

## **PERTH AND KINROSS INTEGRATION JOINT BOARD**

Minute of Meeting of the Perth and Kinross Integration Joint Board held in the Sandeman Room, AK Bell Library, York Place, Perth on Friday 13 May 2016 at 1.00pm.

**Present:** Councillor D Doogan, Perth and Kinross Council (Chair)  
 Councillor P Barrett, Perth and Kinross Council  
 Councillor K Howie, Perth and Kinross Council  
 L Dunion, Tayside NHS Board  
 S Hay, Tayside NHS Board (from Item 4 onwards)  
 S Tunstall-James, Tayside NHS Board  
 B Atkinson, Chief Social Work Officer, Perth and Kinross Council  
 R Packham, Chief Officer  
 J Smith, Chief Finance Officer  
 Dr M Martindale, Independent Contractor  
 J Foulis, NHS Tayside  
 Dr D Walker, NHS Tayside  
 Dr A Noble, External Advisor to Board  
 G Mackie, Staff Representative, Perth and Kinross Council  
 R Marshall, Staff Representative, NHS Tayside  
 H MacKinnon, PKAVS (Voluntary Action Perthshire) VAP

**In Attendance:** B Malone, Chief Executive, Perth and Kinross Council; G Taylor, S Hendry, S Rodger, R Fry and L Cameron (all Perth and Kinross Council); B Nicoll, V Aitken, J Dernie, K Wilson and E Devine (all NHS Tayside); N O'Connor, Audit Scotland; M Summers and B Campbell.

**Apologies:** Councillor I Campbell, Dr N Prentice and J Golden.

Councillor Doogan, Chair.

### **1. WELCOME AND INTRODUCTIONS**

Councillor Doogan 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 Model Code of Conduct for Members of Devolved Public Bodies.

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

The minute of meeting of the Perth and Kinross Integration Joint Board of 23 March 2016 was submitted and approved as a correct record.

#### **4. MATTERS ARISING**

##### **(i) Financial Assurance (Item 10 refers)**

With reference to the indicative budget for Large Hospital set aside, J Smith confirmed that a report would be submitted to the next meeting on 1 July 2016.

##### **(ii) Joint Performance Framework (Item 15 refers)**

In relation to a proposed reporting cycle and core suit of indicators, it was noted that J Smith was working with colleagues from both Perth and Kinross Council and NHS Tayside with a report being submitted to the next meeting on 1 July 2016.

##### **(iii) Risk Management Register (Item 16 refers)**

It was noted that a comprehensive shared risk register would be submitted to a future meeting of the board in 2016.

##### **(iv) Budget Review (Item 10 refers)**

With reference to the possibility of setting up Budget Review Groups for the Integration Joint Board for future financial years, J Smith confirmed that she was meeting with the Council's Head of Finance in due course and would be reporting back to the next meeting of the Board on 1 July 2016.

#### **5. TEMPLATE CODE OF CONDUCT FOR THE INTEGRATION JOINT BOARD**

There was submitted a report by the Chief Officer (G/16/97) seeking approval from the Board to adopt a template Code of Conduct drafted by the Scottish Government.

##### **Resolved:**

- (i) The Code of Conduct as detailed in Appendix 1 of Report G/16/97 be formally adopted;
- (ii) It be agreed that Section 7 of the Board's Standing Order be amended to refer to the Perth and Kinross Integration Joint Board Code of Conduct;
- (iii) The Chief Officer be instructed to submit the Board's Code of Conduct to the Scottish Government for approval by 21 June 2016.

#### **6. STRATEGIC COMMISSIONING PLAN – UPDATE**

There was submitted a report by the Chief Officer (G/16/98) providing the Board with an update on the action plan of the Strategic Commissioning Plan 2016-2019, as part of the regular progress reports to the Board.

##### **Resolved:**

- (i) The actions as identified in the plan as high priority for 2016/17 be noted;

- (ii) The Chief Officer be required to submit progress reports on the strategic plan to each Integration Joint Board meeting.

## **7. DELAYED DISCHARGE PLAN 2016/17**

There was submitted a report by the Chief Officer (G/16/99) (1) informing the Board of the significant challenges facing the Perth and Kinross Health and Social Care Partnership in relation to delayed discharges; and (2) providing the Board with an outline of the improvement activities already undertaken in 2015/16 with proposals for urgent actions in 2016/17.

### **Resolved:**

- (i) The challenges facing the Integration Joint Board in relation to Delayed Discharges, as detailed in Report G/16/99, be acknowledged;
- (ii) The progress to date, as detailed in Report G/16/99, be noted;
- (iii) The future improvement activities contained within the Delayed Discharge Action Plan for 2016/17 be supported.

## **8. DRAFT COMMUNICATIONS STRATEGY**

There was submitted a report by the Chief Officer (G/16/100) (1) presenting the Draft Communications Strategy to the Integration Joint Board for approval; and (2) setting out the Health and Social Care Partnership's approach to ensuring stakeholders are informed about and engaged in Health and Social Care Integration.

### **Resolved:**

The Community Engagement, Communications and Organisational Development Steering Group be requested to revise the Draft Communications Strategy in consultation with Board members and bring a further version of the strategy to the next meeting on 1 July 2016.

## **9. APPOINTMENT OF STAKEHOLDER MEMBERS**

There was submitted a report by the Chief Officer (G/16/101) (1) providing the Board with a progress update on the appointment of stakeholder representatives for Carers and Service Users to be made to the Board; and (2) recommending named individuals for the Unpaid Carer representatives (main and substitute) and noting timescales for concluding the Service User appointment process.

### **Resolved:**

- (i) The named appointments for the Carer representatives, as detailed in Report G/16/101, be approved;
- (ii) The progress and expected completion date of the Service user appointments be noted;
- (iii) The commencement of the induction process with the identified representatives from May, with formal ratification at the July Board meeting, be supported;
- (iv) The proposed term of appointment, including the review point at six months, be approved;
- (v) The out-of-pocket expenses position to enable involvement, as detailed in Report G/16/101, be supported;

- (vi) The future referencing of Carer and Service User representatives as 'Public Partners' be endorsed.

#### **10. FORECAST FINANCIAL POSITION 2015/16**

There was submitted a report by the Chief Finance Officer (G/16/102) (1) setting out the requirements in relation to the issuing of Directions to the Partners; and (2) asking the Board to approve the issuing of Directions to take effect from 1 April 2016.

**Resolved:**

The updated year end forecast financial position be noted based on the year to date actual expenditure as at the end of February 2016.

#### **11. AUDIT SCOTLAND REPORTS**

There was submitted a report by the Chief Officer (G/16/103) (1) considering the implications for the Perth and Kinross Integration Joint Board of two Audit Scotland reports, the opinion therein and recommendations; and (2) assessing the risks and opportunities laid out in the reports, benchmarking the progress made in Perth and Kinross and making recommendations for further action.

**Resolved:**

- (i) The contents of the Audit Scotland report on Health and Social Care Integration, as detailed in Appendix 2 of Report G/16/103, be noted;
- (ii) The key messages and recommendations from the Audit Scotland report, highlighted at section 4.4 of Report G/16/103, be noted;
- (iii) The progress and development of key actions for the IJB to consider in order to mitigate the risks highlighted in Appendix 1 of Report G/16/103 be noted.

#### **12. FUTURE MEETING DATES 2016**

Friday 1 July at 1.00pm (Dewar's Centre, Perth)  
Friday 26 August at 1.00pm (AK Bell Library, Perth)  
Friday 4 November at 1.00pm (Dewar's Centre, Perth)