

PERTH AND KINROSS INTEGRATION JOINT BOARD

Minute of inaugural meeting of the Perth and Kinross Integration Joint Board held in the Hay Room, Dewars Centre, Glover Street, Perth on Friday 6 November 2015 at 2.00pm.

Present: Councillor D Doogan, Perth and Kinross Council (Chair)
 Councillor P Barrett, Perth and Kinross Council
 Councillor I Campbell, Perth and Kinross Council
 Councillor K Howie, Perth and Kinross Council
 L Dunion, Tayside NHS Board (Vice-Chair)
 S Tunstall-James, Tayside NHS Board
 J Golden, Tayside NHS Board (up to and including Item 8)
 S Hay, Tayside NHS Board
 P Campbell, Tayside NHS Board (from Item 9 onwards, substituting for J Golden)
 R Packham, Chief Officer
 Dr M Martindale, NHS Tayside (up to and including Item 12)
 J Foulis, NHS Tayside
 Dr N Prentice, NHS Tayside
 R Marshal, Staff Representative, NHS Tayside
 H MacKinnon, PKAVS (Voluntary Action Perthshire) VAP

In Attendance: B Malone, Chief Executive, Perth and Kinross Council
 J Walker, J Gilruth, S Rodger, A Heath, S Hendry, L Cameron, D Fraser, L Potter, E McMullon and C Crawford (all Perth and Kinross Council)
 B Nicoll and S Berry (both NHS Tayside)
 Dr A Noble, Adviser to Scottish Government

Apologies: G Costello and G Mackie

Councillor Doogan, Chair.

1. WELCOME AND INTRODUCTIONS

Councillor Doogan welcomed all those present to the meeting and apologies were noted as above.

It was confirmed that the order of business of the agenda would be varied, and that Item 8 on the agenda would now be considered as an exempt item at the end of the meeting under the Local Government (Scotland) Act 1973.

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest made in terms of the Model Code of Conduct for Members of Devolved Public Bodies.

3. ESTABLISHMENT OF INTEGRATION JOINT BOARD

There was submitted a report by the Chief Officer asking the Board to note that the Order establishing the Integration Joint Board was passed by the Scottish Parliament on 3 October 2015. The report also requested that the Board noted a number of key tasks that were required to be completed in the coming months to ensure compliance with the Integration Scheme.

Resolved:

- (i) The passing of the Order to establish the Board be noted.
- (ii) The Chief Officer be instructed to submit reports to the next Board meeting in relation to various tasks as outlined in the Integration Scheme.

4. MEMBERSHIP OF THE INTEGRATION JOINT BOARD

There was submitted a report by the Chief Officer asking the Board to note the appointment of the voting members of the Board by both NHS Tayside and Perth and Kinross Council and agree the appointment of non-voting members of the Board.

Resolved:

- (i) The nominations of the voting members of the Board by partners, as set out in Appendix 1 – Section A of the report, be noted.
- (ii) The non-voting professional members of the Board, as set out in Appendix 1 – Section B of the report, be noted.
- (iii) The appointment of the named members set out in Appendix 1 – Sections A and B of the report, be agreed.
- (iv) The Chief Officer be requested to bring forward a report to the next meeting of the Board outlining a proposed process for the identification of carer and service representatives of the Board.
- (v) It be noted that the Terms of Appointment for all members are to be finalised and presented to a future meeting of the Board.

5. APPOINTMENT OF CHIEF OFFICER

There was submitted a joint report by the Chief Executive, Perth and Kinross Council and the Chief Executive, NHS Tayside asking the Board to confirm the appointment of the Chief Officer.

It was noted that in relation to section 1.2 of the report, the post would not be a secondment.

Resolved:

Robert Packham be confirmed as the appointed Chief Officer for the Perth and Kinross Integration Joint Board.

6. APPOINTMENT OF CHIEF FINANCE OFFICER

There was submitted a report by the Chief Officer asking the Board to consider the proposed arrangements to ensure the Integrated Joint Board had a

proper officer to discharge the “Chief Finance Officer” role for the responsibility for the administration of its financial affairs.

Resolved:

- (i) The recruitment process for the Chief Finance Officer for the Perth and Kinross Integration Joint Board, as set out in the report, be noted.
- (ii) The Chief Officer be delegated authority to introduce interim arrangements for the discharge of the role of proper officer for the Perth and Kinross Integration Joint Board until the Chief Finance Officer is appointed.

7. STANDING ORDERS

There was submitted a report by the Chief Officer asking the Board to approve Standing Orders which were required to regulate Board meetings.

Resolved:

The Standing Orders, as set out in Appendix 1 of the report, be approved subject to the following amendments:

- The word “Named” be removed from the beginning of section 2.12.
- Section 3.2 be amended to confirm that the appointment to Chairperson and Vice Chairperson is time limited to a period not exceeding two years and carried out on a rotational basis between Council and NHS Board appointed Chairpersons. The term of office of the first Chairperson be for a period of two years following the date of the formal establishment in law of the Integration Joint Board and yearly thereafter.

8. APPOINTMENT OF INTERNAL AND EXTERNAL AUDITORS FOR 2015/16

There was submitted a report by the Chief Officer asking the Board to consider the appointment of a Chief Internal Auditor to the Integration Joint Board and to confirm Internal and External Audit arrangements for 2015/16.

Resolved:

- (i) Tony Gaskin (BSc, ACA), current Chief Internal Auditor of NHS Tayside, be appointed as the Chief Internal Auditor of the Perth and Kinross Integration Joint Board.
- (ii) Fife, Tayside and Forth Valley Audit and Management Services be appointed as the Integration Joint Board’s Internal Auditors.
- (iii) It be noted that there are no financial implications for the internal audit arrangements proposed for the financial year 2015/2016.
- (iv) The support from Perth and Kinross Council to ensure a level of Perth and Kinross Council Internal Audit resource is directed towards assisting Fife, Tayside and Forth Valley Audit and Management Services to deliver the Internal Audit requirements for the Perth and Kinross Integration Joint Board be acknowledged.
- (v) The formulation of a high level service level agreement between Perth and Kinross Integration Joint Board and Fife, Tayside and Forth Valley Audit and Management Services, the current Internal Audit provider to NHS Tayside, for

- the provision of Internal Audit services to Perth and Kinross Integration Joint Board, be approved.
- (vi) The appointment of Audit Scotland as the Integration Joint Board's external auditors be noted.

J GOLDEN LEFT THE MEETING AT THIS POINT AND WAS REPLACED BY P CAMPBELL ON THE BOARD

9. CLAIMS, LIABILITY AND INDEMNITY COVER

There was submitted a report by the Chief Officer advising the Board about the Clinical Negligence and Other Risks Indemnity Scheme (CNORIS) and recommending that the Board applies to join the Scheme to ensure appropriate liability and indemnity cover.

Resolved:

It be agreed that the Board apply to become a member of the CNORIS Scheme, as detailed in the report.

10. STRATEGIC PLANNING GROUP

There was submitted a report by the Chief Officer advising members about the purpose of the Strategic Planning Group, and requesting that the Board approve membership of the membership of the Group.

Resolved:

- (i) It was agreed that a revised version of Appendix 1 to the report would be circulated to Board members, clarifying the respective roles on the Strategic Planning Group.
- (ii) L Cameron (Chair) and E Devine to also be included on the list of members.
- (iii) A report to be submitted to the Board for approval confirming the role, remit and membership of the Group, including additional members as required.

11. PERTH AND KINROSS STRATEGIC PLAN / JOINT COMMISSIONING PLAN – DRAFT FOR CONSULTATION

There was submitted a report by the Chief Officer presenting the draft strategic plan / commissioning plan for Perth and Kinross for approval to circulate for formal consultation.

L Cameron circulated a summary document of the draft plan for information.

Resolved:

- (i) The draft strategic plan be approved for formal consultation subject to the following amendments:
 - (a) Under Section 3 Needs and Resources – Partnership Total Resources, the word “indicative” be added to the budget descriptions and figures as required along with an explanation for use where necessary.

- (b) Revisions to be made to the labelling of the map of the three Perth and Kinross localities, as detailed in the circulated summary version of the Draft Plan.
- (c) Within Section 1 Introduction – The Case for Change – High Costs, Increasing Demand and Reduced Budgets, the word “could” in the third sentence of the first paragraph be replaced by the word “should”.
- (ii) The method of consultation for the Draft Plan, as detailed in Appendix 2 of Annex B of the report, be approved.
- (iii) A revised Plan be submitted to the Board for final discussion in February 2016 incorporating the consultation feedback.

12. NHS TAYSIDE AND PERTH AND KINROSS PARTNERSHIP – DELAYED DISCHARGE AND WINTER PLAN 2015/16

There was submitted a report by the Chief Officer setting out NHS Tayside’s winter planning and delivery arrangements for 2015/16 supported by the Delayed Discharge Plan for Perth and Kinross.

Resolved:

- (i) The plans developed for winter 2015/16 (1 November 2015 to 31 March 2016) be noted.
- (ii) The resources required to realise the winter plan, as set out in the report).
- (iii) The core set of measures to support decision-making, governance and assurance, as set out in the report, be noted.

DR M MARTINDALE AND B NICOLL LEFT THE MEETING AT THIS POINT

IT WAS AGREED THAT THE PUBLIC AND PRESS SHOULD BE EXCLUDED DURING CONSIDERATION OF THE FOLLOWING ITEM IN ORDER TO AVOID THE DISCLOSURE OF INFORMATION WHICH IS EXEMPT IN TERMS OF SCHEDULE 7A TO THE LOCAL GOVERNMENT (SCOTLAND) ACT 1973

13. UPDATE ON THE DUE DILIGENCE

There was submitted a report by the Chief Officer summarising the outcome of the financial assurance work carried out to date on the financial resources of NHS Tayside and Perth and Kinross Council services which are to be consolidated to create the Perth and Kinross Integration Joint Board budget for 2016/17.

Resolved:

- (i) The work completed to date, as set out in the report, be noted.
- (ii) A formal report be submitted to a future meeting of the Board concluding the first phase of Due Dilligence.
- (iii) A briefing session to take place in January 2016 for Board members to consider the information contained in section 5 of the report in more detail.

14. DATE OF NEXT MEETING

It was agreed that Board meetings would take place on an eight weekly cycle, meeting on Fridays at 1.00pm where possible.

