

## 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 28 September 2018 at 9.30am.

**Present:**

**Voting Members**

Councillor C Stewart, Perth and Kinross Council (Vice-Chair)  
Councillor E Drysdale, Perth and Kinross Council  
Councillor T McEwan, Perth and Kinross Council (substituting for Councillor X McDade)  
Councillor C Purves, Perth and Kinross Council (up to and including Item 3.2)  
Councillor A Jarvis, Perth and Kinross Council (from Item 3.3 onwards, substituting for Councillor C Purves)  
Prof N Beech, Tayside NHS Board  
J Brown, Tayside NHS Board (substituting for L Birse-Stewart)  
R Peat, Tayside NHS Board

**Non-Voting Members**

J Foulis, NHS Tayside (from Item 3.1 onwards)  
R Packham, Chief Officer  
J Pepper, Chief Social Work Officer, Perth and Kinross Council  
J Smith, Chief Finance Officer

**Additional Members**

Dr A Noble, External Adviser to Board

**Stakeholder Members**

B Campbell, Carer Public Partner (from Item 3.1 onwards)  
A Drummond, Staff Representative, NHS Tayside  
C Gallagher, Independent Advocacy Perth and Kinross  
L Lennie, Service User Public Partner

**In Attendance:**

G Taylor (Clerk), S Hendry and S Richards (all Perth and Kinross Council); H Dougall, V Aitken, C Jolly, D Mitchell, R Duarte, D Fraser, V Johnson, and M Rapley (all Perth and Kinross Health and Social Care Partnership); B Nicoll and D Huband (both NHS Tayside).

**Apologies:**

Councillor X McDade, Perth and Kinross Council  
L Birse-Stewart, Tayside NHS Board  
Dr D Carey, Independent Contractor  
Dr C Rodriguez and Dr D Lowdon, NHS Tayside  
Dr D Walker, NHS Tayside  
F Fraser, Staff Representative, Perth and Kinross Council

PERTH AND KINROSS COUNCIL  
STRATEGIC POLICY AND RESOURCES COMMITTEE (Art. 61(v))(Appendix IV)  
6 FEBRUARY 2019

**1. WELCOME AND APOLOGIES**

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

It was noted that S Hay had recently stepped down as a member of the Tayside NHS Board and was therefore no longer Chair or a member of the IJB. Councillor Stewart, J Brown and members of the Board paid tribute to the contribution that S Hay had made to the work of the IJB.

Councillor Stewart also welcomed J Brown, Chair of Tayside NHS Board who was attending as a substitute member, and welcomed Professor Beech and R Peat to their first Board meeting.

**2. DECLARATIONS OF INTEREST**

In terms of the Perth and Kinross Integration Joint Board Code of Conduct, C Gallagher declared a non-financial interest in Item 5.2 as Chief Executive of Independent Advocacy Perth and Kinross.

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

**3. FINANCE AND GOVERNANCE**

**3.1 AUDIT AND PERFORMANCE COMMITTEE**

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

Councillor Purves, Chair of the Audit and Performance Committee, updated the Board following the recent meeting of the Committee on 20 September 2018.

It was noted that the terms of reference for the Committee were currently being reviewed and updated for submission to the IJB at a future date. Further meetings were also taking place regarding clinical care and professional governance arrangements within the Partnership.

Following consideration of the Annual Governance Statement at the June 2018 meeting of the Committee, work was continuing to take place on the Transforming Governance Action Plan for 2018/19.

In relation to Risk Management, further workshop sessions were being arranged with IJB members and the refreshed risk management framework had been approved by the Committee.

It had been noted that the IJB had issued confirmation of the adequacy and effectiveness of the governance arrangements in place with the IJB for 2017/18 to both NHS Tayside and Perth and Kinross Council.

PERTH AND KINROSS COUNCIL  
STRATEGIC POLICY AND RESOURCES COMMITTEE (Art. 61(v))(Appendix IV)  
6 FEBRUARY 2019

Written confirmation had been received from Perth and Kinross Council as to the Council's governance arrangements, however the Chief Officer and Chief Executive of NHS Tayside were in continued correspondence regarding governance arrangements at NHS Tayside.

The Committee had also approved the Audited Annual Accounts 2017/18 for consideration by the IJB.

The Board noted the position.

- (ii) In line with the recording of meetings of the Integration Joint Board, it was agreed to record meetings of the Audit and Performance Committee for public viewing online following the meeting.

*J PEPPER LEFT THE MEETING DURING THE FOLLOWING ITEM.*

### **3.2 ANNUAL ACCOUNTS 2017/18**

There was submitted a report by the Chief Financial Officer (G/18/135) presenting the Integrated Joint Board's Audited Annual Accounts for the period to 31 March 2018.

**Resolved:**

- (i) It be noted that the Audit and Performance Committee approved the Audited Annual Accounts and KPMG'S Annual Audit Report at its meeting on 20 September 2018 for consideration by the IJB;
- (ii) The contents of KPMG's Annual Audit Report to Members of Perth & Kinross IJB and the Controller of Audit on the 2017/18 Audit, attached as Appendix 1 to Report G/18/135, be noted and it be agreed to recommend to KPMG that the final report include a reference to the number of changes in Board membership since its inception in 2015;
- (iii) The Audited Annual Accounts for 2017/18, attached as Appendix 2 to Report G/18/135, be approved.
- (iv) The Chief Officer be instructed to circulate to Board Members for information a recent joint letter from the Scottish Government, NHS Scotland and COSLA on the delivery of health and social care integration in Scotland.

*THERE WAS A SHORT BREAK AT 10.13AM FOR THE SIGNING OF THE ANNUAL ACCOUNTS.*

*THE BOARD RECONVENED AT 10.29AM.*

### **3.3 2018/19 FINANCIAL POSITION**

There was submitted a report by the Chief Financial Officer (G/18/136) providing a summary of the issues impacting on the financial position of Perth and Kinross Integration Joint Board in 2018/19, based on the 4 months to 31 July 2018.

PERTH AND KINROSS COUNCIL  
STRATEGIC POLICY AND RESOURCES COMMITTEE (Art. 61(v))(Appendix IV)  
6 FEBRUARY 2019

**Resolved:**

- (i) The forecast financial position for 2018/19 and the potential implications for both NHS Tayside and Perth & Kinross Council, as set out in Report G/18/136, be noted.
- (ii) It be noted that the Audit & Performance Committee had instructed the Chief Officer to seek formal agreement from Perth & Kinross Council and NHS Tayside on the risk sharing arrangements for 2018/19.

*COUNCILLOR PURVES LEFT THE MEETING AT THIS POINT AND COUNCILLOR JARVIS ENTERED THE MEETING.*

### **3.4 MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Perth and Kinross Integration Joint Board of 22 June 2018 was submitted and approved as a correct record.

### **3.5 ACTION POINT UPDATE**

There was submitted and noted the action point update for the Perth and Kinross Integration Joint Board as at 28 September 2018 (G/18/137).

### **3.6 MATTERS ARISING**

There were no matters arising from the previous minute.

### **3.7 BOARD MEMBERSHIP UPDATE**

There was submitted a report by the Clerk to the Board (G/18/147) 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 appointment of Professor Nic Beech as a voting member by NHS Tayside Board be noted.
- (ii) It be noted that following the resignation of Stephen Hay, Robert Peat and Gillian Costello would be nominated for the positions of Chair of the IJB and voting member respectively for consideration by the NHS Tayside Board at it's next meeting on 25 October 2018.
- (iii) The appointment of Clare Gallagher as the Third Sector Representative, with Sandy Watts as substitute, until 28 September 2019, be agreed.
- (iv) The reappointment of Linda Lennie and Sandra Auld in their respective roles as public partners until October 2020 be agreed.
- (v) Dr Drew Walker and Dr Alastair Noble be reappointed in their respective roles until 31 March 2019, with a review at that time following the development of a skills matrix for the Board.
- (vi) Professor Beech be appointed as a voting member from NHS Tayside to the Audit and Performance Committee.

### **3.8 APPOINTMENT OF DATA PROTECTION OFFICER**

The Board agreed that Donald Henderson, Data Protection Officer, Perth and Kinross Council, be appointed as the Data Protection Officer for the Perth and Kinross Integration Joint Board.

### **3.9 STANDING ORDERS**

In accordance with the Board's Standing Orders, revised Standing Orders (G/18/148) were submitted for consideration by the Board.

It was agreed that any further comments on the Standing Orders be submitted to the Clerk for final approval at the next Board meeting on 30 November 2018.

## **4. DEVELOPING STRATEGIC OBJECTIVES**

J PEPPER REJOINED THE MEETING DURING THE FOLLOWING ITEM.

### **4.1 CHIEF OFFICER STRATEGIC UPDATE**

There was submitted a report by the Chief Officer (G/18/138) updating Board members on progress against tasks outlined in the rolling actions list.

**Resolved:**

- (i) The refresh of the Perth and Kinross Integration Joint Board Strategic Commissioning Plan be noted;
- (ii) The preparations for the Joint Inspection of Perth and Kinross Health and Social Care Partnership be noted;
- (iii) The Mental Health and Learning Disability Transformation Plan Update be noted;
- (iv) The Mental Welfare Commission 'Right to Advocacy' response be noted.;
- (v) The contents of Report G/18/138 otherwise be noted.

## **5. PROGRAMMES OF CARE**

### **5.1 PRIMARY CARE IMPROVEMENT PLAN AND GENERAL MEDICAL SERVICES CONTRACT IMPLEMENTATION: PROGRESS UPDATE**

There was submitted a report by the Clinical Director and Programme Manager (G/18/140) providing an update on progress made to date in respect of implementing the Primary Care Improvement Plan that encompasses the 2018 General Medical Services Contract.

**Resolved:**

- (i) The proposed allocation of Primary Care Improvement Funds across the programme of projects, which seek to implement the Primary Care Improvement Plan and the 2018 General Medical Services Contract, as set out in Report G/18/140, be noted.

PERTH AND KINROSS COUNCIL  
STRATEGIC POLICY AND RESOURCES COMMITTEE (Art. 61(v))(Appendix IV)  
6 FEBRUARY 2019

- (ii) Further progress reports to be brought to each meeting of the Board as the implementation programme develops.

## **5.2 REVIEW OF DAY SERVICES UPDATE**

There was submitted a report by the Chief Officer (G/18/139) providing an update on the outstanding savings balance noted at April 2018 for the Review of Day Services transformation project.

**Resolved:**

The progress achieved with the transformation project, and the current savings balance which would be fully met by September 2018, as set out in Report G/18/139, be noted.

## **6 INFORMATION**

There were submitted and noted the following reports for information:

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

### **6.2 PERTH AND KINROSS JOINT STRATEGY TO SUPPORT INDEPENDENT LIVING & QUALITY OF LIFE FOR ADULTS WITH A PHYSICAL DISABILITY AND/OR SENSORY IMPAIRMENT 2014 – 2017 AND ASSOCIATED IMPLEMENTATION OF THE NATIONAL SEE HEAR SENSORY IMPAIRMENT FRAMEWORK 2015 – 2018 – Report by Chief Officer (G/18/243)**

**Note:** A progress report on the above Item to be provided to the Board in twelve months time.

### **6.3 CARE INSPECTORATE INSPECTIONS 2017/18 – Report by Head of Adult Social Care (G/18/141)**

### **6.4 ADULT PROTECTION COMMITTEE BI-ENNIAL REPORT 2016- 18**

There was submitted a joint report by Chief Social Work Officer and Independent Convener of the Adult Protection Committee (G/18/151) providing an update of the work of the Perth and Kinross Adult Protection Committee (APC) and activity over 2016-2018.

**Resolved:**

- (i) The contents of the bi-ennial report to be submitted to the Scottish Government in October 2018 be noted;
- (ii) A report on the activity of the Perth and Kinross Child Protection Committee 2017-2018 to be submitted to the next meeting of the Board;
- (iii) A development session to be held on the subject of child and adult protection by the end of November 2018.

PERTH AND KINROSS COUNCIL  
STRATEGIC POLICY AND RESOURCES COMMITTEE (Art. 61(v))(Appendix IV)  
6 FEBRUARY 2019

**7 FUTURE MEETING DATES 2018**

Friday 26 October 2018 (Briefing Session)  
Friday 30 November 2018 at 9.30am (Board Meeting)

**8 PROPOSED 2019 BOARD MEETING DATES**

Further discussion to take place on 2019 meeting dates for resubmission to the next meeting on 30 November 2018.

**9 VALEDICTORY**

Councillor Stewart referred to the retiral of Gillian Taylor, Head of Democratic Services at Perth and Kinross Council at the end of November 2018 after almost thirty nine years working in local government. Gillian had been the Clerk and Standards Officer for the IJB since its inception in 2015 and had also heavily been involved in providing advice to the Pathfinder Board for Health and Social Care Integration for Perth and Kinross.

Councillor Stewart and Board Members thanked Gillian for her contribution to the work of the IJB and wished her a happy retirement.

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