 4 December 2019, 2.00pm